

*Oneida Middle School*

Rush Strong School Handbook 2010-2011

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***Rush Strong School  
Student Handbook***

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<http://jc-schools.net/rss/>

2010-2011

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**Mission Statement**

The mission of Rush Strong School is to encourage life-long individual achievements by providing active learning in a safe, caring environment.



## Beliefs

We believe students should be given a variety of resources to help them achieve their educational needs.

We believe the resources given to students incorporate learning styles that are unique to each individual.

We believe teachers, parents, and the community work together to support the school's educational mission.

We believe teachers, parents, community, and students work together to understand and communicate with each other.



## WELCOME

Dear Rush Strong Families,

Welcome to the new school year! At Rush Strong we believe the partnership between home and school is paramount in a child's educational success. This handbook is just one measure used to promote communication.

Please use the following information as a reference to guidelines and procedures that are currently in place at Rush Strong School. The staff works collaboratively to provide the needed instruction and supervision to maximize your child's education.

If you have any questions, concerns or need clarification for any procedure, please feel free to contact the school. The staff at Rush Strong School looks forward to a successful year for our students and families.

Sincerely,

Ruth Pohlman  
Principal



## Purpose of Handbook

This handbook has been prepared as a guide and source of information for the following purposes:

- To develop a code for students.
- To provide direction for self-discipline and a desirable self-image.
- To enter into a partnership with the home in sharing responsibility.
- To assist in making decisions.
- To keep the community informed and supportive.
- To provide information on school goals and policies.



## Where Students Can Go For Information

### School Office

- To enroll in school
- To turn in note for an absence
- To check in if tardy 1st period and to check out for early dismissal
- To report a student accident
- To obtain application for the lunch program
- To bring in or ask for lost articles
- To obtain insurance forms
- To withdraw from school

## Guidance Office

Make an appointment to receive counseling for academic, social, and personal problems. Ms. Angie Davis is the guidance counselor for students in grades K-5. Ms. Jessie Underwood is the guidance counselor for students in grades 6-8.

## Cafeteria

Breakfast and lunch are offered daily in our cafeteria. Free or reduced meal tickets are available for those who meet the criteria. Applications are available and must be approved by the principal. Lunch and breakfast charges shall not exceed five (5) days in length per student. After the fifth (5th) day of charges, the student shall pack his/her lunch or have the parent contact the school. No more than one (1) week of lunch charges are allowed.



## Programs and Procedures

### School Hours

Hours for students are from 8:00 a.m. to 3:00 pm. and hours for teachers are from 8:00 a.m. to 3:30 pm. If you would like to schedule a conference with your child's teacher, and we encourage you to do so, please telephone the school office to make an appointment. The number is 933-5313. **Unscheduled "drop-in" conferences while the teacher is in charge of a group of students will not be permitted.**

School doors will be unlocked to receive children at 7:10 a.m. or upon arrival of the first bus. (Parents who are paying for before-school childcare may bring their students at 6:30 a.m.) Once students are on school property, they may not leave to go any other place, except when accompanied by a parent or on a school bus. Leaving school grounds (walking or riding with a friend) will result in disciplinary action.

### Student Withdrawal from School

If you must withdraw your child from school for any reason, a Student Transfer form must be completed and signed by all the student's teachers and anyone else on the staff that might reasonably have a claim on fees, monies, books, and/or materials. A Release of Records form should be filled out and signed by the parent/guardian. This provides a smoother transition to the new school.

### School Fees

Some consumable materials and general supplies for classroom use must be purchased by the school. These items and other necessary school expenses are supplemented by the school fee, which is currently \$15.00. In addition to the \$15.00, Grades 6 through 8 will be required to pay a \$5.00 technology fee.

### Telephone Messages

Telephone messages will be relayed to students at the end of the day for emergencies only. Students should make arrangements with parents regarding transportation, destination, or other plans before leaving home.

### **Student Deliveries**

Due to safety concerns and disruption of the school day, we will not allow any type of delivery (flowers, balloons, singing telegrams, etc.) to students.

### **Birthday Parties**

Birthday parties, and/or surprise parties are prohibited in order to prevent disruption of other classes and daily activities. Special events and activities that correlate with subject material may be held at the discretion of the staff. Classroom parties are provided on a scheduled basis.

### **Parents/Visitors**

Parents are always welcome to visit our school. You may visit in your child's classroom at anytime. All visits must be arranged in advance. Always sign in at the office first. For the protection of our students, our front doors will be locked at 8:10 each morning. Visitors must ring the bell to the left of the front doors and be buzzed in by office personnel. We must insist that all visitors enter the building by the front door and immediately go to the office to sign in. Parents and visitors who do not sign in will be requested to return to the office to do so. Students will only be dismissed by the office, over the intercom, in cases of extreme emergency.

Since our full-time efforts must be directed toward the teaching of our own students, we must ask that students not bring guests to our school.

We ask that you NOT go into your child's classroom during the school day to speak with a teacher, as this interrupts the instructional program. If you would like to talk in person with a teacher, please make an appointment via a phone call or a note, or ask one of the secretaries to make an appointment for you. In case of an emergency, arrangements can be made with one of the secretaries, principals, or counselors for you to speak to the teacher almost immediately.

We also ask that you do NOT go into a classroom at the beginning or the end of the day. The teacher is helping the children prepare for a successful beginning or ending of the day and isn't in a position to deal effectively with you at this time. If you should have a problem of immediate concern, feel free to tell one of the secretaries. She will get a message to the teacher when it is least distracting for the children.

### **School Insurance**

Accident insurance is available for our students. Applications and information brochures will be sent home with the students during the first week of school.

Students participating in interscholastic athletics will either purchase the insurance policy offered or present a statement signed by the parent(s) which assures the school that the parent(s) has insurance or is willing to accept all financial responsibilities related to participation and travel. Forms for such permission and agreements will be furnished by the principal and will be kept on file in the principal's office. Students who participate in

sports must show proof of insurance. Coaches must keep a file and turn a copy in to the office.

### **Textbooks**

Textbooks are furnished to each student. The student is responsible for the books which are issued. If the book is lost or becomes damaged, the student is responsible for the replacement cost of the book.

### **Sale of Items**

School pictures and yearbooks are available at appropriate times of the year. The price of these items is determined by the cost of production. Fundraising sales are held as needed on a school-wide basis and by groups and clubs. Students are not permitted to sell items of their own at school or to raise funds for other organizations during the school day or on school property, including school buses.

### **Library**

The goal of the library is to provide resources for classroom and individual use in sufficient quantity, quality, and variety to implement the instructional program in all areas, and to support the development of the user.

All students come to the library weekly with their class. The library is also open at other times for students to work individually or in small groups. Books are borrowed for one (1) week by grades K-3 and two (2) weeks by grades 4-8, with one renewal. Library skills, reference skills, and research skills are taught individually and in groups. Lost or damaged books must be paid for by the end of the school year. A refund will be made if a book is found and returned in good condition.

### **Emergency School Closing**

In case school is closed for bad weather or any emergency, check the Jefferson County Schools website at <http://jc-schools.net/> or listen to the local radio station or WBIR –TV or WIVK –radio.

### **Parking**

No parking will be allowed in front of the building.

Due to traffic and parking limitations, parents are urged to leave students at designated entrances and remove their cars from the school grounds as quickly as possible.

In the afternoons, no cars are to be parked in the east front of the school along the sidewalk between 3:00 and 3:30 p.m. This is a bus loading zone and it is kept open for buses. Cars may park in the west front area for pick up of students in the afternoon. Car riders will be dismissed at 3:10 p.m. from the west gymnasium entrance. Parents, please wait your turn in line.

Please DO NOT drive through the FRONT parking lot while buses are loading or unloading, as there are children coming and going.



## Middle School Bell Schedule

8:00-8:30	Homeroom
8:35-9:20	1st period
9:25-10:10	2nd period
10:15-11:00	3 <sup>rd</sup> period
11:05-11:50	4 <sup>th</sup> period
11:55-1:15	5th period and lunch
1:20-2:05	6th period
2:10-3:00	7th period



## School Calendar 2010-2011

August 4, 2010 Teacher In-service # 1 (Principal Directed) Students Off  
 August 5, 2010 Administrative Day # 1 (Election Day) (Students Off)  
 August 6, 2010 Teacher In-service # 2 (Principal Directed) Students Off  
 August 9, 2010 STUDENT REGISTRATION DAY (Abbreviated Day for Students)  
 August 10, 2010 Professional Development Day # 1(System-wide)Students Off  
 August 11, 2010 Administrative Day #2 -Students Off Freshman Orientation and Parent meeting  
 August 12, 2010 First Full Day of School for Students  
 September 6, 2010 **LABOR DAY HOLIDAY**  
 September 9, 2010 Mid-term Progress Reports to Parents  
 October 12, 2010 1st 9 Wks Ends (Day # 45)  
 October 21, 2010 Report Cards Go Home (1st 9 wks Report)  
 October 18-19, 2010 **FALL BREAK** (Students & Staff)  
 November 2, 2010 Professional Development Day #2 (System-wide)(Election Day) Students Off  
 November 15, 2010 Mid-Term Progress Reports to Parents  
 November 24, 25, 26 **THANKSGIVING HOLIDAYS**  
 December 17-20, Exam Days (Full Days)  
 December 21, 2010 (1/2 Day -- Students) End of 2nd 9 weeks  
 December 22-31 **CHRISTMAS HOLIDAYS**  
 January 3-4, 2011 Extended New Year Holiday (Students & Staff)  
 January 5, 2011 Administrative Day #3 for Teachers & Administrators-Students Off  
 January 6, 2011 2nd Semester Begins – Full Day for all students  
 January 13, 2011 2nd 9 wks Report Cards go home  
 January 17, 2011 **MLK HOLIDAY** (Students and Staff)  
 February 1 , 2011 Date T-CAP Writing Assessments 5th, 8th, and 11th  
 February 7, 2011 Mid-term Progress Reports for 3rd Nine Weeks  
 February 17, 2011 Inservice Day #3 (Principal-Directed)Students Off  
 February 18-21 Winter Break –Presidents’ Day (Staff & Students Off)  
 March 15, 2011 Statewide ACT Testing Date (Grade 11) 3rd 9 wks ends

March 21-25, 2011 **SPRING BREAK**

March 31, 2011 3rd 9 wks Report Cards go home

April 11-15, 2011 TCAP Testing Grades 3-8

April 20, 2011 Mid-term Progress Reports for 4th Nine Weeks

April 22, 2011 **GOOD FRIDAY HOLIDAY**

April 25, 2011 Professional Development Day #3 (Students Off) (System-wide)

April 25, 2011 **KINDERGARTEN REGISTRATION**

May 23-24, 2011 Exam Days (Full Days)

May 25, 2011 (1/2 Day –Students) –STUDENT LAST DAY

May 26, 2011 Administrative Day #4 for Teachers & Administrators (Teacher Last Day)

180 Student Days/3 Professional Development Days

3 Scheduled In-Service Days/ 2 Self-Selected In-Service Days

10 Paid Holidays

Stockpiled days earned from extended day =13

4 Administrative

Days are allocated as: 3 Professional Development

1 P-T Conference Day (TBA at Local Schools)

10- Snow Days

## Technology

Technology has become an essential part of our school as we move through the 21st Century. In order to be prepared for the future students must have the skills for the 21st Century and as much experience and training as possible in the field of technology. Each classroom is equipped with several types of equipment. There are two computer labs in our school. One lab is used by students in grades K-4, while the other lab is for students in grades 5-8. Both labs have an instructional assistant that serves as the lab facilitator.

## Use of the Internet *(Board Policy 4.406)*

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 at kindergarten entry, at 6th grade entry and at 9th grade entry. It should be kept on file as a legal binding document. 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.

## Attendance

**It's the Law.** Every parent or guardian is required to send his/her child to public or private school from age 7 through 17 inclusive. *(Board Policy 6.201)* Students are encouraged to establish good attendance habits, to attend class regularly, and to be on time.

## Absences *( Board Policy 6.200)*

Upon returning to school, the student must present a **written** account of the absences signed by his/her parent or guardian to the office of the principal. The absence will be designated as excused or unexcused, and teachers will be notified.

Excused absences shall include:

1. Personal illness;
2. Illness of immediate family member;

3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. Doctor's Appointment;
7. Circumstances which in the judgment of the principal create emergencies over which the student has no control;  
and
8. One day is provided for students when their parent or custodian is deployed into active military service. One day is also provided for students when the parent or custodian returns from active military service.

Early dismissals disrupt the learning day and are strongly discouraged. Such dismissals will be allowed only:

- (1) In case of emergencies;
- (2) With a valid doctor's appointment card
- (3) With a validation of funeral attendance of immediate family including spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, uncle or aunt.

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 avoidable situations in which case instructional time will be made up in full.

Clock time for unexcused late arrivals or unapproved early dismissals will accumulate on the student's attendance record and will be considered as a part of the student's aggregate days missed as determined by the school calendar. These aggregate days may be reported to parents for five (5) days notifications and to the attendance officer for ten (10) day notifications in compliance with Compulsory School Attendance Law.

### **Grades 1-8**

Student attendance will be accounted for following the guidelines of the TRR/MS 0520-1-3-.03(15). Excessive unexcused absences or trancies may be referred to the Family Resource Center, Attendance Officer, and/or Juvenile Court. Withholding of credit and/or a decision to retain a pupil will be based on the factors outline in policy 6.603. Attendance is one of the factors taken into consideration when determining a student's promotion or retention.

### **Attendance of Non-Resident Students** (*Board Policy 6.204*)

Only students residing within the boundaries of Jefferson County will be eligible for enrollment, with the following exception: A student residing outside the boundaries of Jefferson County may attend schools within the school system only if the custodial parent of a student is a full-time employee of the school system.

### **Student Assignment** (*Board Policy 6.205*)

#### **TO SCHOOLS**

Students, including those in kindergarten, are expected to attend the school in the school zone to which they are assigned by virtue of the residence of their legal and/or custodial parent(s).<sup>1</sup> Residence is defined as the location of property where the student lives in a dwelling with the parent on a daily basis, eating meals, sleeping, playing and performing what are considered routine family activities.

An application to attend school outside a student's zone of residence must be submitted to the principal.

Permission will be considered under the following conditions:

1. The student's attendance will not cause the student/teacher ratio to exceed the state guidelines in the class or grade-level for the out-of-zone school.
2. The parent will provide regular daily transportation to and from school.

3. The receiving principal agrees that the enrollment of the student will not adversely affect the efficiency of the operation of the school.
4. The director shall establish specific procedures for such enrollment.

## **TO CLASSES**

The principal shall be responsible for assigning all students to classes. Students who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parents shall be kept advised.

## **Transfers Within the System** *(Board Policy 6.206)*

Transfer students will meet the same enrollment requirements as new students.

Students whose families change their residence to another school zone within the county after the first month of school may complete the school year at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school area. The superintendent may grant other exceptions to this policy for good and sufficient reasons.

Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered and graded by the principal or his/her designated representative.

In the case of elementary school students, the examination shall cover the last grade completed.

If pupils are admitted to approved schools from unapproved schools by examination, it shall be the duty of the principal thus receiving them to keep the examination papers on file for a period of at least one year. Students who are suspended from one school in Jefferson County cannot enter another school in Jefferson County.

## **Make-Up Work**

All missed class work or tests (whether from excused or unexcused absence) may be made up if the student makes the request immediately upon returning to school and if class time is not taken from other students.

No student will be allowed to make-up semester exam unless his absence is excused.

The perfect attendance certificate will be awarded on the basis of the attendance record kept in the register.

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.

## **Release During School Hours**     *(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).
2. 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.
3. 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.
4. 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.

## **Code of Behavior**

The Board of Education believes that acceptable behavior is an essential part of effective education programs. It expects students to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community, and their school.

The professional staff is expected to ensure student conduct, which allows for an acceptable learning atmosphere both in and out of the classroom. Good behavior will help students develop self-discipline and self-direction.

The principal of each school is 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.

## **Staff-Student Relations**     *(Board Policy 5.610)*

Staff members shall maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each student as an individual and to accord each student the rights and respect that is due.

Staff members shall promote a learning environment that encourages fulfillment of each student's potential in regard to his/her program, consistent with district goals and with optimal opportunities for students. This goal may be reached by adapting instruction to individual needs, by:

1. Insisting on reasonable standards of scholastic accomplishment for all students;
2. Creating a positive atmosphere in and out of the classroom;
3. Extending courtesy and respect to students; and
4. Treating all students with consistent fairness.

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Any appearance of impropriety

## **Interrogations and Searches**     *(Board Policy 6.303)*

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents.

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal.

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or non-students' automobiles for drugs, weapons or items of an illegal or prohibited nature.

### **Student Discrimination/Harassment and Bullying/Intimidation** (Board Policy 6.304)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated.<sup>2</sup> Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

### **Bullying/Intimidation**

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. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. Board policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. 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. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the director of schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

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 charge against a student may result in corrective or disciplinary action up to and including suspension.

## **Student Concerns, Complaints and Grievances** *(Board Policy 6.305)*

### **STUDENT CONCERNS AND COMPLAINTS**

Decisions made by school personnel — such as aides, teachers, or assistant principals — which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within five (5) school days.

However, if the principal does not make a decision within five (5) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

### **DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES**

**Filing a Complaint** — Students may report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

**Investigation** — Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student. The meeting will be held in a school, non-intimidating environment, in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints.

**Decision and Appeal** — If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director of schools' findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

## **Drug-Free Schools** *(Board Policy 6.307)*

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Board's plan for dealing with alcohol and drugs<sup>1</sup> shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other sources of appropriate help;
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials; and
5. Strategies for dealing with student use of tobacco products.

## **Drug Violations**

Students shall not consume, use, possess, give, exchange, transfer or be under the influence of any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, or intoxicant of any kind. This also includes, but is not limited to abuse of inhalants and prescription drugs.

The above violations are subject to disciplinary action if they occur on school real property; at a school activity at any time whether on or off campus; or in a school vehicle.

When a principal or his designee determines that a student is in violation of this policy, the student will be suspended from school following the suspension guidelines in Board policy 6.309 for Zero Tolerance Offenses.

The principal shall also notify the proper law enforcement authorities.

### **Prescribed Drugs / Look Alike Drugs / Over-the-Counter Drug Violations**

Abuse of prescribed drugs and/or over-the-counter drugs and/or look alike drugs shall be considered in the same manner as illegally obtained substances. Students shall not attempt to market or distribute any substance, which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance.

Students under prescribed medications must identify themselves to appropriate school officials upon arrival at school and the prescribed medication shall be retained during the school day and administered by the principal's designee. All prescriptions shall bear the name of the medication, directions for administration and the name of the issuing pharmacy.

When a principal or designee determines that a student is in violation of the above policy, the student will be suspended from school following the suspension guidelines in Board Policy 6.309.

### **Alcohol Violations**

Students will not possess, distribute, consume, or be under the influence of alcoholic beverages, in school buildings, school grounds, in school vehicles or buses, or at any school sponsored activity at any time, whether on or off school grounds.

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials, and take appropriate action as afforded through the board disciplinary policy.

The penalty for first offense violations of the alcohol violations of the alcohol policy will be to remand to the Kingswood Alternative School until such time the student successfully completes the Alternative School's instructional and behavioral programs.

During the suspension period, the student should implement and complete an alcohol education program that would include the effects and consequences of alcohol use on personal health and safety. (Program to be approved by alternative school). NOTE: Parent/student will be responsible if any expense is incurred for the alcohol education services.

If a student violates the alcohol policy a second time, he will subject to expulsion from the school system for a minimum of one (1) calendar year from the date of infraction.<sup>3</sup>

### **Tobacco Violations**

Use and/or possession of tobacco products by students are prohibited in all school buildings, on the school campus, and on school transportation vehicles. This policy applies to school bus trips.

Students who violate this policy will receive:

1. A citation to juvenile court and
2. Consequences outlined in the disciplinary guidelines in Board Policy **6.313** — School Discipline Procedures, Levels II and III.

### **Bus Conduct** (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.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem. 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.

No student may get off the bus at any point between the pick-up point and school. A student who wishes to get off the bus between school and their pick up point 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 en route 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 transfer school.

### **Use of Video Cameras**

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Video surveillance shall be used only to promote the order, safety and security of students, staff and property

### **Zero Tolerance Offenses** (Board Policy 6.309)

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

#### **FIREARMS** (as defined in 18 U.S.C. § 921)

In accordance with state law, any student who brings or possess a firearm on school property 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.

#### **DRUGS**

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance, legend drug and/or drug paraphernalia 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.

## **BATTERY/ASSAULT**

In accordance with state law, any student who commits or threatens battery/assault upon any teacher, principal administrator, any other employee of the school or school resource officer 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.

## **NOTIFICATION**

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

## **Weapons & Dangerous Instruments** *(Board Policy 6.3091)*

Students shall not possess, handle, transmit, attempt to use, or threatens 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.

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

## **Dress Code** *(Board Policy 6.3101)*

Students should dress appropriately at all times. Dress should never distract from school activities or prove a hazard to the student's safety or the safety of others. If in the judgment of the school administration, a student is not appropriately attired or exhibits grooming which constitutes a distraction or disturbance to the school environment, the student may be sent home and not be readmitted until he/she is properly attired or groomed.

The enforcement of this dress code is the responsibility of the building principal. The director of schools will monitor accountability for enforcement through each principal's performance contract.

### **The following attire is considered inappropriate:**

- Hats/headbands
  - Tank tops, jerseys, shirts, blouses, sweaters, or dresses which are inappropriately revealing or suggestive
  - (no spaghetti straps)
  - Jeans with holes
  - Clothing which allows undergarments to be visible when standing or sitting
  - Any clothing that has obscene or profane language, depiction of alcoholic beverages or unlawful substances, gang related
  - Clothing which exposes the midriff (Tops must extend below the beltline and/or be tucked in at all times)
- Other stipulations:
- Skirts, shorts, capri pants and dresses must be at knee length or longer
  - Body piercings (other than the ears)

The above listing is considered to be a minimum standard. Principals may modify only to the extent that it is a higher standard.

## Care of School Property *(Board Policy 6.311)*

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities.

All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board.

When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the director of schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian.

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages.<sup>1</sup> When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

## Cell Phones *(Board Policy 6.312)*

### Students

Students shall not make any use of a cellular phone/beeper and/or pager on any school campus during the hours of the school day. Device should be powered off when entering the building until students are dismissed. This includes all forms of message modes currently available in electronic communication devices, i.e., voice communication, text messages, and transmission of visual images. All school handbooks should have rules and consequences applicable to this policy.

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action.

**First Offense:** A student in middle school who has a cell phone powered on will have that cell phone confiscated for the remainder of the day. Their parent(s) may pick up the phone at their convenience and sign a document acknowledging the consequences of the second offense.

**Second Offense:** A student in middle school who has a cell phone powered on for a second offense will have that cell phone confiscated for 30 days and will only be returned to a parent at the end of the 30 day period.

### Personal Electronic Devices

Personal electronic devices such as CD players, Ipods or MP3 players, including devices with mobile wireless access, may be stored in backpacks, purses or personal carry-alls. However, the use of the devices during school hours is strictly forbidden. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.

## Code of Behavior

The Board of Education believes that acceptable behavior is an essential part of effective education programs. It expects students to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community, and their school.

The professional staff is expected to ensure student conduct, which allows for an acceptable learning atmosphere both in and out of the classroom. Good behavior will help students develop self-discipline and self-direction.

The principal of each school is 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.

## Cafeteria Rules

Staff members are present in the cafeteria during your child's lunch period to provide assistance and maintain order. Therefore, we expect your child to abide by the following guidelines:

1. Once seated, remain seated.
2. Use inside voices.
3. Raise your hand for all permissions.
4. Do not throw food, utensils, or paper products.

## Bus Duty Rules (morning and afternoon)

All students should abide by the following rules when entering the building before the start of school and when waiting for the bus at the end of the day:

- Students must go directly to assigned bus duty location upon entering the school and when released in the afternoons.
- Students should use the restroom **before** coming to the assigned location.
- No open food or drinks in assigned location.

## Discipline Code

We believe that teachers have the right to teach and students have the right to learn. The school discipline code is an attempt to ensure that nothing interferes with this process. When a student makes the choice to not follow the discipline code, there will be negative consequences associated with that choice. Choosing to follow the discipline code will result in positive consequences.

## Discipline Code (K-5)

At the elementary (K-5) level, appropriate student behavior and lasting habits of good citizenship can be best accomplished by recognizing and rewarding good behavior. Students will be rewarded for following school rules and maintaining good citizenship. This is proven to be effective in maintaining a good learning

environment and encourages the young student to abide by rules of good behavior. In addition, each teacher will maintain a system for addressing poor discipline and rewarding good behavior in the classroom.

## **Discipline Procedures** (Board Policy 6.313)

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

### **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
- Nondefiant failure to do assignments or carry out directions
- 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
- Corporal punishment
- In-school suspension
- Out-of-school suspension not to exceed ten (10) days

### **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 of tobacco on school property  
 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  
 Corporal punishment  
 Restricting school related honors student is otherwise due  
 Denial/refusal of all extra-curricular activities including participation in graduation  
 Out-of-school suspension not to exceed ten (10) days

**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 can be appealed to the DHA.  
Record of offense and disciplinary action maintained by principal or director of schools.

**Disciplinary Options:**

In-school suspension  
Detention  
Corporal punishment  
Restitution from loss, damage or stolen property  
Out-of-school suspension not to exceed ten (10) days  
Denial/refusal of all extra-curricular activities including participation in graduation  
Social adjustment classes  
Transfer  
Expulsion  
Remand to alternative school

**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 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/battery  
Vandalism  
Theft/possession/sale of stolen property  
Arson  
Possession/use/transfer of unauthorized substances  
Harassment (Sexual, Racial, Ethnic, Religious)

**Disciplinary Procedures:**

Principal confers with appropriate staff members and with the student.  
Principal hears accusation by accusing party and permits offender opportunity of explaining conduct.  
Parents are notified.  
Law enforcement officials are contacted.  
Incident is reported and recommendations made to the superintendent.  
Complete and accurate reports are submitted to the superintendent.  
Student is given hearing before disciplinary hearing authority.  
Disciplinary Options  
Expulsion  
Alternative schools  
Denial/refusal of all extra-curricular activities including participation in graduation  
Other hearing authority or Board action which results in appropriate placement

**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. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in department or citizenship.
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.

## **Suspension/Expulsion/Remand** *(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 SUSPENSION/EXPULSION:

Any principal, principal-teacher or assistant principal (herein called principal) is authorized to 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 or truancy;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun or firearm on school property;3
7. Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;
8. Assaulting a principal or teacher with vulgar, obscene or threatening language;
9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;3
10. Unlawful consumption or possession of alcohol as defined in TCA 39-17-715;
11. Engaging in behavior which disrupts a class or school-sponsored activity;
12. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
13. Two (2) 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;

14. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
15. Any other conduct prejudicial to good order or discipline in any school.

**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 IN-SCHOOL AND 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:
  - a. Of the suspension/expulsion and the cause for it; and
  - b. 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) calendar days following the suspension/expulsion.
  - c. 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.
4. 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 shall immediately give the parent written notice of their Rights to a Disciplinary Hearing to appeal the suspension. All appeals must be filed in writing or orally within five (5) calendar days after receipt of the office. Appeals should be made to the Disciplinary Hearing Authority through the office of the director of schools. Appeals may be filed by the parent or guardian, the student, or any person holding a teaching license who is employed by the school system and is requested by the student.
5. Suspensions and/or expulsions exceeding ten (10) days may take the following forms:
  - Suspension for a designated period of time exceeding ten (10) days (parent may appeal).
  - Remand to the Kingswood Alternative School until such time the student successfully completes the Alternative School's instructional and behavioral programs.
  - K-5 students suspended/expelled for more than ten (10) days will have an automatic review by the DHA.
6. The hearing shall be held no later than ten (10) school days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent or guardian and student by the principal.
7. After the hearing, the disciplinary hearing authority may:
  - a. Order removal of the suspension unconditionally;
  - b. Order removal of the suspension upon such terms and conditions as it deems reasonable;

- c. Uphold the terms of the suspension/expulsion/remandment assigned by the principal; or
  - d. Suspend the student for a specified period of time.
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.
  9. Students under suspension from one (1) school in the school system cannot enter another school in the system.

Discipline for handicapped students is handled on an individual basis by an M-Team using a protocol monitored by the Director of Exceptional Children.

## **Medicines** (Board Policy 6.405)

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's 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 regulations:

Written instructions signed by the parent will be required and will 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 must have label direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. (i.e. students with asthma)

## **Accidents and Illnesses** (Board Policy 6.410)

Parent(s) of all students shall provide the schools with medical authorization which shall contain the following information:

1. Parents' location and phone number during the school day;
2. The name, address and phone number of the student's physician(s);
3. Directions in the event that medical treatment is needed;
4. Information concerning a student's particular physical disability or medical condition.

The authorization will be required annually and will be kept on file in the principal's office.

If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to render first-aid or ensure that it is rendered.

In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the parent(s) on the emergency medical authorization form will be notified of the accident. Efforts to notify the parent(s) will continue until they are reached.

Principals will inform the director of schools immediately of any serious injuries suffered by students while under jurisdiction of the school. A report of each accident taking place in a school will be filed in the offices of both the principal and the director of schools. Forms for reporting accidents will be made available from the office of the director of schools. In all accidents serious enough to require medical attention or requiring the student to be taken home, or in all cases that the staff member in charge deems desirable, reports will be made and filed as stated above.

No student will be taken and left at home or sent home unless a parent, or someone designated by the parent(s), is at home to accept the responsibility of the student.

Parents who object to the procedures contained in this policy shall submit to the principal a written emergency plan for his approval.

## **Field Trips** (Board Policy 4.302)

### **Academic/Instruction Related Trips**

Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth and development are considered appropriate extensions of the classroom.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selecting field trips:

1. Value of the activity to the particular student group or groups;
2. Relationship of the field trip activity to a particular aspect of classroom instruction;
3. Suitability of the activity and distance traveled in terms of the age level;
4. Mode and availability of transportation; and
5. Cost — Cost per student shall not be calculated so as to include the payment of the cost of any school personnel, or others, except the sponsor(s) of the group or club which takes the trip.

## **Interscholastic Athletics** (Board Policy 4.301)

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunity shall be provided for members of both sexes. To be eligible to tryout or participate in interscholastic athletics, a student must be currently enrolled in that school.

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. The principal or his/her designee must accompany an athletic team on trips.

Middle school athletics shall be coached only by Board approved personnel. Middle school athletics shall be governed according to their respective conference bylaws and may not participate in a conference without bylaws. A copy of the bylaws must be on file with the central office.

Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of high school interscholastic athletics. All high school coaches will be employed by the Board upon recommendation of the principal and director of schools.

There shall be a complete annual physical examination of every student prior to his/her participation in interscholastic athletics. Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the principal's office.

No principal or teacher of any school under the control of the Board shall dismiss his/her school or any group of students for the purpose of permitting them to practice or play baseball, football, basketball or any similar game within the regular school hours of any school day of the week without written permission from the director of schools. This does not prevent the inclusion of regular physical training lessons in the daily school program.

Participation in interscholastic athletics, marching band or R.O.T.C. Military Science shall not be substituted for the lifetime wellness graduation requirement.

Students shall not be disqualified from participation on a school athletic team solely on the basis of participation in another sport except where the season overlaps by more than two weeks. Principals shall ensure that practices are confined to established seasons and that school regulations regarding participation in a sport are reasonable.

Seniors who move out of their school area but who wish to continue attendance in the original school may continue to participate in athletics. The Board specifically forbids the recruitment of students in any fashion.

Athletic schedules shall be filed in each school principal's office.

Transportation of teams to athletic games is approved by the Board, provided the team's school reimburses the Board for mileage.

Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities as part of the athletic program.

An athletics' advisory committee, comprised of the high school athletic director and the athletic director of each middle school, will be formed for the purpose of assisting and advising the board.

### **Student Clubs and Organizations** *(Board Policy 6.702)*

Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program.

The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school.

One or more staff members will serve as sponsors of each activity and will attend all meetings. Each sponsor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program.

An approved copy of the aims, objectives, and constitution for each organization will be kept on file in the principal's office.

The director of schools shall approve all requirements imposed by clubs which have restricted membership. Sororities, fraternities, and all secret organizations are prohibited.

## **School Safety**

Everyone has a responsibility for maintaining a safe and orderly learning environment at school. These rights and responsibilities are

**Students have a responsibility to report to their teacher or principal:**

- Any student threats of violence, either direct or indirect.
- Any knowledge of alcohol, drugs, or weapons at school.
- Any suspicious/unknown person in or around the school.
- Any student use of gang symbolism.

**Administrators will report or cause to be reported to a child's parent:**

- Any violence or threats of violence from or to the child.
- Any violation of tobacco, alcohol, drugs, or weapons policies by the child.
- Any student that leaves the school grounds without permission.

**Emergency School Closing**

In case school is closed for bad weather or any emergency, check the Jefferson County Schools website at <http://jc-schools.net/> or listen to the local radio station or WBIR –TV or WIVK –radio.

**Guests at School**

Parents are encouraged to visit the school at any time. All guests should come to the office and register upon entering the building. Guests must wear a nametag issued by the office.

**Grading System and Lottery Scholarship Information** *(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. Conduct grades are based on behavior and shall not be deducted from scholastic grades .

**Grading Scale** (grades 3-12)

**Grade  
Scale  
Percent Range**

**A  
4.0  
93-100**

**B  
3.0  
85-92**

**C  
2.0  
75-84**

**D**

**1.0**

70-74

**F**

**0.0**

0-69

## **TN Department of Education Uniform Grading Policy**

[http://jc-schools.net/Grading\\_Policy.pdf](http://jc-schools.net/Grading_Policy.pdf)

### **Testing Programs** *(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;1,2
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.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.

Other tests may be given as requested by students, teachers or parents when approved by the principal. Any test directly concerned with measuring student ability or achievement through individual or group psychological or sociometric 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 procedures.

### **Reporting Student Progress** *(Board Policy 4.601)*

Student progress reports shall be provided at least once every 9 weeks for grades K-12. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year.

Student progress reports shall indicate the students' conduct, attendance and academic progress and other information necessary to communicate effectively with the parents.

In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the educational progress of their children. All students in grades K-12 shall receive an informal midterm progress report at the mid-point of each nine-week instructional period. Teachers shall consult with parents of students who are working at an unsatisfactory level or whose performance shows a marked or sudden deterioration. Parents shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered.

A supplemental letter of personal consultation may be used when a teacher desires to give some explanation not covered by other reporting methods.

## Parent Conferences

At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student. These scheduled conferences shall not use any portion of the 180 days of classroom instruction. The director of schools shall be responsible for scheduling and coordinating system wide conferences.

Conferences shall be physically accessible to all students, parents and/or guardians.

## Child Custody/Parental Access *(Board Policy 6.209)*

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child. The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records including but not limited to the student's cumulative file and the student's special education file, if applicable.

No principal or teacher shall permit a change in the physical custody of a child at school unless:

1. 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
2. The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school.

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