



## **Student Handbook 2022-2023**

# School Leadership

## Administration

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## Instructional Coaches

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## Guidance Counselors

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Guidance Office Phone: 731-424-3341

## Secretaries

Mrs. Deain Hart, Administrative Secretary

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Mrs. Julia Gowan, Attendance Secretary

Email: [jkgowan@jmcss.org](mailto:jkgowan@jmcss.org)

## Staff Directory

A complete staff directory can be found at <https://www.jmcss.org/liberty>

*In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.*

# About “The TECH”

## Vision Statement

All Liberty Technology High School students will graduate college, career, or military ready.

## Mission Statement

In order to achieve the vision of Liberty, we will provide a rigorous and relevant education. We will cultivate an inclusive environment with high expectations for behavior and academic performance. We will develop collaborative relationships through engagement of parents and the community in support of our students' academic success.

## School Spirit

### Alma Mater

*(Sung to the tune of “America the Beautiful”)*

Written by Dr. Vicky Foote

Oh Liberty, we sing of thee

Our voices filled with pride.

Our memories of days with thee

We'll cherish through our lives.

And may you stand, forever grand

This is your destiny.

We'll never let our hearts forget

A place called Liberty.

### School Colors & Mascot

Liberty's school colors are Burgundy, Silver, White, & Black and the mascot is the Crusader

### History and Facilities

Liberty Technology High School is the reality of a dream for the Jackson-Madison County School System. Former School Superintendent Roy Weaver, who had a vocational-technical educational background, had a vision for a state-of-the-art high school where students could receive strong academics and, at the same time, have the opportunity to acquire advanced technical skills. The district leadership expanded the plan to initiate the "academy" concept for technology. With the suggestion of the school name by fifth-grader Lacy Littrell in August 2003, "Liberty" was born!

Liberty, a beautiful, 175,000 square foot complex, sits on forty-eight sprawling acres and is located on Ridgecrest Road Extended near several industrial businesses. The facility provides opportunities for practical observation and hands-on application for grades nine through twelve. The Liberty complex is fully wired for wireless internet access, houses multiple computer labs, touch screen display boards in every classroom, a library with multiple research stations, a 999-seat auditorium; three greenhouses (including aquaponics), a 2,150 capacity gymnasium, and a 1,600 capacity football stadium. Liberty also has its own soccer field, baseball field, softball field, marching band practice field, and field house.

Liberty also hosts several student-run businesses that are open to the public including the Taste of Liberty restaurant, the Crusader Cuts dog grooming salon, and a fully equipped, three-bay automotive repair garage.

## Policies & Procedures

### Grading

Effective July 1, 2022, JMCSS Board Policy 4.600, in conjunction with the state of Tennessee's new grading scale, states that students will earn letter grades according to the following scale:

Letter Grade	Percentage	Grade Points
A	90%-100%	4.0
B	80%-89%	3.0
C	70%-79%	2.0
D	60%-69%	1.0
F	< 60%	0.0

Course grades are reported to the district at the end of each nine (9) weeks period (Quarter). For each nine-week period, high school students shall have a minimum of four (4) tests and a minimum of fourteen (14) additional grades including a combination of daily grades and homework grades. The grade at the end of each quarter shall be weighted as follows: test grade (60%), daily work (30%), and homework (10%).

A semester is defined as two nine-week grading periods (quarters). At Liberty, most courses are semester course. This means that students will start and complete a full course in the span of eighteen (18) weeks. Semester grades determine whether a student passes (earns grade points) for a course. Semester grades are comprised of a student's earned grades for quarter 1, quarter 2, and the final exam. Final exams in all courses will count as 25% of the semester grade. The final grade at the end of a term (18 weeks/90 days) will be determined by averaging the two nine-weeks, multiplying the average by three, adding the final exam grade, and dividing that total by four. While most courses at Liberty are semester courses, some courses can be completed in one quarter (nine-week period). For those quarter courses, the final grade at the end of the quarter is computed by multiplying the grade at the end of the nine-weeks (45 days) by three, adding the exam score, and dividing the total by four. Four courses that have a state End-of-Course (EOC) exam, the EOC will constitute the final exam grade in these courses. For all other courses, teacher or district created exams will be given.

Advanced coursework grades shall be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points shall be assigned:

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment Courses – four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses – five (5) percentage points.

Partial credit will not be awarded in any course. The student should not repeat the course under the same teacher when possible.

The work of a student whose grades are satisfactory but are withheld because of failure to complete the required work shall be reported as incomplete (I). If the incomplete is not removed in the time designated by the administration, it will then become an "F."

## Students With Disabilities

Progress reports and report cards may reflect modifications determined by a student's Individualized Education Program (IEP).

## Absences

When a student is absent (more than 50% of the school day) from school, a signed note from the student's parent/guardian stating the reason for the absence must be brought to the office as soon as he/she arrives at school. All absences are considered unexcused until a parent/guardian note is received and processed by the attendance secretary.

According to JMCSS School Board Policy 6.200, absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. Pregnancy;
7. School-endorsed activities;
8. Summons, subpoena, or court order; or
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

## Truancy

A student who is absent five (5) days 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. If a parent/guardian does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described in board policy 6.200 prior to referral to juvenile court.

## Make-Up Work

All missed assignments or tests (whether from excused or unexcused absences) may be made up. The teacher is responsible for providing all missed assignments. The student or parent/guardian may make the request for make-up work during the period of absence, or on the day the student returns to school. A teacher's instructional time may not be interrupted by these requests; however, information regarding make-up work will be provided within two (2) days. The student will have a minimum of two (2) days per day absent to complete the make-up work.

## State-Mandated Assessment

Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed doctor's excuse or shall have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be averaged into their final grade.

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Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be averaged into their final grade.

## Driver's License Revocation

A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any semester shall be ineligible to retain a driver's permit or license.

Additional information regarding absenteeism, including *Credit/Promotion Denial* and *Attendance Hearings* can be found at <https://www.jmcss.org/domain/1596> and navigate to 'Click here' > Students > 6.200

## Postsecondary Visits

According to board policy 6.2001, any high school student wishing to participate in a postsecondary school visit during the school year shall submit to the principal/designee prior notice from the his/her parent/guardian specifying the date of the school visit. The parent(s)/guardian(s) of the student shall be responsible for facilitating any postsecondary school visits and for ensuring the safety of the student during the visit.

The principal/designee shall count a student present for no more than two (2) days each school year for students participating in a postsecondary school visit. The student shall be counted present for the day of the postsecondary school visit and shall not be counted present during any travel days.

In order to be counted present for the school day missed, the student shall submit to the principal/designee a signed letter or form from a campus official verifying that the visit to the postsecondary school occurred.

The student shall complete any school work missed due to the student participating in a postsecondary school visit.

## Tardies

Tardy is defined as being a late arrival or an early dismissal from a class period. Three tardies will equal one absence. Students who miss more than 45 minutes of a 90-minute class will be counted absent. Students are expected to be inside the classroom when the bell rings. All tardies will be considered as unexcused unless the student has a signed pass from a teacher or other staff member. Students arriving late to school must enter through the front office and sign-in.

## ACCIDENTS

In the event a student is injured at school, the supervising teacher will notify the principal immediately. If necessary, the parents will be called to the school to take care of the medical decisions. Students are not covered by school insurance, but do have the option of purchasing individual accident insurance.

## BUS STUDENTS AND STUDENT DRIVERS

No student may ride a bus other than her/her own bus unless the principal gives permission. Student drivers will be dismissed at 2:15. Students who do not ride a bus will be dismissed at 2:15. Parents should drive to the back of the campus to drop off or pick up their child. All bus conduct is governed by guidelines in Policy 6.308. Tennessee State law now requires that students have a note signed by their parent or guardian if they are to be dropped off anywhere other than their designated bus stop. The request must be approved by the school administration and given to the bus driver. This is the same procedure the Jackson-Madison County School System has been using; the only difference is that it is now state law and NO EXCEPTIONS will be allowed. Schools are also requested to use bus pass forms provided by the Jackson-Madison County School Board to authorize a student to ride a different bus than the one they are assigned.

## BUS DISCIPLINE PROCEDURES

Referrals	Consequences
2 referrals or fewer	Warning, ISS, or detention
3 referrals	2 days bus suspension
4 referrals	5 days bus suspension
5 referrals	10 days bus suspension
6 referrals	riding privileges revoked for the remainder of the semester (or school year)

Major infractions including cursing the driver, bullying and intimidation, throwing objects inside or out of the windows, and fighting will be grounds for immediate suspension for the remainder of the semester or the school year. Policy 6.309 shall govern zero tolerance offenses.

## CANDY AND DRINK MACHINES

Vending machines are off limits during class time. No candy or drinks are allowed in the classroom.

# CARS

Students must not park in areas reserved for administrators, faculty, or visitors; this includes the spaces along the sidewalk on the back parking lot. Fire lanes, bus lanes, and all driveways shall be kept open. Students are not allowed to drive on campus with loud music playing. Students who arrive late or leave early must do so in a manner that will not disturb or disrupt classes. Students are not permitted to go to cars between classes without administrative permission. Students are not allowed to linger or loiter in cars or on the parking lot of the school campus. Students may not leave at the end of the school day until the 2:15 bell. Car failures due to mechanical breakdown or running out of gas are considered tardies. Students who violate these regulations are subject to loss of driving privileges on campus. (Policy 3.403)

## Student Dress Code

Jackson-Madison County School System schools must be environments in which work can be accomplished by adults and students. Staff will dress professionally, and students' dress will fall within the following guidelines in order to create an orderly setting in which teaching, and learning can occur without distraction, and to help young people prepare for the world of work. Standardized expectations related to student dress will assist our mobile student population as students move from school to school within the district.

The school administrator will make the final decision about whether an article or style of dress falls outside these guidelines, as well as appropriate dress during extracurricular activities. Teachers and school administrators will be held accountable for the enforcement of these guidelines. These guidelines will be applied consistently to all students unless a student's Individual Education Plan (IEP) indicates otherwise. All requirements except the one for skirts apply equally to boys and girls. Principals are allowed, with Director's authorization, to designate discretionary days (i.e., picture day, homecoming week, etc.).

## General

Black is an additional color for bottoms.

- No hats/caps, bandanas or head wraps may be worn in the building
- No underwear, undershirts or camisoles are to be visible
- No hoodies in the building
- Other items determined by the school leadership team and approved by the Director to be distracting to the educational environment are prohibited
- No "grilled" teeth
- No sweatshirts
- No sweat pants, wind pants, pajama pants, or jeans

## Jewelry

- Large chains, key chains or other objects may not hang from belts or clothing or be worn as jewelry ("large" is to be determined by the school administrator)
- No items with spikes
- No items or clothing with symbols related to drugs, alcohol, adult clubs or magazines, gangs or violence are allowed

## Shirts

- Polo style – collared – black, white, burgundy) – short- or long-sleeved (sleeve must cover the shoulder)



- No writing, logos, or designs of any color should be on the shirt (except school logos on the burgundy shirt)
- No holes, cuts or rips of any kind are allowed
- Tucked in at all times
- Sized to fit, neither skin-tight nor sagging
- Turtlenecks are allowed if they are black, white or a school color, and are worn under a polo style shirt or sweater

## Pants: All pants must have belt loops and be:

- Flat fronted or pleated – black, khaki or navy color
- Capri pants – flat fronted or pleated – black, khaki or navy color
- No cargo style pants or pants with deep pockets in the front or back
- No writing, logos, or any style of design should be on any pant
- No holes, frayed cuffs, cuts or rips of any kind are allowed
- Sized to fit, neither skin-tight nor sagging; must be worn at waist

## Shorts:

- Flat fronted or pleated – Black, khaki or navy color (must be knee-length when standing)
- Sized to fit, neither skin-tight or sagging; must be worn at waist

## Skirts:

- Solid color (same colors noted above)
- Hemline must at least touch the top of the knee when standing
- Polo dresses are not in dress code

## Jumpers:

- Black, Khaki or navy in color (must be knee-length when standing)

## Belts:

- Must wear a black or brown belt with a silver or gold buckle
- Buckle no larger than 2" x 2" and no specialty logo, oversized or wording allowed

## Sweaters:

- Cotton, cotton/poly blend or fleece style – black, white or approved school color
- Must be collared and no hood
- May have a full-length or ¼ zipper
- Short- or long-sleeved
- Vest styles are acceptable
- If a student wears a sweater, an approved uniform style shirt or turtleneck must be worn underneath.

## Shoes:

- No shoes with heels higher than 2 inches
- No house shoes/slippers
- No flip flops
- No crocs

- No rolling shoes

## Outer garments:

A student can wear any coat to school. However, once inside the buildings, if the coat does not follow the dress code below, it must be put in a locker until the end of the day when he/she is going to the bus or car.

- Coats must be solid burgundy, white or black with no hood
- They MAY NOT display any type of writing, logo, or design EVEN if same color of jacket
- Examples that MAY be worn: FFA jackets, Letterman jackets
- Examples that MAY NOT be worn: NASCAR jackets, sports teams, urban street wear designs, camouflage and trench coats
- No hoodies, sweatshirts, or pullovers
- All coats and jackets must have a full-length zipper, or button up the front

## DISCIPLINE PROCEDURES:

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

MISBEHAVIORS: Level 1 (Classroom Teacher Level)

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 teacher.

Examples (not an exclusive listing):

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language/Profanity
- Non-defiant failure to do assignments or carry out directions
- Harassment (if not continuous or severe)

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
- Provide notice to parent/guardian

Disciplinary Options:

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits which might affect citizenship or deportment grades
- Strict supervised study
- Corporal punishment/paddling by principal
- Parent or guardian conference

#### MISBEHAVIORS: Level II (Principal or Designee Level)

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
- Using forged notes or excuses
- Insubordination/Defiance/Harassment (sexual, racial, ethnic, religious)

Disciplinary Procedures:

- Student is referred in writing to principal for appropriate disciplinary action
- Principal meets with student and teacher
- Principal hears accusation made by teacher, permits the 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 and a copy of any out-of-school suspension notice sent to the Director of Schools or designee

Disciplinary Options:

- Counseling teacher/scheduling change
- Probation
- Behavior modification
- Peer counseling
- Referral to outside agency
- In-school suspension
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Corporal punishment/padding by principal
- Out-of-school suspension not to exceed ten (10) days
- Parent/guardian conference

#### MISBEHAVIORS: Level III (Principal or Designee Level)

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

Examples (not an exclusive listing):

- Continuation of unmodified Level I and II behaviors
- Fighting (simple)
- Graffiti/Minor vandalism
- Stealing
- Threats to others
- Harassment (sexual, racial, ethnic, religious)
- Bullying/Extortion

Disciplinary Procedures:

- Student is referred in writing to principal for appropriate disciplinary action

- Principal meets with student and teacher
- Principal hears accusation by accusing party and permits offender the opportunity to explain conduct
- Principal takes appropriate disciplinary action
- Principal may refer incident to the 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 and a copy of the disciplinary action taken sent to the Director of Schools or designee

#### Disciplinary Options:

- Counseling
- In-school suspension
- Detention
- Corporal punishment/paddling by principal
- Restitution from loss, damage or stolen property
- Out-of-school suspension not to exceed ten (10) days
- Expulsion
- Parent/guardian conference

#### MISBEHAVIORS: Level IV (Principal or Designee Lee)

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
- Major school disturbance/Riot
- Possession/use/transfer of dangerous weapons\*
- Fighting with intent to do bodily harm
- Battery on a teacher or other employee of the school system or school resource officer\*
- Battery on a student that results in serious bodily injury\*
- Vandalism (major)
- Theft/possession/sale of stolen property
- Arson
- Possession of any narcotic, stimulant, prescriptive drug, legend drug, or any other controlled substance\*
- Consumption, possession, use sale, distribution or, or being under the influence of, alcohol
- Use/transfer of unauthorized substances
- Harassment (sexual, racial, ethnic, religious)

#### Disciplinary Procedures:

- Disciplinary referral is written and submitted to the principal or designee
- Principal confers with appropriate staff members and with the student
- Principal hears accusation by accusing party and permits offender the opportunity to explain conduct
- Parents are notified and have conference with principal

- Law enforcement officials are contacted
- Incident is reported and recommendations are made to the Director of Schools or designee
- Complete and accurate reports are submitted to the Director of Schools or designee
- Student and/or parent is given an opportunity for a hearing before disciplinary hearing authority

#### Disciplinary Options:

- Expulsion
- Alternative School
- Other hearing authority or Board action which results in appropriate placement

\*Expulsion/Remand for a period of not less than one (1) calendar year 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; however, off-campus criminal behavior resulting in felony charges may result in suspension when behavior poses a danger to persons or property or disrupts the educational process.
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 deportment 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.

## DISCRIMINATION/HARASSMENT AND BULLYING/INTIMIDATION

(Policy 6.304)

#### Discrimination/Harassment

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - 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 health 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.

## COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, 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 actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. The principal/designee at each school shall be responsible for investigating and resolving complaints.

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property.
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

## RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the employee Complaint Manager as set forth in Policy 5.501. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

## REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education. By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the

attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-1016.

## RETALIATION AND FALSE ACCUSATIONS

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

### Student Protection Guidelines

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 the school principal (as set forth in Policy 6.305) and the results reported to the Team Leader for Pupil Personnel Services. Central office administrators will investigate allegations against school principals. 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 policy 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. An employee disciplined for violation of this policy may appeal the decision as set forth in Policy 5.501. A substantiated charge against a student may result in corrective or disciplinary action, up to and including expulsion. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures as set forth in Policy 6.613. 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. 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.

## UNSAFE SCHOOL CHOICE POLICY

Under the State Board of Education's Unsafe School Choice Policy, a public school student who is the victim of a violent crime or the victim of an attempted violent crime shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

For additional information, contact the school principal or Dr. Tina Williams at the Central Office.

**\*\*Violent crime as defined in Tennessee Code Annotated 40-38-111g.**

**\*\*Attempt to commit one of these offenses as defined in Tennessee Code 59-12-11.**

To meet requirements of Tennessee Legislature's public Chapter 585, the following policies may be viewed at [www.jmcass.org](http://www.jmcass.org):

Policy 1.802 – Section 504 and ADA Grievance Procedures  
Policy 6.200 – Attendance  
Policy 6.304 – Student Discrimination/Harassment and Bullying/Intimidation  
Policy 6.3071 – Student Alcohol and Drug Testing  
Policy 6.308 – Bus Conduct  
Policy 6.3090 – Zero Tolerance  
Policy 6.310 – Student Dress Code  
Policy 6.313 – Discipline Procedure  
Policy 6.316 – Suspension/Expulsion/Remand  
Policy 1.802 – Grievances and the Americans with Disabilities Act  
Policy 1.8021 – Non-Discrimination  
Policy 1.803 – Tobacco-Free Schools  
Policy 3.202 – Emergency Preparedness Plan  
Policy 3.403 – Traffic and Parking Controls  
Policy 4.401 – Textbook Selection, Distribution, and Care  
Policy 4.406 – Use of the Internet  
Policy 6.2090 – Attendance  
Policy 6. – Majority-to-minority Transfer Policy  
Policy 6.300 – Code of Behavior and Discipline  
Policy 4.301 – Interscholastic Athletics  
Policy 6.301 – Rights and Responsibilities  
Policy 6.306 – Interference/Disruption of School Activities  
Policy 6.309 – Zero Tolerance Offenses  
Policy 6.3101 – Group/Gang Activity or Association  
Policy 6.312 – Use of Personal Communication Devices in School  
Policy 6.313 – Discipline Procedures  
Policy 6.315 – Detention  
Policy 6.316 – Suspension/Expulsion/Remand  
Policy 6.702 – Student Clubs and Organization  
Policy 6.304 – Student Discrimination/Harassment and Bullying/Intimidation (Sexual, Racial, Ethnic, Religious)  
Policy 6.305 – Student Concerns, Complaints and Grievances (policy and administrative procedures)  
Policy 6.3061 – Drug-Free Schools  
Policy 6.3071 – Student Alcohol and Drug Testing  
Policy 6.308 – Bus Conduct (policy and administrative procedures)  
Policy 6.310 – Student Dress Cod  
Policy 6.405 – Medicines  
Policy 6.601 – Student Records Annual Notification of Rights  
Policy 6.604 – Media Access to Students  
Policy 6.704 – Student Publications  
Policy 6.709 – Student Fees and Fines



## EARLY DISMISSALS

Students seeking an early dismissal must present a correctly dated note to the office by 7:15 a.m. The note must list a telephone number where parent can be contacted for verification. Early dismissals interrupt instructional time and create an environment that could breach safety and security. Please refrain from early dismissals unless it is an emergency. This includes call-ins, emails and text messages.

## EMERGENCY CLOSINGS

The Board authorizes the Director of Schools to close schools in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members, and school property. As soon as the decision to close schools is made, the Director of Schools will notify the public media and request that an announcement be made. (Policy 3.202)

If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities in which students are involved will be postponed or cancelled.

## GENERAL GUIDELINES FOR STUDENT CONDUCT AND DISCIPLINE

All students at Liberty Technology High School are expected to conduct themselves in a mature and polite manner. Students who persist in conduct that disrupts the learning atmosphere or threatens the order of the school will be subject to disciplinary action. Disciplinary procedures and student misbehaviors such as tardiness, profanity, harassment, forged notes, vandalism, etc., are outlined in Board Policy 6.313.

Possible disciplinary actions include in-school suspension, corporal punishment (Policy 6.314), detention (Policy 6.315), and/or suspension/expulsion/ alternative school (Policy 6.316).

An outline of Student Behavior Rights and Responsibilities as described by JMCBE Policy 6.301 is posted at the school.

## GRIEVANCE PROCEDURES

For the detailed procedure which governs the processing of student discrimination/harassment grievances see [www.jmcass.org](http://www.jmcass.org), Board Policy 1.802

## GROUP/GANG ACTIVITY (Policy 6.3101)

The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, indicates or implies membership or affiliation with such a group, presents a clear and present danger. The Director of Schools will establish procedures and regulations to ensure that any student wearing, carrying, or displaying group/gang paraphernalia, or exhibiting behavior or gestures which symbolize group/gang membership, or causing and/or practicing activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

## FIELD TRIPS/SCHOOL SPONSORED ACTIVITY (Policy 6.306)

The staff is authorized to take reasonable measures to establish appropriate school behavior at all 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 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.

## FIRE DRILLS

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When the fire alarm sounds, students are to walk out of the building in a quiet, orderly manner under the supervision of the teacher. Teachers should take their roll books and call the roll. A bell will sound for returning to the building.

#### TORNADO DRILLS

Students will be instructed by the teachers where to report during tornado drills. The safe areas will be inside the building, and procedures will be conducted in a manner similar to that of fire drills.

#### HALL PASSES

No student will be permitted in the hallway during class time unless he/she is accompanied by a teacher or has a hall pass. There should be only one student's name per pass.

#### LEAVING THE CAMPUS

Students may not leave the school premises during school hours without permission from an administrator. Disturbances and reckless driving by students will not be permitted at any time. Once a student arrives on campus, permission to leave must be obtained. When it is necessary for a student to leave school, the student must sign out. When a student arrives late, the student must sign in.

#### MAKE-UP WORK

Make-up work is the responsibility of the student. Make-up work must be completed promptly as directed by the teacher. For planned field trips, the students should notify teachers and request assignments.

#### MEDIA ACCESS TO STUDENTS

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 administrators 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 will be given the option to withhold permission for public news media interviews or photographs of their child at school. Specific parent/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature. If the student is to be filmed or videotaped and will be identified or will be a primary subject of the filming or videotaping, 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.

Parents will be advised of the Board's media access to students policy at the time of the student's registration and each fall, in the student/parent handbook. (Policy 6.604)

#### MEDICATIONS

If under exceptional circumstances a child is required to take non-prescription medications 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 to competent students. (Policy 6.405)

## NON-DISCRIMINATION POLICY (Policy 1.802)

It is the policy of the Jackson Madison County School System not to discriminate on the basis of sex, race, color, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies, as required by Title VI and VII of the 1964 Civil Rights Act, Title IV of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act.

## USE OF PERSONAL COMMUNICATION DEVICES IN SCHOOL (Policy 6.312)

Students may not display, use or have on or in an operational mode any electronic device, including any mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during school day hours, except as expressly permitted in connection with a class assignment. Students must store any electronic devices in the school office or in vehicles, backpacks, purses or pockets so that the devices are not visible during the school day. Electronic devices which are visible during school day hours will be presumed to be on and operational and in violation of this policy.

Students are prohibited from using electronic devices in any manner that interferes with or is disruptive of the educational process, which violates the security or integrity of educational materials or tests, or which invades the privacy of students, employees, volunteers or visitors. Violation of this policy will result in confiscation of the device until reclaimed by a parent or guardian, and may lead to other disciplinary consequences at the discretion of the principal.

### PARENT PICK-UPS

Parents should drive to the back of the campus to drop off or pick up their child.

### SCHOOL COUNSELING DEPARTMENT

The Liberty Technology Counseling Department offers a comprehensive program of services and informational resources to students, parents, community and staff. The major emphasis is placed on the individual student and his/her needs.

Services: The services provided through the Guidance Department include individual counseling, small and large group guidance, freshman orientation, new student orientation, scheduling, assisting with post-secondary education, career development, college information (scholarships, financial aid, vocational programs, colleges, application processes, and much, much more), and testing. The counselors work as a team in cooperation with faculty, administration, support staff, parents, and community volunteers to provide these services.

Publications: Information on test schedules, college and career fairs, scholarship availability, financial aid, and employment opportunities is provided to the student body on a regular basis by way of announcements, memos, and publications.

Procedure for seeing a counselor: Counselors see students by appointment only. A sign-in log is located in the guidance office. Students should sign the log between classes, then his/her counselor will send for them as soon as possible.

Students must bring a hall pass from their teacher. Students are welcome to visit the guidance office between classes; however, they must not be late for class.

In the case of an emergency or personal crisis, students may secure a hall pass/ note from the teacher and go directly to the guidance office.

### SCHOOL HEALTH NURSE PROGRAM

The Jackson Madison County School System has allowed school health nursing services to be provided to all schools and will continue to do so as long as funding is available.

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### SCHOOL PROPERTY (Policy 6.311)

Students are responsible to the principal for any damage to, or breakage of, school property. Students writing on desks, tables, chairs, furniture, walls or school property will be disciplined. If damage is extensive, a fee will be assessed. In addition, grades, diploma, and/or transcripts may be withheld until fees are paid.

### SCHOOL VISITORS

All visitors, including parents and relatives, are to report to the office upon arrival at school. Visitors are not allowed to visit with students at any time unless permission is given by the principal.

### SCHOOL ALCOHOL AND DRUG TESTING

Students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers produced evidence of the presence of drugs and/or alcohol;
3. A search of persons and containers produced evidence of the presence of drugs and/or alcohol;
4. A search of vehicles produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff member, or other student, a student is using drugs and/or alcohol on school property.

### STUDENT RECORDS

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. (Policy 6.601)

### STUDENT MESSAGES/FLOWERS/BALLOONS, ETC.

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, money, etc.) from parents or guardians will be accepted for students during school hours.

### THREATS

At Liberty Tech we treat all threats as serious. Any form of cyber, physical or verbal threats will lead to serious disciplinary action.

### TOBACCO FREE SCHOOLS (Policy 1.803)

All uses of tobacco and tobacco products, including smokeless tobacco and electronic cigarettes, are prohibited in all school district buildings. Smoking shall not be permitted on school grounds. District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco and electronic cigarettes, 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 and students shall be notified of this citation requirement at the beginning of each school year.

#### **ZERO-TOLERANCE (Policy 6.309)**

Based on reasonable cause, students will be subject to drug and alcohol testing throughout the school year (Policy 6.3071). In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The director will have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

- A. Students who bring unlawful drugs or dangerous weapons onto a school bus, to any school event or activity, or possesses such while on school property.
- B. Any student who, while on a school bus, while on school property, or while attending any school sponsored event or activity (Policy 6.306):
  - a. Unlawfully possesses a drug or dangerous weapon; or
  - b. Commits battery on a teacher or other employee of the school system.
- C. In accordance with state law, any student who transmits by electronic device or on a social media site any communication or display of a firearm, weapon or dangerous instrument 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

#### **INTERSCHOLASTIC ATHLETICS**

Equal athletic opportunity shall be provided for members of both sexes. Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of secondary athletics. (Policy 4.301)

#### **TRAFFIC AND PARKING CONTROLS**

The principal of each school shall develop and implement a plan to ensure maximum vehicular and pedestrian safety for his/her campus and shall submit it to the Director of Schools for approval. The plan shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus loading and unloading; the location of any safety hazards as areas to be avoided by vehicles or students; and dismissal times for car and bus students.

Students who ride bicycles or drive motor vehicles to school must leave the vehicles parked in designated areas until the end of the school day, unless permission is obtained from the principal. Parking regulations for each school will be developed by the principal and published in the school handbook.

#### **STUDENT DESEGREGATION**

##### **MAJORITY-TO-MINORITY TRANSFER POLICY**

Whenever there shall exist schools containing a majority of either black or white students, the school system shall permit a student attending a school in which his/her race is in the majority to choose to attend another school where his/her race is in the minority, provided there is space available at the receiving school.

1. At least forty-five (45) days prior to the close of each scholastic year, each student in the school system shall receive a written statement for distribution to his/her parents/legal guardians describing the school system's majority-minority transfer program. This notice shall explain the transportation system provided by the school system for those students desiring to transfer pursuant to the school system's policy. This notice shall provide a name and a telephone number of the school system employee from whom further instructions can be obtained. A copy of this notice shall be posted on the bulletin board at each school and the central office.

2. During the first week of May of each year, the school system shall publish the notice of its majority-to-minority transfer policy, as described in II.A.2a, in a newspaper of general circulation within the school system's geographical boundaries.
3. The school system shall establish a transportation system to transport the majority-to-minority transfer student by establishing certain pickup points.

#### TEXTBOOK SELECTION

The Board shall approve and periodically review a schedule for fines for damaged books. In cases where the book is damaged to the extent it is no longer usable, the amount collected shall conform to the reimbursement for lost books. If, after hearing the student's explanation and other investigation as necessary, the principal determines that there has been willful loss or damage of the textbook, he/she shall assess the appropriate fine and notify the parents in writing. (Policy 4.401)

#### CARE OF SCHOOL PROPERTY

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 the 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. (TCA 37-10-101 through 103) 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.

#### INTERNET

The Board supports the right of students to have reasonable access to various information formats and believes it incumbent upon students to use this privilege in an appropriate and responsible manner. Prohibited illegal activities include, but are not limited to the following: sending or displaying offensive messages or pictures; using obscene language; harassing, insulting, defaming, or attacking others; damaging computers, computer systems or computer networks; hacking or attempting unauthorized access to any computer; violation of copyright laws; trespassing in another's folders, work, or files; intentional misuse of resources; using another's password or other identifier (impersonation); use of the network for commercial purposes; and buying or selling on the internet. For complete policy see [www.jmcass.org](http://www.jmcass.org) (Policy 4.406)

#### EMERGENCY PREPAREDNESS PLAN

The principal shall be responsible for ensuring that a sufficient number of drills are conducted in order to give instruction and practice in proper sections by staff and students. In the event of any threats of safety, students will be retained at school when less than an hour of warning time is given, unless parents or persons authorized by the parents pick up their children. (Policy 3.202)

## TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

State school board policy requires an annual notice to parents that students who are victims of violent crimes at school must be offered a transfer. Sample language for the annual notice is provided below, which is to be sent home to parents and/or included in the student handbook.

Under the State Board of Education's Unsafe School Choice Policy, a public school student who is the victim of a violent crime (as defined in Tennessee Code Annotated 40-38-111[g], or the attempt to commit one of these offenses (as defined in Tennessee Code Annotated 39-12-101) shall be provided an opportunity to transfer to another grade-level appropriate school within the district. For additional information contact the school principal or Dr. Tina Williams in the school system's central office.

The state board's Unsafe School Choice Policy is attached for your reference. Although Jackson-Madison County does not have a school that is defined as persistently dangerous, section 2 of the policy applies to all students. Additional information and guidance is available at:

<http://www.tennessee.gov/education/sp/spunsafeschoolchoice/>

West Tennessee Regional  
Resource Center  
100 Berryhill Drive  
Jackson, TN 38301  
Phone: 731-265-0415  
Fax: 731-265-0491

Legal Services Division  
Division of Special Education,  
Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 11th Floor  
Nashville, Tennessee 37243-0380  
Phone: 615-741-2851  
Fax: 615-532-9412

### *Child Advocacy Group Contact Information*

*In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.*

The ARC of Tennessee is on the Internet at <http://www.thearctn.org/>

151 Athens Way, Suite 100, Nashville, TN 37228

Phone: 615.248.5878 Toll-free: 1.800.835.7077

Fax: 615.248.5879

Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza

Greeneville, TN 37745

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West Tennessee:                      Middle Tennessee:                      East Tennessee:  
(901) 726-4334                      (615) 463-2310                      (423) 639-2464  
Derek.flake@tnstep.org                      joey.ellis@tnstep.org                      linda.burrows@tnstep.org

Disability Law and Advocacy Center of TN is on the Internet at <http://www.dlactn.org>

2693 Union Avenue, Suite 201  
Memphis, TN 38112  
1-800-342-1660 (Toll free)  
901-458-6013 (TTY) 901-458-7819 (FAX)

Jackson-Madison County Schools

Special Education Department

The following information is provided to meet the requirements of the Tennessee Legislature's Public Chapter 585.

*Tennessee Department of Education Contact Information*

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/soeced/index.htm>.

Tennessee Voices for Children is on the Internet at <http://www.tnvoices.org/main.htm>

West Tennessee: (Jackson Area)	Middle Tennessee: 701 Bradford Ave., Nashville, TN 37204	East Tennessee: (Knoxville Area) 865-609-2490
Telephone: 731-984-8599	615-269-7751	Fax: 865-609-2490
Fax: 731-984-8575	Fax: 615-269-8914	
TN Toll Free: 800-670-9882		E-mail: <a href="mailto:TVC@tnvoices.org">TVC@tnvoices.org</a>

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services -- Disability Pathfinder Database:

<http://kc.vanderbilt.edu/tennesseepathfinder>

on the web page, select your "county" and the "service" you desire from the drop-down lists and click "Submit."

Scholarship Information:

Liberty Technology High School • 3470 Ridgcrest Road Ext. • Jackson, TN 38305 • 731-423-9080 (Ph) • 731-424-3445 (Fax)



Seniors are encouraged to visit the [jmcss.org](http://jmcss.org) website for the scholarship handbook. Found in the menu on the right side of the homepage, this list provides information about scholarship opportunities and gives qualifications and deadlines.

Other sources for scholarships include:

[Fastweb.com](http://Fastweb.com)

<http://studentaid.gov>

[www.finaid.org](http://www.finaid.org)

#### LED Program- Liberty Extended Day

Liberty offers tutoring, credit recovery, extended math lab, and many extracurricular enrichment opportunities on Mondays, Tuesdays and Thursdays. Snacks and transportation are provided. This is a free service to our students.

For more information contact Mrs. Hart in the Student Service Center. Call 424-3441 or email [dwhart@jmcss.org](mailto:dwhart@jmcss.org)