



WILDCATS

**UNION GROVE
MIDDLE SCHOOL**

ESTABLISHED 2008

STUDENT HANDBOOK
2023-2024



Blount County Schools
2023-24 Calendar

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					1

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1 ²	2 ³	3 ⁴	4 ⁵	5
6	7 ⁶	8 ⁷	9 ⁸	10 ⁹	11 ¹⁰	12
13	14 ¹¹	15 ¹²	16 ¹³	17 ¹⁴	18 ¹⁵	19
20	21 ¹⁶	22 ¹⁷	23 ¹⁸	24 ¹⁹	25 ²⁰	26
27	28 ²¹	29 ²²	30 ²³	31 ²⁴		
						23

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1 ²⁵	2
3	4	5 ²⁶	6 ²⁷	7 ²⁸	8 ²⁹	9
10	11 ³⁰	12 ³¹	13 ³²	14 ³³	15 ³⁴	16
17	18 ³⁵	19 ³⁶	20 ³⁷	21 ³⁸	22 ³⁹	23
24	25 ⁴⁰	26 ⁴¹	27 ⁴²	28 ⁴³	29 ⁴⁴	30
						20

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10 ⁴⁵	11 ⁴⁶	12 ⁴⁷	13 ⁴⁸	14
15	16 ⁴⁹	17 ⁵⁰	18 ⁵¹	19 ⁵²	20 ⁵³	21
22	23 ⁵⁴	24 ⁵⁵	25 ⁵⁶	26 ⁵⁷	27 ⁵⁸	28
29	30 ⁵⁹	31 ⁶⁰				
						16

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1 ⁶¹	2 ⁶²	3 ⁶³	4
5	6 ⁶⁴	7 ⁶⁵	8 ⁶⁶	9 ⁶⁷	10 ⁶⁸	11
12	13 ⁶⁹	14 ⁷⁰	15 ⁷¹	16 ⁷²	17 ⁷³	18
19	20 ⁷⁴	21 ⁷⁵	22	23	24	25
26	27 ⁷⁶	28 ⁷⁷	29 ⁷⁸	30 ⁷⁹		
						18

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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3	4 ⁸¹	5 ⁸²	6 ⁸³	7 ⁸⁴	8 ⁸⁵	9
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17	18	19	20	21	22	23
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31						11

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3 ⁹¹	4 ⁹²	5 ⁹³	6
7	8 ⁹⁴	9 ⁹⁵	10 ⁹⁶	11 ⁹⁷	12 ⁹⁸	13
14	15	16 ⁹⁹	17 ¹⁰⁰	18 ¹⁰¹	19 ¹⁰²	20
21	22 ¹⁰³	23 ¹⁰⁴	24 ¹⁰⁵	25 ¹⁰⁶	26 ¹⁰⁷	27
28	29 ¹⁰⁸	30 ¹⁰⁹	31 ¹¹⁰			
						20

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1 ¹¹¹	2 ¹¹²	3
4	5 ¹¹³	6 ¹¹⁴	7 ¹¹⁵	8 ¹¹⁶	9 ¹¹⁷	10
11	12 ¹¹⁸	13 ¹¹⁹	14 ¹²⁰	15 ¹²¹	16 ¹²²	17
18	19	2 ¹²³	21 ¹²⁴	22 ¹²⁵	23 ¹²⁶	24
25	26 ¹²⁷	27 ¹²⁸	28 ¹²⁹	29 ¹³⁰		
						20

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1 ¹³¹	2
3	4 ¹³²	5 ¹³³	6 ¹³⁴	7 ¹³⁵	8 ¹³⁶	9
10	11	12	13	14	15	16
17	18 ¹³⁷	19 ¹³⁸	20 ¹³⁹	21 ¹⁴⁰	22 ¹⁴¹	23
24	25 ¹⁴²	26 ¹⁴³	27 ¹⁴⁴	28 ¹⁴⁵	29	30
31						13

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1 ¹⁴⁶	2 ¹⁴⁷	3 ¹⁴⁸	4 ¹⁴⁹	5 ¹⁵⁰	6
7	8 ¹⁵¹	9 ¹⁵²	10 ¹⁵³	11 ¹⁵⁴	12 ¹⁵⁵	13
14	15 ¹⁵⁶	16 ¹⁵⁷	17 ¹⁵⁸	18 ¹⁵⁹	19 ¹⁶⁰	20
21	22 ¹⁶¹	23 ¹⁶²	24 ¹⁶³	25 ¹⁶⁴	26 ¹⁶⁵	27
28	29 ¹⁶⁶	30 ¹⁶⁷				
						22

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1 ¹⁶⁸	2 ¹⁶⁹	3 ¹⁷⁰	4
5	6 ¹⁷¹	7 ¹⁷²	8 ¹⁷³	9 ¹⁷⁴	10 ¹⁷⁵	11
12	13 ¹⁷⁶	14 ¹⁷⁷	15 ¹⁷⁸	16 ¹⁷⁹	17 ¹⁸⁰	18
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June 2024						
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30						

Administrative Days: 7/24, 7/27, 1/2, 5/20

Registration Day: 7/26

First Day for Students: 8/1 8/1 and 8/2 will be staggered start days

Professional Development: 7/25, 7/28, 7/31, 10/9, 2/19 -Stockpile PD Days: 11/10, 3/5, 3/18

Last Day for Students: May 17(abbreviated day) **Parent Conference Day:** 5/21

Holidays **Breaks** **Election Day:** 3/5

Approved by BCSB 8/9/2022

Revision approved by BCSB 3/2/2023

UNION GROVE MIDDLE SCHOOL

334 South Old Grey Ridge Road
Friendsville, TN 37737

Phone: (865) 980-1320

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STUDENT HANDBOOK 2023-2024

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EQUAL OPPORTUNITY EMPLOYER

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved.

FERPA

Student records maintained by the Blount County School System are protected under Section 438 of the General Education Provisions Act. The statute governs disclosure of records maintained by educational institutions, which receive federal funds. The statute provides that such institutions must provide parents of students access to official records related to the student an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that institution must obtain written consent of parents before releasing personally identifiable data about students from records other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office and review board must be established. This office is the Family Policy Compliance Office of the US Department of Education, charged with investigation and adjudication of violations and complaints under the US Department of Education, charged with investigation and adjudication of violations and compliance with Section 438. A copy of the policy and administrative regulations adopted by the Blount County Board of Education in compliance with Section 438 may be obtained by contacting Amanda Vance, 831 Grandview Drive, Maryville, TN 37803, 984-1212.



UNION GROVE MIDDLE SCHOOL does not discriminate on the basis of race, gender, color, religion, national origin, age, or disability in provision of educational opportunities or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 USC 2000D, Title IX of the Education Amendments of 1972, Pub. L. 92-318, the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973, the Title II Americans with Disabilities Act of 1990, Pub. L. 101-336, the Age Discrimination Act of 1975, and the Boy Scouts of America Equal Access Act. Inquiries concerning Title VI, Title IX, Section 504, Title II, the Age Discrimination Act, and the Equal Access Act should be directed to the Blount County Schools Human Rights Officer Dr. Alisa Tefeteller at 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Charges of violation of the above may also be directed to the Director of Schools, Mr. Rob Britt, 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Contact to the Office of Civil Rights regional office for Tennessee is United States Department of Education, Office for Civil Rights, Atlanta Office, Southern Division, 61 Forsyth Street, S. W., Suite 19T70, Atlanta, GA 30303 or call (404) 974-9406.

Title II of the Americans with Disabilities Act, 1990/ Section 504 of the Rehabilitation Act, 1973

Title II of the Americans with Disabilities Act, 1990 prohibits discrimination on the basis of disability by state and local government entities: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity. Section 504 prohibits discrimination on the basis of disability in programs and activities that receive or benefit from federal financial assistance through the Department of Education: No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Blount County Board of Education has adopted procedural safeguards, including provisions of Section 504 impartial due process hearings with respect to evaluation, eligibility, and placement of students. The procedural safeguards shall be found at www.blountk12.org under Parent Resources. Those who have ADA related questions may call Amanda Vance at 984-1212 and questions related to 504 may contact Dr. Alisa Tefeteller at 984-1212. Both contacts are at 831 Grandview Drive, Maryville, TN 37803.



**The UGMS School-Wide
Theme For 2023-24:**

KINDNESS IS A SIGN OF STRENGTH.

UNION GROVE MIDDLE SCHOOL BELIEFS

- We believe that UGMS will provide opportunities for our students to succeed academically, socially, physically, and emotionally.
- We believe that all of our students will be challenged with high expectations through the use of research-based and data-driven programs and learning experiences.
- We believe that UGMS promotes a safe and supportive educational environment that allows each student's unique needs to be met and supported.
- We believe our teachers are highly qualified professionals in their field, dedicated to continually refining their teaching practices and are dedicated to collaborating with other professional educators.
- We will provide each student a diverse education in a safe and optimal learning environment that promotes self-discipline, motivation, and excellence.

Striving for Excellence, Destination Greatness

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ACADEMICS

Progress Reports

Progress reports are issued at the mid-point of a nine-week period. The main function of progress reports is to inform the student and the parent/guardian of the progress the individual student has made in class. These notices act as a general guide to both the parent/guardian and student so the student may improve his/her study and performance habits. If you have specific questions, call the teacher for further direction or conference.

GRADING SYSTEM

School Board Policy 4.600

The Director of Schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform, district-wide, at comparable grade levels, except that the Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3 according to state rules and regulations. The Director of Schools shall submit a copy of the grading, reporting, and assessment systems to the Board before the system is implemented. These guidelines shall be communicated annually to students and parent(s)/guardian(s). Conduct grades are based on behavior and shall not be deducted from scholastic grades. Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

- A. (90-100)
- B. (80-89)
- C. (70-79)
- D. (60-69)
- F. (0-59)

This grading system shall be uniform throughout the school district for each grade.

SPECIAL EDUCATION STUDENTS

School Board Policy 6.500

All disabled students between the ages of three and twenty-one(inclusive) shall receive the benefit of a free appropriate public education. This provides the assurance that these students will be educated with non-disabled students to the maximum extent appropriate, and should be placed in separate or special classes only when the severity of the disabled is such that education in regular classes cannot be achieved satisfactorily. Eligibility standards and options of service for special education services will be based upon the criteria for disabling conditions specified in Rules, Regulations, and Minimum Standards, Tennessee State Board of Education.

HOMEBOUND INSTRUCTION

School Board Policy 4.206

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program. The homebound instruction program shall consist of three (3) hours of instruction per week for a period of time determined, on a case-by-case basis, by the district. To qualify for

this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by a physician as having a medical condition that prevents him/her from attending the regular instructional program. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school. Recertification shall be obtained after the expiration of each period of homebound instruction if the student's physician certifies, in writing, that the student has a medical condition that prevents him/her from returning to the regular instructional program.

PROMOTION AND RETENTION

School Board Policy 4.603

Retention:

The Director of Schools/designee shall promote students to the next grade level based on the successful completion of required academic work or demonstration of satisfactory progress in each of the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and the ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. This requirement shall not apply to students who are participating in a board-approved, research-based intervention prior to the beginning of the next school year or to students who have an individualized education program (IEP). Students who have difficulty in achieving the requirements for promotion may be considered for retention. Schools shall identify these students by February 1st. Factors used to identify students for retention shall include.

1. Ability to perform at the current grade level;
2. Results of local assessments, screening, or monitoring tools;
3. State assessments, as applicable;
4. Overall academic achievement of the student;
5. Likelihood of success with more difficult material if promoted to the next grade;
6. Attendance record; and
7. Social and emotional maturity

Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to:

1. Date of enrollment; or
2. Additional information acquired after results of local assessment, screening, or monitoring are released.

When a student is considered for retention, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s). The Director of Schools shall develop procedures governing how decisions on retention will be made after the student begins work on his/her individualized promotion plan.

Retention:

A student may be retained when such retention is in the best interest of the student. However, a student shall not be retained more than once in any grade. Before a student is retained, the parents shall be informed in writing and shall be

requested to participate in a conference at least six (6) weeks before the end of the school year. The following factors shall be considered in making a decision on retention:

1. **Procedures for identified students.** Students who have been identified as having special problems, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEPs shall be determined by the IEP-Team.
2. **Flexible placement.** Use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.
3. **Conduct.** Retention shall not be used as a disciplinary measure.
4. **Previous retention.** No student shall be retained for a total of more than two times in grades K-8. If a student is to be retained for the third time, then he/she will be referred to the support team which will make recommendations in writing concerning that student's placement, except in the case of excessive absences.
5. **Grade level.** Retention shall be considered more appropriate in grades K-3.

If a student is retained, the Director of Schools/designee shall develop an individualized academic remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. This plan shall include at least one of the following strategies:

1. Adjustment to the current instructional strategies or materials;
2. Additional instructional time;
3. Individual tutoring outside of school hours;
4. Modification to the student's classroom assignment to ensure the student receives instruction from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly above expectations (level 5); or
5. Attendance or truancy interventions.

The Director of Schools shall develop procedures to ensure appropriate recordkeeping of students who are retained. For the purpose of determining the effectiveness of retention toward improving student achievement, the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the school year in which the student is retained.

ATHLETICS

To be eligible to participate in athletics, cheerleading and dance the student must be in good academic standing and have regular attendance. All students trying out for athletic teams, cheerleading and dance must have school insurance or a written statement from the parents giving the school assurance that the student is adequately covered by the family insurance. The proof of insurance must be submitted before participation in the athletic program. All students must have an examination by their family physician before participating in athletics, cheerleading or dance team events. If a student is absent from school, he/she will not be allowed to participate in the event that evening. Athletes are representatives of our school and should conduct themselves in a manner that exhibits good sportsmanship. UGMS sports are listed below.

Fall Sports

Football, Cross Country, Softball, Cheerleading, Wrestling, Shooting Team, Tennis, Girls Soccer

Winter Sports

Boys Basketball, Girls Basketball, Cheerleading

Spring Sports

Track, Baseball, Golf, Volleyball, Boys Soccer

Tryout times for each sport vary. Contact the UGMS athletics director at 980-1320

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

School Board Policy 4.400

General:

All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality learning experiences for students in accordance with state law.¹ The Board shall provide a wide range of textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and support the educational programs.

SELECTION

The responsibility to select textbooks and instructional materials, as recommended by the State Textbook Commission, rests with the local textbook selection committees, subject to approval by the Board. Use of textbooks and instructional materials not on the list approved by the State Textbook Commission is permissible if the Board submits a waiver to the State Board of Education and such waiver is approved. The Director of Schools shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks and instructional materials prior to their final adoption,³ including public notice of the time and location at which textbooks and instructional materials may be examined. Once approved by the Board, the Director of Schools shall post the list of all approved textbooks and instructional materials on the school district's website and send a copy of the list to the Commissioner of Education.

DISTRIBUTION

The Director of Schools shall designate an employee to be responsible for the purchase and distribution of textbooks and instructional materials in each school. Students shall receive these items at no cost.

CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Textbooks and instructional materials are property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and instructional materials received and used by their children. The Director of Schools shall be responsible for developing an administrative procedure regarding the replacement of lost or damaged textbooks and instructional materials. The Director of Schools shall designate an employee to be responsible for developing an administrative procedure regarding the replacement of lost or damaged textbooks and instructional materials.

REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

A list of textbooks and instructional materials shall be revised annually by principals under the direction of the Director of Schools. Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional materials including, but not limited to, teaching materials, handouts, and tests that are developed by and graded by their child's teacher. The Director of Schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.

6-12 ATTENDANCE
School Board Policy 6.2002

Attendance is a key factor in student achievement and therefore, students are expected to be present each day that school is in session. Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class for 6-8 students, and an absence in a class for any student who is more than 10 minutes late or leaves class more than 10 minutes prior to ending time for 9-12 students. All students are expected to be on time for all classes. A student who is tardy three (3) times to any class may be assessed one (1) unexcused absence for 6-8 students. Tardies for 9-12 students will be kept by teachers on a term to term basis, and will not be cumulative over the academic year.

The attendance supervisor shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed.

The school system will acknowledge the following reasons for absences and making up work:

1. The child's personal illness;
2. Death in the family (not to exceed three days);
3. Family illness requiring temporary help. A physician's statement is required;
4. Religious observances;
5. Absences excused by the principal (if prior to the student's absence the parent or guardian consults the principal and both principal and teacher agree that the absence is legitimate, the absence shall be excused, if requested at least three days in advance. Vacations should be scheduled during the summer);
6. School-endorsed activities; and
7. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Parent's signature and/or doctor's note will be accepted to justify any of the above seven reasons for five (5) absences per block per academic term. Students who have five (5) absences without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. The director of schools/designee shall also comply with state law regarding the reporting of truant to the proper authorities.

In addition, the principal/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. When appropriate, the principal/designee shall develop an attendance plan and coordinate additional services designed to improve the student's attendance. The sixth (6th) absence and all absences thereafter in an academic term must have doctor or court note to be excused. Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to determine the appropriate services needed to improve the student's attendance. The principal/designee shall document all communication attempts and develop or refine the attendance plan as needed. Students are entitled to make up any work missed. The teacher shall allow a reasonable amount of time for the student to make up his/her work. A reasonable amount of time should be at least a day for each day missed plus one extra day.

Attendance Incentives:

1. Semester exam exemption if four (4) or less days absent, passing grade, and no in-school or out of school suspensions and
2. Principal discretion for other school incentive/privilege(s) for four (4) or less days absent, passing grade, and no in-school or out of school suspensions.

Rules and Penalties:

1. Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed, and teacher-supervised. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.
2. Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age. The principal shall be responsible for notifying in writing the director of schools or designee and the parents of the student of any action taken by the school.
3. After ten (10) consecutive or fifteen (15) total reported absences (excused or unexcused) by the student during any semester, an attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or verifying that the student has met attendance requirements that will allow him/her to retain or obtain a driver's permit or license.
4. Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.6 Parent/guardian will have access to attendance records.

Tier 1 (prescribed by the state) goes into effect when a student reaches 3 unexcused absences.

1. Conference with student and his/her parent or guardian
2. Attendance contract, based on the conference, signed by the student, the parent or guardian, and an attendance officer. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student
 - b. The period of time for which the contract is effective. The term of the contract

- must not exceed ninety (90) school days or continue beyond the last day of the semester, whichever comes first; and
- c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
 3. Regularly scheduled follow-up meetings to discuss the student's progress. If the student accumulates additional unexcused absences in violation of the attendance contract, he/she shall be subject to additional intervention tiers.

Tier 2

Requires an individualized assessment by a school employee, such as a school counselor or graduation coach, of the reasons a student has been absent from school. This assessment may result in referral to counseling, community-based services, or other services to address the student's attendance problems.

Tier 3

Attendance interventions for students who reach Tier 3 will be determined by a team from each grade band (PK-5, 6-8, 9-12) in order to address student needs in an age-appropriate manner. Interventions in this tier could include: school-based community services, participation in a restorative justice program, referral to a school-based teen court, or Saturday courses designed to improve attendance and behavior. Finalized plans will be approved by the director of schools or his designee.

Students From Military Families

The Director of Schools shall develop the necessary administrative procedures to ensure that students with parent(s)/guardian(s) in the armed services are identified and that appropriate and available services are provided to these students.

Relocation Of Military Service Member

A student who does not currently reside within the school district shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the school district on relocation. Within 30 days of enrollment, the parent(s) /guardian(s) of the student shall provide proof of residency within the school district.

Absences

Principals shall provide students with a one (1) day excused absence prior to the deployment of and a one (1) day excused absence upon the return of a parent/guardian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work missed during these absences.

RELEASE DURING SCHOOL HOURS

School Board Policy 6.208

The following procedure will be observed with regard to dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s)/guardian.
High school students may be permitted to leave school with parent permission

by note and/or phone.

2. No student will be sent from the school during school hours to perform an errand or act as a messenger.
3. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request for dismissal or call for the student in person.
4. Children will be released only upon the request of the parent whom the court holds directly responsible for the child, or who is the parent or guardian registered on the school record.
5. No principal or teacher shall permit a change in the physical custody of a child at school unless:
 - a. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
 - b. The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school.
6. High school students may be released for jobs and approved training at centers outside their home schools under regulations approved by the Board.

BUS SAFETY AND CONDUCT

School Board Policy 6.308

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip. The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee. Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

Use Of Photographs And Video Footage

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property. Students in violation of bus conduct rules shall

be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline. The district shall comply with all applicable state and federal laws related to photographs and video footage. These materials shall be maintained for five school days. Procedures allowing a parent of a student to view photographs or video footage collected from a camera or video camera installed inside a school bus that is used to transport students to and from school or a school-sponsored activity are established.

1. Parent(s)/guardian(s) must submit a written request to the Director of School's school site designee within three days of the alleged incident. Written requests should include the name of the parent(s)/guardian(s) custodial child to be viewed, bus number, date and approximate time of desired photograph or video footage, and reason for the request.
2. School administration will arrange with the parent(s)/guardian(s) a time to view the desired photograph or video footage.
3. School administration will be present when parent(s)/guardian(s) view the desired photograph or video footage. To comply with the Federal Educational Rights and Privacy Act and other relevant state or federal privacy laws, only the custodial child will be discussed and/or viewed. Non-custodial children in the photographs or video footage will be blanked out.
4. Parent(s)/guardian(s) may not take still photographs or recordings of the reviewed photograph or video footage.

Rules for Students' Conduct on School Buses

1. Bus drivers are responsible for the safety of students enroute to and from school and may plan, enact and enforce local bus rules as necessary, providing such rules do not conflict with state and county rules and regulations.
2. Special seating arrangements may be made as the driver deems it necessary. Students shall remain seated at all times, if possible.
3. Windows may be opened only by permission of the driver. No student shall put his head, arms, or hands out of the window at any time.
4. Students shall load and unload in an orderly manner and shall not cross the road or highway until signaled by the driver and then only in front of the school bus.
5. Students are not permitted in the driver's seat at any time and shall remain behind the restraining line and shall not talk to the driver unless necessary.
6. Students shall get on and off the bus at their regular stops unless written permission to do otherwise is given by the parent.
7. Smoking, using vapor products, vulgarity, fighting, and willful damage to the bus may be sufficient grounds for suspending a student's bus riding privileges.

School Bus Disciplinary Code

Level I Violations:

- Eating or drinking on bus after warning
- Failure to remain seated on the bus after being warned
- Improper boarding/departing procedures after being warned
- Refusing to obey the driver
- Loud, rude, or abusive behavior
- Profane language/obscene gestures
- Any behavior jeopardizing safety or good order on the bus

Consequences may be:

- Warning by bus driver
- Written reprimand/Parent contact
- Bus riding suspension (1-5 days)
- Bus riding suspension (Minimum 5 days for repeat of Level I violations)

- Out of school suspension
- Third violation of Level I action to be referred to Disciplinary Hearing Authority

Level II Violations:

- Tampering with bus operating or emergency equipment
- Fighting/pushing/tripping
- Bringing articles aboard the bus of injurious or objectionable nature unless approved by driver
- Destruction of property
- Possession and/or use of tobacco products or vapor products
- Profane language/obscene gestures
- Throwing objects in or out of the bus
- Hanging out bus window

Consequences may be:

- Bus riding suspension (5 days minimum)
- Bus riding suspension (Minimum 10 school days for repeat of Level II violations)
- Out of school suspension
- Third violation of Level II action to be referred to Disciplinary Hearing Authority

Level III Violations:

- Physical assault/verbal threats of a violent nature, as defined in Tennessee Code Annotated, directed to driver
- Attempting to or setting fire to seat, hair, clothing, etc.
- Possession and/or use of illegal substances
- Possession of a weapon
- Use of chemical substances with the intent to do harm

Consequences may be:

- Refer to Disciplinary Hearing Authority

Band Instruments on School Buses

Students will be allowed to carry Band Instruments on School buses under the following conditions:

1. The band instrument must be held in the student's lap or placed on the floor under the student's feet.
2. The band instrument should not take a seat unless space is available.
3. The band instrument should never be placed in the aisle of the bus.

CLOSING OF SCHOOL

Should school be closed due to inclement weather, the information will be reported to area news stations. Closings and early dismissals will also be posted to the UGMS app.

CODE OF BEHAVIOR AND DISCIPLINE

School Board Policy 6.300

The director of schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code. The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination. The Board delegates to the director of schools the responsibility of developing more specific codes of behavior

and discipline which are appropriate for each level of school, namely, elementary, middle, junior high and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board's Code.

A copy of the Code shall be posted at each school and school counselors shall be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the Code.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending classes daily and on time except when ill or otherwise lawfully excused.
2. Being prepared for class with appropriate materials and assignments.
3. Exhibiting respect toward individuals and property.
4. Conducting themselves in a responsible manner.
5. Paying required fees and fines, unless they are waived.
6. Refraining from violations of the code of student conduct.
7. Observing all school rules, including rules of safety.
8. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student is knowledgeable relating to a serious offense.
9. Mastering the essential elements of the curriculum of study prescribed by the Board of Education and the State.
10. Dress and appear in accordance with the school's standards of propriety, safety, health and grooming.
11. Be aware of all rules and regulations for student behavior and conduct himself/herself in accordance with the student code of conduct.

TOBACCO-FREE SCHOOLS *School Board Policy 1.803*

All uses of tobacco and tobacco products, including smokeless tobacco, electronic/battery operated devices, vapor products, and other associated paraphernalia, are prohibited in all of the school district's buildings. Smoking and vaping shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms. The use of tobacco or tobacco products, including smokeless tobacco, electronic/battery operated devices, vapor products, and other associated paraphernalia, will be prohibited in all vehicles, owned, leased or operated by the district, including all buses for which the district contracts. District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic/battery operated devices, vapor products, and other associated paraphernalia, while they are participants in any class or activity in which they represent the school district. Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations. Parents/guardians and students shall be notified of this citation requirement at the beginning of each school year. Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products, including smokeless tobacco, electronic/

battery operated devices, vapor products, and other associated paraphernalia, is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: Smoking is prohibited by law in seating areas and in restrooms.

CODE OF CONDUCT *(not an exclusive listing)* *School Board Policy 6.313*

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. Codes of conduct for students in pre- kindergarten or kindergarten shall utilize alternative disciplinary practices such as restorative practices, RTI2B, multi-tiered system of supports and/or behavior intervention plans. Exclusionary discipline shall only be used as a measure of last resort. The development of each code shall involve principals and faculty members of each level and shall be consistent with the relevant policies as adopted by the Board. The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a manner that:

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of supports, and/or behavior intervention plans.

MISBEHAVIORS: Level I

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing):

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Non defiant failure to do assignments or carry out directions
- Wearing while on the grounds of a public school during the regular school day, clothing that exposes underwear of body parts in an indecent manner that disrupts the learning environment
- Harassment (Sexual, Racial, Ethnic, Religious)

Disciplinary Procedures:

- Immediate intervention by the staff member.
- Determine what offense was committed and its severity.
- Determine offender and that he/she understands the nature of the offense.

- Employ appropriate disciplinary options.
- Record of the offense and disciplinary action maintained by staff member.

Disciplinary Options:

- Verbal reprimand
- Special Assignment
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Issuance of demerits which might affect citizenship or department grades
- Strict supervised study
- Detention
- In-school suspension
- Restorative practices, RT12B, multi-tiered system of supports, and/or behavior intervention plans

MISBEHAVIORS: Level II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing):

- Continuation of unmodified Level I behaviors
- School or class tardiness
- School or class truancy
- Use, possession, sale, and/or distribution of tobacco, tobacco products, including smokeless tobacco and vapor products and other associated paraphernalia
- Using forged notes or excuses
- Disruptive classroom behavior
- Harassment (Sexual, Racial, Ethnic, Religious)
- **Disciplinary Procedures:**
- Student is referred to principal for appropriate disciplinary action.
- Principal meets with student and teacher.
- Principal hears accusation made by teacher, permits student the opportunity of explaining his/ her conduct, denying it or explaining any mitigating circumstances.
- Principal takes appropriate disciplinary action and notifies teacher of action.
- Record of offense and disciplinary action maintained by principal

Disciplinary Options:

- Teacher/schedule change
- Modified probation
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Restricting school related honors student is otherwise due
- Out-of-school suspension (not to exceed ten (10) days).
- Restorative practices, RT12B, multi-tiered system of supports, and/or behavior intervention plans

MISBEHAVIORS: Level III

Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing):

- Continuation of unmodified Level I and II behaviors
- Fighting (simple)
- Vandalism (minor)
- Stealing
- Threats to others
- Harassment (Sexual, Racial, Ethnic, Religious)

Disciplinary Procedures:

- Student is referred to principal for appropriate disciplinary action.
- Principal meets with student and teacher.
- Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct.
- Principal takes appropriate disciplinary action.
- Principal may refer incident to director of schools and make recommendations for consequences.
- If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing.
- Any change in school assignment is appealable to the Board.
- Record of offense and disciplinary action maintained by principal or director of schools.

Disciplinary Options:

- In-school suspension
- Detention
- Restitution from loss, damage or stolen property
- Out-of-school suspension not to exceed ten (10) days
- Social adjustment classes
- Transfer
- Expulsion
- Restorative practices, RT12B, multi-tiered system of supports, and/or behavior intervention plans

MISBEHAVIORS: Level IV

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Examples (not an exclusive listing):

- Unmodified Level I, II and III behaviors
- Death threat (hit list)
- Extortion
- Bomb threat
- Possession/use/transfer of dangerous weapons *
- Assault
- Aggravated Assault *
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- Use, possession, sale, and/or distribution of tobacco, tobacco products, including smokeless tobacco and electronic cigarettes and other associated paraphernalia
- Harassment (Sexual, Racial, Ethnic, Religious)

- Possession and use of a firearm*

Disciplinary Procedures:

- Principal confers with appropriate staff members and with the student.
- Principal hears accusations and permits offender opportunity to explain conduct.
- Parents are notified.
- Law enforcement officials are contacted.
- Incident is reported and recommendations made to the director of schools.
- Student is given hearing before disciplinary hearing authority.

Disciplinary Options

- Restorative practices, RTI2B, multi-tiered system of supports, and/or behavior intervention plans
- Expulsion
- Alternative schools
- Other hearing authority or Board action which results in appropriate placement
- * Expulsion/Remand for a period of not less than one (1) calendar year is subject to modification by the director of schools on a case-by-case basis.

Additional Guidelines:

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.
3. With the exception of citizenship, a teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - a. pay any activity fee;
 - b. pay a library or other school fine; or
 - c. make restitution for lost or damaged school property.

ZERO TOLERANCE OFFENSES

School Board Policy 6.309

In order to ensure a safe and secure learning environment, certain offenses will not be tolerated. The designation of these offenses as zero-tolerance offenses means that violations of this policy will not be tolerated, and that violators will receive certain, swift, and reasoned punishment. TCA 49-6-4216(b)(1). These zero-tolerance offenses will be divided into two (2) categories based upon the punishment for these offenses.

CATEGORY 1: Zero Tolerance Offenses Carrying a mandatory one (1) calendar year expulsion

The following zero-tolerance offenses shall result in a presumptive one (1) calendar year expulsion, except that the director of schools may modify the expulsion on a case-by-case basis: (1) Bringing to school or to be in unauthorized possession on school property of a "firearm," as defined in 18 U.S.C. 921; (2) Committing an aggravated assault as defined in TCA 39-13-102 or commits assault that results in bodily injury, upon any teacher, principal, administrator, or any other employee of a local education agency, or school resource officer; (3) Unlawfully possessing any drug including any "controlled substance" as defined in TCA 39-17-403 through 39-17-415, or "legend drug" as defined by TCA 53-10-101. Said drugs include, but are

not limited to, opiates, opium derivatives, hallucinogenic substances such as LSD or mescaline, depressants, stimulants, cocaine, marijuana, and any drug which federal law prohibits dispensing without a prescription from a licensed doctor, dentist, optometrist, or veterinarian; or (4) In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. Pursuant to 18 U.S.C. 921, "firearm" includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device ("destructive device" meaning any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine or device similar to any of the devices described in the preceding clauses).

CATEGORY 2: Other Offenses

The following zero-tolerance offenses shall require and receive certain, swift and reasoned punishment, but reasoned punishment may include a spectrum of disciplinary measures designed to correct student behavior and promote student respect and compliance with codes of conduct and board policies: Possessing, handling, transmitting, using or attempting to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event, with dangerous weapons including, but not being limited to, a bowie knife, hawkbill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, brass knuckles, and other similar weapons; and consumption, possession, distribution, marketing, or being under the influence of alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or any school-sponsored activity at any time, whether on or off school grounds. K-5 administrators should consider intent to harm and student's previous discipline records in disciplinary decisions. Under the Tennessee State Board of Education's Unsafe Schools Policy, any public school student who is the victim of a violent crime as defined in TCA 40-38-111(g) or the attempt to commit one of these offenses as defined under TCA 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

SUSPENSIONS/EXPULSIONS/REMAND

School Board Policy 6.316

Definitions:

Suspension: dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

Expulsion: removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

Remand: assignment to an alternative school.

Reasons For Suspensions/Expulsion:

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from

riding a school bus, without suspending such student from attendance at school (in-school suspension),

for good and sufficient reasons including, but not limited to:

1. Willful and persistent violation of the rules of the school; Immoral or disreputable conduct, including vulgar or profane language;
2. Violence or threatened violence against the person of any personnel attending or assigned to any school;
3. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
4. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
5. Possession of a pistol, gun or firearm on school property;
6. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
7. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
8. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;
9. Engaging in behavior which disrupts a class on school-sponsored activity;
10. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
11. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
12. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
13. Any other conduct prejudicial to good order or discipline in any school.
14. If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.

In-School Suspension:

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and class work assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

Procedures For Out Of School Suspension And Expulsion:

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The principal shall notify the parent or guardian and the director of schools or

designee in writing:

- Of the suspension/expulsion and the cause for it; and
 - A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
 5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
 6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. The notice shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
 7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed by the Board.
 8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

STUDENT DISCRIMINATION / HARASSMENT AND BULLYING / CYBERBULLYING / INTIMIDATION / HAZING

School Board Policy 6.304

General Statement Of Policy

It is the policy of Blount County Schools to maintain a learning work environment that is free from harassment because of an individual's race, color, national origin, or disability. The school district prohibits any and all forms of harassment because of race, color, national origin, and disability. It shall be a violation of district policy for any student, teacher, administrator, or other school personnel of this district to harass a student regarding race, color, national origin or disability, as defined by this policy. It shall also be a violation of district policy for any teacher, administrator, or other school personnel of this district to tolerate harassment because of an employee's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district. For purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district. The school system will act to promptly investigate all complaints, either formal or informal, verbal or written of harassment because of race, color, national origin, or disability; to promptly take appropriate action

to protect individuals from further harassment; and if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

Definitions

Harassment because of race or color: For purposes of this policy, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefits from an educational program or activity, or creates an intimidating, threatening or abusive educational work environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of race or color include:
 - a. graffiti containing racially offensive language;
 - b. name calling, jokes, or rumors;
 - c. threatening or intimidating conduct directed at another because of the other's race or color;
 - d. notes or cartoons;
 - e. racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
 - f. written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
 - g. a physical act of aggression or assault upon another because of, or in a manner reasonably related to race or color; or
 - h. other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Harassment based upon national origin or ethnicity: For purposes of this policy, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when:

1. The harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational work environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of national origin or ethnicity include:
 - a. graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
 - b. threatening or intimidating conduct directed at another because of the other's national origin or ethnicity;
 - c. jokes, name calling, or rumors based upon an individual's national origin or ethnicity;
 - d. ethnic slurs, negative stereotypes, and hostile acts which are based upon

- e. another's national origin or ethnicity;
- e. written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- f. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin; or
- g. other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity Harassment based upon national origin or ethnicity.

Harassment because of disability. For purpose of this policy, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of disability include:
 - a. graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
 - b. threatening or intimidating conduct directed at another because of their physical or mental disability;
 - c. jokes, rumors, or name calling based upon an individual's physical or mental disability;
 - d. slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
 - e. graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
 - f. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability; or
 - g. other kinds of aggressive conduct such as theft or damage to property which is motivated by individual's physical or mental disability.

For more information or to make a referral, contact

Blount County Schools

Title VI Coordinator
831 Grandview Drive
Maryville, TN 37803
865-984-1212

Tennessee Department of Education

The Office for Civil Rights
6th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
615-253-1550

United States Department of Education

Office for Civil Rights
Forsyth Street, S.W.
Suite 19T70
Atlanta, GA 30303
404-562-6350

Bullying/Cyberbullying/Intimidation/Hazing. Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Harassment, bullying and intimidation occurs, if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, an act of harassment, bullying or intimidation occurs if the act is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. Hazing is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. Hazing does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.⁵ Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305). The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion. This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

TITLE IX & SEXUAL HARASSMENT

School Board Policy 6.3041

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s). The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint. These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints. All employees shall receive training on complying with this policy and federal law.

TITLE IX COORDINATOR

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate. Any individual may contact the Title IX Coordinator at any time using the information below:

Title: Title IX Coordinator

Mailing address: 831 Grandview Drive, Maryville, TN 37803

Phone number: 865-984-1212

Email: Alisa.Teffeteller@blountk12.org

DEFINITIONS

"Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. "Respondent" is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment. "Sexual harassment" is conduct on the basis of sex that satisfies one or more of the following:

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined in state and federal law. Behaviors that constitute sexual harassment may include, but are not limited to:
 1. Sexually suggestive remarks;
 2. Verbal harassment or abuse;
 3. Sexually suggestive pictures;
 4. Sexually suggestive gesturing;
 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
 6. Subtle or direct propositions for sexual favors; and
 7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex. "Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent, as appropriate. These measures may include,

but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision.

The measures offered to the complainant and the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

Grievance Process

Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.

While the school district will respect the confidentiality of the complainant and the respondent as much as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall be consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action. Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed. If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process. The Title IX Coordinator shall keep the Director of Schools informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.

Complaints

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall immediately report such information to the Title IX Coordinator, however, nothing in this policy requires a complainant to either report or file a formal complaint within a certain timeframe. If the complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools. If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate notification shall be made per the board policy on reporting child abuse. Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;
3. Inform the parties that they may have an advisor present during any subsequent meetings; and
4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.

Investigations

For complaints of student on student harassment, an assistant principal shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. For complaints of employee on student or employee on employee harassment, a head principal shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent. Once a complaint is received, the investigator shall initiate an investigation within forty-eight (48) hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe. All investigations shall be completed within twenty (20) calendar days from the receipt of the initial complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation has not been completed.

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;
 2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;
 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;
 4. Provide the parties with the same opportunities to have others present during any grievance proceeding;
 5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
- a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act, 18 the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

Determination of Responsibility

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The clear and convincing evidence standard shall be used in making this determination. The head principal shall act as the decision-maker for complaints of student on student harassment. The HR director shall act as the decision-maker for complaints of employee on student or employee on employee harassment. He/she shall receive the final report of the investigation and allow each party the

opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility. The decision-maker shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal. A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion. A substantiated charge against an employee shall result in disciplinary action up to and including termination. After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

APPEALS

Either party may appeal from a determination of responsibility based on a procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time of the determination that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX Coordinator within ten (10) days of a determination of responsibility. Upon receipt of an appeal, the Title IX Coordinator shall:

1. Assign the Middle School/High School supervisor to hear the appeal within five (5) days of receipt of the appeal for complaints of student on student harassment or assign the Assistant Director of Curriculum and Instruction to hear the appeal within five (5) days of receipt of the appeal for complaints of employee on student or employee on employee harassment, and
2. Notify the parties in writing.

During the appeal process, the parties shall have a reasonable, equal opportunity to submit written statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided simultaneously to both parties.

RETALIATION

Retaliation against any person who makes a report or complaint or assists, participates, or refuses to participate in any investigation of an act alleged in this policy is prohibited.

STUDENT DISCIPLINARY HEARING AUTHORITY

School Board Policy 6.317

A Disciplinary Hearing Authority (DHA) will conduct hearings for students who have been suspended expelled/remanded for more than ten (10) school days. The Board shall appoint members to the DHA which shall consist of three (3) members, (maximum number must not exceed total membership of Board) at least two (2) of which shall be licensed employees of the board, appointed to one (1) year terms and subject to reappointment. Board members shall not serve on the DHA. The director of schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties:

1. Identify the members of the DHA assigned to hear each individual case;
2. Prepare and disseminate the minutes of each meeting; and
3. Set the time, place and date for each hearing

At the conclusion of each hearing, the chairman shall sign and maintain a copy of the minutes of the meeting. The DHA shall notify the parent or guardian of the

student, the student, and any other appropriate person of the time, place and date of the hearing within forty-eight (48) hours of receiving notification of the suspension/expulsion. Each hearing shall be conducted by at least three (3) members of the DHA, one of which must be a licensed employee of the Board. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension/expulsion. Notification of the decision shall include a statement of the right of either party within five (5) days after receiving the decision to request a review by the Board.

The DHA may take the following disciplinary actions:

1. Affirm the decision of the school principal;
2. Order removal of the suspension unconditionally;
3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
4. Remand the student to alternative placement; or
5. Suspend/Expel/Remand the student for a specified period of time.*

If the student, principal, principal-teacher or assistant principal requests a review, then the Board shall either review the record or grant a second hearing.

If the Board chooses to review the record it shall:

1. Affirm the decision of the hearing authority; or
2. Modify the decision to a lesser penalty*; or
3. Grant a hearing before the Board.

If the Board chooses to grant a hearing, it may:

1. Affirm the decision of the hearing authority; or
2. Modify the decision in any manner*; or
3. Impose a more severe penalty than that of the hearing authority.

***Note: Zero-tolerance offenses set forth in statute (firearms, drug possession and battery upon a school employee) require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the director of schools.**

MEDICAL INFORMATION

Nurse

Students becoming ill during the school day should report to the school nurse. If it is necessary to go home or to a doctor, the nurse will inform the parent/guardian to pick up the student from school.

Prescription and Non-Prescription Medication at School

Students are not allowed to carry medication at school. If your child needs to take prescription medicine at school, parents need to bring the medication in the original pharmacy bottle with the name of the student, name of medication and directions printed on the bottle. If your child needs to take non-prescription medicine at school, parents need to bring the medication in the original bottle. Parents are required to sign a medical authorization form giving the nurse permission to administer your child's medicine at school.

Health Screenings

The State of Tennessee requires all school systems to conduct yearly blood pressure, height and weight screening on students in grades K, 2, 4, 6, 8 and one high school grade level. Vision and hearing screenings are conducted in grades pre-K, K, 2, 4, 6, 8, new students, and for those suspected of having a vision or

hearing problem by their teacher. Occasional lice screenings will be conducted on an as needed basis. Please send a note to your child's teacher by September 1st if you DO NOT want your child to participate in blood pressure, height and/or weight screening. Please include your child's name, school, grade, teacher and parent/guardian signature.

Immunization Requirement

Under Tennessee immunization requirements, children entering 7th grade are required to have a Tdap and 2nd Varicella booster. Contact your child's doctor or the Health Department.

Meningococcal Disease and Vaccines

Meningococcal disease is a serious bacterial illness caused by the bacterium *Neisseria Meningitidis*. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of fluid surrounding the brain and the spinal cord. This disease also causes blood infections. College freshmen who live in dormitories and teenagers 15-19 have an increased risk of getting meningococcal disease. The disease is spread person-to-person through the exchange of respiratory and throat secretions (e.g. by coughing, kissing or sharing eating utensils). Meningococcal bacteria cannot live for more than a few minutes outside the body, so the disease is not spread as easily as the common cold or influenza. The most common symptoms are high fever, chills, lethargy and a rash. If meningitis is present, the symptoms will also include headache and neck stiffness, seizures may also occur. In overwhelming meningococcal infections, shock, coma and death can follow within several hours, even with appropriate medical treatment. Vaccines against meningococcal are available at the Health Department or your doctor's office. This is not a required immunization for school, however a dose of MCV4 is recommended.(www.cdc.gov)

PARENTS

Rights and Responsibilities of Parents

Through these pages, "parents" includes single parents, legal guardian or person having lawful control of the student.

Parents have the responsibility to:

1. Make every effort to provide for the physical needs of the child.
2. Teach the child to pay attention and meet expectations.
3. Strive to prepare the child emotionally and socially to be receptive to learning and discipline.
4. Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardiness to the school.
5. Encourage and lead the child to develop proper study habits at home.
6. Participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.
7. Attend parent training workshops for home reinforcement of study skills and specific curriculum objectives.
8. Keep informed of school policies and academic requirements of school programs.
9. Participate in school-related organizations.
10. Be sure their child is appropriately dressed at school and school-related activities.
11. Discuss report cards and school assignments with their child.
12. Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.

13. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
14. Cooperate with school administration and teachers.
15. Be sure their child attends school tutoring when offered and/or required or as the need arises.
16. Submit a signed statement that they understand and consent to the responsibilities outlined in the handbook.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

School Board Policy 6.402

PHYSICAL EXAMINATIONS

The principal shall ensure that there is a complete physical examination of each student prior to:

1. Entering school for the first time and
2. Participating as a member of any athletic team or in any other strenuous physical activity program.

Cost of the examination shall be covered by the parent/guardian of the student. These records shall be on file in the principal's office. Screening tests as required by the Tennessee Department of Education and the Department of Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates a condition that might interfere with the student's progress. The school district will not conduct physical examinations of a student without parental consent or by court order, unless the health or safety of the student or others is in question.

IMMUNIZATIONS

Students will not be permitted to attend school without proof of immunization as determined by the Commissioner of Health unless circumstances outlined in state or federal law prevent a student from producing such records. It is the responsibility of the parent(s)/guardian(s) to have their children immunized and to provide such proof to the principal of the school which the student is to attend. Exceptions will be granted to any student whose parent/guardian files with school authorities a signed, written statement that such measures conflict with the one of the following:

1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic; or
2. Due to medical reasons if the student has a written statement from his/her doctor excusing him/her from the immunization.

The Director of Schools shall ensure that appropriate immunization records are maintained for each student.

MEDICINES

School Board Policy 6.405

Students If under exceptional circumstances a student is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following guidelines. Written instructions signed by the parent/guardian are required and shall include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines shall have label directions);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever inhalers if the additional information is provided by a parent/guardian:

1. Written statement from the prescribing health care practitioner that the Student suffers from asthma and has been instructed in self-administration;
2. Purpose of the medication.

The medication shall be delivered to the principal's office in person by the parent/guardian of the student unless the medication shall be retained by the student for immediate self-administration. All medication must be in a current original container and be labeled with the student's name.

The principal/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from the parent/guardian in the student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent/guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed health care provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of an IHP for every student that wishes to self-administer.

STUDENTS WITH ADRENAL INSUFFICIENCY

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student's diagnosis. Once notified, the district shall observe the following guidelines:

1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication;
The district shall maintain a record of all school personnel who have completed this training; and

If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication.

The Director of Schools shall develop procedures on the administration of medications that treat adrenal insufficiency, including the treatment of an adrenal crisis while on school transportation and during activities such as field trips, and recordkeeping per state law.

TN Code § 49-6-5005 (2019)

- (a) LEAs shall ensure that schools provide parents and guardians with information about meningococcal disease and the effectiveness of vaccination against meningococcal disease at the beginning of every school year. This information shall include the causes, symptoms and means by which meningococcal disease is spread and the places where parents and guardians may obtain additional information and vaccinations for their children. Nothing in this subsection (a) shall be construed to require an LEA or school to provide or purchase a vaccine against meningococcal disease.
- (b) LEAs shall ensure that schools provide parents and guardians with information about influenza disease and the effectiveness of vaccination against influenza at the beginning of every school year. This information must include the causes, symptoms, and means by which influenza is spread and the places where parents and guardians may obtain additional information and vaccinations for their children. Nothing in this subsection (b) requires an LEA or school to provide or purchase a vaccine against influenza. The department of education

Influenza (Flu) Vaccine (Inactivated or Recombinant): *What you need to know*

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

1 Why get vaccinated?

Influenza vaccine can prevent **influenza (flu)**.

Flu is a contagious disease that spreads around the United States every year, usually between October and May. Anyone can get the flu, but it is more dangerous for some people. Infants and young children, people 65 years of age and older, pregnant women, and people with certain health conditions or a weakened immune system are at greatest risk of flu complications.

Pneumonia, bronchitis, sinus infections and ear infections are examples of flu-related complications. If you have a medical condition, such as heart disease, cancer or diabetes, flu can make it worse.

Flu can cause fever and chills, sore throat, muscle aches, fatigue, cough, headache, and runny or stuffy nose. Some people may have vomiting and diarrhea, though this is more common in children than adults.

Each year **thousands of people in the United States die from flu**, and many more are hospitalized. Flu vaccine prevents millions of illnesses and flu-related visits to the doctor each year.

2 Influenza vaccine

CDC recommends everyone 6 months of age and older get vaccinated every flu season. **Children 6 months through 8 years of age** may need 2 doses during a single flu season. **Everyone else** needs only 1 dose each flu season.

It takes about 2 weeks for protection to develop after vaccination.

There are many flu viruses, and they are always changing. Each year a new flu vaccine is made to protect against three or four viruses that are likely to cause disease in the upcoming flu season. Even when the vaccine doesn't exactly match these viruses, it may still provide some protection.

Influenza vaccine **does not cause flu**.

Influenza vaccine may be given at the same time as other vaccines.

3 Talk with your health care provider

Tell your vaccine provider if the person getting the vaccine:

- Has had an **allergic reaction after a previous dose of influenza vaccine**, or has any **severe, life-threatening allergies**.
- Has ever had **Guillain-Barré Syndrome** (also called GBS).

In some cases, your health care provider may decide to postpone influenza vaccination to a future visit.

People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting influenza vaccine.

Your health care provider can give you more information.

4 Risks of a vaccine reaction

- Soreness, redness, and swelling where shot is given, fever, muscle aches, and headache can happen after influenza vaccine.
- There may be a very small increased risk of Guillain-Barré Syndrome (GBS) after inactivated influenza vaccine (the flu shot).

Young children who get the flu shot along with pneumococcal vaccine (PCV13), and/or DTaP vaccine at the same time might be slightly more likely to have a seizure caused by fever. Tell your health care provider if a child who is getting flu vaccine has ever had a seizure.

People sometimes faint after medical procedures, including vaccination. Tell your provider if you feel dizzy or have vision changes or ringing in the ears.

As with any medicine, there is a very remote chance of a vaccine causing a severe allergic reaction, other serious injury, or death.

5 What if there is a serious problem?

An allergic reaction could occur after the vaccinated person leaves the clinic. If you see signs of a severe allergic reaction (hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, or weakness), call **9-1-1** and get the person to the nearest hospital.

For other signs that concern you, call your health care provider.

Adverse reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your health care provider will usually file this report, or you can do it yourself. Visit the VAERS website at www.vaers.hhs.gov or call **1-800-822-7967**. *VAERS is only for reporting reactions, and VAERS staff do not give medical advice.*

6 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines. Visit the VICP website at www.hrsa.gov/vaccinecompensation or call **1-800-338-2382** to learn about the program and about filing a claim. There is a time limit to file a claim for compensation.

7 How can I learn more?

- Ask your healthcare provider.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
- Call **1-800-232-4636 (1-800-CDC-INFO)** or
- Visit CDC's www.cdc.gov/flu



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

Vaccine Information Statement (Interim)

**Inactivated Influenza
Vaccine**



Office use only

8/15/2019 | 42 U.S.C. § 300aa-26

EMERGENCY PREPAREDNESS PLAN

School Board Policy 6.405

General

The Director of Schools shall be responsible for developing, maintaining, and acquiring board approval of the district Emergency Preparedness Plan which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies. The principal of each school shall develop and implement emergency preparedness drills which shall be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with emergency response agencies.

Fire And Safety Drills

The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.

The principal shall ensure that three (3) additional safety drills are given during the school year. These drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in each school's office.

The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

Armed Intruder Drills

The principal shall ensure that the school safety team conducts at least one (1) armed intruder drill annually in coordination with local law enforcement.

AED Drills

All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in the event of a medical emergency. The principal shall ensure that the drill occurs.

The Director of Schools shall develop the necessary administrative procedures on AED and CPR training, planning, notification, and maintenance to comply with state law.

Medical Emergencies/Pandemic Flu

In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate and consult with the local and state health departments and other local emergency or healthcare providers in protecting students and the community from further infection. The Director of Schools shall develop procedures for health emergencies in accordance with state law and regulations.

FUNDRAISING ACTIVITIES

School Board Policy 2.601

The following guidelines shall be followed:

1. Fundraising activities shall be authorized by the Board and shall be for the purpose of supplementing funds for established school programs and not for replacing funds which are the responsibility of the Board.
2. Fundraising companies and other salespersons shall obtain permission in

writing from the Director of Schools' office in order to visit the schools.

3. Any commission payable by companies shall be paid in the form of reduced prices to the students or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.
4. The principal shall obtain written approval from the Director of Schools/ designee for all fundraising activities, including online fundraising activities, that involve the participation of the general student population in the marketing process of the fundraising effort. All other fundraising activities, including online fundraising activities, shall have written approval from the principal and comply with all administrative procedures issued by the Director of Schools. The authorization request shall contain the following information
 - i. A list of the proposed fundraising activities;
 - j. Purpose of the fundraising activity;
 - k. Proposed uses of funds raised;
 - l. Expected student involvement in fundraising activity (school-wide, individual class, or club); and
 - m. Margin of profit and how it is to be paid to the school.
5. The Director of Schools shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body, and supplement, not replace, funds necessary to fulfill the Board's required contributions.
6. Students shall not be excused from a regular class to participate in a fundraising activity. No grade in a subject or course shall be affected by a student's participation in a fundraising activity.
7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students who do not participate in fundraising activities shall not be punished or discriminated against in any way.

Lotteries

No fundraising activity shall be conducted which distributes prizes or makes awards to winners from among purchasers of chances by means of tickets through a random selection process.

Online Fundraising

Individual schools may establish school-wide online fundraising accounts. The accounts shall meet all fundraising requirements established by the Board and the Tennessee Internal School Uniform Accounting Policy Manual. The principal/ designee of each school shall have access to the established fundraising account to ensure all funds are properly accounted for, and the information is recorded in the school's accounting records by the designated personnel. Online fundraising shall not be used on behalf and for the benefit of an outside party. An employee shall not engage in online fundraising for educational purposes in his/her official capacity as a district employee or make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to believe such activity is an approved school fundraiser.

Fundraising For Noneducational Purposes

On approval of the principal, an employee may be authorized to raise and use funds for the following noneducational purposes:

1. Bereavement support;
2. Award recognition;
3. Employee morale;
4. Banquets; or
5. Other situations at the principal's discretion.

These funds shall be derived from vending machine revenue, or donations. The Director of Schools shall develop administrative procedures regarding the receipt, disbursement, accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the procedures are consistent with board policy and state law and disseminate them to all employees.

PARENTAL AND FAMILY ENGAGEMENT

School Board Policy 4.502

General Expectations For Parental Involvement

The board is committed to increasing and ensuring the involvement of parents and other family members in the education of students.

The board shall implement the following as required by federal or state laws or regulations:

- The school district shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
- The school district shall provide the coordination, technical assistance, and other necessary support to assist individual schools with planning and implementing parental involvement activities.
- The school district shall involve parents with the development of required educational or improvement plans.
- The school district shall coordinate and integrate parental involvement strategies with those associated with other federal or state programs.
- The school district shall put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall ensure that activities and strategies are implemented to support this policy and included in the district plan.
- The district improvement plan shall include strategies for parental participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline and higher education opportunities for students.
- The district plan shall include procedures to enable parents to learn about the course of study of their children and have access to all learning materials.
- The district plan shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to, organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes.
- If the school district's plan is not satisfactory to parents, the school district shall submit parental comments regarding the plan to the State Department of Education as required.
- The school district shall ensure Title I schools are in compliance with the federal law.

School Level Policy

Each school shall submit to the director and board, for review and comment, its Title I school parent involvement policy, which must meet state and federal requirements, including a school-parent compact. This school level policy shall be developed jointly with and distributed to parents of participating students. A copy of

these documents shall be retained in the district office and made available on the school's (if applicable) and school system's website.

Support For Program

If the Title I allocation is \$500,000 or more to the school system, then not less than one per cent (1%) nor more than five percent (5%) of that allocation shall be reserved for the purpose of promoting parent involvement. Parents of students participating in the Title I programs shall be consulted on the use of these funds.

Family-School Partnerships

Families and community members should be engaged in the education of students based on the following standards:

- Families are welcomed into the school community;
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic, and business resources are made available to strengthen school programs, family practices, and student learning.

STUDENTS

Care of School and Personal Property

We try to instill in students pride in the appearance of our school. Students must not mark school furniture, walls, ceilings, floors or other instruments. Students must not tamper with fire alarms, fire extinguishers, plants, trees or any electrical systems in the school. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

Textbooks

Students are responsible for the care of all textbooks issued to them. A fine will be assessed if a textbook is lost or damaged. Report Cards/Progress Reports will not be issued until all fines are paid.

Library Books

Library books must be returned on time and without damage. Late fines are assessed for overdue books. Damaged books must be replaced. A fine will be assessed for the cost to replace the book. Progress Report/Report Cards will be held for overdue book fines and damage replacement.

Hallway Expectations

1. Walk quietly while in the hallways; Running an/or pushing is not permitted.
2. Keep to the right of the hallway.
3. Keep the halls neat and tidy.
4. No cutting line.
5. Follow directions on first request.
6. Students are not permitted in the halls during a class period without a hall pass from an authorized staff member.

Security Drills

Students will be informed of the codes for fire and other security drills. During these drills follow the directions, or instructions, given to you by your teacher, or other staff member, and act quickly and quietly as you are directed to safety.

Off-Limits Areas

Students should remain on campus at all times. While on campus, students should remain in their designated areas.

If students are located out of their designated areas, they will be subject to the corresponding consequence.

Physical Education Class

With limited class time, students are not required to change clothes for Physical Education. Students are welcome to change if they desire. The only requirement is that students MUST wear tennis shoes. The tennis shoes must have a solid back and must have shoe laces. Dress shoes, boots, flip flops, toe shoes and street shoes are not permitted in class. Failure to follow this guideline will result in a reduction of points from the student's grade.

Emergency Information

In case of emergency, each student is required to have on file at the school office the following, and CURRENT information:

1. Parent(s)' or guardian(s)' names
2. Complete and up to date address
3. Home phone and parent(s)' work phone (connected and working)
4. Emergency phone number of a friend or relative (connected and working)
5. Physician's name and phone number
6. Medical alert information
7. Authorized person(s) allowed to pick up child

Jurisdiction

The school has jurisdiction over its students during the regular school day and while going to and from school on county transportation. The school's jurisdiction includes any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

DRESS CODE

(not an exclusive listing)
School Board Policy 6.310

The Blount County Board of Education recognizes the effect that student dress and grooming have upon student behavior and learning. Student dress or grooming considered disruptive to health or safety is not appropriate. In keeping with the educational purpose of public education, students are expected to dress and groom themselves as individuals with a sense of responsibility. It is expected that

students, while exercising the right to dress and groom themselves in an individual way, will also show through their appearance a high degree of respect for the standards of decency, cleanliness, and style acceptable by the school district. When the student, in the judgment of the principal, is attired in a manner which is likely to cause disruption or to interfere with the operation of the school, the principal shall administer appropriate punishment, which may include suspension. Following is a list of guidelines for Blount County Schools. The principal shall have the right to exclude any attire which is disruptive or which adversely affects the educational atmosphere.

1. Students should be modestly covered from shoulder to knee. (A two-inch provision from the top of the knee may be determined appropriate. Students in grades K-5 and students in PE classes may wear shorts that are mid-thigh in length.)
2. Clothing that exhibits written, pictorial, or implied references to illegal substances, drugs, alcohol, tobacco, negative slogans, vulgarity, or that are sexual or racial in nature.
3. Gang related styles/apparel.
4. Pajamas or slippers.
5. Hats are not to be worn in the building.
6. Shoes must be worn at all times.

Per TCA Title 49, students are prohibited from wearing on school grounds during the school day clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment. If a student cannot comply with the dress code based on special conditions or religious beliefs, his or her parent or guardian may write a letter explaining the situation to the director of schools or his/her designee, with a copy to the principal. Each case will be dealt with on an individual basis. The school principal may allow special dress on special occasions such as: field trips, field days, theme days, school spirit days, etc. The principal may allow special dress for specific classes or further restrict dress in certain classes such as gym, career and technical education classes (shops), science labs, etc. This policy does not preclude individual schools from piloting alternative dress codes or standards with permission from the director of schools and Board of Education.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

School Board Policy 6.305

Reporting Procedures

Any student who believes he/she has been the victim of harassment based on race, color, national origin, or disability by a student, teacher, administrator, or other school personnel of the school district, or by any other person who is participating in, observing or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district, is encouraged to immediately report the alleged acts to an appropriate school district official designated by this policy. Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of harassment based on race, color, national origin, or disability by a student, teacher, administrator, or other school personnel of the school district, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district, is required to immediately report the alleged acts to an appropriate school district official designated by this policy. Any other person with knowledge or belief that a student has or may have been the victim of harassment based on race, color, national origin, or disability as set forth above, is

encouraged to immediately report the alleged acts to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this policy shall prevent any person from reporting harassment directly to a district human rights officer or the director of schools.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of sexual harassment, or harassment based on age, race, color, national origin, or disability at the building level. Any adult school district personnel who receives a report of sexual harassment, or harassment based on age, race, color, national origin, or disability shall inform the building principal immediately. Upon receipts of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the reports were given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the director of schools or the school district human rights officer by the reporting party or the complainant.
2. The school board has designated the supervisor of district wide services or the appointee of the director of schools as the school district human rights officer with responsibility to identify, prevent, and remedy harassment. The district human rights officer shall:
 - a. Receive reports or complaints of harassment based on race, color, national origin, or disability;
 - b. oversee the investigative process;
 - c. be responsible for assessing the training needs of the district's staff and students in connection with the dissemination, comprehension, and compliance with this policy;
 - d. arrange for necessary training required for compliance with this policy; and
 - e. insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a human rights officer, the complaint shall be filed directly with the director of schools. The school district shall conspicuously post this policy against harassment and violence in each school that the district maintains, in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the human rights officer, (the name, mailing address, and telephone number of the state agency responsible for investigating allegations of discrimination in educational opportunities), and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

3. A copy of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.
4. The school board will develop a method of discussing this policy with students

and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the school board in consultation with the district human rights officer determines is necessary or appropriate.

5. This policy shall be reviewed at least annually for compliance with state and federal law.
6. The school district will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's legal obligation to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

For more information or to make a referral, contact

Blount County Schools

Title VI Coordinator
831 Grandview Drive
Maryville, TN 37803
865-984-1212

Tennessee Department of Education

The Office for Civil Rights
6th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
615-253-1550

United States Department of Education

Office for Civil Rights
61 Forsyth Street, S.W. Suite 19T70
Atlanta, GA 30303
404-562-6350

Investigation

Upon receipt of a report or complaint alleging harassment based upon race, national origin, or disability, the human rights officer shall initiate an investigation within 48 hours of receipt of the report. That investigation may be conducted by school district officials or by a third party designated by the school district. If a report is not initiated within 48 hours, the principal/designee shall provide the director of schools/designee with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe. The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider:

1. the nature of the behavior;
2. how often the conduct occurred;
3. whether there were past incidents or past continuing patterns of behavior;
4. the relationship between the parties involved;
5. the race and national origin of the victim;

6. the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
7. the number of alleged harassers;
8. the age of the alleged harasser;
9. where the harassment occurred;
10. whether there have been other incidents in the school involving the same or other students;
11. whether the conduct adversely affected the student's education or educational environment; and
12. the context in which the alleged incidents occurred.

The investigation shall be completed and appropriate intervention taken within twenty (20) calendar days from receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide to the human rights officer with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.² The school district human rights officer shall make a written report to the director of schools upon completion of the investigation. If the complaint involves the director of schools, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violation of this policy. The school district human rights officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

School District Action

Upon receipt of a report that a violation has occurred, the school district will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include but are not limited to counseling, awareness training, parent teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and school district policies for violations of a similar nature or similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this policy has occurred, the school district shall consider:

- a. what response is most likely to end any ongoing harassment;
- b. whether a particular response is likely to deter similar future conduct by the harasser or others;
- c. the amount and kind of harm suffered by the victim of the harassment;
- d. the identity of the party who engaged in the harassing conduct; or
- e. whether the harassment was engaged in by school personnel, and if so, the school district will also consider how it can best remediate the effects of the harassment.

Retaliation and False Accusations

Submission of a good faith complaint or report of harassment based upon race, color, disability or national origin will not affect the complainant's grade, learning, or work assignments. Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and

circumstances of the act. False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Minimum Consequences

(Kindergarten through 2nd grade)

- 1st Offense** Suspension until student/parent conferences and Sensitivity Training for student
- 2nd Offense** Two day In-School suspension and additional Sensitivity Training for student
- 3rd Offense** Five days Out of School suspension and student/parent Sensitivity Training
- 4th Offense** Suspension pending referral to Disciplinary Hearing Authority

(3rd grade through 5th grade)

- 1st Offense** Suspension until student/parent conferences and Sensitivity Training for student
- 2nd Offense** Two day In-School suspension and additional Sensitivity Training for student
- 3rd Offense** Five days Out of School suspension and student/parent Sensitivity Training
- 4th Offense** Suspension pending referral to Disciplinary Hearing Authority

(6th grade through 8th grade)

- 1st Offense** Five days Out of School suspension and student/parent conference and Sensitivity Training for student
- 2nd Offense** Ten days Out of School suspension and student/parent Sensitivity Training
- 3rd Offense** Suspension pending referral to Disciplinary Hearing Authority

(8th grade through 12th grade)

- 1st Offense** Five days Out of School suspension and student/parent conference and Sensitivity Training for student
- 2nd Offense** Ten days Out of School suspension and referral to Disciplinary Hearing Authority

CHILD ABUSE AND NEGLECT

School Board Policy 6.409

Reporting

All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect. If personnel know or have reasonable cause to suspect abuse or neglect, a report shall be filed immediately. Reports shall be made to the judge having juvenile jurisdiction, to the county office of the Department of Children's Services (DCS), to the sheriff of the county where the child resides, or to the office of the chief law-enforcement official where the child resides.

The report shall include, to the extent known by the reporter:

1. The name, address, telephone number, and age of the child;
2. The name, telephone number, and address of the parents or persons having custody of the child;
3. The nature and extent of the abuse or neglect; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect

The identity of the person reporting shall remain confidential except when the

juvenile court determines otherwise. Notice that a report was filed, and any other information relevant to the well-being of the child, shall be verbally provided to the parent(s)/guardian(s) within twenty-four (24) hours of filing. This notice shall be made in coordination with DCS. Notice shall not be provided if there is reasonable cause to believe that the parent or legal guardian may be the perpetrator or in any way responsible for abuse. The Director of Schools/designee shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.

Investigations

School administrators and employees have a duty to cooperate, provide assistance, and information in child abuse investigations including permitting child abuse review teams to conduct interviews while the child is at school. The principal may control the time, place, and circumstances of the interview but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The principal is not in violation of any laws by failing to inform parents that the child is to be interviewed even if the suspected abuser is not a member of the child's household.

HOMELESS STUDENTS

School Board Policy 6.503

A homeless student shall have equal access to the same free, appropriate public education as provided to other children and youths. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. Homeless students include:

1. Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; students living in emergency or transitional shelters; or students abandoned in hospitals;
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;
3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory students who are living in circumstances described above.

Enrollment

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency), or missed the district's application or enrollment deadlines. Parents/guardians are required to submit contact information to the district's homeless coordinator.

Placement

For the purposes of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program. School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school of origin. Placement shall be determined based on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. When determining placement, student-centered factors, including but not

limited to impact of mobility on achievement, education, health, and safety shall be considered. The choice regarding placement shall be made regardless of whether the student lives with their homeless parents/guardians or has been temporarily placed elsewhere. If it is not in the student's best interest to attend the school of origin, or the school requested by the parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the parent/guardian or unaccompanied youth. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law. Upon notice of an appeal, the director of schools shall immediately enroll the student in the school in which enrollment was sought pending a final resolution of the dispute, including all available appeals.

Records

Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student's living situation shall be treated as a student education record, and shall not be considered directory information.

Services

The director of schools shall ensure that each homeless student is provided services comparable to those offered to other students within the district, including transportation, special education services, programs in career and technical education (CTE), programs for gifted and talented students, and school nutrition. The director of schools shall designate a district homeless coordinator who shall ensure this policy is implemented throughout the district. The homeless coordinator shall ensure:

1. Homeless students are quickly identified and have access to education and support services, to include Head Start and district pre-k programs;
2. Coordination with local social service agencies and other entities providing services to homeless students;
3. Coordinate transportation, transfer of records, and other interdistrict activities with other school districts;
4. Coordinate transportation to the school or origin or choice for homeless students;
5. Refer homeless students and their families to health care services, dental services, mental health and substance abuse services, and housing services;
6. Assist homeless students in obtaining immunizations, medical or immunization records, and any additional assistance that may be needed;
7. Public notice of the educational rights of homeless students is disseminated in places frequented by parents/guardians of homeless students, including schools, shelters, public libraries, and soup kitchens; and
8. Unaccompanied youth are enrolled and informed of their status and independent students.

The director of schools shall develop procedures to ensure that homeless students are recognized administratively and that the appropriate and available services are provided for these students. The director shall ensure professional development is provided to school personnel providing services to homeless students.

The district homeless coordinator is as follows:

Family Resource Center Director

2610 Cinema Dr, Maryville, TN 37804
(865) 980-1364 or (865) 980-1369

INTERFERENCE/DISRUPTION OF SCHOOL ACTIVITIES

Board Policy 6.306

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction. Such measures may include the use of reasonable force to restrain or correct students and maintain order. A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall s/he urge other students to engage in such conduct. Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment. A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

INTERNET, NETWORK ACCESS, AND COMPUTER HARDWARE/ SOFTWARE RIGHTS AND OBLIGATIONS/SECURITY PLAN

School Board Policy 4.406

The board supports the right of students to have reasonable access to various information formats and believes that it is incumbent upon students to use this privilege in an appropriate and responsible manner.

Students:

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:
 - a. Sending or displaying offensive messages or pictures
 - b. Using obscene language
 - c. Harassing, insulting, defaming or attacking others
 - d. Damaging computers, computer systems or computer networks
 - e. Hacking or attempting unauthorized access to any computer
 - f. Violation of copyright laws
 - g. Trespassing in another's folders, work or files
 - h. Intentional misuse of resources
 - i. Using another's password or other identifier (impersonation)
 - j. The use of the network for commercial purposes
 - k. Buying or selling on the Internet
 - l. Sending or sharing with unauthorized persons any information that is confidential by law, rule or regulation
 - m. Installing software or hardware that has not been inspected and authorized by the Technology Department
 - n. Attaching any device that has not been authorized by the Technology Department. Attaching non-county owned computers without written permission from the Technology Department

- o. Using network resources to play or download games, music or videos that are not in support of business or educational functions
- p. Leaving workstation unattended without engaging password protection for the key board or workstation
- q. Utilizing unauthorized peer-to-peer networking or peer-to-peer file sharing
- r. Utilizing unauthorized virtual private networks (VPNs)
- s. Using network resources for or in support of unlawful activities as defined by federal, state, and local law
- t. Utilizing network resources for activities that violate conduct policies established by the Board of Education or the user's department
- u. Sending unsolicited junk email, advertising, items-for-sale postings, or chain letters (e.g. "spam") to any users of the network
- v. Knowingly sending any material that contains viruses, Trojan horses, worms, timebombs, bots, or any other harmful or deleterious programs
- w. Sending copyrighted materials via email that is either not within the fair use guidelines or without prior permission from the author or publisher
- x. Sending or receiving communications that violate conduct policies established by the Board of Education or the user's department
- y. Sending confidential material to an unauthorized recipient, or sending confidential e-mail without the proper security standards (including encryption if necessary) being met
- z. Use for partisan political purposes
- aa. Confidential and sensitive information such as performance reviews, disciplinary and/or corrective actions, attorney-client privileged information, personal information, and health or medical information should not be communicated via e-mail
- ab. Using the Internet to access non-County Schools provided web email services
- ac. Using unapproved Instant Messaging or Internet Relay Chat (IRC)
- ad. Using the Internet for broadcast audio for non-business use

Internet Safety Measures:

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students online
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them
- The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:
 - Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
 - Maintaining and securing a usage log
 - Monitoring on-line activities of students

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures.

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

Email:

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

Internet Safety Instruction:

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources K-12. Parents and students will be provided with material to raise awareness of the dangers posed by the internet and the ways in which the internet may be used safely. Professional development opportunities will be provided for teachers and staff across the District.

Violations:

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

MEDIA ACCESS TO STUDENTS

Board Policy 6.604

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies. Each year parents/guardians shall be given the option to withhold permission for public news media interviews or photographs of their child at school. If any student is to be recorded and will be identified or a primary subject of the recording, prior written consent/release/waiver will be obtained from the student's parent/guardian. District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. This policy will also apply to in house media sources such as our public service channel, school websites and social media. Parents will be advised of this policy at the time of the student's registration and each fall in the student/parent handbook.

SAFETY

School Board Policy 3.201

In accordance with board policy, the principal of each school shall develop procedures for keeping school facilities safe and free from hazards. All employees shall report current and potential hazards to their immediate supervisor(s). Each principal is responsible for seeing that safety is a part of the instructional program of the school as required by law.

The safety program shall include:

- Fire prevention;
- Accident prevention;
- Warning systems;
- Emergency drills;
- Traffic safety;
- Safety inspections;
- First aid; and
- Disaster preparation.

Only students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business shall enter onto the grounds or into the buildings of a school during the hours of student instruction. All staff members shall report all persons appearing to be improperly on school premises to the principal. The principal shall secure assistance from law enforcement officials when he/she deems it necessary in order to maintain order or security. In addition, the Director of Schools or his/her designee shall provide the local law enforcement agency with all safety and security plans.

SAFE RELOCATION OF STUDENTS

School Board Policy 6.4081

Employees who are directly responsible for a student's education or who otherwise interact within the scope of their assigned duties may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others. 1 Such employees may also intervene in a physical altercation between two or more students or between a student and an LEA employee. Reasonable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate. If an employee is unable to resolve the matter with the use of reasonable or justifiable force as required, the student shall be allowed to remain in place until such a time as local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until such a time as a parent or guardian can retrieve the student.

In the event that physical relocation becomes necessary, the teacher shall immediately file a brief report of the incident with the building principal. If the student's behavior constitutes a violation of the Board's zero tolerance policy, then the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the student's discipline record, and not become a part of that student's permanent record. The principal or the principal's designee shall notify the teacher involved of the actions taken to address the behavior of the relocated student.

The director of schools shall create procedures to implement this policy consistent with State law. Each building principal shall fully support the employees' authority under this policy and fully implement the policy and procedures of the system.

STUDENT EQUAL ACCESS

School Board Policy 4.802

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings. No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity. No student may be compelled to attend or participate in a meeting under this policy. A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.

The principal shall approve the meeting if he/she determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons will not direct, control or regularly attend.

School Sponsored Events

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;

There is an appropriate method of selecting student speakers which is based on neutral criteria; Student Equal Access (Limited Public Forum) 4.802;

Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees. Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

STUDENT RECORDS, ANNUAL NOTIFICATION OF RIGHTS

School Board Policy 6.601

Within the first three weeks of each school year, the school system will notify parent(s) of students and eligible students* of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment. The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;

2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

Directory Information

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States. *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.

STUDENT RECORDS

School Board Policy 6.600

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his/her school career. The name used on the record of the student entering the school system must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable as proof of date of birth. The name used on the records of a student entering the system from another school must be the same as that shown on records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law. When a student transfers to another school within the system or to a school outside of the system, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school. All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).

Access To Student Records

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes. A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education; and
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s)/guardian(s) or eligible student's* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school district will make a reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student before making a disclosure;
2. If the disclosure is an item of directory information;
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the student; the name and address of the person responsible for the care of the student; and the facts requiring the report;
4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school district;
5. When the school district has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parent(s)/guardian(s) by individuals other than representatives of the organization, and the information will be destroyed when no longer needed for the purpose for which the study was conducted;
6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined by the Internal Revenue Code;
7. To accrediting organizations to carry out their accrediting functions;
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s)/guardian(s) of students or eligible students have a right to obtain copies of records transferred under this provision;
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements;
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;
11. To the Attorney General/designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order shall not be liable to any person for that production;
12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.

Authorized school officials may release information from a student's education record if the student's parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The written consent must include:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s)/guardian(s) or eligible student; and
5. The date of the consent, and if appropriate, a date when the consent is to be terminated.

The student's parent(s)/guardian(s) or the eligible student may obtain a copy of any records disclosed under this provision. The school district will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The district will maintain an accurate record of information it discloses and access it permits. The district will maintain this record as long as it maintains the student's education record. The record will include at least:

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted, and if it is, the date access is permitted, or the disclosure is made.

** The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-secondary school, at which time all of the above rights become the student's right*

USE OF PERSONAL COMMUNICATION DEVICES

School Board Policy 6.312

Students are not permitted to use any personal communication devices (including cell phone, cell phone camera, iPod, CD player, Gameboy, pagers, etc.) during the school day. The school day begins when the student arrives on campus and ends when the final bell or dismissal occurs. Students may not use cell phones when riding buses to and from school for the regular school day. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The taking of photos or the recording of videos whether by cell phone or any other device in places where privacy is a reasonable expectation is strictly prohibited. An incident of this nature could result in sexual harassment violation, suspension and loss of cell phone for the remainder of the year. Using cell phone cameras to record altercations on school grounds or at school events is prohibited. In such cases, phones may be confiscated as evidence and other consequences may be assigned by the school administration. A school employee who discovers a student using a personal communication device shall confiscate the device and report the violation to the principal or assistant principal. The following disciplinary actions will be implemented:

1. First Offense – parent must pick up device after school; parent and student shall read and sign policy acknowledgement
2. Second Offense and subsequent offenses – device is confiscated for seven calendar days and parent may pick up the device from the school at the end of the seventh school day.

TESTING PROGRAMS

School Board Policy 4.700

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;
6. Assist in the screening of students with learning difficulties;
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.

The director of schools shall be responsible for planning and implementing the program, which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provision for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner;
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary. State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.

Student scores on the Tennessee Comprehensive Assessment Program's (TCAP) grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science, and social studies. Student scores on the Tennessee End of Course (EOC) grades nine through twelve (9-12) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subjects of Algebra I, Algebra II, Geometry, English I, English II, Biology I, and U.S. History. The director of schools may exclude Tennessee Comprehensive Assessment Program scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the school year.

1. Grades 3-5 – 15%
2. Grades 6-8 – 15%
3. Grades 9-12 – 15%

The methodology for the computation of 3-8 TCAP and high school EOC raw data scores (number of correct answers) to a 0-100 grade scale value requires applying the Tennessee Department of Education's (TDOE) suggested Cube-Root method to produce the 15% final average grade score.

The Cube-Root Method utilizes the formula previously used by the TDOE to assign student score on grades 3-8 TCAP and EOC state testing. This methodology creates a 100-point grading scale using the raw score points earned. The equation for the cube-root methodology is as follows:

$$SS = \left[\left(\frac{RS}{TP} \right) \right]^{1/3} * 100$$

- SS = student score grade on 100-point scale
- RS = raw score points earned by the student
- TP = total score points available

Interest Inventories And Career Assessments

Interest inventories shall be made available to middle schoolers. These will include assessments such as the Kuder assessments, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career Finder. Career aptitude assessments shall be administered to 7th or 8th graders in order to inform the student's high school plan of study.

Testing Information And Parental Consent

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established board policies.

No later than July 31st of each year, the board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include:

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered;
5. The time and manner in which parents and students will be notified of the results of the test;
6. How parents can access the questions and answers on their student's state-required tests; and
7. If a board mandated test, how the test complements and enhances student instruction and learning and how it serves a purpose district from state-required tests.

The testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis.

SCHOOL DISTRICT PLANNING

School Board Policy 1.701

General:

The Board shall develop and implement a written five (5) year strategic plan that addresses identified priority needs and provides for continuous student growth and improvement. The plan shall be updated every two (2) years and shall align with the requirements of the State Board of Education. The Director of Schools shall develop necessary procedures, forms, or other measures to implement this policy.

Board Improvement Plan For The District:

The Board shall develop annual plans with specific goals for improving student performance and that operationalize the district's five (5) year strategic plan. The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose of the retreat shall be to:

1. Review progress on the implementation of priorities, initiatives, and long-range plans;
2. Determine which goals have been achieved and whether any new efforts are needed;
3. Review major issues that may affect the school system in the future; and
4. Create an annual plan for district improvement.

School Improvement Plan:

The principal of each school shall work with the Director of Schools to develop and implement a school improvement plan that is student focused and in support of the board improvement plan. The plan shall be updated annually and address the long-range strategic plan of the school district.

Parents Right to Review Teacher/Paraprofessional Qualifications

Parents of students may request information about the highly qualified qualifications of teachers who instruct their child and paraprofessional qualifications.

Military Recruiter Access

Parents have the right to request that their child's name, address, and telephone number not be released to a military recruiter without prior written consent.

Unsafe School Choice Policy

Under the Tennessee State Board of Education's Unsafe Schools Policy, any public school student who is the victim of a violent crime as defined in TCA 40-38-111(g) or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Please sign and return this page to your student's homeroom teacher.

.....

I have read and do consent to the responsibilities outlined in the Union Grove Middle School handbook. I also understand this handbook is not an all inclusive list of rules and expectations of students and parents/guardians of Union Grove Middle School.

Student Signature

Parent/Guardian Signature

USE YOUR TALENTS

GIVE YOUR BEST

MAKE SAFE CHOICES

SHOW RESPECT
& RESPONSIBILITY

STRIVING FOR EXCELLENCE,
DESTINATION GREATNESS.

WE ARE UNION GROVE.