##### Jackson Central-Merry

##### Early College High School



##### 

Student Handbook

2023-2024

**Table of Contents**

JCM Early College High Phone Number and Fax Number 4

Mission Statement 5

Curriculum Statement 5

Alma Mater 6

Faculty and Staff 7

Athletics 8

The School Day 9

Report Cards 10

Community Service Requirement 10

Transferring to Different School 10

Tardy Policy 10

Plagiarism Policy 11

Cellphone Policy 11

Bus Transportation 11

Use of Telephone 11

Leaving Campus 11

School Visitors 11

Sports Programs 12

Counseling Department 12

Library Media Center 12

Dress and Grooming 12

JCM-ECH Graduation Requirements 13

Graduating with Honors / State Honors / State Distinction 14

Graduating as an Academic or Technology Scholar 14

Valedictorian and Salutatorian Requirements 15

Schedule Changes 15

Grading System 16

Lottery Scholarships and Lottery Scholarship Day 17

Dual Enrollment 17

Grade Placement Requirements 18

Section 504 and ADA Grievance Procedures 19

Non-Discrimination 23

Tobacco-Free Schools 23

Emergency Preparedness Plan 24

Crisis Management 25

Traffic and Parking Controls 25

Textbooks 26

Interscholastic Athletics 27

Use of Internet 28

Testing Programs 31

Student Equal Access 33

Attendance 34

Code of Behavior and Discipline 40

Rights and Responsibilities 41

Interference/Disruption of School Activities 42

Zero Tolerance Offenses 42

Group/Gang Activity or Association 43

Care of School Property 44

Use of Personal Communication Devices and Electronic Devices in School 45

Discipline Procedures 45

Corporal Punishment/Paddling 52

Detention 53

Suspension/Expulsion/Remand 53

Student Disciplinary Hearing Authority 56

Alternative School Program 57

Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying 58

Student Grievances and Complaint Procedures 62

Drug-Free Schools 63

Students Alcohol and Drug Testing 64

Bus Conduct 66

Student Dress Code/Regular School Day 67

Codigo de Vestuario Estudiantil 70

Medicines 73

Student Records Annual Notifications of Rights 73

Media Access to Students 74

Student Clubs and Organizations 75

Student Publications 76

Student Fees and Fines 76

Special Education 78

Tennessee Legislature Public Chapter 585 78

Tennessee Legislature Public Chapter 990 79

Additional Statements 80

JCM Early College High School Phone & Fax #

##### Office number 731-664-2575 Fax number 731-988-3818

JCM EARLY COLLEGE HIGH SCHOOL MISSION STATEMENT

We, the community of Early College High School are committed to empowering a diverse body of students to develop and apply skills in order to pursue knowledge and become productive college students, workers, and citizens. We will accomplish this goal by designing curricula and support structure that ensure all students meet and exceed performance standards to obtain a high school diploma and multiple levels of college credit that will lead to a workforce certificate or an associate degree.

# JCM EARLY COLLEGE HIGH SCHOOL CURRICULUM STATEMENT

JCM Early College High School offers a rigorous college preparatory/workforce readiness curriculum through courses dedicated to academic excellence and personal growth. All students are monitored and evaluated each grading period. A student is placed on academic probation if (1) the grade point average falls below 2.0 (based on a 4.0 grading scale) for one full term and/or (2) the student fails one or more subjects for the term. Academic probation is for one full term and is an opportunity for the student to improve.

If the student ends the probationary term with a grade point average of 2.0 or greater and with no failing grade(s) for that probationary term, he/she will be allowed to continue for the following term and will no longer be on academic probation. Failure to meet these conditions will result in transfer to the student’s zoned school.

A student who has been returned to his/her zoned school because he/she has failed academic probation may return to JCM Early College High School if he/she meets the following conditions:

1. He/she must attend his/her zoned school for 2 academic terms.
2. He/she must have a 2.0 GPA during 2 academic terms with no failing grades.
3. The student will be placed on the waiting list for his/her grade level and will be allowed to return provided space is available.

# 

# ALMA MATER

O Jackson Central Merry High

Our Alma Mater dear,

Hallow’d are your sacred halls,

Your walks and ways so fair.

Send forth your harvest:

The leaders of mankind.

JCM our Alma Mater,

Praise and thanks be thine,

JCM our Alma Mater

You’ve given us great memories

Which we cherish and revere;

JCM we sing thy praise,

Our Alma Mater dear.

Stand tall in beauty,

A symbol of our youth

May you ever be our vanguard;

Loyalty and truth,

May you ever be our vanguard.

## (Words by Jimmy Diffee and EJM; Music by Edward J. Madden – May, 1971)

**Faculty and Staff**

Principal Dr. Nathan Lewis

Assistant Principal David Westberry

Mia Moore

Attendance Secretary

Bookkeeper Brindy Charles

School Counselor Caroline Yarbrough

Guidance Clerk Julianna Paz

Cafeteria Manager**---------------------------------------------------------------------**Barbara Merriweather

Nurse--------------------------------------------------------------------------------------------Maisie Pearson

Art Eugene Clark

\*Band Alexander Lucas\*

\*Chorus/Vocal Music Zekydia Beaseley\*

Career Exploration Dana Helton

Computer Technology Mary Allison Katras

##### English --------------------------------------------------------------------------------- Camille Pruett

Robert Sparks

Math Judy Bentley

Danielle Spencer Barbee

Personal Finance Matt Katras

Science Michelle Billings

##### Matt Katras

Social Studies Lilah Hall-Norell

TBD

Spanish Chantel Long

Special Education Consultant------------------------------------------------------------------Lonette Cobb

Speech/Creative Writing Robert Sparks

##### \*Theatre Arts Abigail McCreary-Ganucheau \*

##### Tennessee Student Success Dana Helton

Lifetime Wellness/PE Jacob Sisk

Mechatronics Jeff Replogle

Welding Nicholas Jackson

Health Science Stephanie Lewis

TBD

##### \*Class taught at JCM High

# **Athletics**

##### Athletic Director Darrell Maxwell (Madison)

Broderick Baker (JCM)

Baseball Chris Clark

Basketball (B) Kendall Dancy

Basketball (G) Jeremy Simmons

Cheerleading ……..……………………………………………........................... Jennifer Freeman

Cross Country Jeremy Simmons (B)/(G)

Football Erit Turner

Golf John Gollihugh

Soccer (B)

Jeremy Young (G)

Softball…………………………………………………………………………………Audrey Yates

##### Tennis Deb Wichlan

Track………………………………………………………………………… Christen Barron (G)

Track…………………………………………………………………................. John Gore (B)

## Volleyball………………………………………………………………………………Kelli Hytinen

Please contact the coach above if you are interested in playing sports in 2022-2023. There will be workouts and training for Girls Volleyball, Girls Soccer, Girls Basketball, Boys Basketball, Football, and Football Cheerleading over the summer. You will need to find out when there are tryouts if you want to be on a team this fall. Please check the Madison Academic or JCM High website for information on physical forms.

Jackson Central-Merry Early College High students can participate in basketball, football, track, cross country and cheer with JCM High School.

Jackson Central Merry Early College High students play all other sports with Madison Academic.

JCM-ECH students participate in band with JCM High School. Students can be in band as many semesters as it is offered. However keep in mind that if you take more electives than required, it will limit the number of college classes in which you can enroll.

## **General School Information**

## **The School Day**

A.The school day begins at 7:10 and ends at 2:15. **Students should be here before 7:10 to eat breakfast and get to class.** There will be a breakfast served each morning. All students must be in class at 7:15. There are four ninety minute classes per day. Students should be picked up by 2:30pm each day.

B.Students who are present in class for 45 minutes and leave are considered to be tardy. If a student is in class less than 45 minutes, it is counted as an absence.

C. Students must be present at least 3.5 hours during the school day to be counted as present for the school day.

D. When a student is absent from school, a parent's note stating the reason for the absence must be brought to the office as soon as he/she arrives at school. An admission slip to class will be issued. Students who are not in class by 7:10 with an admit slip will be counted tardy.

E. Early Dismissal: When it is necessary for a student to leave school early, a note stating the reason and time to be dismissed must be brought to the office. If a student becomes ill during the day, the student is to report to the office. Office personnel will contact the parent in order for the student to have permission to leave school. The student must sign the early dismissal book when an early dismissal slip is given. The student must obtain an admit slip on his/her first day back at school. Excessive early dismissals, without sufficient cause, may require a parent/student/administration conference. Appointment verification from doctors and dentists are required and must be brought to the office.

F. School Schedule

School Opens: 6:40 am

Announcements: 7:10 am

1st Block: 7:15-8:50 am

2nd Block: 8:55-10:30 am

3rd Block: 10:35-12:35 (We have 3 lunch shifts during this time.)

1st Lunch 10:55-11:25

2nd Lunch 11:30-12:00

3rd Lunch 12:15-12:45

4th Block: 12:40-2:15 pm

## All students driving to school must purchase a parking permit. These will be available in the school office.

## **Report Cards**

Quarter 9 Weeks/45 Days

Term 18 Weeks/90 Days

At the end of each 4‑1/2 weeks, all students will receive a progress report.

All quarter courses will receive a report card. (1/2 Credit)

(Quarter Grade x 3 + Quarter Exam divided by 4)

All term courses will receive a report card, indicating the first 9 weeks grade only.

(Term Grade can be determined by averaging the two nine weeks, multiplying that average by three, adding the final exam grade, and dividing that total by four).

**JCM Early College High Community Service Requirement**

All freshman entering JCM Early College High must complete 80 hours of documented community service as a requirement for graduation. The counselor will provide a community service log to keep track of hours and will monitor completion of community service hours. Each student is required to complete and log at least 10 hours at the completion of each semester. Community service hours served as after school detention for excessive tardiness and other infractions may not be counted toward this graduation requirement.

**Transferring to a Different School**

**Students who wish to transfer to their zone school from JCM-ECH must do so within the first five days of the current term.**

**JCM-ECH Tardy Policy**

Students at JCM-ECH are expected to be prepared and on time to all of their classes. In lieu of bells, students are required to monitor their own watches, cell phones or other time keeping devices to ensure that they are on time to their classes. This is part of their time-management training that will be important as they transition to JSCC or the TCAT Center.

Individual Classroom Tardy: (This does not apply to students who are late to school because of transportation. Those students will be assessed a school-level tardy.)

1st Tardy: Teacher will document tardy and student will be given strong warning.

2nd Tardy: Teacher will document tardy, contact parent, and student assigned a lunch reflection.

3rd Tardy: Teacher will document tardy, student sent to administration who will contact parent and student assigned to two days of lunch reflection.

4th Tardy: Teacher will document tardy, Administration will meet with parent and student assigned to an after school workshop.

5th Tardy or more: Teacher will document tardy, student will have two days of an after school workshop and be put attendance probation.

**Plagiarism Policy**

Plagiarism is defined as, “The deliberate or reckless representation of another’s words, thoughts, or ideas as one’s own without attribution in connection with submission of academic work, whether graded or otherwise” (UNC Writing Center). If found guilty of plagiarism, the student will be subject to the following consequences:

* 1st offense- Teacher discretion on discipline and up to a zero on assignment.
* 2nd offense- Teacher discretion on discipline and up to a zero on assignment.
* 3rd offense- Administration will administer consequences up to out-of-school suspension and a zero on the assignment.

**JCM-ECH Phone Policy**

Consequences:

* 1st offense- Teacher keeps device and student gets the phone back at the end of the class.
* 2nd offense - Teacher turns device in to office and student gets the phone back at the end of the day.
* 3rd offense- Teacher turns device in to office and a parent must pick up the device.
* 4th offense or more – Teacher turns device into the office, parent will meet with administration and student will have to phone leave with administration during school day for a minimum of two weeks.

**Bus Transportation**

JCM-ECH will not have a morning or afternoon bus route during the 2022-2023 school year. We will continue to have a bus that transports students to Jackson State Community College for students who qualify for college classes. Students must obey all school bus rules.

## **Use of the Telephone**

Office phones are for school business and are not available for student use except in emergencies.

## **Leaving the Campus**

Students may not leave the school premises during school hours without permission from an administrator. Students must sign out at the front office. Students have been warned that this is an OSS offense. 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.

## **School Visitors**

Visitors are to report to the office upon arrival at school. This includes parents and relatives. Visitors are not allowed to visit with students at any time unless permission is given by the principal. Any parent or legal guardian can eat lunch with a student*.* Former students can visit teachers only who are on planning at the time of their arrival. All other visitations will be permitted after school.

**Sports Programs**

JCM-ECH offers a wide variety of interscholastic athletics in co-op with Madison Academic High School and JCM High School. Madison Academic and JCM’s Athletic Director will coordinate the 2022-2023 athletic programs. All applicable forms are on the Madison Academic and JCM website.

## **School Counseling Department**

The School Counseling Department provides services that include career guidance, transcript services, scheduling classes, distributing scholarship information, counseling students, and coordinating of standardized testing.

## **Library Media Center**

JCM Early College High School does not have a standard library. We do have a collection of books that students can check out. Students are given the opportunity to get a Madison County Library card which gives them full access to the resources available. Also students who attend JSCC have full access to their library.

## **Dress and Grooming**

Students shall dress in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. (Policy 6.310) The school administrator will make the final decision about whether an article or style of dress falls outside these guidelines.

All students at JCM Early College High School are expected to conduct themselves in a mature, polite manner.

**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.)

### Dress Code Violation Disciplinary Action:

**First offense** – warning/make provisions if possible.

**Second** **offense** – parent contacted and student given lunch reflection

**Third offense** –parent contacted and after-school workshop

**Fourth** **offense** – consequences at the discretion of the principal or designee.

*All policies may be reviewed on the Jackson-Madison County School System website (jmcss.org).*

# JCM-Early College High School Graduation Requirements

24 Credits Required for Graduation

**(Board Policy 4.605)**

English 4 credits

Mathematics (must include Algebra I, II, Geometry) 4 credits

Science (must include Biology, Chemistry I or Physics) 3 credits

Social Studies

U.S. History and Geography 1 credit

Economics/U.S. Government 1 credit

World History and Geography 1 credit

Foreign Language (same language) 2 credits

Wellness 1 credit

Fine Arts 1 credit

Physical Education ½ credit

Personal Finance ½ credit

Focus Area 3 credits

Tennessee Student Success 1 credit

Career Explorations 1 credit

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject matter record which covers a focused program of study, and this record shall be kept on file in the high school.

All students will pursue a focused program of study preparing them for postsecondary study. While all students may not enter postsecondary training immediately following high school, they must be prepared for lifelong learning.

The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education and the Board of Education.

**CREDITS TO GRADUATE**

Students who meet the minimum state graduation requirement of 22 – credits may graduate from JMCSS.

In order to graduate from Madison Academic High School, students are required to earn a minimum of twenty-eight (28) credits.

Transcripts of transfer students will be individually evaluated to determine the appropriate number of credits required to graduate.

There will be no provisions for early graduation without specific approval by the director of schools. Early graduation is defined as any time prior to four school years after the date of enrollment in the ninth grade.

Every attempt will be made to balance required and elective courses each term.

GRADUATION REQUIREMENTS 1,2,3

English Language Arts 4

Mathematics 4

Science 3

Social Studies 3

Wellness 1

Physical Education 0.5

Personal Finance 0.5

Foreign Language\* 2

Fine Arts\* 1

Electives 3 (3 must be in Focus Area)

**TOTAL 22**

Elective focus Areas include: CTE, Science, Math, Humanities, Fine Arts, Advanced Placement, International Baccalaureate, Business Management & Administration, Health & Human Services, STEAM (Science, Technology, Engineering, Arts, Math, and Manufacturing), and Agriculture/Natural Resources, and Intervention.

\*Schools may waive the two units of foreign language and one unit of fine arts to expand and enhance the elective focus.1

\*Students must complete one one-half (1/2) credit in Physical Education. This requirement may be met by substituting a documented and equivalent time of physical activity in marching band, JROTC, cheerleading, interscholastic athletics, school sponsored intramural athletics, and other area approved by the local board of education. (From Tennessee SBE Policy 2.603)

**HIGH SCHOOL COURSEWORK FOR MIDDLE SCHOOL**

In accordance to the TN High School Transition Policy (revised 3/3/13), the Jackson-Madison County School Board approves the earning of high school credits by middle school students in the following courses: Spanish I, French I, Algebra I, and Environmental Science. Students must meet all high school and state requirements by scoring on track or mastered on the state end-of-year assessment OR the appropriate written comprehensive examination.

**STUDENT LOAD**

It is the responsibility of the student and the counselor in consultation with the teachers to adjust the student's schedule to balance his term load. All revisions must be completed before the beginning of school. Requests for schedule changes will be considered on a "space available" basis. All schedules are considered final when they are distributed on the first day of school.

**EARLY GRADUATION**

High school students shall be permitted to complete an early graduation program. Students intending to graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as soon thereafter as the intent is known.

In order to graduate early, students shall meet the following requirements:

1. Earn the required seventeen (17) credits;

2. Achieve a benchmark score for each required end-of-course exam;

3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;

4. Meet the minimum ACT or SAT benchmark score;

5. Obtain a qualifying benchmark score on a world language proficiency assessment; and

6. Complete at least two (2) types of the following courses:

a. AP;

b. IB;

c. Dual enrollment; or

d. Dual credit.

The Director of Schools shall develop administrative procedures to ensure that the early graduation program is conducted in accordance with state law.

**END-OF-COURSE EXAMINATIONS**

End-of-course examinations will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, U.S. History, Biology I, Chemistry, and Physics. The yearly grade will be calculated by counting the teacher assigned grades for the course 75% and counting the end-of-course test grade 25%.

For students with disabilities, the Tennessee State Board of Education High School Policy 2.103 provides for an alternative performance-based assessment for students failing to earn a yearly grade of seventy (70) in a course that has an end-of-course exam and whose disability adversely affects performance on that test. The necessity for an alternative performance-based assessment must be determined through the student's individualized education plan (IEP).

**MAKE-UP POLICY FOR END-OF-COURSE EXAMINATIONS**

Guidelines established by the State Board of Education will be followed when a student is absent for the administration of the end-of-course examinations.

**DIPLOMAS FOR STUDENTS ENTERING HIGH SCHOOL**

**High School Diploma**

To earn a regular high school diploma, students attending Jackson Central-Merry Early College High, Liberty, North Side, and South Side high schools must earn the prescribed 22-credit-minimum and have a satisfactory record of attendance and discipline.

To earn a regular high school diploma, students attending Madison Academic High School must earn the prescribed 22-credit-minimum and have a satisfactory record of attendance and discipline.

To earn a regular high school diploma, students with disabilities must earn the prescribed 22-credit-minimum.

**Special Education Diploma**

A special education diploma may be awarded at the end of their fourth year of high school to students with disabilities who have (1) not met the requirements for a regular high school diploma, (2) have satisfactorily completed an individualized education program and (3) have satisfactory records of attendance and conduct.5 \*Students who obtain the special education diploma may continue to work

towards a regular high school diploma through the end of the school year in which they turn twenty two years old.\*

**Occupational Diploma**

Special education students who do not meet requirements for a regular high school diploma may be awarded an occupational diploma if the student has:

1. Completed at least four (4) years of high school;

2. Made satisfactory progress on their IEP;

3. Maintained satisfactory records of attendance and conduct;

4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA); and

5. Has two (2) years of paid or non-paid work experience

The decision to attain an occupational diploma shall be made at the conclusion of the student’s 10th grade year or two (2) academic years prior to the expected graduation date.

Alternate Academic Diploma for students with significant cognitive disabilities who participate in the alternate assessment. Effective for incoming 9th graders beginning with the 2018-2019 school year.4

Requirements:

1. Participated in the high school alternate assessments.

2. Earned the prescribed twenty-two (22) credit minimum as prescribed by the TDOE.

3. Received special education services or supports and made satisfactory progress on an IEP.

4. Have satisfactory records of attendance and conduct and have completed a transition assessment(s) that measures, at minimum, postsecondary education and training, employment, independent living, and community involvement.

**REQUIREMENTS FOR GRADUATING WITH HONORS**

**Graduating with Honors**

Students who have met the graduation requirements and maintained an overall grade point average of 3.0 or higher will graduate with Honors. Students will be recognized at graduation by denoting the type achievement in the graduation program and by allowing special recognition on their graduation uniform as determined by their home school.

**Graduating with State Honors**

Students who score at or above all the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with State Honors. Students will be recognized at graduation by denoting the type achievement in the graduation program and by allowing special recognition on their graduation uniform as determined by their home school.

**Graduating with State Distinction**

Students will be recognized as graduating with State Distinction by attaining a 3.0 average or better and completing at least one of the following:

• earn a nationally recognized industry certification

• participate in at least one of the Governor's Schools

• participate in one of the state's All State musical organizations

• be selected as a National Merit Finalist or Semi-Finalist

• attain a score of 31 or higher composite score on the ACT

• attain a score of 3 or higher on at least two advanced placement exams

• successfully complete the International Baccalaureate Diploma Programme

• earn 12 or more semester hours of transcripted postsecondary credit

Students will be recognized at graduation by denoting the type achievement in the graduation program and by allowing special recognition on their graduation uniform as determined by their home school.

**Graduating as an Academic or Technology Scholar**

An academic scholars seal will be placed on the diploma of student with a GPA of 3.2 or greater who complete the specific graduation requirements and successfully complete eight (8) honors courses to be selected from the following list of courses. A student may count only two honors courses from one technical program area to be eligible for the Academic Scholars Seal.

English I (H) Modern European History Biology I (H)

English II (H) AP European History Biology II (H)

English III (H) Algebra I (H) Anatomy & Physiology

English IV (H) Algebra II (H) Chemistry I (H)

AP English Geometry (H) Chemistry II (H)

World History (H) Pre-Calculus AP Chemistry

U.S. History (H) Statistics (H) Physics (H)

AP U.S. History AP Calculus I Foreign Languages (Levels III & IV)

AP Calculus II Environmental Science (H)

Academic Decathlon ­­

(Contemporary Issues (H))

**The Valedictorian and Salutatorian must meet the requirements for the Academic Scholars Seal.**

## **Schedule Changes**

All schedule changes must be completed before the beginning of the term and then only for one of the following reasons (**Board Policy 4.605):**

1. Student failed to take or successfully pass a prerequisite course.

2. Student failed a course required for graduation.

3. Student failed a course, registered for the course again, and was assigned the same instructor.

4. Student has an unbalanced schedule: that is, a balance among academic and elective courses between terms.

5. Student is enrolled in a subject for which credit has already been earned. Schedule adjustment is required because of a course taken in summer school.

**Grading System**

**Board Policy 4.600**

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students’ grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

· A (90-100)

· B (80-89)

· C (70-79)

· D (60-69)

· F (0-59)

This grading system shall be uniform throughout the school district for each grade. Grades are given at the end of each nine (9) weeks period. Grading factors may include daily work, homework, projects and tests.

For each nine-week period, high school students (except K-12 schools) 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 nine-week period (or quarter) shall be weighted as follows: test grade (60%), daily work (30%), and homework (10%).

For each nine-week period, high school students in K-12 schools shall have a minimum of four (4) tests and fourteen (14) daily grades. The grade at the end of each nine-week period (or quarter) shall be weighted as follows: tests grades (60%) and daily work (40%)

Final exams in all courses will count 25%. The final grade at the end of a 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. The final grade at the end of a term (18 weeks/90 days) will be determine by averaging the two nine-weeks, multiplying the average by three, adding the final exam grade, and dividing that total by four.

The final grade at the end of a full-year course will be determined by averaging the four quarter grades, multiplying the average by three, adding the final exam grade, and dividing that total by four.

The End-of-Course exam will constitute the final exam grade in these courses.

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 modification determined by a student’s Individualized Education Program (IEP).

**LOTTERY SCHOLARSHIPS**

Each school counselor shall provide incoming freshman with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT score, etc.) that must be met in order to receive a scholarship.

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or online. Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

Elementary school counselors shall explain the HOPE Scholarship and its requirements to their students and impress upon them the benefits of making good grades.

**LOTTERY SCHOLARSHIP DAY**

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.

**Dual Enrollment**

**Board Policy 4.205**

Students who meet guidelines established by the district and the participating postsecondary institution may earn both high school and postsecondary credit by enrolling in postsecondary level courses which are conducted at an institution of higher education.

Credit may be earned only for courses agreed upon by the school district and the post-secondary institution. Final grade shall include the addition of 4 percentage points to the grades used to calculate the semester average.

Students enrolled in dual enrollment courses will follow all guidelines established by the school district and the post-secondary institution.

The Board shall not be responsible for transportation to and from the postsecondary institution or for any financial agreements between the student and the postsecondary institution, such as tuition, course fees, texts, or other materials.

Additional Guidance for Assigning Grades for Dual Enrollment Courses **(Board Policy 4.600)**

For any dual enrollment course that is assigned a letter grade from a college or university, students will receive numerical averages in the district based on the following scale:

A – 100

B – 89

C – 79

D – 69

F – 59

If the student receives a numerical grade from a college or university that would be higher with the addition of 4 percentage points, then the 4 percentage points will be added.

# **Grade Placement Requirements**

## **(Policy 4.603)**

Students are assigned to a specific grade level according to the number of units acquired by an individual pupil. Assignment will be made as follows:

Freshman ……successful completion of 8th grade

Sophomore minimum of 6 units passed

Junior minimum of 12 units passed

Senior minimum of 18 units passed

**Section 504 and ADA Grievance Procedures**

**Board Policy 1.802**

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

DEFINITION

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.1

Title II of the Americans with Disabilities Act, 1990 provides that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.2

COORDINATOR

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

NOTICE

The Board shall make available the name, office address and telephone number of the ADA/Section 504 coordinator.

Methods of initial and continuing notification may include the posting of notices, publication in newspapers and student and employee handbooks and distribution of memoranda or other written communications.

COMPLAINT PROCEDURE

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution. There will be no retaliation against any person who files a complaint pursuant to this policy. Failure to abide by this policy will result in disciplinary action.

DUE PROCESS HEARING PROCEDURES

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child’s identification, evaluation, and placement under Section 504.6 If a parent/guardian requests a Section 504 hearing, the parent/guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent’s expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

Request for Hearing

A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator. The request shall be made orally or reduced to writing on a form provided through the Central Office.

Impartial Hearing Officer

The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current employee of the school system and shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the

hearing officer’s opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

Office for Civil Rights

U.S. Department of Education

61 Forsyth St. S.W., Suite 19T10

Atlanta, GA 30303-8927

Telephone: 404-974-9406; TDD: 877-521-2172: Email: OCR.Atlanta@ed.gov

Scheduling of Hearing

The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appointment and provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing shall take place at a mutually agreeable time and place.

Continuances

Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the hearing date and set a new hearing date.

Legal Representation at Hearing

If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the coordinator’s request.

Pre-Hearing Conference

The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties’ questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending on the hearing officer’s decision based on the convenience to both parties.

Dismissals

If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

Hearing

The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit testimony and introduction of exhibits for reasons or relevance.

Recording

Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

Witnesses

Witnesses will present their information in narrative form, without the traditional question and answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the hearing officer, at his/her discretion, ask a witness a certain question.

Format of Presentation

Each side will have an equal amount of time to present their positions as determined by the hearing officer. The parent/guardian will present his/her case first by making an opening statement outlining the issues, calling witnesses, and making a closing argument. The school system will present its side next.

At the end of the school system’s presentation, the parent/guardian may offer a short response. Each side may present personally or through their representatives.

Submission of Exhibits

As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports, evaluations, correspondence, notes, or any other documents that may support their positions. Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

Closing Arguments

The hearing officer may allow or request written closing arguments summarizing and characterizing the information presented at the hearing.

Decision

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decision shall address all of the issues raised by the parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys’ fees as a part of the relief granted to a parent/guardian or the district.

Review Procedure/Appeal

If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction.

Jackson-Madison County Schools

District ADA / 504 Coordinator

Student Services Supervisor

310 N. Parkway

Jackson, TN 38305

Telephone 731-664-2500

Fax 731-664-2502

**Non-Discrimination**

**Board Policy 1.8021**

The School District of Jackson-Madison County does not discriminate on the basis of race, color, national origin, gender, disability, or age in the provision of educational opportunities or employment opportunities and benefits. The School District of Jackson-Madison County does not discriminate on the basis of gender or disability in the educational programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. This policy extends to both employment by and admission to The School District of Jackson-Madison County. Inquiries concerning Title IX, Section 504, or the Americans with Disabilities Act should also be directed to the Director of Pupil Personnel. Charges of violations of this policy should also be directed to the Director of Pupil Personnel. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to:

DECLARACION DE LA POLITICA PARA NO-DISCRIMINACION

LA POLITIE OU NODISCRIMINATION

Employee or Student Related Equity Issues

Director of Pupil Personnel

Jackson-Madison County School System

310 N. Parkway

Jackson, TN 38305

Phone: 731-664-2534

**Tobacco-Free Schools**

**Board Policy 1.803**

All uses of tobacco and tobacco products, including smokeless tobacco and electronic cigarettes and associated paraphernalia, are prohibited in all school district buildings.1,2 Smoking shall not be permitted on school grounds, however, after regular school hours, adults may be permitted to smoke outdoors but not within fifty (50) feet of any entrance to any building. Smoking, electronic cigarettes and associated paraphernalia shall be prohibited in any public seating areas, including, but not limited to, bleachers used for sporting events, or public restrooms.3

The use of tobacco or tobacco products, including smokeless tobacco and electronic cigarettes and associated paraphernalia, will be prohibited in all vehicles, owned, leased or operated by the district.

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 and associated paraphernalia, while they are participants in any class or activity in which they represent the school district.

Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

Parents and students shall be notified of this citation requirement at the beginning of each school year.

Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco, tobacco products, and electronic cigarettes and associated paraphernalia is forbidden.1 The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: Smoking is prohibited by law in seating areas and in restrooms.

**Emergency Preparedness Plan**

**Board Policy 3.202**

The director of schools shall be responsible for developing, maintaining and acquiring board approval of the district Emergency Preparedness Plan, which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

The principal of each school shall develop and implement emergency preparedness drills which shall be approved by the director of schools. When appropriate, such drills shall be held in conjunction with emergency response agencies. These procedures shall be in written form and distributed to all staff, students and parents.

The principal shall be responsible for ensuring that one fire drill requiring full evacuation is given every month during the school year with an additional fire drill to be conducted within the first fifteen (15) days of school. He/she shall ensure that an intruder drill is conducted within the first thirty (30) days of school. He/she shall also ensure that three (3) additional safety drills are given during the school year. These drills may cover inclement weather, earthquakes, armed intruders or other emergency drills that do not require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in each school's office.

In the event of any threats to safety, students will be retained at school when less than one hour of warning time is given, unless parents or persons authorized by the parents pick up their children.

Any school with an AED shall conduct a CPR and AED drill to ensure students are aware of the steps that must be taken in the event of a medical emergency requiring the use of an AED. The principal shall be responsible for ensuring the drill occurs.

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

MEDICAL EMERGENCIES/PANDEMIC FLU

In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and consult with the local and state health departments and other local emergency or healthcare providers in protecting students and the community from further infection. The director of schools shall develop procedures for health emergencies in accordance with state law and regulations.4

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Reference: 49-2-122 Placement of automated external defibrillator (AED) devices in schools.

Each school and facility may determine to provide access to an Automated External Defibrillator (AED). However, all Public High Schools shall have automated external defibrillator (AED) devices placed within the school. AED devices purchased or donated for use in Jackson-Madison County Schools must meet the specifications provided by the system.

AEDs will be placed in a prominent location for timely access by the designated members of the emergency response team who have been trained in the operation of AEDs and CPR. The AED/CPR procedures and names of the trained responders must be listed in the school and system emergency plans. A written plan must be established for Staff training, notification and ongoing maintenance. Each placement of an AED shall be supervised and endorsed by a physician with an unrestricted license to practice medicine or osteopathy in this state. All AEDs placed in schools shall be registered with local emergency medical services providers.

**Crisis Management**

**Board Policy 3.203**

The principal shall develop a Crisis Management plan for use in times of crisis, including suicides, shootings, and death of a student, parent or employee. Within the development of such plan, the principal shall appoint a Crisis Team which shall deal with specific situations, make decisions, and disseminate information in the event of a crisis. Members of the Team shall consist of the principal, guidance counselor, and at least two other staff members designated by the principal.

The principal of each building shall be responsible for the development of emergency procedures which shall be distributed to building employees, parents, and members of the Crisis Team. Training for all school employees in the crisis management procedures shall be conducted annually during in-service sessions prior to the beginning of school.

In the event of a crisis, the principal shall notify the Crisis Team members and the director of schools. If he determines it to be necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).

Board members should be notified.

All media attention shall be directed to the director of schools' office.

**Traffic and Parking Controls**

**Board Policy 3.403**

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.

**Textbooks**

**Board Policy 4.401**

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

SELECTION

The responsibility to select textbooks and instructional materials, as recommended by the State Textbook Commission, rests with the local textbook selection committees, subject to approval by the Board. Use of textbooks and instructional materials not on the list approved by the State Textbook Commission is permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.

The Director of Schools shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks and instructional materials prior to their final adoption, including public notice of the time and location at which textbooks and instructional materials may be examined. Once approved by the Board, the Director of Schools shall post the list of all approved textbooks and instructional materials on the school district’s website and send a copy of the list to the Commissioner of Education.

DISTRIBUTION

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

CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

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

REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS3

A list of textbooks and instructional materials shall be revised annually by principals under the direction of the Director of Schools.

Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional materials including, but not limited to, teaching materials, handouts, and tests that are developed by and graded by their child’s teacher.

The Director of Schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.

**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 opportunities shall be provided for members of both sexes.1

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal’s responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each school principal’s office. The principal/designee must accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board, provided the team’s school reimburses the Board for mileage.

Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of athletics.

In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must provide proof of independently secured catastrophic coverage and liability coverage, with the school system as a named insured, of not less than the limits set forth in state law.3

Prior to participation in interscholastic athletics, every student shall complete an annual physical examination.4 The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the examination, and these records shall be on file in the principal’s office. It shall be the responsibility of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating in interscholastic athletics.

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 attending the practice of any interscholastic sport during the school day without written permission from the Board. This does not prevent the inclusion of regular physical training lessons in the daily school program.

Students shall not be required to attend a school athletic event, or event related to participation on a school athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday. The student’s parent/guardian shall notify the coach in writing three (3) full school days prior to the event.

Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or tolerate hazing activities.

**Use of Internet**

**Board Policy 4.406**

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

EMPLOYEES

Before any employee is allowed use of the district's internet or intranet access, the employee shall sign a written agreement, developed by the Director of Schools/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

The Director of Schools shall develop and implement procedures for appropriate internet use which shall address the following:

1. Development of the Network and Internet Use Agreement;

2. General rules and ethics of internet access;

3. Guidelines regarding appropriate instruction and oversight of student internet use;

4. A uniform signature block for use by all district employees; and

5. Prohibited and illegal activities, including but not limited to the following:1

· 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);

· Using the network for commercial purposes; and

· Buying or selling on the internet.

STUDENTS

The Director of Schools shall develop and implement procedures for appropriate internet use by students. Procedures shall address the following:

1. General rules and ethics of internet use; and

2. Prohibited or illegal activities, including, but not limited to:1

• 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;

• Violation of copyright laws;

• Trespassing in another's folders, work, or files;

• Intentional misuse of resources;

• Using another's password or other identifier (impersonation);

• Using the network for commercial purposes; and

• Buying or selling on the internet.

INTERNET SAFETY MEASURES2

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

1. Controlling access by students to inappropriate matter on the internet and world wide web;

2. Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications;

3. Preventing unauthorized access, including "hacking" and other unlawful activities by students online;

4. Unauthorized disclosure, use, and dissemination of personal information regarding students; and

5. Restricting students' access to materials harmful to them.

The Director of Schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that blocks or filters internet access (for both students and adults) to material that is obscene, child pornography, or harmful to students;

2. Maintaining and securing a usage log; and

3. Monitoring online activities of students.2

The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to address and communicate its internet safety measures.2

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 online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent/guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s)/guardian(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Schools with a written request.

EMAIL

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including email communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. Email correspondence may be a public record under the public records law and may be subject to public inspection.3

INTERNET SAFETY INSTRUCTION4

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. The Director of Schools shall provide adequate in-service instruction on internet safety. Parent(s)/guardian(s) and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

SOCIAL NETWORKING

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs, or inappropriate information that is likely to create a material and substantial disruption of classroom activity.

2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.

3. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

VIOLATIONS

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

**Testing Programs**

**Board Policy 4.700**

General

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 each instructional area;

6. Assist in the screening of students with learning difficulties;1

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.2

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

1. Determining specific purposes for each test;

2. Selecting the appropriate test to be given;

3. Establishing procedures for administering the tests;

4. Making provisions for interpreting and disseminating the results;

5. Maintaining testing information in a consistent and confidential manner; and

6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.3

WEIGHTING TCAP SCORES

TNReady4 and EOC5 scores shall be included in students’ final grades as follows:

a) Grades 3-5 - 15%

b) Grades 6-8 - 20%

c) Grades 9-12 - 25%

Grades will be computed using target score methodology around the state average of each test.

The director of schools may exclude these scores from students’ final grades if results are not received by the district at least five (5) instructional days before the end of the course.4,5

TESTING INFORMATION AND PARENTAL CONSENT

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parent(s)/guardian(s).2

Results of all group tests shall be recorded on students’ permanent records and shall be made available to appropriate personnel in accordance with established procedures.6

No later than July 31st of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include:7

1. The name of the test;

2. The purpose and use of the test;

3. The grade or class in which the test will be administered;

4. The tentative date or dates that the test will be administered;

5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results of the test;

6. How parent(s)/guardian(s) can access the questions and answers on their student’s state-required tests; and

7. If a board mandated test, how the test complements and enhances student instruction and learning and how it serves a purpose distinct from state-required tests.

Testing information shall also be placed in student handbooks or other school publications that are provided to parent(s)/guardian(s) on an annual basis.

**Student Equal Access (Limited Public Forum)**

**Board Policy 4.802**

STUDENT MEETINGS

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.1

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy shall submit a request with the principal at least three (3) days prior to the proposed date.

The principal shall approve the meeting if he/she determines that:1

1. The meeting is voluntary and student-initiated;

2. There is no sponsorship of the meeting or its content by the school or its employees, or the Board;

3. The meeting shall not materially and substantially interfere with the orderly conduct of the school’s educational activities or conflict with other previously scheduled meetings;

4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and

5. Non-school persons shall not direct, control, or regularly attend.

A student shall be permitted to voluntarily:2

1. Pray in school, vocally or silently, alone, or with other students to the same extent and under the same circumstances as a student is permitted to vocally or silently reflect, meditate, or speak on non-religious matters alone or with other students in such school;

2. Express religious viewpoints in school to the same extent and under the same circumstances as a student is permitted to express viewpoints on non-religious topics or subjects in such school;

3. Speak to and attempt to share religious viewpoints with other students in school to the same extent and under the same circumstances as a student is permitted to speak to and attempt to share non-religious viewpoints with other students; and

4. Possess or distribute religious literature in school, subject to reasonable time, place, and manner restrictions, to the same extent and under the same circumstances as a student is permitted to possess or distribute literature on non-religious topics or subjects in such school.

SCHOOL SPONSORED EVENTS3

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

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

2. There is an appropriate method of selecting student speakers which is based on neutral criteria; and

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

To the extent possible and practical and prior to events in which students will speak, notice shall be provided orally and/or in writing that the student’s speech does not reflect the endorsement, sponsorship, position, or expression of the Board or the school district and its employees.

Notice of this policy shall be provided in student handbooks and staff handbooks.

**Attendance**

**Board Policy 6.200**

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session.

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

1. All accounting and reporting procedures and their dissemination;

2. Alternative program options for students who severely fail to meet minimum attendance requirements;

3. Ensuring that all school age children attend school;

4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and

5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.

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.3

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. College visits;

7. Pregnancy;

8. School sponsored or school endorsed activities;

9. Summons, subpoena, or court order; or

10. Circumstances which in the judgment of the principal create emergencies over which the student has no control

Parents of elementary, intermediate, or middle school students will be allowed two (2) discretionary days per year.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;

2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;

3. All student absences are verified;

4. Written excuses are submitted for absences and tardiness;

5. System-wide procedures for accounting and reporting are followed;

6. The principal may require verification from an official or other source to justify excessive Absences; and

7. Students who are withdrawn from school are tracked and coded correctly.

TRUANCY

General

Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan.8

If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.9

Students who are 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. The director of schools/ designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences, then he/she is subject to referral to juvenile court.7

The director of schools/designee shall develop appropriate administrative procedures to implement this policy.

Progressive Truancy Intervention Plan10

Students with three (3) unexcused absences shall be subject to the progressive truancy intervention framework outlined below.

Tier I

1. A conference with the student and the student’s parent/guardian;

2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and an attendance officer. The contract shall include:

a. A specific description of the school’s attendance expectations for the student;

b. The period for which the contract is effective. The term of the contract must not exceed ninety (90) school days or continue beyond the last day of the semester, whichever comes first; and

c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and

3. Regularly scheduled follow-up meetings to discuss the student’s progress.

If the student accumulates additional unexcused absences in violation of the attendance contract, he/she shall be subject to the additional intervention tiers.

Tier II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student’s attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

MILITARY SERVICE OF PARENT/GUARDIAN

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.11

GRADES 9-12

A. High School Attendance Incentives

This incentive plan allows 11th and 12th grade students to be exempt from the class final exam if they have maintained a specified balance of number of absences and class average. The purpose of the plan is to ensure students maximum instruction.

1. A parent (s)/guardian (s) may decline to allow their child(ren) to participate in the incentive program by providing a letter stating that preference to the principal within the first two (2) weeks of the term.

2. This plan is handled class by class and does not exempt the student from any End of Course Testing

3. \* For purposes of this policy an absence is any day the student is not in a class due to an excused/unexcused absence or suspension.

\* School related absences (i.e. field trips) are not counted as absences for this policy.

\* In-school Suspension (ISS) is not an absence because the student is at school.

\* Three (3) tardies to a class = 1 absence.

\* Students will still have the option to take the exam in any class if they choose to do so; however, this final exam grade will not be calculated in the final course average if it lowers the final grade.

At the end of the grading period, teachers will notify students eligible for exemption in their by a date established by a district attendance committee

4. Semester Classes

An 11th or 12th grade student who misses no more than:

3 days and has an A average in a class

2 days and has a B average in a class

1 day and has a C average in a class would be exempt from the exam in that class.

B. Attendance Incentives

Students with perfect attendance will have five percent (5%) of the final exam score added to their exam grade. (Example: final exam score of 80 x 5% = 84 final exam grade.) This incentive applies to End of Course Tests and final exams.

C. Tardiness

Tardy is defined as being a late arrival or an early dismissal from a class period. Three tardies will be one absence. Students who miss more than 45 minutes of a 90 minute class will be counted absent.

D. School Related Absences

1. Students will be allowed two (2) college days to be taken at their discretion beginning the second term of the junior year. These days are excused absences. Students must have prior approval of the principal. In addition, during their senior year, students will be allowed to participate in the annual College/Career Day. The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers and administrative staff.

2. All club meetings, pep sessions, assemblies or other group meetings, workshops and athletic events will be held before school, after school or during a regularly scheduled activity period.

3. Teachers will make every possible effort to restrict field trips to the ninety-minute period in which the students are in that teacher’s class.

4. Teachers will limit their requests for activities which cannot be confined to their own class time. Principals will grant approval only to those activities which are educationally sound and which must occur within the school day.

5. A teacher may request that a student be disallowed from school-related absences if the absences for that student exceed ten (10) per term. The principals and/or his designee will determine eligibility for school-related absences after such a request is filed.

6. Students will not be penalized for absences due to school-related activities that are approved by the principal.

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 EOC exams must present a signed doctor’s excuse or must 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 course exam which shall be averaged into their final grade.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion. If attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion denial due to excessive absenteeism.

2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

ATTENDANCE HEARING

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to appeal such action within two (2) school days to the director of schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the director of schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record. Following the review, the board may affirm or overturn the decision of the director of schools/designee. The action of the board shall be final.

The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

**Code of Behavior and Discipline**

**Board Policy 6.300**

The director of schools shall be responsible for the overall implementation and supervision of the Board’s Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code.

The principal of each school shall be responsible for implementation and administration in his/her school, and on school buses serving the school. He/she and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination.

The Board delegates to the director of schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely, elementary, middle, junior high and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board’s Code.

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

**Rights and Responsibilities**

**Board Policy 6.301**

The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;

2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;

3. Expect that the school will be a safe place;

4. Have an appropriate environment conducive to learning;

5. Not be discriminated against on the basis of gender, race, color, creed, religion, national origin or disabilities; and

6. Be fully informed of school rules and regulations.

Each student has the responsibility to: 2

1. Know and adhere to reasonable rules and regulations established by the Board;

2. Respect the human dignity and worth of every other individual;

3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;

4. Study and maintain the best possible level of academic achievement;

5. Be punctual and present in the regular school program;

6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;

7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;

8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;

9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;

10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and

11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one’s locker.

**Interference/Disruption of School Activities**

**Board Policy 6.306**

A student shall not engage in conduct which causes the disruption or interference with the operation of the school while on school property, in school vehicles or buses, or at school-sponsored events, whether on or off campus. The student shall not urge other students to engage in such conduct.

Employees are authorized to take reasonable measures to establish appropriate school behavior and have the authority to control the conduct of any student while under the supervision of the school district.1

A student may receive disciplinary action ranging from verbal reprimand to suspension and/or expulsion depending on the severity of the offense and the student’s prior record.2

REMOVAL OF STUDENT

If a student repeatedly or substantially interferes with the learning environment, the teacher may submit a written request along with the required documentation to the principal/designee to remove the student from the teacher’s classroom. The student will be given notice of the rationale for the request as well as the opportunity to offer an explanation.

The principal/designee will investigate the request and make a decision regarding the student’s placement. The principal will notify the teacher as to his/her decision.

If a teacher abuses or overuses the student removal process, the principal/designee shall address the abuse or overuse with the teacher and may require the teacher to complete additional professional development to improve the teacher’s classroom management skills.

Appeal Process

If the teacher’s request for removal is denied, he/she may file an appeal with the Director of Schools/designee. He/she will review the teacher’s request for removal as well as the decision of the principal/designee and make a determination as to the student’s placement.

**Zero Tolerance Offenses**

**Board Policy 6.309**

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

1. Bringing to school or being in unauthorized possession of a ﬁrearm on school property;

2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;

3. Aggravated assault; or

4. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource ofﬁcer.

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.

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

**Group/Gang Activity or Association**

**Board Policy 6.3101**

This policy applies to any “criminal gang” or member of a “criminal gang” as defined by state law in grades 6-12. A “criminal gang” is a formal or informal ongoing organization, association or group consisting of three (3) or more persons that has:

1. As one of its activities the commission of criminal acts; and

2. Two (2) or more members who, individually or collectively, engage in or have engaged in a pattern of criminal gang activity.

Groups/gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. Therefore, the Board prohibits students from engaging in the following activities:

· 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 which indicates or implies membership or affiliation with a criminal gang; any activity that encourages participation in a criminal gang or facilitates illegal acts of criminal gang;

· Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited;

· Any gang-related conduct that is seriously disruptive to the educational process or endangers persons or property.

A violation of this policy may result in a referral to the Disciplinary Hearing Authority for Alternative School Placement, suspension, or expulsion, in accordance with board policy.

The administration will provide service training in group/gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and/or activities as an alternative.

**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.1 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.

**Use of Personal Communication Devices and Electronic Devices in School**

**Board Policy 6.312**

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks or purses. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; and tablets. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal/designee may also grant a student permission to use such a device at his/her discretion.

Unauthorized use or improper storage of a device will result in conﬁscation until such time as it may be released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to disciplinary action.

**Discipline Procedures**

**Board Policy 6.313**

The Board delegates to the Director of Schools the responsibility of developing speciﬁc codes of conduct which are appropriate for each level of school.1 Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as restorative practices including teaching new behaviors, redirecting, problem solving skill development, community circles, structured reflection breaks and calming stations. Exclusionary discipline shall only be used as a measure of last resort.2 The development of each code shall involve principals and staff members of each level and shall be based on evidence-based behaviors supports and interventions.3

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.4 These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a manner that:5

1. Balances accountability with an understanding of traumatic behavior;

2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;

3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;

4. Creates consistent rules and consequences; and

5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: such as Restorative practices, Response to Instruction and Intervention for Behavior (RTI2B), systems of supports and behavior intervention plans. Intervention strategies may be used prior to or in addition to any disciplinary response to student behavior.

MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines 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

· Failure to do assignments or carry out directions

· Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment6

· Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

· The staff member intervenes immediately.

· The staff member determines what offense was committed and its severity.

· The staff member determines who committed the offense and if he/she understands the nature of the offense.

· The staff member employs appropriate disciplinary options.

· The record of the offense and disciplinary action shall be maintained by the staff member.

Disciplinary Options

· Verbal reprimand

· Special assignment

· Restricting or excluding from activities

· Counseling

· Withdrawal of privileges

· Issuance of demerits

· Strict supervised study

· Detention

· In-school suspension

· Out of school suspension

· Out of school virtual alternative placement

· Trauma-Informed Practices such as e.g. Building Relationships, Creating a Safe Environment, Calming Exercises/Mindfulness, Restorative Practices, Conflict Resolution, Student Support Groups, Counseling, Mentoring, Peer Mediation and Behavior Intervention Plans

MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

· Continuation of unmodiﬁed Level I misbehaviors

· Using forged notes or excuses

· Disruptive classroom behavior

Disciplinary Procedures

· The student is referred to the principal for appropriate disciplinary action.

· The principal meets with the student and the staff member.

· The principal hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.

· The principal takes appropriate disciplinary action and notiﬁes the staff member of the action.

· The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

· Teacher/schedule change

· Peer counseling

· Referral to outside agency

· In-school suspension

· Transfer

· Detention

· Suspension from school-sponsored activities or from riding school bus

· Placement at Parkview Learning Center

· Out of school virtual alternative placement

· Out-of-school suspension

· Trauma-Informed Practices such as e.g. Building Relationships, Creating a Safe Environment, Calming Exercises/Mindfulness, Restorative Practices, Conflict Resolution, Student Support Groups, Counseling, Mentoring, Functional Behavior Assessments and Behavior Intervention Plans

MISBEHAVIORS: LEVEL III

This level includes 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 misbehaviors

· Fighting

· Vandalism (minor)

· Use, possession, sale, distribution, and/or being under the influence of tobacco or alcohol

· Use, possession, sale, or distribution of drug paraphernalia

· Use, sale, distribution, and/or being under the influence of drugs

· Stealing

· Threats to others

· Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

· The student is referred to the principal for appropriate disciplinary action.

· The principal meets with the student and the staff member.

· The principal hears the accusation and allows the student the opportunity to explain his/her conduct.

· The principal takes appropriate disciplinary action.

· The principal may refer the incident to the Director of Schools and make recommendations for consequences.

· The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

· In-school suspension

· Detention

· Restitution from loss, damage, or stolen property

· Out-of-school suspension

· Social adjustment classes

· Placement at Parkview Learning Center

· Out of school virtual alternative placement

· Transfer

· Trauma-Informed Practices such as e.g. Building Relationships, Creating a Safe Environment, Calming Exercises/Mindfulness, restorative Practices, Conflict Resolution, Student Support Groups, Counseling, Functional Behavior Assessments, Behavior Intervention Plans, Referrals to outside organizations and social services, Referral to outside health and mental health services

MISBEHAVIORS: LEVEL IV

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

If a student’s action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.7

Examples (not an exclusive listing)

· Continuation of unmodiﬁed Level I, II, and III misbehaviors

· Death threat

· Extortion

· Bomb threat

· Vandalism

· Theft, possession, and/or sale of stolen property

· Arson

· Use or transfer of unauthorized substances

· Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

· Electronic threat to cause bodily injury or death to another student or school employee

Disciplinary Procedures

· The principal confers with appropriate staff members and with the student.

· The principal hears the accusations and allows the student the opportunity to explain his/her conduct.

· The parent(s)/guardian(s) are notiﬁed.

· Law enforcement ofﬁcials are contacted.

· The incident is reported, and recommendations are made to the Director of Schools.

· If the student’s placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing. See Board Policy 6.317

Disciplinary Options

· Placement at Parkview Learning Center

· Out of school virtual alternative placement

· Other hearing authority or Board action which results in appropriate placement

· Trauma-Informed Practices such as; Referrals to outside organization and social services and Referral to outside health and mental health services

MIDBEHAVIORS: LEVEL V

This level of misbehavior includes acts that are considered Zero Tolerance Offences as defined in Policy 6.309.

Examples

· Bringing to school or being in unauthorized possession of a firearm on school property

· Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drugs on school grounds or at a school-sponsored event

· Aggravated assault

· Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer

Disciplinary Procedures

· The principal confers with appropriate staff members and with the student.

· The principal hears the accusations and allows the student the opportunity to explain his/her conduct.

· The parent(s)/guardian(s) are notified.

· Law enforcement officials are contacted.

· The criminal justice or juvenile delinquency system contacted as required by law.

· The incident is reported, and recommendations are made to the Director of Schools.

· If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

Disciplinary Options

· Expulsion from the regular school program for one (1) calendar year unless modified by the Director of Schools.

· Assignment to an alternative school or program at the discretion of the Director of School

Bus Conduct Discipline Procedures

All bus infractions are considered a safety violation. Since a school bus driver’s first and primary duty is the safe operation of the school bus, a safe and orderly environment is a necessity to accomplish this goal. Therefore, any action that distracts the driver from this very important goal is considered a safety violation. In order to keep our buses safe for everyone, students must exhibit self-responsibility to enjoy the privilege of riding a JMCSS bus.

As a result, safety violations will result in a student losing the privilege of riding a JMCSS bus. See the following chart of infractions and consequences. Please note, Special Education students are held to the same safety standards as regular education students. However, for any disciplinary action that involves a long-term suspension, 10 or more days, or multiple short-term suspensions, consultation with the special education department will be necessary to ensure IEP’s and all appropriate laws are followed. All bus infractions should be documented on the appropriate forms and recorded immediately at the school level.

Tier I infractions: (I.E. not sitting, standing in the seat, the use of profanity, and all other infractions that interfere with the safe operation of a school bus that are non-violent)

K-12 All first-time non-violent safety violations will result in a verbal warning from the school administrator and immediate contact with the parent explaining the need for bus safety and future consequences for non-compliance.

K-2 Second non-violent safety violation; 1-day bus suspension

Third non-violent safety violation; 3-day bus suspension

Fourth non-violent safety violation, 20 – day bus suspension

Fifth non-violent safety violation, bus suspension for the remainder of the school year

3-5 Second non-violent safety violation; 3-day bus suspension

Third non-violent safety violation; 20-day bus suspension

Fourth non-violent safety violation, 40-day bus suspension

Fifth non-violent safety violation, bus suspension for the remainder of the school year

6-12 Second non-violent safety violation; 5 –day bus suspension

Third non-violent safety violation; 20-day bus suspension

Fourth non-violent safety violation, bus suspension for the remainder of the school year

Tier II infractions: (Any safety infraction that exhibits aggression toward an employee; or another student; or may bring harm to bystanders; or directly interferes with the operation of a school bus; or any type of vandalism of the bus. (I.E. fighting, threatening an employee (s) or other students, throwing objects from or on the bus; direct interference with the driver as in hitting them with an object or interfering with the steering wheel, gearshift or other critical instruments on the bus; cutting seats, writing on seats or any other type of damage to the school bus.)

K-2 First violation for aggression/vandalism; 5-day bus suspension

Second violation for aggression/vandalism; 20-day bus suspension

Third violation for aggression/vandalism; 90-day bus suspension

Fourth violation for aggression/vandalism; bus suspension for the remainder of the school year

3-5 First violation for aggression/vandalism; 10-day bus suspension

Second violation for aggression/vandalism; 20-day bus suspension

Third violation for aggression/vandalism; 90-day bus suspension

Fourth violation for aggression/vandalism; bus suspension for the remainder of the school year

6-12 First violation for aggression/vandalism; 20-day suspension

Second violation for aggression/vandalism; 90-day bus suspension

Third violation for aggression/vandalism; bus suspension for the remainder of the school year

Tier III violations (I.E. weapons, drugs, sexual misconduct, or other serious actions that may involve law enforcement and or possible criminal charges)

K-12 Consultation with the building Principal, District Level Leader of Student Services, Transportation Administrator, and other relevant district office or school level staff for appropriate discipline; long-term loss of riding privileges that may span multiple school years. All Tier III violations are subject to a referral to the JMCSS Disciplinary Hearing Board.

\*Once a student is suspended from a bus, they may not ride any JMCSS bus for any reason from that point forward until the suspension is served. Also, if a student is discovered riding any bus while suspended, will be considered trespassing. Furthermore, students will not be able to ride on the PM route once they have been suspended.

\*Any disciplinary consequence may be moved to a higher level based on the building level investigation.

**Corporal Punishment/Paddling**

**Board Policy 6.314**

Corporal Punishment is prohibited in the Jackson-Madison County School District.

Corporal Punishment to a student by a parent or a legal guardian is prohibited on school property.

The Director of Schools shall be responsible for developing and implementing in-service training programs for teachers and staff in the use of alternative, positive measures of discipline.

**Detention**

**Board Policy 6.315**

Students may be detained before or after the school day as a means of disciplinary action.

The following guidelines shall be followed:

1. The student will be given at least one (1) day of notice before detention;

2. Parents will be informed before detention takes place;

3. Students in detention will be under the supervision of certified staff members;

4. Detention will not exceed two (2) hour after the official closing of the school day but may be administered several days in succession; and

5. Teachers must have the approval of the principal before detaining a student.

**Suspension/Expulsion/Remand**

**Board Policy 6.316**

A principal may suspend a student from attendance in a specific class or school related activity without suspending the student from attendance at school. Based on the severity of the offense, a principal may suspend a student from attendance at school and all school activities.

Students may be suspended for good and sufﬁcient reasons including, but not limited to:1

1. Willful and persistent violation of the rules of the school;

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 action that would justify suspension;

6. Marking, defacing, or destroying school property;

7. Possession of a pistol, gun, or ﬁrearm on school property;2

8. Possession of a knife or other weapons, as deﬁned in state law, on school property;3

9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar, obscene, or threatening language;

10. Unlawful use or possession of barbital or legend drugs as deﬁned in state law;4

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, or any other deadly explosive or destructive device including chemical weapons on school property or at a school-sponsored event;

13. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;

14. Off-campus criminal behavior resulting in felony charges;

15. When behavior poses a danger to persons or property or disrupts the educational process; or

16. Any other conduct prejudicial to good order or discipline in any school.

Except in an emergency, a principal shall not suspend any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If, as a result of an investigation, a principal/designee ﬁnds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, then the student may not face any disciplinary action.5

When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the Director of Schools/designee of the following:

1. Student’s suspension;

2. Cause for the suspension; and

3. Any conditions for readmission which may include a meeting of the parent(s)/guardian(s), student, and the principal.

If a student is suspended during the last ten (10) days of any term or semester, he/she 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.6

IN-SCHOOL SUSPENSION7

In-school suspension shall be offered to students as an alternative program (if applicable) to complete academic assignments and receive credit for work completed.

Students given an in-school suspension in excess of one (1) day from classes shall attend special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study. Personnel responsible for in-school suspension shall ensure that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers.

SUSPENSIONS LONGER THAN FIVE DAYS8

If a suspension is longer than five (5) days, the principal shall develop and implement a plan for improving the student’s behavior.

SUSPENSIONS LONGER THAN TEN DAYS9

If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall be filed within five (5) days of receipt of the notice. These appeals may be filed by the

parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the school district if requested by the student.

The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

**Student Disciplinary Hearing Authority**

**Board Policy 6.317**

The principal, principal-teacher, or assistant principal shall immediately give written or actual notice to the parent or guardian and student of the right to appeal the decision to expel for more than ten (10) days. An appeal to the Disciplinary Hearing Authority (DHA)1 shall automatically occur for all students expelled or remanded for more than ten (10) school days.

The Disciplinary Hearing Authority (DHA)1 will conduct hearings for students who have been suspended, expelled or remanded for more than ten (10) school days. The Board shall appoint members of the DHA which shall consist of nine (9) members, (maximum number must not exceed total membership of Board) at least two (2) of which shall be licensed employees of the Board, appointed to one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.

The director of schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties:

1. Identify the members of the DHA assigned to hear each individual case;

2. Prepare and disseminate the written record of the proceedings of each hearing; and

3. Set the time, place and date for each hearing.

The DHA hearing shall be held no later than ten (10) days after the beginning of the expulsion or remand. Within forty-eight (48) hours of receiving notification of the initial disciplinary decision, the DHA shall give written notice of the time and place of the hearing to the parent or guardian, the student, and the principal, principal-teacher or assistant principal who ordered the suspension, and any other appropriate person.

After the hearing, the DHA may take the following actions:

1. Affirm the decision of the school principal, principal-teacher, or assistant principal;

2. Order removal of the expulsion or remand unconditionally;

3. Order removal of the expulsion or remand upon such terms and conditions as it deems reasonable;

4. Assign the student to alternative placement; or

5. Suspend/Expel/Remand the student for a specified period of time.\*

Each hearing shall be conducted by at least three (3) members of the DHA, one of which must be a licensed employee of the Board. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the expulsion or remand. The DHA shall prepare a written record of the proceedings, including a summary of the facts and reasons supporting its decision. Notification of the DHA's decision shall include a statement of the right of the parent or guardian, the student, and the principal, principal-teacher or assistant principal within five (5) days after receiving the decision to request, in writing, a review by the director of schools. Absent a timely appeal the decision of the DHA is final.

Upon receipt of the response from the director of schools, the parent or guardian, the student, and the principal, principal-teacher or assistant principal may request an appeal, in writing within five (5) days to the Board of Education. Absent a timely appeal the decision of the director of schools is final.

The Board, based upon a review of the record and without granting a Board hearing, may affirm, overturn or modify the decision of the DHA or director of schools; provided, that the Board may not impose a more severe penalty without first providing a hearing before the Board. The decision shall be put into writing to the parent/guardian and student.

If the Board decides to grant a hearing, the Board may affirm, overturn or modify the decision of the DHA or director of schools or it may impose a more severe penalty than previously imposed. The Board shall give written notice of the time and place of the hearing to the parent or guardian, the student, and the principal, principal-teacher or assistant principal who ordered the suspension, and any other appropriate person. The notice of the hearing shall include a statement that, unless the student's parent or guardian request an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public.2 If the hearing is closed to the public, the Board shall not conduct any business, discuss any subject, or take a vote on any matter other than the appeal to be heard. The decision shall be put into writing to the parent/guardian and student. The decision of the Board is final.

\* Note: Zero-tolerance offenses set forth in Policy 6.309 requires expulsion for a period of not less than one (1) calendar year unless modified by the director of schools.

**Alternative School Programs**

**Board Policy 6.319**

The Board shall operate an alternative school program for students in grades 5-12 who have been expelled from regular school programs for more than ten (10) days.1 Jackson-Madison County School System may provide such students with the opportunity to attend alternative schools except for commission of specific violations of Board policy. Students expelled for the following shall not be admitted to the JMCSS Alternative School Program:

· Students who bring or possess a firearm on school property, on a school bus, or while attending any school event or activity;

· Off-campus criminal behavior that results in a student being legally charged with a felony and the student’s continued presence in school poses a danger to persons or property or disrupts the education process; or

· Acts in violation of Board Policy 6.3101, Group/Gang Activity or Association.

Placement

Students attending an alternative school location other than at their home school shall provide their own transportation. Students assigned to the Alternative School Program who chooses to leave the district and then return shall complete their assignment at the Alternative School before returning to their zoned school. Upon completion of Alternative School Program assignment, students shall be returned to their zoned school and shall forfeit all rights to return to any previously approved magnet or academic school outside of their zoned location for the remainder of the school year.

Operations

Alternative school programs shall be operated in accordance with the rules of the State Board of Education2 and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's home school. All course work completed and credits earned in the alternative school shall be transferred to and recorded in the student's home school. Credit earned and progress made shall be granted as if the work were performed in the home school. No student may graduate based solely on attendance in alternative schools.1

With exceptions required by special education laws, such change in a student's program shall be determined by the disciplinary hearing authority in accordance with the suspension policy of the Board and based upon recommendations from a team composed of the principal, the school guidance counselor and the student, with or without the parents being present.

Teachers in alternative schools shall be certified by the state and shall be selected on the basis of interest and ability to work in alternative situations. Student-teacher ratios shall be small enough to allow for adequate instruction but shall be determined by the age, behavior and academic achievement of students in the program. Sufficient textbooks, equipment and supplies shall be provided at the alternative school.

The student shall be subject to all rules of the school and violations of such rules may result in the student's removal from the school for the duration of the original intended suspension or expulsion. The final decision on such removal shall be made by the chief administrator of the alternative school.

**Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying**

**Board Policy 6.304**

The Jackson-Madison County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.1

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

DEFINITIONS

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.

· Defining a student in a sexual manner or conduct impugning the character of a student based allegations of sexual promiscuity.

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.3

“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 immediately notifying the parents’ alleged victims of the receipt of, investigating, and resolving complaints. Once a complaint is received, the principal/designee shall initiate and investigation with forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reason why the investigation was not initiated within the required timeframe. The determination of whether an act substantially interferes with a student’s educational benefit from the services, activities, or privilege provided by a school behavior, after consultation with each of the student’s teachers, parents, and an assessment by the Professional School Counselor and/or District Crisis Counselor.

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.

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 could substantially interfere with a student’s academic performance; or

It could substantially interfere with a student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the allegation of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.4 If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reason why the investigation has not been completed or the appropriate intervention has not taken place.4

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, alleged victim, parents of the accused students, and to the Director of Schools when the investigation is concluded.

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 49-6-4503.

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 Grievances and Complaint Procedures**

**Board Policy 6.305**

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/designee. To appeal, students shall 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 (2) days. The appeal shall 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, students or parent(s)/guardian(s) 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 shall be made ten (10) school days and communicated to the school principal and student by telephone. A written copy of the decision also shall be sent to the student and the principal.

**Drug-Free Schools**

**Board Policy 6.307**

Students shall not consume, possess, use, sell, distribute, or be under the inﬂuence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds.1 This includes, but is not limited to, abuse of inhalants and prescription drugs.

Disciplinary sanctions shall be imposed on students who violate standards of conduct required by this policy. Such sanctions shall be consistent with local, state, and federal laws, up to and including, suspension/expulsion as well as referral for prosecution.2 Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school ofﬁce.

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 drugs3 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 appropriate sources of assistance; and

4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies, and judicial ofﬁcials.

Through the use of state guidelines, the Director of Schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;

2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;

3. Implementing the relevant portions of the Drug-Free Youth Act;4

4. Developing administrative procedures for the school district to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and

5. Providing notiﬁcation to parent(s)/guardian(s) and students that compliance with this policy is mandatory.

**Student Alcohol Drug Testing**

**Board Policy 6.3071**

The possession and/or use of illegal drugs and the misuse of prescription drugs is prohibited. The distribution, abuse, or misuse of over the counter medications or other chemicals or substances is likewise prohibited. Students shall 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.1 The Board shall pay costs of any testing required pursuant to this policy.2

REASONABLE SUSPICION DRUG TESTING

Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:3

1. A school board policy on alcohol and drug use has been violated;

2. A search of lockers has produced evidence of the presence of drugs and/or alcohol;

3. A search of persons and containers has produced evidence of a presence of drug and/or alcohol;

4. A search of vehicles has 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 and/or under the influence of drugs and/or alcohol on school property.

Prior to performing a drug test on a student based on reasonable suspicion, the following conditions shall be met:

1. A particular student has violated school policy;

2. The test will yield evidence of the violation of school policy or will establish that a student either was impaired due to drug use or did not use drugs;

3. The test is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;

4. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and

5. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall be school administrators.

Upon receiving reasonable information, the principal shall take the following steps:

1. Call the student into the principal’s office or another private place;

2. Summon an appropriate qualified witness;

3. Discuss with the student the basis for the determination that a test is necessary;

4. Inform the student of the procedures which shall be followed in administering the test;

5. Notify the parent/guardian of the student of the impending test; and

6. Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school.

RANDOM DRUG TESTING OF STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES4

Students involved in any voluntary extracurricular activities shall be subject to random drug tests. Parent(s)/guardian(s) and students shall be informed of this policy prior to participation and shall sign a consent to the drug testing and a release of information as a condition of participation.

Extracurricular activity is voluntary participation in activities not falling within the scope of the regular curriculum and carrying no academic credit. This includes participating in athletic programs, cheerleading, band, clubs, student leadership positions, etc.

Prior to performing a random drug test on a student participating in extracurricular activities, the following conditions shall be met:

1. The test will yield evidence of the violation of school policy or will establish that a student either was impaired due to drug use or did not use drugs;

2. The test is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;

3. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and

4. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall be school administrators.

No student who tests positive under a random drug testing program shall be suspended or expelled from school solely as the result of the positive test.5 The Director of Schools shall develop procedures establishing a random process for the selection of students to be tested.

DRUG TESTING PROCESS

The appropriately qualified and trained witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will

ensure the integrity, validity, and accuracy of the test results but are minimally intrusive and provide maximum privacy to the tested student.

The type of specimen taken shall depend on the substance in question, and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the student.

The principal shall forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and designated by the Board. Specimens shall be retained for ten (10) days.6

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:7

1. If the results of the analysis are negative, they shall be reported as negative, and all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed and expunged.

2. If the results of the analysis are positive, the student and parent(s)/guardian(s) shall be given the written notice of the result. All records of the test, request for a test, or indication a student has been tested shall be confidential student records in accordance with state law.8

The Board will provide students testing positive an assessment to determine the severity of the student’s alcohol and drug problem and a recommendation for referral to intervention or treatment resources as appropriate.9

PENALTIES

Each confirmed incident shall result in a referral to the youth services officer.

First offense students will be suspended from all extracurricular activities for one (1) calendar year.

Second offense students will be suspended from all extracurricular activities for duration of time enrolled or reenrolled in the school district.

Malicious use of authority granted by this policy by any school personnel may be grounds for dismissal.

**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 his/her driver or assigned aide shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities and/or the transportation supervisor as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver’s permission at a point other than the student’s destination for that trip.

The principal of the student transported shall be informed by the bus driver or the transportation supervisor of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. Multiple bus suspensions may lead to long-term removal of regular education students from bus transportation.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.

The Board recognizes that a student may occasionally need to ride a bus other than his/her designated bus. For each such occasion, not to exceed one (1) week per event, the student must have written parental permission and the approval of the principal or his/her designee. Students not assigned to a bus must have written parental permission and the approval of the principal or his/her designee to ride a bus.

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 terminal school.

School principals or their designee(s) shall follow Discipline Procedures - Policy 6.313 - when applying behavior consequences for misconduct on school buses whether en route to school or on field trips.

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.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student’s behavioral record as determined by the district and in accordance with the law.

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

The director of schools is directed to develop procedures governing the use of video cameras in accordance with the provisions of the law and established Board policies.

**Student Dress Code/Regular School Day**

**Board Policy 6.310**

GRADES PK-12

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 and 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.)

Harassment/bullying of students shall not be tolerated. Students who harass or bully shall be disciplined according to the provisions of 6.313.

General:

• no hats/caps or bandanas may be worn in the building

• no underwear, undershirts or camisoles are to be visible

• no hoods over the head at school

• other items determined by the school leadership team and approved by the Director to be distracting to 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 or white color (one additional color as approved by that school) - short or long sleeved (sleeve must cover the shoulder)

• no writing, logos, or any type of design should be on the shirt (except the school colored shirt)

• no holes, cuts or rips of any kind are allowed

• tucked in at all times

• sized to fit, neither skintight 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 - khaki, navy or black color

• Capri pants - flat fronted or pleated - khaki, navy or black 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 skintight nor sagging; must be worn at waist

Shorts:

• flat fronted or pleated - khaki, navy or black color - (must be knee length when standing)

• skorts (K-4 only) - khaki, navy or black color (must be knee length when standing)

• sized to fit, neither skintight nor 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

Jumper:

• khaki or navy in color (must be knee length when standing)

Belts: (Grades 1-12)

• must wear a black or brown belt with a silver or gold buckle

• buckle no larger than 2" x 2" square 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 1/4 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:

• Each principal will submit to the Director and provide for parents the requirement at that school regarding the wearing of coats and jackets within their school.

**Codigo de Vestuario Estudiantil**

**Board Policy 6.310e**

GRADOS Pre-Kinder-12

Las escuelas del sistema escolar de Jackson-Condado Madison deben ser ambientes donde tanto estudiantes como adultos puedan desempeñar su trabajo. El personal docente deberá vestirse profesionalmente y el vestuario de los estudiantes deberá ser de acorde a las pautas establecidas a continuación, para asi crear un ambiente disciplinado en el cual pueda llevarse a cabo enseñanza y aprendizaje sin distracciones, y asi ayudar a nuestros estudiantes a prepararse para el mundo del trabajo. Una expectativa estandar en relación al vestuario estudiantil asistirá a nuestra móvil populación estudiantil a medida que los estudiantes se vayan cambiando de escuela a escuela en nuestro distrito escolar.

El administrador escolar hará la última determinación en caso que algún artículo o estilo de vestir no esté dentro de las pautas establecidas, y también decidirá la manera apropiada de vestir durante actividades extracurriculares. Los maestros y personal administrativo estarán a cargo de imponer y asegurar que las pautas establecidas sean obedecidas. Estas pautas serán aplicadas consistentemente a todos los estudiantes a menos que el Plan de Educación Individual de un estudiante (IEP) indique algo diferente. Todos los requisitos de vestuario, exceptuando las faldas, aplican igualmente a los varones y a las niñas. Los directores de cada escuela tienen permitido, con la autorización de la Directora de Escuelas, designar días discrecionales (es decir, día de fotos, semana de Homecoming, etc.).

El acoso/intimidación de estudiantes no será tolerado. Los estudiantes que acosen o intimiden a otros serán disciplinados según las provisiones del 6.313.

General:

• No se permiten gorras/sombreros ni bandanas o pañuelos de colores en el edificio escolar

• Ninguna ropa interior, camisetas o camisolas deben ser visibles

• No se permitirán capuchas sobre la cabeza en la escuela

• Se prohiben cualquier otros artículos que el personal docente considere sean una distracción al ambiente educativo

• No se permitirán placas en los dientes

• No se permiten sudaderas

• No se permiten pantalones estilo buzo o sudadera, pantalones de pijama, ni pantalones de mezclilla (jeans)

Joyas/Alhajas:

• Cadenas/collares largos o grandes, llaveros, u otros objetos no serán permitidos colgar de los cinturones o la ropa, ni ser usados como joyas (el tamaño “grande” será determinado por el personal administrativo de la escuela)

• No se permiten artículos con clavos grandes o piezas de metal grandes

• No se permiten artículos que lleven símbolos relacionados con drogas, alcohol, revistas o clubs de adultos, maras o pandillas, o violencia

Camisas:

• Estilo polo, con cuello, de color negro o blanco (un color adicional aprobado por la escuela), manga corta o manga larga (manga debe cubrir el hombro)

• No debe llevar ningún estampado, texto impreso, ni logotipo (con excepción del logotipo de la escuela)

• No se permite que tenga hoyos o que esté rota

• Metida en la cintura del pantalón • Debe quedar a la medida, ni muy socada ni muy floja

• Las camisas cuello de tortuga son permitidas si son color negro, blanco, o un color escolar y son llevadas puestas bajo una camisa de estilo de polo o suéter.

Pantalones: Todos los pantalones deben tener lazos de cinturón o presillas, y ser:

• Deben tener frente plano o plecas, color caqui, azul marino, o negro

• Se permiten pantalones estilo capri, frente plano o plecas, color caqui, azul marino, o negro

• No se permiten pantalones de estilo de carga o pantalones con bolsillos grandes en el frente o atrás

• No se permiten pantalones con ningún tipo de escritura, logotipos, o diseños

• No se permitirán pantalones que tengan hoyos o que estén rotos, ni que lleven el dobladillo o ruedo desgarrado o hecho trizas, ni pantalones muy socados, ni tampoco que esten muy holgados, anchos, flojos, colgados, o caídos; deben llevarse a la cintura.

Shorts:

• Deben tener frente plano o plecas, color caqui, azul marino, o negro, y deben llegar hasta la rodilla cuando la persona esté de pié

• Shorts o falda-pantalón (Kinder-4º grado únicamente) - color caqui, azul marino, o negro, y deben llegar hasta la rodilla cuando la persona esté de pié

• Deben quedar a la medida, no muy socados, ni tampoco muy flojos; deben llevarse a la cintura.

Faldas:

• Deben ser de un solo color (los mismos colores que se mencionan arriba)

• El ruedo debe llegar hasta la rodilla cuando la persona esté de pié

Jumper:

• Color caqui o azul marino, y deben llegar hasta la rodilla cuando la persona esté de pié

Fajas/Cinturones: (Grados 1-12)

• Deben usar un cinturón de color negro o marrón (café) con una hebilla de color plata o de oro

• Hebilla de un tamaño inferior a 2 "x 2" pulgadas cuadradas y no debe llevar ningún texto impreso, ni logotipo de especialidad

Suéteres:

• Algodón, mezcla de algodón/poliéster, o de lana - negro, blanco o color de la escuela aprobado

• Debe tener cuello y sin capucha

• Pueden tener una cremallera (zipper) de largo completo o de un 1 / 4 de largo

• De manga corta o de manga larga

• Estilo chaleco son aceptables

Si un estudiante lleva un suéter puesto, también debe llevar puesto debajo del suéter una camisa de uniforme o camisa estilo cuello tortuga.

Zapatos:

• No se permiten zapatos con tacones de mas de 2 pulgadas de alto

• No se permiten zapatillas, ni zapatos de andar en casa / pantuflas

• No se permiten chancletas / sandalias

• No se permiten crocs

• No se permiten zapatos con ruedas

Prendas exteriores:

• Cada director presentará a la Directora de Escuelas, y proporcionará a los padres, los requisitos de cada escuela en relación con el uso de abrigos y chaquetas en su escuela.

**Medicines**

**Board Policy 6.405**

If under exceptional circumstances a student is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following guidelines.1

Written instructions signed by the parent/guardian are required and shall include:

1. Child’s name;

2. Name of medication;

3. Name of physician;

4. Time to be self-administered;

5. Dosage and directions for self-administration (non-prescription medicines shall have label directions);

6. Possible side effects, if known; and

7. Termination date for self-administration of the medication.

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

1. Written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-administration; and

2. Purpose of the medication.

The medication shall be delivered to the principal's ofﬁce in person by the parent/guardian of the student unless the medication shall be retained by the student for immediate self-administration.

The principal/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;

2. Keep written instructions from the parent/guardian in the student's record;

3. Keep an accurate record of the self-administration of the medication;

4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;

5. Return unused prescription to the parent/guardian only; and

6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent/guardian is responsible for informing the designated ofﬁcial of any change in the student's health or change in medication.

A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term administration of medication.

BLOOD GLUCOSE SELF-CHECKS2

Upon written request of a parent/guardian and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS

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

STUDENTS WITH ADRENAL INSUFFICIENCY

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

1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication;

2. The district shall maintain a record of all school personnel who have completed this training; and

3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other

licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication.

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

**Student Records Annual Notification of Rights**

**Board Policy 6.601**

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

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

2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student’s rights, including the right to a hearing upon request;

3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;

4. Obtain a copy of this policy and a copy of such educational records;

5. Exercise control over other people’s access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as “directory information.” Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student’s parent(s) or the eligible student.

DIRECTORY INFORMATION

" Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.

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

**Media Access to Students**

**Board Policy 6.604**

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school.

Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature.

If any student is to be filmed or videotaped and will be identified or 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.1

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.

**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.

Each school department or club which presents honors or awards or conducts contests will file with the principal the name of the honor, award or contest; the basis for selection of the award and honor; the method of participation; and the reason for the contest.

The director of schools shall approve all requirements imposed by clubs which have restricted membership.

HAZING

The nature of any initiation shall be outlined and presented in writing to the club sponsor and the principal of the school for approval prior to the actual initiation. Hazing by students acting alone or with others is strictly prohibited. Any organization which permits an initiation to go beyond the scope of activities planned and previously approved will be suspended until reinstated by the principal.1

Sororities, fraternities, and all secret organizations are prohibited.

**Student Publications**

**Board Policy 6.704**

STUDENT RIGHTS

The student shall be allowed to responsibly express himself/herself and to disseminate his/her views in writing. Any student may submit articles and editorials for school-sponsored publications. The procedure for submission of materials shall be published and distributed to all students.

STANDARDS

School-sponsored publications shall adhere to commonly accepted community standards, and no printed material may be distributed which:

1. Is obscene

2. Is libelous

3. May create a material and substantial disruption of the normal school activity or appropriate discipline in the school.

CONTROL AND SUPERVISION

Student publications shall be under the control of the principal. Each school shall have a faculty sponsor who reviews all publications proposed to be distributed in the school by a student or school group.2

DISTRIBUTION

School authorities shall regulate the time, manner, place and duration for the distribution of publications on school grounds. As it pertains to the school, distribution shall be defined as any manner of disseminating written or printed materials equally, systematically or merely at random to several or many persons on school grounds.

APPEALS

If a request for distributing any portion of a student publication is denied by the faculty sponsor, the decision may be appealed to the principal, then to the director of schools, and ultimately to the Board.

**Student Fees and Fines**

**Board Policy 6.709**

FEES

School fees are defined as follows:

1. Fees for activities that occur during regular school hours, including field trips;

2. Fees for activities and supplies required to participate in all courses offered for credit or grades;

3. Equipment and supplies required to participate in interscholastic athletics and marching band, if taken for credit;

4. Fees or tuition for courses taken for credit or grade during summer school;

5. Fees required for graduation ceremonies;

6. Fees for a copy of the student's records; and

7. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

School fees are not:1

1. Fines for overdue library books;

2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;

3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property;

4. Charges for debts owed the school;

5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;

6. Costs to participate in not-for-credit extracurricular activities, including athletics; and

7. Tuition for non-resident students.

No fee will be charged any student as a condition to attending school, but students shall be responsible for normal school supplies, such as pencils and paper.

At the beginning of the school year, each principal shall be responsible for providing to all students and their parents or guardians written notice of the required student fees and the process for fee waiver.

Prior to the beginning of school each year, the Board, upon the recommendation of the principals and director of schools, shall approve all student fees for the upcoming school year. Additional fees may be approved during the year as needed.

The director of schools shall be responsible for maintaining copies of all correspondence relating to this program.

No employee may charge a student for any service rendered on the school premises. Tutoring one's own student for pay is prohibited.

FINES

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.3

The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/ guardian has paid for the damages. When the student and parent are unable to pay the debt, 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. 4

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available free to students as a loan. Parent(s) will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s). The condition of each book and a book number shall be recorded by the teacher issuing it.

The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. For one year's wear there will be no charge.

Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.

### **Special Education**

Students eligible for special education shall be served in accordance with the laws and rules relating to special education.

## 

## **Tennessee Legislature Public Chapter 585**

## 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

Division of Special Education, Tennessee Department of Education

710 James Robertson Parkway

Andrew Johnson Tower, 9th Floor

Nashville, Tennessee 37243

Phone: 1.615.741.1921; Fax: 1.615.253.5567

[www.tn.gov/education](http://www.tn.gov/education)

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

## 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. A few of these organizations are listed below:

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

545 Mainstream Drive, Suite 100, Nashville, TN 37228-1213

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

West Tennessee: Phone: 1.901.726.4334 Email: [Fatima.ellisclark@tnstep.org](mailto:Fatima.ellisclark@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)

1-901-458-6013 (TTY) 901-458-7819 (FAX)

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

West Tennessee: (Jackson Area) Phone: 1-731-660-6363 Fax: 1-731-660-6372

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."

**Tennessee Legislature Public Chapter 990**

State of Tennessee

PUBLIC CHAPTER NO. 990

HOUSE BILL NO. 2548

By Representatives Hill, Hardaway

Substituted for: Senate Bill No. 2488

By Senator Gresham

AN ACT to amend Tennessee Code Annotated, Title 49, Chapter 6, relative to student participation in extracurricular activities.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE: SECTION 1. Tennessee Code Annotated, Title 49, Chapter 6, is amended by adding the following as a new, appropriately designated section:

49-6-\_.

(a) Each school shall notify the parents or legal guardians of all clubs and organizations available to students attending such school by prominently displaying the information in the school's student handbook, or other standard or policy guidebook that contains the policies and procedures of the school and is distributed annually. The list shall include:

(1) The names of the clubs and organizations, including any abbreviations or acronyms;

(2) The mission and purpose of the clubs and organizations; and

(3) All financial requirements associated with membership in the club or organization.

(4) Notification of the option set forth in subsection (b) to prohibit a student from participating in any club or organization.

(b) No school shall permit a student to become a member or participate in any activities of a club or organization if the parent or legal guardian of such student has tendered a written communication prohibiting such student from such membership or participation. In order to be valid, the written communication shall be signed and dated by the parent or legal guardian.

SECTION 2. This act shall take effect July 1, 2012, the public welfare requiring it.

**Additional Statements**

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.

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 the Title 1 funds and who provided instruction to their child at the school.