

Memphis Shelby County Schools



Whitehaven High School **4851 Elvis Presley Blvd.** **Memphis, Tennessee 38116** **(901) 416-3000**

FACULTY and STAFF GUIDELINES 2025-2026

Dr. Vincent J. Hunter, Principal

Melissa Coleman, Vice Principal

Dr. Jason Bolden., Vice Principal

Dr. Qadriyyah Debnam, Assistant Principal

Tangela L. Taylor, Assistant Principal

Veranda Moffett, Assistant Principal

Ernest Smith, Assistant Principal

Traci Townsel, Assistant Principal

'Remember! See the Vision through the Eye of the Tiger!'

FOREWORD

This publication contains guidelines developed for the Whitehaven High School Faculty. Its purpose is to provide procedural uniformity and consistency within the school. It also provides direction and guidance in the daily operations of the school. The goal of procedural uniformity and consistency will be obtained by utilizing this handbook as a guide for the 2025-2026 academic year.

Dr. Vincent J. Hunter, Principal
Whitehaven High School

GUIDELINES RELATED TO BUSINESS

Principal's Responsibility as Trustee: Responsibility rests with the principal as trustee to be accountable for the school's funds and its investment in equipment.

School's Funds: All funds must be handled according to Tennessee State Law and the School Activities Accounting Manual of Shelby County Schools.

School Food Services: The cafeteria operations should be conducted in accordance with the Nutrition Services Handbook for Principals, revised August, 1985.

School Concessions: Concession sales at school activities may be operated by student groups or officials who are approved by the principal. The sale of any food item **must** be **after** school hours, not before or during school hours. This is in compliance with the Competitive Food Policy, effective August 31, 1984, which states: "The sale of any food or beverage items in areas of the school other than the cafeteria is limited to after school hours."

Vending Machines: Vending machines, excluding those in the cafeteria, may be installed in the schools only after the principal is satisfied with the desirability of such an installation and that no existing Board of Education Policy is violated. These machines must be placed in an area not accessible to students, such as the teacher's lounge.

Visitors: **ALL VISITORS, INCLUDING THE MEDIA, MUST REPORT TO THE MAIN OFFICE TO RECEIVE A VISITOR'S BADGE, WHICH MUST REMAIN VISIBLE AT ALL TIMES.**

Equipment: The responsibility rests with the principal to be accountable for the school's investment in equipment:

1. By establishing a program that includes utilization, care, and control.
2. By obtaining approval where required before permitting purchases and installations. The purchase of equipment in excess of \$1,000.00 which requires the use of public utilities, or which is to be attached to the building, must have written approval from the Department of Business Affairs.
3. By obtaining written approval of installation or alteration before making payment.
4. By notifying the Department of Business Affairs, Security, and the District Office of Equipment that is purchased, traded, transferred or stolen.

Transferring and Loaning of Equipment:

1. Equipment shall not be transferred from one school to another without receiving prior approval from the Area Academic Superintendent.
2. Equipment shall not be loaned without written approval from the Area Academic Superintendent, and it shall further be noted that the primary responsibility to safeguard board equipment still rests with the owning school.
3. Transactions involving the sale or exchange of equipment from or to Board of Education employees are discouraged.

Inventory of Equipment: The school shall conduct a school equipment inventory at the end of each school year and report any discrepancies, as outlined by the Division of Internal Auditors.

PROCEDURES FOR HANDLING FINANCIAL MATTERS

Collecting Money from Students: The teacher should give a receipt to each student as the money is collected. The receipt must be filled out. If an error is made on a receipt, the original and the copy should be marked “VOID,” and the original stapled to the copy. **THE ORIGINAL RECEIPT MUST BE PRESENTED IN ORDER TO VOID A RECEIPT. NO CHECKS WILL BE ACCEPTED, ONLY CASH OR MONEY ORDERS.** The teacher should turn money and receipt books in **daily to the school compliance coordinator by 10:30.** Teachers must sign for receipt books when picked up and sign for receipt books when returned. The school compliance coordinator will put the official receipt number in the teacher’s receipt book and keep the receipt book and moneybag in her possession until the teacher signs the book out.

Purchases: If a purchase is to be made from school funds, a request to purchase form must be obtained from the school compliance coordinator. This request must be completed and given to the financial secretary for the principal’s approval and signature. After the principal has approved the request, the school compliance coordinator will issue a purchase order number. When the materials ordered have been received, the teacher should return to the school compliance coordinator’s office and sign the packing slip of the purchase order so that the invoice may be paid. **(NO PURCHASES WILL BE HONORED UNLESS THIS PROCEDURE IS FOLLOWED).**

Reimbursements: Prior approval must be obtained from the principal before making any purchases for which reimbursement will be requested. Obtain a requisition from the school compliance coordinator, list items to be purchased and approximate cost and give to the school compliance coordinator for principal’s approval. After purchase, please return requisition with attached receipt(s) to the school compliance coordinator within two working days of purchase. **(THE SCHOOL CANNOT REIMBURSE TAX. PLEASE GET A TAX-EXEMPT NUMBER FROM THE SCHOOL COMPLIANCE COORDINATOR).**

Refunds: If a student is due a refund, the teacher should obtain a “request for check form,” attach student’s receipt to the form and submit these documents to the school compliance coordinator. Refunds will be issued 3 to 5 business days after the request is submitted.

Gifts to School Personnel: The solicitation and/or collection of funds from students for the purpose of providing gifts for school personnel is not permitted.

Use of School Buildings: Permission to use school facilities belonging to the Board of Education of the Memphis Shelby County Schools may be granted to public educational, civic, governmental or recreational non-profit organizations under rules and regulations of the Board.

Application for Rental Request for Use of School Property: All organizations, including schools, civic, governmental, nonprofit, and recreational organizations shall make written application to the Division of Facility Support at least thirty (30) days before date of the proposed use of school property. <https://www.facilitron.com/whhs38116>

ALL PROPOSED DATES MUST BE APPROVED BY THE PRINCIPAL BEFORE SUBMITTING A RENTAL REQUEST.

Requisitions:

1. Warehouse- All requisitions for the following types of materials and supplies which are budgeted and chargeable to the instructional materials allocation (audio visual, language tapes, art, administrative forms, first aid, maps, library, office, safety and guidance) will be routed directly to the Farmville Warehouse through a requisition.

NOTE: REFER TO THE APPENDIX FOR EXAMPLES OF ALL THE FORMS MENTIONED.

GUIDELINES RELATED TO PERSONNEL

Personal Evaluation (Teachers): All evaluations will be conducted in accordance with the Teacher Effectiveness Measure (TEM) Framework and Rubric.

Teachers Professional Leave Guidelines: The following will be utilized in granting professional leave to teachers:

1. Teachers who are bona fide delegates to TEA will be granted professional leave.
2. Teachers who accompany students on authorized field trips will be granted professional leave.
3. Teachers who represent the school system on Southern Association or NCATE accrediting teams will be granted professional leave.
4. Teachers who serve as president of their professional organization will be granted professional leave to represent their organizations at appropriate professional meetings.
5. Teachers who have been asked to represent the school system by making a presentation at a state or national meeting will be granted professional leave.
6. Teachers who wish to attend their professional meetings or conventions as an interested participant will be asked to utilize their personal days and when these days are expended, appropriate deductions will be taken.

Teacher Attendance:

MSCS EMPLOYEE HANDBOOK ABSENTEEISM AND TARDINESS

Memphis Shelby County School relies on all staff to report to work as scheduled to ensure the quality and continuity of instruction for students entrusted in our care. Good attendance is defined as being at work on time and ready to perform, every day the employee is scheduled to work, and remaining at work for the entire shift. Frequent absenteeism, tardiness, or early departure makes it difficult to maintain a productive and positive work environment because it places an extra burden on colleagues. Out of respect for everyone, unscheduled absences, late arrivals or early departures are grounds for corrective action. In addition, each employee is responsible for following department procedures for scheduling time off and following proper call-in procedures when reporting absences due to illness or emergency.

MSCS EMPLOYEE HANDBOOK TIME AWAY FROM WORK

1. All requests for time off from work must be approved by the employee's supervisor or a higher-level manager if that supervisor is unavailable. Approval of requests is dependent on factors such as workload and staffing level of the department.
2. We ask that you request time off in writing five (5) working days prior to your scheduled workday in order to be considered a scheduled absence. An unscheduled absence will be counted as an occurrence or as the absence is requested and approved by the supervisor at least 24 hours in advance, or as otherwise stated with department guidelines.

MSCS EMPLOYEE HANDBOOK CALL IN PROCEDURE

1. In order to allow time for management to make alternative work arrangements, an employee should report an absence well in advance of the start of their assigned shift. The amount of advance time required to request an absence varies based on department/school and work schedules.
2. The employee should contact the supervisor or other designated individual within the department/school and provide a specific reason for the absence. Employees are asked not to rely on friends, relatives, or fellow employees to report an absence.
3. An employee is required to follow the call-in procedure for every unplanned day of absence unless he/she indicates that the absence will be for more than one day.
4. Please follow proper call-in procedures to avoid any progressive corrective action, up to and including recommendations for discharge.

MSCS EMPLOYEE HANDBOOK OCCURRENCE

1. MSCS defines an occurrence as an unplanned absence for a single workday, or more than one consecutive workday for the same reason, where advance approval has not been received. (Advance approval means the employee has complied with the requirements for requesting time off and received authorization to be absent as outlined above.) Each period of consecutive absences is recorded as one occurrence regardless of the number of days of the duration.
2. If an employee agrees to work on a non-scheduled workday, this is considered a scheduled workday, and not showing up to work as scheduled is treated as any other unapproved absence.

MSCS EMPLOYEE HANDBOOK CORRECTIVE ACTION

1. MSCS expects all employees to maintain a 95% attendance rate (which means employees should be at work and on time for 95% of the time). Failure to maintain the standard could lead to disciplinary action.
2. The attendance rate is calculated by dividing the number of workdays by the number of absences. For example, a teacher's work year consists of 200 workdays and October 5 is the 50th workday of the school year. If a teacher has been absent or tardy to work 5 time (5/50), the teacher's absenteeism rate is 10%, which is above the district's acceptable rate of 5%.
3. Managers should monitor attendance/absenteeism rates on a monthly basis. At any point an employee's absenteeism/tardiness rate is above 5%, management should invoke progressive discipline to address the behavior. Approved sick and vacation days should not be included in the number of absences.
4. Failure to report to work for three consecutive days without notice may result in termination for job abandonment, which is considered to be voluntary.

BEREAVEMENT DAYS (found in District Updates, June 15, 2023)

1. Beginning 2023-2024 academic year, teachers and teacher types will have three (3) bereavement days that will no longer count towards their sick time.

WHITEHAVEN HIGH SCHOOL EXPECTATIONS

The teacher's day is from **7:00 a.m. – 2:30 p.m.** daily. Teachers are expected to sign in each morning in the A or D building office by 7:00 a.m. Each teacher is expected to sign-in for him/herself. **Teachers should be at their classroom doors or on their assigned duty post by 7:05 a.m. daily.** All staff members are expected to come to work regularly on time and prepared to stay the entire day.

Reporting to work after 7:00 a.m. is a failure to maintain the standard established by MSCS and could lead to disciplinary action.

Due to the problem of securing substitute teachers, **please notify the system as soon as possible.** To assist us with obtaining substitute teachers, please adhere to the following procedures for recording absences:

1. Teachers who are unable to report to work should input the absence using SmartFind <http://shelbycounty.eschoolsolutions.com> This input should be made the day prior to the absence. If this is not possible, please input the absence **NO LATER THAN 6:00 a.m.** on the day of your absence. This link is located on the Whitehaven High School website under teacher references or edugoodies.com under administrative links.
2. Complete the Absence Form via the link provided below **NO LATER THAN 6:00 a.m.** on the day of your absence. You are required to submit the Absence Job Number from SmartFind. The form will automatically notify *Mr. Smith, Ms. Melissa Coleman, and Ms. Todd* to inform them of your absence. <https://tinyurl.com/absent2526>
3. To report absences after 6:00 p.m., please enter the absence in SmartFind, Complete the absence form.
4. If you are running late, you should TEXT Ernest Smith at 901-299-0949 by 6:30 a.m. Only text Mr. Smith when you are running late.
5. No personal days will be granted without a five-day (school days) written notification. Please submit your requests to Dr. Hunter via email.
6. **The principal must approve personal days. No personal leave will be approved during the 1st and 4th nine-week grading period, during the State Testing window nor during the week grades are due. It is essential that all personnel be in attendance during these times. Personal leave should be requested via email at least five (5) working school days in advance; however, the sooner, the better.**
7. A Report of Absence Form must be completed and submitted to the School Compliance Coordinator, Ms. Jamaica Todd, for each absence.
8. **MSCS Wellbeing Day** - A wellbeing day (1 day) is a day where employees are encouraged to focus on themselves. Email Ms. Todd, Mr. Smith and Ms. Coleman **5 school days** (120 hours) in advance to request your Wellbeing Day. No Wellbeing Day will be approved during the 1st and 4th nine-week grading period, during the State Testing window nor during the week grades are due. It is essential that all personnel be in attendance during these times.

Absences May Be Entered Up to Thirty (30) Days in Advance. In the event of an emergency or inability to contact the sub service, call Ernest Smith at 901-299-0949 or Dr. Vincent Hunter at 901-359-8827 by 6:00 a.m.

Leaving Campus: Any teacher who wishes to leave campus between 7:00 a.m. and 2:30 p.m. must consult Dr. Vincent J. Hunter or his designee. If the teacher leaves campus, the teacher must complete the *“Teacher Campus Exit Form.”* Permission will be granted in cases of extreme necessity. The teacher is to sign out in the **MAIN OFFICE** noting the time out and destination and upon returning, sign in again.

Faculty Meetings: Recognizing the importance of a total educational program in the development of students, it is agreed that before and after school activities, faculty, department and committee meetings, parent conferences, extra help for students, evening meetings and other responsibilities beyond the workday are a part of an employee's professional responsibility. These responsibilities shall be assumed as necessary and/or assigned by the professional employee's supervisor. Faculty meetings will begin promptly at 2:45 p.m. All staff are expected to report to the designated meeting location on time. If you are unable to attend a meeting, you should email Dr. Hunter and Mrs. Townsel to inform them of your absence.

- **Coaches/Sponsors – During your season, the HEAD coach/sponsor is excused from faculty meeting. However, he/she is responsible for all information discussed in the meeting. All other coaches/sponsors are expected to attend faculty meeting.**

Teacher Parking: Teachers may park in the parking areas behind the “A” and “D” buildings. **Teachers are not allowed to park in areas designated as reserved. DO NOT park in the lot facing Elvis Presley.**

Room Décor: Teachers are expected to maintain a safe environment conducive to learning for all students. All furniture, computer equipment, and window treatments are the property of Memphis Shelby County Schools and must be monitored at all times. **DO NOT cover the classroom door window unless we are participating in a drill.**

Copier Usage: The purpose of the copier machine is to make copies of instructional information to enhance the knowledge of our students (tests, handouts, etc.). Teachers are not allowed to make copies for personal use (church or wedding programs, announcements, etc.). Teachers are not permitted to use the administrative copy machines in the A-Bldg., Main, or D-Bldg. offices.

Email: Each teacher has a Memphis Shelby County Schools e-mail address. This email account can be accessed via any internet connection. **Teachers are expected to check their accounts at least twice (2) a day (once in the morning and at the end of the day).** Teachers will be held responsible for complying with directives sent via email within 24 hours.

Teacher Mailboxes: All correspondence addressed to you will be placed in your mailbox.

- Please do not send a student to the office to retrieve your mail
- **Teachers should check mailboxes before school, and at the end of the day.** Except for emergencies, secretaries will not interrupt class to give you a message

Announcements via Intercom: In an effort to deliver important information to the faculty, students, and staff in an expeditious manner, it is the expectation that announcements are submitted to the announcers prior to the scheduled start time. *To avoid misuse of words, please do not allow students to submit announcements on behalf of organizations without prior approval.*

Library: The library is available for class visits. To reserve the library, teachers must complete a Library Media Request Form. Students must always have a library hall pass to enter the library during class periods.

ID Badges: Badges are the property of Memphis Shelby County Schools and will initially be furnished to employees at no cost. It is mandatory that badges be worn at all times with the photo clearly visible during MSCS work hours or while on MSCS property. You should use your badge for building entry instead of requesting entry via the buzz-in system. Badges must be used for MSCS official identification only and must be returned to the employee's immediate supervisor upon retirement and/or resignation. Lost or stolen badges must be reported immediately to Dr. Bolden, and to the Office of Security. Badges will be replaced at a cost of \$30.00 to the employee.

Dress Code Policy: All employees should dress in a professional manner that is conducive to teaching and learning as well as fostering a positive learning environment. See MSCS Employee Handbook pages 19-20 for additional clarity.

- Memphis Shelby County Schools district employees serve as role models for the students and as representatives of Memphis Shelby County Schools. Consistent with these roles, ALL employees, volunteers and substitutes shall dress professionally and appropriately.
- Our appearance, as well as our service, is used to judge MSCS staff. The expectation of the district is that every employee's appearance meets the high standards we set for ourselves as a School District.
- Employees must maintain a well-groomed, conservative, and professional appearance, as well as appropriate personal hygiene.
- Business Casual Attire is expected for all instructional staff at a minimum and will be permitted on Fridays for Central Office staff. Failure to adhere to the appropriate dress policy will result in disciplinary action.

APPROPRIATE DRESS:

- Traditional business or business casual attire is expected of all MSCS employees daily. Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition.
- MSCS understands the significance of religious beliefs and medical conditions espoused by individuals in its workforce. Unless the accommodation creates an undue burden, MSCS will reasonably accommodate a staff member's religious and medical convictions in terms of workplace attire.
- Requests for religious and medical dress accommodation in the workplace should be directed to the Human Resources Department Office of Professional Standards.

Business Casual Dress is defined as follows:

- **Casual Shirts:** All shirts with collars, business casual crewneck or V- neck shirts, blouses, and golf and polo shirts; optional tie or seasonal sport coat, a dress or skirt at knee-length or below (with appropriate undergarments), a tailored blazer, knit shirt or sweater.
- **Pants:** Casual slacks and trousers and jeans without holes, frays, etc. Sagging **will not be allowed**. Pants must be worn at waist level and loose pants must be worn with a belt.
- **Footwear:** Casual tie shoes, dress sandals with a back strap, and clean athletic shoes.
- **Head Apparel:** Should not be worn inside the building. Exceptions will be considered for employees whose job roles require them to adhere to alternate guidelines (ex. PE instructors, nutritional staff, grounds and facilities staff, etc.).

Inappropriate Attire:

- Examples of inappropriate attire includes shirts with inappropriate slogans and language, tank tops, muscle shirts, crop tops, halters, see-through garments, or clothing with revealing necklines, bare backs, bare midriffs, spaghetti straps hoods, hats, caps, head coverings designed for sleep, flip-flops, shorts, and pants worn below the waist or hip line, leggings, warm-ups, yoga pants, spandex or similar pants or exercise clothes, and construction or hunting boots.

SOCIAL MEDIA:

Memphis Shelby County Schools prohibits activities that may cause a disruption to school operations and operational efficiency.

Such activities include but are not limited to:

- Use of social media at work and/or on district equipment
- Use of information/content obtained from work on social media
- Unauthorized district representation on social media
- Engaging with students on social media in a manner inconsistent with Policy 4019.
- Unauthorized district social media accounts operated by employees

Sanctions for violation of the policy may result in disciplinary action up to and including termination of employment.

Academic and Vocational Integration: In an effort to meet state and federal requirements for using federal funds in the district's vocational programs, it is necessary to collect data on the number of academic teachers working with vocational teachers to integrate instruction. This information is required to complete the Local Plan for the Carl D. Perkins Vocational and Technical Education Act of 1998 (Perkins III) that is submitted to the State annually. Career and Technology Education teachers are required to complete this process annually.

MSCS STANDARDS OF CONDUCT:

- **Recognize and Respect Others**
- **Maintain Confidentiality**
- **Report to work according to assigned scheduled**
- **Notify your supervisor if you are going to be absent or late**
- **Comply with supervisor expectations when reporting absences**
- **Comply with District policies and procedures**
- **Express concerns and complaints through appropriate channels**
- **Observe safety rules and immediately report unsafe conditions and injuries to a supervisor**
- **Utilize District time, funds, and property only for authorized business**

MANDATORY REPORTING: CHILD ABUSE/NEGLECT:

District Employees, including school Staff In accordance with TN State law, school staff must immediately notify the school child abuse coordinator and report to DCS and law enforcement whenever he/she has knowledge or reasonable cause to suspect that a student may be a victim of child abuse.

When filing the report, school staff may seek assistance from the school child abuse coordinator.

However, notifying the school child abuse coordinator shall not exempt the school staff from his/her mandated responsibility to report any knowledge or reasonable suspicion of child abuse to DCS and law enforcement.

TN Child abuse online link and phone number:

phone: 877-237-0004 Website: <https://apps.tn.gov/carat/>

GUIDELINES RELATED TO STUDENTS

Student Accident Report: An accident report for any accident to students which occurs on Memphis Shelby County Schools property, and which requires the services of a doctor or could conceivably have any further complications should be submitted to the attendance office and grade level administrator on the day of the incident. Accidents must be reported within 24 hours of the incident.

Administering of oral medication to students during school hours by school personnel and form to be used: Under normal circumstances, school personnel will not administer any form of medication to students under the jurisdiction of the school. In exceptional cases, Board of Education Policy #6040 will be followed.

Contacts by Lawyers: School employees should decline to discuss matters with attorneys or other parties representing employees or students until such time as legal counsel is afforded to the administrative, supervisory or teaching personnel involved.

Reporting Emergency Situations: When the police, fire department, or an ambulance is called, the principal or his designee will notify the Division of Security, 901-416-5773.

Procedural Rights of Students: Prior to taking disciplinary actions, the following procedures should have been followed:

1. Student should be made aware of Rules and Regulations and penalties for infractions.
2. Student should be presented with notice of charges and/or evidence.
3. Student should be given the right to give evidence on his/her behalf.

Student Behavior/Due Process: In order to ensure due process, no student shall be disciplined for, and no school rules nor policy shall prohibit, impede, nor discourage the exercise of constitutionally protected rights of any student. The Memphis Shelby County Schools' "Code of Conduct" contains guidelines for rights and responsibilities of the Memphis Shelby County Schools, students, and parents/guardians. (Policy #6022 & #6019)

Police-School Relationship: The police may make an arrest at school without a warrant. Administrators should cooperate and not obstruct. Police may request a conference with a student. Administrators should first consult with parent and student. If parents cannot be notified, documentation of attempts should be maintained. The student should be told his/her right not to speak but should be encouraged to cooperate with the police. The principal or assistant principal will be present throughout all interviews except child sexual abuse cases, when excluded by the official in charge.

Human Services Investigations: Pursuant to Tennessee Law, the Department of Human Services is charged with investigating cases of alleged child abuse. The principal and/or assistant principal is/are to extend full cooperation to the investigators. A person reporting harm shall be presumed to be acting in good faith, and shall thereby be immune from any liability, civil, or criminal act that might otherwise be incurred or imposed for such actions.

Student Accounting Procedures:

1. **Opening of School:** A bell will ring at 7:05 a.m. at which time students should report to their assigned homeroom or first block, whichever applies. The tardy bell will ring at 7:15 a.m.
 Tardy students:
 - ☐ 1st & 2nd – Teacher led conference with student
 - ☐ 3rd & 4th – Teacher contacts parent
 - ☐ 5th + - Referral to appropriate office
 2. **Homeroom Accounting:** Any student reporting to homeroom/class after 7:15 a.m. will be marked tardy in PowerSchool. Any student not present in homeroom/class by 7:30 a.m. will be marked absent in PowerSchool.
 3. **Daily Check-In Procedures:** Any student reporting to school after 7:30 a.m. must be accompanied by a parent in order to check in through the school's attendance office and receive an admit before reporting to class. Students who arrive without a parent will speak to their grade level administrator for progressive discipline.
 4. **Excused Absence Notes.** A written statement, within two (2) school days of the student's return to school, shall be required from the parent or guardian explaining the reason for each absence. Submitting excused absence notes:
 - Students will present the excuse note to all teachers and have them sign it. This confirms the absence is an excused absence and allows for make-up work to be provided.
 - Then, students in Grade 9, will submit notes to the A-Bldg Office. Students in grades 10-12, will submit notes to D-building office from 7-7:10 a.m. The secretaries will make a copy of the note and then process it in PowerSchool and add to the student's file.
- Note:** Students absent while representing the school in a school-sponsored activity (Field Trip) **ARE NOT** to be marked absent in PowerSchool. All classes missed due to the activity will be marked as an absence in the teacher's grade book. These students shall be entitled to all rights afforded by an excused absence.
5. **Daily "check-out" procedures:** A student who becomes ill at school or is granted dismissal from school for any reason, must check out through the Attendance Office (A-building for 9th grade students, D-building for 10th, 11th, and 12th grade students). After notifying the parent or guardian, the student will be issued a dismissal slip, and his/her name will be placed on the "check-in/check-out" list with the time of dismissal. When a student is present at least 195 minutes a day, he/she is to be considered in attendance for the entire day. Any time spent at school less than 195 minutes will be shown as an absence on the daily attendance report. No student will be allowed to checkout AFTER 1:45 p.m.
 6. **Class Period Student Accounting:** Each teacher should check the class roll within the first five (5) minutes of the class period and record absences in a physical grade book and

in PowerSchool. Teachers should update attendance records to update tardy students prior to the end of the class period.

7. **Tardies:** Homeroom and classroom teachers should contact parents of students after their third and fourth tardy. After five (5) cumulative tardies, teachers should refer students to the appropriate grade level office and an administrator will issue progressive discipline.
8. **Field Trips/Activity:** Sponsor(s) should provide an alphabetized computer-generated list of students attending the activity to all teachers, administrators, and attendance secretary by 2:15 p.m. on the day **before** the scheduled activity and provide a reconciled attendee list to the general office secretaries by 8:00 am the next business day once the activity is completed.

Student Supervision: Students are to be supervised at all times. Coaches/Sponsors of extra-curricular activities are to remain with their students during practice. After practice, coaches/sponsors are to escort their students to the nearest door and remain with them until they are picked up by a parent.

Auditorium Expectations: For mornings that the students report to the auditorium, teachers are expected to be in the auditorium or on their assigned duty posts by 7:05 a.m. While in the auditorium, teachers are to assist with seating students, should actively monitor students and correct any behavior that is inappropriate. Teachers should not gather around the doors, on the ramps, standing in the hall or be on their cell phones.

Participation in After-school Activities: All students participating in after-school activities must report to the auditorium before 2:30 pm. Students must enter the auditorium orderly, sit in appropriate section and wait for instructions to leave with his/her teacher or coach. **Students that fail to report to the auditorium will not be allowed to participate in the after-school activity.**

- Teachers/Head Coaches/Sponsors must submit a Student After-School Supervision Plan to Dr. Jason Bolden.
- **The Student After-School Supervision Plan must be approved BEFORE after school activities can begin.**

SCHOOL BUS TRANSPORTATION: Bus transportation is provided for students (Gen Ed) that live more than two miles away from school.

- Gen Ed Riders—Must provide their bus pass to the teacher **BEFORE** being dismissed in the afternoon to catch the bus.
- Students should be allowed to board a bus in the morning without a bus pass, but schools should issue *temporary passes* prior to afternoon dismissal. Students will be denied ridership in the afternoons without a pass.
- Students must report their need for a replacement bus pass to the teacher of their 1st class of the day. The 1st or 2nd period teacher will email Jason Bolden to process the replacement. Students will be called when the replacement pass is available.
- Bus riders who are not riding the afternoon bus must remain in class and follow normal dismissal procedures.

Procedures for Referring Disciplinary Cases to the Administration:

Send all discipline referrals to the appropriate building office according to the following chart:

9 th Grade	Veranda Moffett	A Building Office
10 th Grade	Ernest Smith	D Building Office
11 th Grade	Traci Townsel	D Building Office
12 th Grade	Tangela Taylor	D Building Office
Curriculum & Instruction	Qadriyyah Debnam	Trophy Room
Vice Principal	Jason Bolden	D Building Office
Vice Principal	Melissa Coleman	Main Office

1. Before a student is sent to the office on a disciplinary referral, the respective teacher should have taken steps to improve the behavioral problem by
 - a. verbally (or in writing) address the actions with the student
 - b. calling the student's parents/guardians
 - c. requesting a parent/teacher conference
2. When there is a need to refer a student to the office because of misconduct, the disciplinary referral form **MUST** be sent at the same time as the student. When several students are involved, a form must be filled out for each student.

NOTE: Write first and last name only. "No nicknames." The teacher should list all dates of phone or school conferences with the parents in addition to other classroom-based interventions made. In explaining the nature of the problem, teachers are asked to be specific in writing the narrative. If additional space is needed, the teacher may write on the back. In extreme cases, send statements from witnesses.

3. In the administrative office, students will be given an opportunity to explain their version of the incident.

In volatile or emergency situations, the students should be taken out of the classroom setting and the form should be sent later. Call the appropriate office staff to notify them that the student(s) is/are on the way.

In School Suspension (ISS): ISS is a non-exclusionary suspension that is only issued at the discretion of the principal or assistant principal. During the period of ISS, the student will be isolated from the normal school climate. All assignments completed during ISS will be graded by the issuing teacher. Teachers are not permitted to send students to ISS. Students assigned ISS are attendance coded ISS in PowerSchool and are marked present for the day.

GUIDELINES RELATED TO INSTRUCTION

ALL TRIPS MUST HAVE ADMINISTRATIVE APPROVAL PRIOR TO SUBMITTING INFORMATION TO PARENTS AND STUDENTS.

Trips should relate to the instructional program of a given class or group of students. The principal shall determine whether any proposed trip relates to the instructional program. Sponsor(s) must complete the PRIOR Approval field trip request using the link below to submit the request to Dr. Hunter for approval. Once field trip/activity has been approved, ALL MSCS required forms in PLZ must be completed and submitted by the designated timeframe for in-town/out-of-town trips. A copy of all permission slips **MUST** be submitted to the main office and should be taken to the activity. The following items must be considered in planning **ALL** field trips. Failure to comply may result in disciplinary action.

<https://tinyurl.com/2526Trips>

In-Town Field Trips:

1. The trip taken must provide an adequate and safe means of transportation. Adult supervision must be provided (minimum ratio 1:20).
2. Approval of the parent or guardian of each student who desires to participate must be on file in the school office prior to the trip.
3. All field trips made under the auspices of the school **MUST** be made during the school year. Exceptions must be approved prior to the planning of the trip.
4. MSCS policy requires that all students purchase trip insurance that is to be included in the cost of the trip.
5. All approved trip **requests must be submitted fifteen (15) business days in advance of the scheduled trip in PLZ.**
6. Field trip plans, itinerary, emergency plans, and parental contact information must be on file at the school.
7. Only MSCS volunteer chaperones approved for the school field trip will be permitted to participate in the scheduled activity.
8. Approval from the district must be submitted **BEFORE** you leave for a field trip.

Out-of-Town Field Trips:

1. The trip taken must provide an adequate and safe means of transportation. Adult supervision must be provided (minimum ratio 1:10).
2. Approval of the parent or guardian of each student who desires to participate must be on file in the school office prior to the trip.
3. All out-of-town trips **MUST** be approved by the principal. **Plans should be submitted at least thirty (30) business days prior to the trip in PLZ.** Tentative approval for long-distance trips should be requested as early as planning requires.
4. Field trip plans, itinerary, emergency plans, and parental contact information must be on file at the school.
5. Only MSCS volunteer chaperones approved for the school field trip will be permitted to participate in the scheduled activity.
6. School days delegated for field trips should generally be **limited to three (3) days.** Longer trips would require special justification relative to approval.
7. District Approval must be submitted **BEFORE** you leave for an out-of-town field trip.

Criteria for School Program: There should not be any demonstration, illustration, or language used that would offend, demean, or insult any students, parents, faculty, or staff member of any race, creed, or religion. The principal shall be responsible for the final judgment of each program.

Student Load and Length of School Day: All students are required to attend school a full six hours and forty-five minutes minimum. All students in grades 9-12 are required to take a full load.

Eligibility to take the G.E.D: The General Education Development (G.E.D.) test may be taken by anyone 18 years or older who is not enrolled in day school.

Official Hours for Opening School Building to Students: Opening of school buildings on regular school days for the purpose of admitting students will be at the discretion of the principal. However, on rainy or extremely cold days, provisions must be made to permit students to enter the building 20 minutes prior to the scheduled opening time.

Teacher-Pupil Ratios: State regulations concerning teacher-pupil ratios are to be followed to the fullest extent possible. Oversized classes will be avoided.

Course Requirements, Course Levels, Grading, Reporting Process, Awarding Units of Credit, Promotions, Requirement for Graduation. Granting of Diplomas and Grade Level Curriculum Requirements. The Department of Curriculum and Instruction Administrative Guidelines will be utilized in addressing concerns related to the above.

ESSA (Every Student Succeeds Act) Title 1 Documents: Teachers, it is your responsibility to ensure ALL students receive all ESSA Student/Parent/Teacher compact and Family Engagement Plan during homeroom. Each student must sign upon receiving and returning it to his/her homeroom teacher. Teachers are to maintain the compacts and FOLDERS in a secured location until it is collected by Ms. Aisha Dotson.

Lesson Plans:

- **Weekly Lesson Plan:**
 - o Upload via OneDrive to the appropriate folder using the following format by 8:00 a.m. on the first day of the school week.
 - o ELA 9 Abell August 5-9 2025
 - o ELA PreAP 9 August 5-9 2025

Honors Matrices: All teachers that teach honors classes MUST submit an honors matrix. This matrix is to be submitted electronically by the deadline established by the district. The matrix should clearly indicate challenging work and enrichment opportunities for honors students. Honors teachers must attend Honors Compliance training provided by the district.

Parental Contact Log: The Parental Contact Logs must be submitted to Ms. Tangela Taylor on the Friday after each progress report issue date and the Monday after each report card issue date. Evidence that the contact with the parent MUST be provided if the contact was electronic. Also, the contact should be in the student's home language.

Students' Expectations: Each teacher should provide parents and students with a copy of their students' academic and behavioral expectation guidelines (e.g., class/course syllabus). **Teachers must receive prior approval from Dr. Qadriyyah Debnam before sending this information home with students.**

- All class syllabi/student expectations should include the following information:
 1. School and Name of Class
 2. Course description
 3. Teacher name and contact information (room phone number, email address, etc.)
 4. Planning period and Tutoring Information (days and hours)
 5. Classroom expectations
 6. MSCS Grading Policy (Grading scale, categories & weights, quality point expectations)
 7. Missed work and Make-up Policies

Teachers should indicate that they will respond to a parent's phone call or email message within two (2) business days.

Emergency Procedures: All emergency announcements must be taken seriously.

- Fire Drills – An announcement will be made indicating a fire drill. Teachers are to escort their students out of the building quickly to their assigned area. Teachers are to check attendance and notify an administrator if a student is missing.
- Shelter in Place – drop, cover and hold. An announcement will be made indicating a drill. Students and teachers are to take shelter under a desk or table and remain in position until the all-clear is given via the intercom.
- Lockdown - An announcement will be made indicating a drill. Teachers are to lock the classroom doors; cover door windows and students are to remain quiet. An all- clear will be given via the intercom.

Bulletin Boards: Departments/Teachers should assume responsibility for bulletin boards near their classroom areas. Attractive displays can encourage students to maintain an attractive building as well as provide a welcoming environment for our students and guests.

Student Campaign Posters: Posters must be approved by the Faculty Sponsor and MUST be removed within one (1) week of the campaign ending.

Extra-Curricular Posters/Flyers: Posters must be approved by the Faculty Sponsor and MUST be removed within one (1) week of the event ending.

Report Card Changes: If a teacher needs to change a submitted report card grade, he/she must complete the *Grade Change form and/or Historical Form, depending on which grading quarter or semester is being updated. These forms must be submitted within five (5) working days after the end of Tiger Tutorial Time (T3).* Teachers can obtain the form from the Main Office information tower. For security reasons, these forms are not given to students or put in mailboxes. The form is to be filled out and returned to the PowerSchool Secretary (Ms. Hearn).

Gradebook Evaluations and Grading Protocols: Gradebooks will be evaluated, and district Grading Protocols will be monitored by Mrs. Traci Townsel.

Gradebook Evaluations:

- Teachers should record grades in PowerTeacher Pro as well as the physical gradebook **daily**.
- PowerTeacher Pro will be monitored weekly to ensure an adequate number of grades have been recorded to reflect students' academic progress.
- Gradebooks should be accessible daily.
- Teachers must close out with their gradebooks during the Semester 1 closeout as well as during the end-of-year closeout.
- Teachers should assign and record a minimum of NINE assignments during the progress report period.
- Teachers should assign and record a minimum of EIGHTEEN assignments during the report card period.

Grading Protocols (per MSCS)

- 18 grades are required at the end of the nine weeks
- The grades should be broken down as follows:
 - o Homework: 10% (MINIMUM of 4 grades)
 - o Class Participation: 5% (Minimum of 4 grades)
 - IF A STUDENT IS ABSENT, CLASS PARTICIPATION SHOULD BE OMITTED WITH THE EXCEPTION OF COMMON FORMATIVE ASSESSMENT
 - o Classwork: 35% (MINIMUM of 4 grades)
 - o Assessments: 40% (MINIMUM of 4 grades)
 - o Projects: 10% (MINIMUM of 1 grade)

Due to a recent change in Tennessee state law ([Public Chapter No. 1080](#)), MSCS has adopted a new 10-point grading scale for students enrolled in grades 1-5 ([Policy 5014](#)) and 6-12 ([Policy 5015](#)).

 GRADING SCALES	
FORMER MSCS SCALE	NEW SCALE
A 93-100	A 90-100
B 85-92	B 80-89
C 75-84	C 70-79
D 70-74	D 60-69
F Below 70	F Below 60

Change of Class: Teachers are expected to be in the corridor and actively monitor what is happening to help enforce school policies and procedures during passing time.

15 Minute Rule: Students should not be allowed to leave the classroom during the first 15 minutes or the last 15 minutes of the class period. There are no hall passes. Students who need to leave class should be escorted by their teacher or another staff member will pick them up.

Classroom Instruction:

- Engage all students in instruction every second of every period.
- Expect ALL students to learn and afford them the opportunity to do so.
- Whiteboard Protocol should be posted each day for every subject.
- Bell work should be in ACT/EOC format daily.
- Utilize a variety of instructional strategies each day in class.
- Keep all students actively engaged in hands-on, thought-provoking, and appropriately challenging work each day.
- Utilize student performance data to drive instructional planning, teaching strategies, re-teaching and enrichment activities.
- Display quality student work.
- Return graded assignments to students in a timely manner.

Whiteboard Protocol: This protocol should consist of the following items daily:

- Current Date, Lesson Title, Standard(s), Performance Based Objective, Guiding/Essential Question, Bellwork, and Measurable Closure.

Bellwork: Bellwork is a daily task/question(s) given during the first five (5) minutes of class. This task/question(s) should align with the TN Standards and appear in ACT/EOC format. This activity MUST NOT exceed seven (7) minutes.

Measurable Closure: Closure is a time for the students to reflect on and restate what they have learned during instruction. Closure should occur in the last 5-7 minutes of the class.

Curriculum and Instruction:

Grading System - Refer to Policy 5015. All grades and conduct must be entered into PowerSchool by established deadlines.

Textbook Procedures:

1. Teachers may request a classroom set of textbooks for the academic school year 2025-2026. If those books are available as a classroom set, the teacher will follow the steps outlined.
 - a. The Textbook Request Form (Microsoft Form) must be completed
 - i. Title of the Textbook/Subject/Grade
 - ii. Teacher Name
 - iii. Number of Textbooks requested
 - iv. Individual student textbook preference
2. Each textbook will be affixed with an MSCS bar code or textbook number on the outside back cover.
3. The inside flap of the classroom set of textbooks **MUST** be completed with (Teacher Name, Room Number, and MSCS bar code number) written in **heavy marker**.
4. The MSCS bar code number and Whitehaven High should be written on the inside front cover of **all** textbooks written in **heavy marker**.
5. Students will be issued individual textbooks at the request of the teacher or parent. Students will be held accountable for ALL textbooks issued to them.
6. If a specific textbook is not available for individual distribution, students will utilize the classroom set and/or be given access to the online textbook (if available).
7. Textbooks issued to students from classroom sets, should have (Student Name, Whitehaven High, and Bar Code Number) written on the inside front cover in **heavy marker** and a record of this information kept with the teacher for the remainder of the school year.
8. At the end of the academic year, students will return all issued textbooks to Ms. Moffett.
9. Students should not turn in their textbooks to teachers, they must be scanned into the system to reflect the correct textbook has been returned.
10. Teachers using a classroom set will ensure textbooks are secure for the duration of the academic year. Students cannot be held financially responsible for a classroom set of textbooks.

***PLEASE REFER TO SCSK12.ORG FOR FURTHER REFERENCES REGARDING
POLICIES AND PROCEDURES.***

WHITEHAVEN HIGH SCHOOL BLITZ SCHEDULE 2025-2026

1, 3, 5, 7 and 9 Day

Period	Instructional Time	Lunch Buildings	Lunch Time	Length of Period
1 st	7:15 am-8:30 am			75 minutes
3 rd	8:35 am-9:50 am			75 minutes
5 th	9:55 am-11:10 am			75 minutes
7 th	11:15 am-12:55 pm			
	1 st Lunch	A and B	11:25 am-12:05 pm	40 minutes
	2 nd Lunch	C, D and GYM	12:15 pm-12:55 pm	40 minutes
9 th	1:00 pm-2:15 pm		Read, Write, Think & Compute Block	75 minutes

2, 4, 6, 8 and 10 Day

Period	Instructional Time	Lunch Buildings	Lunch Time	Length of Period
2 nd	7:15 am-8:30 am			75 minutes
4 th	8:35 am-9:50 am			75 minutes
6 th	9:55 am-11:10 am			75 minutes
8 th	11:15 am-12:55 pm		EOC Block	
	1 st Lunch	A and B	11:25 am-12:05 pm	40 minutes
	2 nd Lunch	C, D and GYM	12:15 pm-12:55 pm	40 minutes
10 th	1:00 pm-2:15 pm		S.T.E.M. Block	75 minutes

Block Homeroom Bell Schedule

Period	Instructional Time	Lunch Buildings	Lunch Time	Length of Period
Homeroom	7:15 am-7:30 am			15 minutes
1 st or 2 nd	7:35 am-8:45 am			70 minutes
3 rd or 4 th	8:50 am-10:00 am			70 minutes
5 th or 6 th	10:05 am-11:15 am			70 minutes
7 th or 8 th	11:20 am-1:00 pm			
	1 st Lunch	A and B	11:30 am-12:10 pm	40 minutes
	2 nd Lunch	C, D and GYM	12:20 pm-1:00 pm	40 minutes
9 th or 10 th	1:05 pm-2:15 pm		Read, Write, Think & Compute/S.T.E.M. Block	70 minutes

WHITEHAVEN HIGH SCHOOL BLITZ SCHEDULE 2025-2026

Non-Homeroom Bell Schedule Periods 1-7

Period	Instructional Time	Lunch Buildings	Lunch Time	Length of Period
1 st	7:15-8:00			45 minutes
2 nd	8:05-8:50			45 minutes
3 rd	8:55-9:40			45 minutes
4 th	9:45-10:30			45 minutes
5 th	10:35-12:30			115 minutes
Announcements	10:35-10:45			10 minutes
	1 st Lunch	A and B	10:50-11:35	45 minutes
	2 nd Lunch	C, D and GYM	11:45-12:30	45 minutes
6 th	12:35-1:20			45 minutes
7 th	1:25-2:15			50 minutes

Homeroom Bell Schedule Periods 1-7

Period	Instructional Time	Lunch Buildings	Lunch Time	Length of Period
Homeroom	7:15 - 7:30			15 minutes
1 ST	7:35 – 8:20			45 minutes
2 nd	8:25 – 9:10			45 minutes
3 rd	9:15 – 10:00			45 minutes
4 th	10:05 – 10:50			45 minutes
5 th	10:55 – 12:30			115 minutes
	1 st Lunch	A, B	11:00 – 11:40	40 minutes
	2 nd Lunch	C, D and Gym	11:50 – 12:30	40 minutes
6 th	12:35 – 1:20			45 minutes
7 th	1:25 – 2:15			50 minutes
Announcements	2:10 – 2:15			5 minutes

2025-26 Student Calendar



2025

First Semester-87 days

AUGUST	
4	First Day for Students Beginning of Q1
SEPTEMBER	
1	Labor Day (Students Out)
4	Parent/Teacher Conferences (High) (4-7 p.m.)
9	Parent/Teacher Conferences (Middle) (4-7 p.m.)
11	Parent/Teacher Conferences (Elementary) (4-7 p.m.)
OCTOBER	
3	End of Q1
6	Beginning of Q2
13-17	Fall Break (Students Out)
20	Students Return
NOVEMBER	
10	Inservice (Students Out)
11	Veterans Day (Students Out)
24-28	Thanksgiving Break (Students Out)
DECEMBER	
1	Students Return
17-19	Semester Exams
19	End of Q2/S1
22-31	Winter Break (Students Out)

JULY 2025				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST 2025				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
M	T	W	Th	F
1	2	3	4 ^H	5
8	9 ^M	10	11 ^E	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER 2025				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

2026

Second Semester-88 days

JANUARY	
1-5	Winter Break (Students Out)
6	Students Return Beginning of Q3/S2
19	Dr. Martin Luther King Jr. Day (Students Out)
22	Parent/Teacher Conferences (High) (4-7 p.m.)
27	Parent/Teacher Conferences (Middle) (4-7 p.m.)
29	Parent/Teacher Conferences (Elementary) (4-7 p.m.)
FEBRUARY	
13	Stockpiled PD (Students Out)
16	Presidents Day (Students Out)
MARCH	
13	End of Q3
16-20	Spring Break (Students Out)
23	Students Return Beginning of Q4
APRIL	
3-6	Spring Break II (Students Out)
MAY	
19-21	Semester Exams
21	Last Day for Students End of Q4/S2

JANUARY 2026				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22 ^H	23
26	27 ^M	28	29 ^E	30

FEBRUARY 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2026				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2026				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

2025-26 Teacher Calendar



2025

First Semester-87 days

BEFORE SCHOOL STARTS	
July 28-29	0.5 Admin/0.5 Inservice (Teachers In)
July 30-31	Inservice (Teachers In)
August 1	Admin (Teachers In)
AUGUST	
4	First Day for Students Beginning of Q1
SEPTEMBER	
1	Labor Day (Teachers Out)
4	Parent/Teacher Conferences (High) (4-7 p.m.)
9	Parent/Teacher Conferences (Middle) (4-7 p.m.)
11	Parent/Teacher Conferences (Elementary) (4-7 p.m.)
OCTOBER	
3	End of Q1
6	Beginning of Q2
13-17	Fall Break (Teachers Out)
20	Teachers Return
NOVEMBER	
10	Inservice (Teachers In, Students Out)
11	Veterans Day (Teachers Out)
24-28	Thanksgiving Break (Teachers Out)
24-26	Stockpiled PD (Flex)
DECEMBER	
17-19	Semester Exams
19	End of Q2/S1
22-31	Winter Break (Teachers Out)

JULY 2025				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST 2025				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
M	T	W	Th	F
1	2	3	4 ^H	5
8	9 ^M	10	11 ^E	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER 2025				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY 2026				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22 ^H	23
26	27 ^M	28	29 ^E	30

FEBRUARY 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2026				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2026				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

LEGEND:

1st Day of School Students

Teachers Out (Full Day)

Parent Conferences (H = High, M = Middle, E = Elementary)

Start of Quarter

End of Quarter

Admin

Inservice

0.5 Admin/0.5 Inservice

Stockpiled PD (Flex)

Stockpiled PD

Semester Exams

The MSCS Policy Manual can be found at [scsk12.org](https://go.boarddocs.com/tn/scsk12/Board.nsf/Public?open&id=policies#)
<https://go.boarddocs.com/tn/scsk12/Board.nsf/Public?open&id=policies#>

4000 Personnel

- 4010 [Harassment of Employees](#)
- 4012 [Disruption of the School or Work Environment](#)
- 4013 [Cell Phone/Personal Communication Devices](#)
- 4014 [OJI](#)
- 4015 [Acceptable Use](#)
- 4019 [Social Media - Employees](#)
- 4020 [Performance Evaluation](#)
- 4021 [Educational Leave](#)
- 4022 [Military Leave](#)
- 4023 [Jury Duty/Court Appearances](#)
- 4024 [Religious Leave](#)
- 4026 [Sick Leave](#)
- 4027 [Bereavement Leave](#)
- 4038 [Family and Medical Leave](#)
- 4045 [Teacher Effectiveness](#)
- 4046 [Teacher Evaluation](#)

5000 Instruction

- 5003 [Honor Rolls and Recognitions](#)
- 5004 [Graduation Requirements](#)
- 5015 [Grading System](#)
- 5013 [Promotion and Retention](#)
- 5005 [Advanced Courses](#)

6000 Students

- 6003 [Confidential Student Information](#)
- 6004 [Field Trips](#)
- 6013 [Participation in School Programs](#)
- 6014 [Student Attendance and Truancy](#)
- 6024 [Cell Phones/Personal Communication Devices](#)
- 6032 [Grade Classification for High School Students](#)
- 6052 [Pledge of Allegiance/National Anthem & Motto](#)
- 6064 [Student Clubs and Organizations](#)
- 6065 [Student Government](#)
- 6066 [Student Volunteers](#)
- 6067 [Supervision of Students](#)

7000 School and Community

- 7001 [News Media Relations](#)
- 7004 [School Grounds](#)
- 7005 [Mandatory Reporting Procedures](#)
- 7008 [School Sponsored Fundraising](#)
- 7010 [School Volunteers](#)
- 7011 [Code of Conduct for Families, Volunteers and Visitors](#)

WHITEHAVEN PARENT TEACHER STUDENT ORGANIZATION

All Whitehaven Empowerment Zone Schools Are PTO/PTSO Schools. The purpose of the PTSO is to enhance and support our students' experience at the Whitehaven Empowerment Zone, to develop a closer connection between home and school by promoting increased parent involvement, and to advance the learning environment at Whitehaven through volunteering, education and financial support. **The need for strong family involvement starts when children are in preschool and continues through high school. When parents, families, and members of the community are involved with schools, all children benefit. Adult participation sends the message that school is important, and the work children do there is worthy of adult attention. However, many people do not feel welcome at school.**

Eleven Major Types of Partnerships between Schools, Families, and Communities:

Focus 1- Welcoming All Families into the Community Families are active participants in the life of the school and feel welcomed, valued and connected to each other, to school staff and to what students are learning and doing in class.

Focus 2 – Communicating Effectively Families and school staff engage in regular, two-way, meaningful communication and learning. The use of effective forms for school-to-home- and home-to-school communications.

Focus 3 – Supporting Student Success Families and school staff continuously collaborate to support students' learning and healthy development, both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Focus 4 – Partnering Power which speaking Up for Every Child Families are empowered to be advocates for their own and other children to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Focus 5 – Sharing Power Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices and programs.

Focus 6- Collaborating with the Community, Families and school staff collaborate with community members to connect students, families and staff to expanded learning opportunities, community services and civic participation.

Focus 7 - Accountability Plan focuses on extended learning beyond the school day while involving parents and other stakeholders in the learning.

Focus 8 - Decision-making: Including parents, students, and community members in the school decision-making process.

Focus 9 - Volunteering: The recruitment and organization of the school's volunteer program.

Focus 10 - Learning at Home: Helping families assist their children with homework and recognizing other learning at home opportunities.

Focus 11 – Building a Family network that will Include parents, students, and community members around our schools.

What can you expect by being a part of the Parent Teachers Students Organization?

Enhancing communication with families

Encouraging positive parenting skills

Increasing volunteerism and attendance at school events

Enhancing learning at home

Increasing the number of parents in leadership and decision-making roles

Enhancing and improving community collaborations

Enhancing and training new volunteers and new parent leaders

The cost is \$20.00 to join, and meetings are held on the last Tuesday of each month at 6:00 pm in the school's cafeteria.

WHY SHOULD TEACHERS JOIN PTO?

Good question! Joining PTO shows parents that teachers are interested in their children outside the classroom. Joining PTO does not mean you have to become extremely active, but an occasional appearance will strengthen that parent/teacher relationship.

When a teacher joins PTO, it shows that he or she appreciates that it takes a partnership between school and home to fully educate a child. Teachers who attend PTO meetings will be able to voice their opinions and get feedback about what others think about the school and to meet the parents of their students. It only costs a few dollars to join, so it is worth it. **Please join the Whitehaven Empowerment Zone's PTO today!**

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

2025-2026 DONATION (per teacher/administrator) \$20.00

Additional Donation (optional) \$

TOTAL ENCLOSED \$ _____

While the PTO's strength is its volunteers, we understand that your time is valuable. We would value any time that you could provide. Please consider joining a committee or volunteering to help with an event.

You may bring this completed form to any PTO meeting, leave it in the school office or mail to:

Whitehaven Empowerment Zone PTO

4851 Elvis Presley Blvd.

Memphis, TN 38116

THANK YOU FOR YOUR SUPPORT!

**TOGETHER WE CAN
DO SO MUCH MORE.**

WHITEHAVEN EMPOWERMENT ZONE LEADERSHIP COUNCIL

“The Leadership Council” is the site governance board whose forty-one (41) members’ proportionately represent the five (5) stakeholder categories (parents, teachers, student, administrators and community) of the seven (7) schools (Whitehaven High, Havenview Middle, A. Maceo Walker Middle, Geeter K-8, Holmes Road Elementary, Oakshire Elementary and Robert R. Church Elementary) comprising the 2025-2026 Whitehaven Empowerment Zone (WEZ) site decision-making board.

The initial Council’s governance authority originated in 1994 under the legacy Memphis City Schools as the Whitehaven High School Leadership Council and was carried over via the 2013 Shelby County Schools’ merger agreement to the Memphis Shelby County School (MSCS) Board. The Whitehaven Leadership Council became the Whitehaven Empowerment Zone Leadership Council in 2016-17 with the MSCS authorization to vertically align Whitehaven High and Havenview Middle schools. This WEZ site governance board exists pursuant to authorization under state laws and is limited to site decision needs within the scope of the WEZ mission, MSCS policies and state laws.

The purpose of the WEZ Leadership Council is to work cooperatively for the betterment of the Whitehaven Empowerment Zone through the process of consensus building decision making with a focus on school improvement. We are committed to providing an atmosphere that encourages students to develop to their full potential and work toward fulfillment of the Whitehaven Empowerment Zone’s mission statement. The WEZ Leadership Council is a public policy body and is governed by applicable open record/meeting statutes and MSCS policies.

Our Bylaws are posted in the main office of each member school and on each member school web site. The Council usually convenes on the 2nd Monday of each month in the Whitehaven High school trophy room, with the exception of June. The Council’s members serve two (2) year staggered term elections which occur in the month of September and take office in October with the exceptions of the “ex-officio members:” each (4) site Principal (employment tenure), Chairman Emeritus (honorary), WEZ PTSO President (PTO tenure). The six (6) Community members (selected by the newly convened Council itself in October) also serve two-year terms. All Council members agree to attend MSCS Site Based Management Training within six months of election and to attend a minimum of seven council meetings annually.

This Student Handbook for **Whitehaven High School** was duly approved by the Whitehaven Empowerment Zone (WEZ) Leadership Council on the 21st day of July 2025, as attested by the following authorized members:

WEZ Leadership Council, Chairman

Eddie Jones

WEZ Leadership Council, Secretary

Cheyenne Collins

WEZ PTSO President

Beverly Davis

Whitehaven High School Principal

Vincent J. Hunter

Approval Signatures are on file with a hard copy of the 2025-2026 handbook in the Main Office.