

PRINCIPAL'S MESSAGE

Welcome to Andrew Jackson Elementary School! I look forward to a wonderful and successful school year! I hope the information in this handbook is very useful! Please let me know if I can be of any assistance to you during the school year.

TELEPHONE DIRECTORY

Main Office.....668-8023
Fax Number668-5933
Cafeteria668-8489

GENERAL SCHOOL INFORMATION

Andrew Jackson Elementary is a Title I School. The school receives Title I funding from the federal government to supplement local funds to help provide teachers and students with resources needed to improve reading and mathematics skills.

Andrew Jackson Elementary School follows a core curriculum, which is in compliance with the guidelines established by the State of Tennessee. The core curriculum that JMCSS has adopted includes: CKLA (Kdg.-2nd); Expeditionary Learning (3rd-5th); Eureka Math (Kdg.-5th); Science and Social Studies.

MISSION

The mission of Andrew Jackson Elementary School is to provide a quality educational environment that enables all students to develop his/her abilities to their fullest potential by completing a rigorous curriculum so that they will become responsible, contributing members of society and life-long learners.

BELIEFS

We, the Andrew Jackson Elementary School family believe:

- Every student deserves the opportunity to be educated in a way that prepares them for college, if they so choose to attend. ("No Excuses University")
- All students can learn and student expectations for success are held to high standards.
- The school, family, and community must work together to establish a high performing learning culture that promotes a quality educational program for all students.

VISION STATEMENT

The vision of Andrew Jackson Elementary School is to maintain a positive learning environment which provides students with a rigorous academic curriculum which will help develop open-minded, creative thinkers that will prepare them to be college and career ready.

SCHOOL COLORS AND MASCOT

The Andrew Jackson Elementary School colors are burgundy and gold. The school's mascot is the "**Golden Eagle.**"

ADMISSION REQUIREMENTS

Students entering school for the first time or transferring from out of state must provide three documents. They include: Certified Birth Certificate, a Tennessee School Entry Medical Examination Form, and a Certificate of Immunization. A child may not be officially enrolled or attend classes until these three documents are received.

ATTENDANCE

All students are expected to attend school all day, every day. Our school goal for attendance is 100% of our students present each day. (See Policy 6.200)

***Attendance will count as 10% of our school's TNReady test scores.**

ABSENCES

School Board policy allows five reasons for an excused absence:

1. The student's personal illness.
2. Illness in the family requiring temporary help from the student.
3. Death in the family.
4. A recognized religious holiday.
5. School sponsored or related activities approved by the Principal.

When your child is absent, please call the school between 8:00 a.m. and 8:30 a.m. to report the absence. Give the child's name, the teacher's name and the reason for the absence. When your child returns to school, please send a brief note or doctor's statement to the child's teacher. The teacher will then forward the note to the attendance secretary. **Note: There will be no more than 5 written notes accepted as an excused absence for the entire school year. Also, if your child has an excessive amount of unexcused absences throughout the school year, you will be referred to truancy and your child will also be in danger of being retained.**

APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments outside school hours. When this is not possible, try to schedule the appointment early in the day or late in the afternoon so that they **will not** miss an entire day of school.

AWARDS AND HONORS

Students receive special recognition at school during awards programs. These awards are given out at the end of the first through fourth nine weeks. Yearly awards are given out during "Awards Day", which is scheduled during the last week of the school year. The awards that students may qualify to earn during the nine-week period are:

Principal's List	All A's on the report card
Honor Roll	All A's and B's
Perfect Attendance -	Present and on time the entire school year

BREAKFAST IN THE CLASSROOM

A healthy breakfast is served daily in all classrooms. Breakfast is served free of charge to all students.

BUILDING SECURITY

All visitors and parents are required to stop by the office after entering the building. Visitors and parents must show a valid I.D. and sign-in on the log form to receive a visitor's pass. Students who are picked up early will be called to the office to be signed out from that location. Visitors will be asked to show appropriate identification. **(All ID's will be scanned by our online security system, Raptor).**

BULLYING

The bullying or threatening of students is strictly prohibited and may result in suspension. (See Policy 6.304) ****This includes social media.**

CAR RIDERS

Students who are car riders will load/unload near the side door of the cafeteria from the passenger's side of the vehicle. Dismissal of students begins at **3:05 p.m. daily**. Parents and guardians are to remain in cars and have the car rider number hang tag on the rear view mirror for easy identification and pick-up of students. (See Policy 3.403) ***If you do not have your car rider number, you must park and pick up your child from the office. Note: All car riders must be picked up by 3:20 p.m**

CHANGE OF ADDRESS/TELEPHONE

It is extremely important that the school maintains up-to-date phone numbers and addresses of all students. **In case of emergency, please notify the school immediately if you have a**

change of address or telephone number during the school year.

CLOSING/CANCELLATION OF SCHOOL

If for any reason school is cancelled or dismissed, the local television, radio, and newspaper media will be notified. In case of snow or inclement weather, please tune in to local television or radio stations for information. (See Policy 1.8011) Parents will also receive notification by our telephone messaging system. ***Please make sure that our school office has an accurate phone number so that you can receive messages from the telephone messaging system.**

CONFERENCES

It is very important that you know what is going on with your child at school. Parent-teacher/student led conference days are scheduled each year in the fall and spring. However, a teacher may find it necessary to ask a parent to come to school for a conference. Parents may also schedule a conference by calling the office at 668-8023. At this time, office personnel will assist you in arranging a conference with your child's teacher. ***Teachers will meet with you at their discretion during their planning time or before/after school.**

AGENDA BOOKS

Each student will receive an agenda book at the beginning of the school year. Agenda books are used for parent and teacher communication. Teachers and Parents are required to sign the agenda book each day. Students **must** keep up with their agenda books for the entire school year.

DISCIPLINE PLAN – SCHOOL-WIDE

Quality discipline is everyone's responsibility. Our faculty develops our school-wide discipline plan in accordance to the discipline policy adopted by the Jackson-Madison County School Board.

Andrew Jackson teachers believe that discipline is an attitude which begins at home, is reinforced at school, and is applied through life.

SCHOOL-WIDE MOTTO

S = Self-discipline

O = Take Ownership

A = Always be...

R = Respectful

SCHOOL CONSEQUENCES

1. Warning

(Break a rule one time)

2. Loss of privileges or treats

(Determined by the classroom teacher)

3. Time out/Teacher Swap

(Student is isolated from classmates or sent to another teacher's classroom in the same grade level in order to regain control over his/her self)

4. Note/telephone call to parent

(Communicate with parent of the misbehavior and create a plan to correct it.)

5. Extra Mile Referral (ISS) and Parent Conference

(Parent must come to school for a conference with the teacher and the Extra Mile Monitor).

6. Student will be referred to the Principal. (Last resort)

Note: Specific behaviors such as fighting, assault or threats, warrants an immediate office referral and may result in suspension.

SCHOOL REWARDS

- Weekly rewards/ "Fun Friday"
- "Caught Being Good"
- "Student of the Month"
- "House Points" (Andrew Jackson's "House System")
- Positive notes and phone calls to parents

CAFETERIA DISCIPLINE

The same rules for good conduct apply in the cafeteria as in the classroom. Students may talk only when seated in their proper places. Students may not get out of their seats without permission from the cafeteria monitors.

PLAYGROUND DISCIPLINE

These same rules for good conduct apply on the playground as in the classroom. Additional precautions will be shared with the students, as needed.

BUS DISCIPLINE

Riding the bus is a privilege. Our utmost concern is the safety of the students and the driver. A list of bus rules will be sent home early in the school year. It is the responsibility of each family to review these rules with their children. Students who misbehave on the bus are reported to the Principal or Assistant Principal by the driver. A bus referral will be filled out and sent home with the

student. **Discipline procedures will be followed according to School Board Policy 6.313.**

DISMISSAL

No check outs will be allowed after 2:50 p.m. For extreme circumstances, the student will be dismissed and will be documented as tardy. After **2:50 p.m.**, students are considered a car rider or bus rider. School is dismissed at **3:05 p.m.** each day. Students must be off campus by **3:20 p.m.** All students are to leave the campus immediately. ****If your child is a car rider, they cannot be checked out from the office. You must remain in the car rider line.**

DRESS CODE

Andrew Jackson Dress Code Guidelines:

Shirts

- Collared polo style — black, white, or burgundy- short or long sleeved
- No blouses
- Tucked in at all times
- No writing, logos, or any type of designs should be on the shirt
- No holes, cuts or rips of any kind are allowed
- Sized to fit, neither skintight or sagging
- Turtlenecks are allowed if they are black, white, or burgundy and must be worn under a polo style shirt or sweater
- School t-shirt or college shirt can be worn on Friday's

Pants, Shorts, Capri Pants

- Flat fronted or pleated – black, khaki or navy color
- Must have belt loops
- Sized to fit, neither skintight or sagging; must be worn at the waist
- Shorts must be knee length when standing
- 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 the pant
- No holes, frayed cuffs, cuts or rips of any kind are allowed

Skirts, Skorts, Jumper

- Black, khaki or navy color (must be knee length when standing)
- Skorts (K-5 only)
- No polo style dresses or any other style dresses are permitted, except jumper dresses.
- Sized to fit, neither skintight or sagging; must be worn at waist

Sweaters

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

Belts

- **Black or brown** belt with a silver or gold buckle no larger than 2"x 2" square and no specialty, logo, oversized or wording allowed

Shoes

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

General

- Coats & jackets will be kept in student lockers during the day. ***If a student wants to wear a jacket or sweater around the building, it must be solid white, burgundy or black (no prints or designs).**
- No sweatshirts, sweatpants, wind pants, pajama pants or jeans
- No hats/caps or bandanas may be worn in the building
- No underwear, undershirts or camisoles are to be visible
- Hoodies cannot be worn during the school day (**Hood must be tucked inside jacket**)

***See Ms. Dorsey or JMCSS Board Policy 6.310 for more details.**

DRUG-FREE SCHOOLS

(See Policy 6.307)

EARLY PICK-UP OF STUDENTS

All students are expected to stay at school all day. Whenever a child is checked out of school early, parents must come into the office to sign them out. Only authorized persons (**those persons listed on a student's registration**) may sign students out. These persons should be **18** years or older. **No check outs will be allowed after 2:50 p.m.** After **2:50 p.m.**, students are considered a car rider or bus rider.

EMERGENCY DRILLS

Fire, tornado, intruder, earthquake, drills, etc. will be held at regular intervals throughout the school year. Teachers will discuss the procedures with their classes. During drills, students are to move quickly and quietly to their designated areas.

EMERGENCY RESPONSE AND CRISIS MANAGEMENT

PLAN

The Principal shall develop an Emergency Management Plan for use in times of crisis, including earthquake, fire, tornado, and other severe weather or any other type of emergency situation. The

Principal shall appoint a Crisis Team, which will deal with specific situations, make decisions, and disseminate information in the event of a crisis. Andrew Jackson will follow the procedures and guidelines as set forth by Jackson-Madison County Schools Emergency Response Manual. (See Policy 3.203)

EXTRA MILE PROGRAM (ISS)

The program is designed to provide the disruptive student with an academic alternative to out-of-school suspension. In addition, since the disruptive student is temporarily removed from the classroom, the teacher is able to continue the lesson and the other students are able to continue with the learning experience, uninterrupted. The name is an acronym for the **Extra-classroom Modified Independent Learning Environment**.

FIELD TRIPS

Field trips are designed to stimulate student interest and inquiry and to provide opportunities for social growth and development are considered appropriate extensions of the classroom. Parents will be notified in advance of all field trip dates and times. Parents are also required to sign the field trip permission slip. It is important

that all students who participate in field trips conduct themselves in a respectful way that brings pride and honor to Andrew Jackson. **Andrew Jackson is a Title I school and the fee for field trips is optional.**

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. The grades 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 damages. (See Policy 6.709)

FLOWERS AND BALLOONS

Flowers and balloons delivered to students at school will be held in the office until dismissal time. Balloons may not be taken on the school bus or on vans.

FOOD SERVICE

Breakfast is served in the classrooms from 7:50 - 8:05 a.m. Andrew Jackson serves Universal Free Breakfast for all students.

Meal prices are as follows:

All students will receive **free** lunch for the 2019-2020 school year.

Adult/Visitor Lunch- \$4.00

Adult/Visitor Thanksgiving and Christmas Lunch-\$5.00

Reservations are needed for the Thanksgiving and Christmas meals only. As we promote healthy habits and meals, **fast food is not allowed during lunch or any school activities/programs. Note: Grades K-2 will be reserved for Thanksgiving lunch. Grades 3-5 will be reserved for Christmas Lunch.**

GEMS (ENRICHMENT) PROGRAM

The program is offered for high academic achievers whose needs go beyond what the general education class can meet. This is a Special Education Program, and students must meet the State of Tennessee criteria in order to be served. Any student in grades K-12 may be referred for screening.

GRADES

The grading system for Andrew Jackson is as follows:

93-100 = A

85-92= B

75-84 = C

70-74 = D

Below 70 = F

Students' grades will be weighted as follows: **Daily Grades/40% Test Grades/60%** ****Parents may view their child's grades on Powerschool under the Parent Portal. To access this Information, please use your child's ID number that was used for online registration.** *Students in Kindergarten will receive a Standards-Based Report Card. (See Policy 4.600)

GRIEVANCE-DISCRIMINATION/HARASSMENT

Any student or parent who has a complaint which he/she feels cannot be resolved at the school level may file a discrimination/harassment grievance against another student or an employee of the district. This complaint must be filed in writing with the Student Services Department at the District Office. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform the school principal and the Student Services Department of the allegation. After a grievance form has been submitted, the grievance procedures will be followed.

HOMEWORK

The goal of homework is to provide practice and reinforcement of classroom learning. Parents can best help their child with homework by providing a quiet, comfortable place to work. When your child is absent from school and needs his/her homework assignment, please contact your child's teacher for information concerning assigned work.

HOURS OF OPERATION

School hours are from **8:05 a.m. until 3:05 p.m.** The school doors are opened at **7:35 a.m.** Students **should not** be dropped off before this time. Students will be dismissed to their classes at 7:50 a.m. Parents and guardians are asked to follow our uninterrupted Reading and Math times each day. We also ask that no other appointments be made during those designated times. ***RTI Interventions will be from 2:00 p.m.-2:45 p.m. each day!**

ILLNESS OR INJURY

School personnel will render first aid treatment for minor injuries. If emergency medical treatment is needed, parents will be contacted.

IMMUNIZATION

State law requires that all students be immunized or exempted as allowed by medical or religious reasons. A Certificate of Immunization can be obtained from your doctor or the Health Department.

INSURANCE

School insurance is offered at the beginning of each school year. Forms are available in the school office.

INTERNET ACCESS

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

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. (See Policy 4.406)

CELL PHONES

Students should not be on their cell phones or on social media during school hours. Cell phones **MUST** be kept in student's backpacks throughout the day. If your child's phone is taken up by a teacher or staff member, the phone will be kept in the office until a parent comes and retrieves the phone. ****The misuse of cellphones on school property, may result in further disciplinary action.**

KINDERGARTEN ADMISSION

Children entering kindergarten are required to be five years old on or before August 15th for the school year in which they are enrolling. Parents must bring a Certified Birth Certificate, Tennessee School Entry Medical Examination Form, and the Certificate of Immunization to be officially enrolled.

LEGAL RESIDENCE

The parent or guardian of a student seeking to enroll at Andrew Jackson must provide the school district with at least three items of verification of their address. These may consist of a mortgage document or property deed, apartment or home lease, utility bills, driver's license, voter precinct identification, or automobile registration.

LIBRARY/MEDIA CENTER

Our library/media center has a wide range of fiction, non-fiction, biographies, and reference materials for information and entertainment. Students may check books out of the library. ****Parents are financially responsible for any lost books that their child has checked out.**

LOST AND FOUND

All items found on campus are placed in the office. Students may claim them after proper identification. ***Please label your child's items.**

LUNCH

Our lunch shifts are 30 minutes in length. Parents are welcome to eat with their children at any time and may pay for their lunch in the cafeteria. Students are welcome to bring their own well balanced lunch. School lunches must be in a lunch bag/box. **Fast food items and sodas are not allowed. All drink items that are brought to school must be 100% fruit juice or water.**

MEDICATIONS

School Board Policy requires a doctor's written explanation before (authorized) school personnel can administer any medication. A form to be completed by your physician is available in the school office. Return the completed form to the office, which is placed into the child's file. The medicine can be administered from the office by authorized school personnel. We do not provide students with any over-the-counter medications. (See Policy 6.405)

PARENT TEACHER ORGANIZATION

Our PTO is involved in a variety of programs. Many activities, events, and meetings will be scheduled throughout the school year. We invite you to join the PTO and take part in this organization. **The cost is \$5.00 per person and \$8.00 for a family.**

PARTIES/TREATS

Classes are allowed **two** parties per year. Parties are scheduled from 2:00 p.m. - 3:00 p.m. Parties include games, activities, and food for the students. Please try to provide healthy snacks. ***If you would like to bring treats for your child's birthday, please get permission from your child's teacher at least a week in advance.**

PARTNERS IN EDUCATION

Our school has many wonderful PIE Partners. These organizations provide the school with support in a number of ways including providing awards and prizes for our Awards Program, Field Day, and assisting with many other special

projects throughout the school. ***For a list of our school's PIE Partners, please see our school's website**

PICTURES

Individual and/or class group pictures will be taken during the school year. Announcements will be sent home to parents prior to pictures being taken.

PROGRESS REPORTS

Progress reports are issued every 4 ½ weeks each nine-week grading period. It is very important for parents to sign and return the reports. Parents are encouraged to ask for a conference when needed

PROJECT B.A.S.I.C.

(Better Attitudes and Skills in Children)

Project Basic is a program sponsored by Pathways. The program coordinator will present classroom activities to help children develop good feelings about themselves, make responsible decisions, cope with stress, and cooperate with others. Assistance will be available to individual students and their families to address problems related to school, changes at home, or other life difficulties. All activities are geared towards promoting healthy growth of children.

PROMOTION AND RETENTION

Promotion and retention are based on the teacher and administrator's evaluation throughout the school year. Parents have the right to be informed of the decision. (See Policy 4.503)
***If your child is in danger of being retained, you will receive notification from your child's teacher and the principal.**

RECORDS

School records are maintained for each student. These records are accessible, by law, only to a child's legal guardian. Information included in these records may not be released without written parental consent. When a student transfers to another school, a transcript of student records will be forwarded to the new school. (See Policy 6.601)

REPORT CARDS

Report cards are issued at the completion of every nine week period. Please contact your child's teacher if you have any questions concerning grades or conduct.

PROFESSIONAL SCHOOL COUNSELOR

Our school has a counselor in the building daily. She provides group instruction and individual counseling. The counselor welcomes the opportunity to talk with any student or parent.

SCHOOL NURSE

Our school nurse is in the building full-time to provide services to children with various illnesses. The nurse's hours are from 7:45 a.m.-3:15 p.m. each day.

SEXUAL HARASSMENT

Every child is entitled to a school environment which is free from any type of harassment. Inappropriate comments or touching should be reported to a teacher or principal. This type of behavior will not be tolerated. (See Policy 6.304)

SMOKING

By school board policy, smoking is prohibited on school property, or in a school building. Possession of tobacco by a student is also prohibited. (See Policy 1.803)

SPEECH THERAPIST

Our speech therapist provides services to our students. If any parent feels their child needs help in the area of speech or language development, they should contact their child's teacher.

SUSPENSIONS

Suspensions from school are only given by the Principal or Assistant Principal. Suspensions cannot be given by teachers. A student may be suspended from one to ten school days. Suspensions signify that the student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment. ****Students with excessive behavior problems and consecutive suspensions will be referred to the "BEST" Academy (Alternative School).**

TARDINESS

Arrival at school on time is expected. Any student who arrives at school after **8:05 a.m.** is considered tardy and the student must sign in at the office. Also, any student signed out before **2:50 p.m.** is considered tardy. ***Please remember that three tardies equals one absence. Note: This may affect your child's perfect attendance at the end of the school year.**

TEXTBOOKS

Textbooks are furnished at no fee to parents. If a book is lost, or damaged beyond reasonable wear, the parent must pay for the book. Parents will receive a textbook use form that details this information. (See Policy 4.401) ***Students that owe for textbooks, will not receive their report cards at the end of the school year.**

TELEPHONE

The office telephone is a business telephone and is not to be used by students except in case of an emergency. Students must have permission from their classroom teacher to use the phone.

VANDALISM

Willfully damaging school equipment or property is vandalism, and cause for immediate suspension. The school system requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. (See Policy 6.311) ****This also includes the school bus.**

VISITORS

All visitors are required to report to the school office upon entering the building. Parents are always welcome and are encouraged to visit the school. In order to visit, your name must appear on the child's registration card. Please list all people that can pick-up your child, have lunch with your child, or visit your child. Upon visitors signing in, a visitor's pass will be issued. (See Policy 1.501)

WEAPONS

The possession of a weapon on school property or a school bus is strictly forbidden. Violation of this rule will cause immediate expulsion and will be reported to appropriate law enforcement agencies. State law considers possession of a weapon on school property a felony, and prescribes a maximum penalty of six years imprisonment and a fine not to exceed \$3,000.00. (See Policy 6.309)

WITHDRAWAL

Parents of any student who is withdrawing a student should notify the school's office and clear any debts owed to the school.

Teachers will document the student's progress and close out the student's record. The school office will forward the information to their next school of enrollment.

ZERO TOLERANCE OFFENSES

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated: weapons and dangerous instruments, firearms, drugs, battery. (See Policy 6.309) ***Toy guns are considered a zero tolerance offense and may result in suspension or alternative placement.**

Toys

Toys are prohibited on school campus. Please check your child's backpack each morning and discard any items that may cause a disruption or distraction at school.

ADDITIONAL POLICIES

A complete listing of school board policies is available on the Jackson-Madison County School System website - www.jmcss.org.

Statement: 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.

School Website

Please visit our school website for school news and events at www.jmcss.org/andrewjackson.

JACKSON-MADISON COUNTY SCHOOL BOARD POLICIES

Policy 1.802 Grievances and the Americans with Disabilities Act

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

COORDINATOR³

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.

NOTICE⁴

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 PROCEDURE⁵

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted 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.

Written 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 a written request for a due process hearing to the Section 504 coordinator. The written request must be made 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. The school system shall not have legal representation at the hearing unless the parent provides notice that he/she will have legal representation.

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 of 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.

Section 504/ADA 1.802

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

Policy 1.8021 Non-Discrimination

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

Policy 1.803 Tobacco-Free Schools

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all school district buildings.¹ 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 shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.²

The use of tobacco or tobacco products, including smokeless tobacco, 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, 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.³ 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 and tobacco products 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.²

Policy 3.202 Emergency Preparedness Plan

The director of schools shall be responsible for developing, maintaining and acquiring Board approval of the district Emergency Preparedness Plan,¹ which shall include procedures for cases of nuclear or bomb threat, civil disturbance, earthquake, fire, tornado or other severe weather, and medical emergencies, such as pandemic flu outbreak.

Emergency preparedness drills will be developed and implemented by each principal, with approval of the director of schools, and when appropriate, 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 a sufficient number of drills is conducted in order to give instruction and practice in proper actions by staff and students. One fire drill requiring full evacuation shall be given every month during the school year, with an additional fire drill to be

conducted within the first thirty (30) days of operation. Three (3) additional safety drills shall be given during the school year. These drills may include inclement weather, earthquake, intruder or other emergency drills that do not require full evacuation.²

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.

The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions in the proper use of them in their building.

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 using as reference the state's 2006 Pandemic Influenza Response Plan.³

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Each school and facility may determine to provide access to an Automated External Defibrillator (AED). 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.

Policy 3.203 Crisis Management

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.

Policy 3.403 Traffic and Parking Controls

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

Students who ride bicycles or drive motor vehicles to school must leave the vehicles parked in designated areas until the end of the school day, unless permission is obtained from the principal.

Parking regulations for each school will be developed by the principal and published in the school handbook.

Policy 4.301 – Interscholastic Athletics/Home School

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunity shall be provided for members of both sexes.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 or his/her 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 transportation costs.

Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of middle and secondary athletics,² including magnet schools, except that to the extent any TSSAA bylaw permitting participation by students who are not enrolled and attending during the regular school year in the Jackson-Madison County School System is consistent with this policy.

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 Tenn. Code Ann. § 29-20-403.³

There shall be a complete annual physical examination of every student prior to his/her participation in interscholastic athletics.⁴ Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the principal's office. Parental permission must be obtained before physicals are conducted. It shall be the responsibility of the parent(s) or guardian 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 permitting them to practice or play baseball, football, basketball or any similar game within the regular school hours of any school day of the week without written permission from the Board or the Board's designee. This does not prevent the inclusion of regular physical training lessons in the daily school program.⁵

Students shall not be disqualified from participation on a school athletic team solely on the basis of participation in another sport except where the season overlaps by more than two weeks.

The Board specifically forbids the recruitment of students in any fashion.

Participation in interscholastic athletics or marching band shall not be substituted for the lifetime wellness graduation requirement. ⁶

Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities as part of the athletic program. ⁷

Administrative procedures governing the activities of extracurricular groups, including but not limited to, athletic teams and bands, during times of extreme weather shall be followed. (Refer to 4.301 Administrative Procedures)

All coaches of a sport or cheerleading and/or band directors shall be CPR certified.

Home School Students

In addition, a home schooled student wishing to participate in extracurricular athletics shall be eligible if the following qualifications are met:

1. The student shall be enrolled in a home school study program in compliance with Tenn. Code Ann. § 49-6-3050(b)(1) and Board Policy 6.202 and be registered with the director of schools by August 1 of the current school year. The student must be enrolled in a home school conducted by his or her parent(s) or legal guardian(s), and the student must be taking a minimum of five (5) academic subjects or the equivalent administered by the parent(s) or guardian(s) which count toward graduation.
2. The student must have a legal residence within the school district. By August 15 of the school year, the parent or guardian must make application to the principal of the school in which the home school athlete would be assigned by virtue of the student's residence as required by Policy 6.205.
3. The home school athlete shall meet the same academic standards required of a student athlete who is enrolled and attends a school in the District to participate in the athletic program; however, the Director of Schools or his/her designee in which a home school athlete wishes to participate shall work with the parent or guardian to ensure that the home school athlete is academically eligible. If a home school student's course of study does not include five (5) academic subjects, then the Director of Schools and the parent shall develop an alternative measure of academic progress and submit the same to the TSSAA for approval. In no event shall a home school student be eligible to participate if the student is not receiving the minimum of four (4) hours per day of instruction administered by their parent/guardian or if the student has fallen three (3) months or more behind the student's appropriate grade level. Proof of academic eligibility shall be provided by the Director of Schools or his/her designee to the TSSAA each semester.
4. The home school student must provide to the Director of Schools or his/her designee proof of basic medical insurance coverage and both independently secured catastrophic insurance coverage and liability insurance coverage which names the School System and TSSAA as an insured party. The insurance must be in place before the home school student practices or participates and must be no less than the limits set forth in Tenn. Code Ann. § 29-20-403.

5. The home school student must pay an annual non-refundable participation fee in the amount of \$150.00 for each athletic sport in which a home school athlete participates. The participation fee shall be paid in full prior to the first regular season contest for each sport. The participation fee is in addition to any fees or equipment/uniform costs that regularly enrolled student athletes are required to pay.
6. The home school student must meet all TSSAA eligibility requirements.

Interscholastic Athletics/Home School 4.301

7. The home school athlete must adhere to the same standards of behavior, responsibility, performance, and code of conduct as other participants of the team. The opportunity to participate in interscholastic athletics is a privilege, and home school students who fail to adhere to the standards of behavior, responsibility, performance and code of conduct are subject to discipline including but not limited to dismissal from the team.
8. A home school athlete only has the opportunity to try out for a member school's athletic team. Ultimate decisions on the roster are left to the coaches. No student is guaranteed participation, but only the opportunity to try out for a position on the team, subject to the other provisions of this policy. Any home school athlete that is selected to a team will be allowed to participate in all team related functions, activities and events.
9. No home school student serving a suspension or expulsion from this or another school system is eligible to participate during the period of suspension and/or expulsion.

All coaches of a sport or cheerleading and/or band directors shall be CPR certified.

Policy 4.401 Textbook Selection, Distribution and Care

SELECTION

The selection of textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with the local textbook selection committees subject to approval by the Board.¹ The director of schools shall establish a procedure for providing the citizens of the community an opportunity to examine proposed textbooks prior to their final adoption,² including public notice of time and location at which textbooks may be examined.

DISTRIBUTION

The materials clerk shall be designated by the Board to be responsible for the purchase and distribution of textbooks in each school. The principal shall be responsible for seeing that each student receives the required textbooks at no cost to the student.³

CARE OF TEXTBOOKS

Textbooks 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. Parents are to sign an agreement stating they will be responsible for the textbooks received and used by their children.

The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books:

Age of Book	Amount Collected
1 - 2 years	100% of replacement cost
3 - 4 years	75% of replacement cost
5 or more years	50% of replacement cost

The Board shall approve and periodically review a schedule of fines for damaged books. In cases where the book is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost books.

If, after hearing the student's explanation and other investigation as necessary, the principal determines that there has been willful loss or damage of the textbook, he/she shall assess the appropriate fine and notify the parents in writing.

The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one or both of the following sanctions:

1. Refusal to issue any additional textbooks until restitution is made; and
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.

The principal may waive the assessment of fines when in his/her judgment the student is the victim of uncontrollable circumstances and not responsible for the damages.⁴

Policy 4.406 Use of the Internet

The Board supports the right of staff and students to have reasonable access to various information formats and believes it 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/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 Guidelines.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. System employees shall not engage in prohibited and/or 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)
- Use of the network for commercial purposes
- Buying or selling on the Internet
- Sharing confidential information about students or employees
- Assisting in a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- Violating regulations prescribed by the network provider

Students

The director of schools shall develop and implement procedures for appropriate Internet use by students.

Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Students shall not engage in prohibited and/or illegal activities, including, but not limited to:

- 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)
- Use of the network for commercial purposes
- Buying or selling on the Internet
- Violating regulations prescribed by the network provider

INTERNET SAFETY MEASURES

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

- Controlling access by students to inappropriate matter on the Internet and World Wide Web

- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

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

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
- Maintaining and securing a usage log
- Monitoring on-line activities of students 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 on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

E-MAIL

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

INTERNET SAFETY INSTRUCTION⁴

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. Parents 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 any other technological medium during school hours except for legitimate instructional purposes.
3. The Board prohibits 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

Any usage contrary to the above shall be reported immediately to the director of schools and may result in the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary action may be taken.

Policy 6.200 Attendance

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

The attendance supervisor shall oversee the entire attendance program, which shall include:¹

1. All accounting and reporting procedures and their dissemination;
2. Ensuring that all school age children attend school;
3. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license;
4. Notifying the Department of Safety whenever a student with a driver's permit or license drops out of school;² and
5. Notifying the proper legal authorities when a student violates state compulsory attendance laws.

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;³
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control;
7. Parents of elementary, intermediate or middle school students will be allowed two (2) discretionary days per year; or
8. A one-day absence is provided for students when their parent or custodian is deployed into active military service. A one-day excused absence is also provided for students when the parent or custodian returns from active military service. Students shall be permitted to make up schoolwork missed during the excused absences.⁴

The principal shall be responsible for ensuring that:⁵

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. School personnel will verify with parents/legal guardians each day the student is absent;
4. Written excuses from a parent or legal guardian are submitted for absences and tardiness;
5. The principal may require verification from an official or other source to justify excessive absences;
6. After each separate accumulation of five (5) unexcused absences, notification will be sent to parents/guardians. After ten (10) unexcused absences and every five (5) unexcused absences thereafter, notification will be sent to parents/guardians and legal authorities (juvenile judge, district attorney general, sheriff, and police chief);
7. Students who are withdrawn from school are tracked and coded correctly; and
8. System-wide procedures for accounting and reporting are followed.

Truancy is defined as an unauthorized absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

The Board shall determine annually and include in the school calendar a plan for using the three (3) abbreviated school days and the procedures for making up missed instructional days. In addition, the Board shall determine annually whether to use flexible scheduling for kindergarten students.

Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed, and teacher supervised. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.⁶

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.⁷

ATTENDANCE POLICY SPECIFIC TO THE STATE DEPARTMENT OF SAFETY

Students under eighteen (18) years of age, who lack a diploma or certificate of graduation from high school, must be enrolled in school and making satisfactory progress in order to obtain or retain a driver's permit or license.² For the purposes of this section only, satisfactory progress is defined as having no more than ten (10) consecutive or fifteen (15) total unexcused absences in a semester **and** passing at least two (2) full units per semester (3 courses in middle grades).

1. Upon request, the school will provide a qualifying student with Proof of Attendance/Progress, to be presented to the Tennessee Department of Safety in obtaining a driver's license or permit.
2. Each semester the school will identify any student with more than ten (10) consecutive or fifteen (15) total unexcused absences. The school will provide notice to the parents of the student, to the Attendance Supervisor and to the Tennessee Department of Safety.

3. The school's Attendance Review Board may determine if extenuating circumstances exist beyond the control of the student, verifying that a student has met attendance requirements that will allow him/her to retain or obtain a driver's license or permit. For the purposes of a driver's license or permit eligibility, suspension from school, expulsion or incarceration is not a circumstance beyond the control of the student.

In order to qualify for reclaiming a suspended driver's license or permit, a student must pass at least two (2) courses or the equivalent (3 courses in middle grades) at the conclusion of a grading period.

GRADES K-8

1. Attendance records as they relate to skills mastery may be used in determining the awarding of grades or the passing of a course or promotion and retention.
2. 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.
3. Each school will establish an Attendance Review Team for intervention purposes. This team will consist of the principal (or designee), counselor, and a minimum of one teacher. This team will review a student's attendance record after a maximum of ten (10) absences and/or tardies and discuss intervention strategies to reduce absenteeism. When appropriate, the team will refer parents to community resources to assist in alleviating problems creating truancy.
4. Any administrative decision regarding attendance may be appealed to the director of schools and ultimately to the Board. The appeal may be made in writing to the director of schools within five (5) school days following the action or the report of the action, whichever is later.

GRADES 9 – 12

A. High School Attendance Incentives

This incentive plan allows 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.
- Any student who misses more than eight (8) days in a semester or five (5) days in a quarter class **must pass** the final exam and have a passing average in order to earn credit for the class. This will indicate that the student has mastered the material.
- 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 class by a date established by a district attendance committee.

4. Semester Classes

A student who misses no more than:

5 days and has an A average in a class

4 days and has a B average in a class

3 days and has a C average in a class would be exempt from the exam in that class.

5. Quarter Classes

A 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. 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.

C. 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.

D. 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.

E. 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.

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 total absences for that student exceed ten (10) per term. The principal 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.

Policy 6.300 Code of Behavior and Discipline

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 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. ¹

Policy 6.301- Rights and Responsibility

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 disabilities¹; 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.

Policy 6.304 – Student Discrimination/Harassment/Bullying/ Cyber Bullying/ and Intimidation

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.

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.² All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. The principal/designee is responsible for determining whether an alleged act constitutes a violation of this

policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;

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

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

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the employee Complaint Manager as set forth in Policy 5.501. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

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

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

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

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in

retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

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

Policy 6.305 Student Concerns, Grievances and Complaint Procedures

The Board desires that all matters will be settled at the lowest level of responsibility and will not hear complaints or concerns which have not advanced through the proper administrative procedure from the point of origin.

Student Level Complaint Procedures

Students, parents or legal guardians who believe that decisions made by, or actions of, school personnel are unreasonable or in violation of law, policies of the Board or individual school rules may request a review by the school principal (or a designated representative if the principal is absent more than two days).

1. To request a review, students or parents must contact the principal's office within two days. The request and resolution must be documented on a School Level Complaint Form, signed by the complainant and the school principal, with a copy provided to the complainant. Where possible, the issue will be decided confidentially and within five school days.
2. Within five school days following the principal's decision, the student or parent may appeal that decision to the School Service Center.

School Service Center Complaint Procedure

3. To appeal to the School Service Center, the student or parent will submit a written request for a review, along with the completed School Level Complaint Form, to the Office of Federal Projects and Pupil Personnel Services.
4. A School Service Center administrator will attempt mediation between the principal and complainant.
5. Where mediation fails, one or more complaint managers shall complete an investigation within ten (10) working days of the date filed. The results of the investigation will be shared with the complainant and the school principal.
6. A complainant may appeal the results of the investigation by requesting a hearing before the Grievance Committee.
7. Upon receipt of the request for a hearing by the grievant, a hearing date shall be set within twenty (20) working days of the request.
8. Within five (5) working days of the hearing, the Grievance Committee shall furnish a written report of its findings and recommendation to the director of schools.
9. The director of schools shall act within five (5) working days upon the recommendation of the Committee or furnish a written response to both parties explaining why the recommendation will not be implemented.

10. Upon receipt of the response from the director of schools, the grievant may, if the issue has not been resolved to his/her satisfaction, appeal in written form within five (5) working days to the Board of Education. The Board shall, within thirty (30) working days from the date the appeal was received, review the report and the actions of the director of schools, and may affirm or modify the decision and report their decision in writing to the grievant.

If a student feels his or her concerns have not been satisfied on the local level, the student is free to contact the U.S. Department of Education, Office for Civil Rights, Atlanta Office, Southern Division, 61 Forsyth Street, SW, Suite 19T70, Atlanta, GA 30303-3104, phone (404) 563-6350.

Appointing Complaint Managers

The director of schools shall appoint at least two student/parent complaint managers, one of each gender. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. *(see note)*

This policy and administrative procedures shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

(Note: Title IX regulations require districts to identify the name, address and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary.)

Policy 6.306 Interferences/Disruption of School Activities

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system.¹ This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order. A teacher, principal, school employee or school bus driver, in exercising the person's lawful authority, may use reasonable force when necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another person.³

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment.

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.²

Policy 6.307 Drug-Free Schools

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 drugs¹ shall include the following:

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

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 Act²;
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parents and students that compliance with this policy is mandatory.

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including expulsion as well as referral for prosecution.⁴ Completion of an appropriate rehabilitation program may also be recommended.

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

Policy 6.3071 – Student Alcohol and Drug Testing

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

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

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 witness to the proceeding and to assist in furtherance of the proceeding;
3. Inform the student of the substance of the information available to him/her which is 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. Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be expulsion from school and a hearing before the disciplinary hearing authority;
6. Notify the parent or guardian of the student of the impending test.

The appropriate 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 protect the privacy rights of the students and which will assure that the integrity of the specimen itself is not compromised.

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 will forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by the Board. Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:

1. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed.
2. If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the result. In addition, they shall receive referral information which shall include counseling, in-patient, out-patient, and community-based drug and alcohol treatment programs.

Random Drug Testing

Due to the severity of the drug use problem, both locally and throughout the State, students involved in any voluntary extracurricular activities shall be subject to random drug tests. Parents and students will 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.

Policy 6.308 Bus Conduct

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.

Policy 6.309 – Zero Tolerance Offenses

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

WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any deadly or dangerous weapon on school property, on a school vehicle or while attending any school event or activity.

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

(as defined in 18 U.S.C. § 921)

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

DRUGS

In accordance with state law, any student who unlawfully brings or unlawfully possesses any drug, including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year, except that the director of schools may modify the expulsion or the length of the expulsion on a case-by-case basis.⁵

ASSAULT

In accordance with state law, any student who commits aggravated assault as defined in §39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have authority to modify this expulsion requirement on a case-by-case basis.⁵

ELECTRONIC THREATS OR MEDIA SITE

In accordance with state law, any student who transmits by electronic device or on a social media site any communication or display of a firearm, weapon or dangerous instrument containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school

that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁶

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by Iwa.7

Policy 6.310 Student Dress Code/Regular School Day

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 Student Dress Code 6.310
- 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)
- shorts (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.

Policy 6.310e Condigo de Vestuario/Estudiantil

GRADOS Pre-Kinder-12vo

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 así crear un ambiente disciplinado en el cual pueda llevarse a cabo enseñanza y aprendizaje sin distracciones, y así ayudar a nuestros estudiantes a prepararse para el mundo del trabajo. Una expectativa estandar en relación al vestuario estudiantil asistirá a nuestra móvil población 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 prohíben 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 estén 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 pie
- 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 pie
- 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 pie

Jumper:

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

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 / pantufl as
- 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.

Policy 6.312 Use of Personal Communication Devices in School

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

Student assigned to Parkview Learning Center may not use or have in possession any electronic device including any mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during school day hours, except as expressly permitted in connection with a class assignment.

Students are prohibited from using electronic devices in any manner that interferes with or is disruptive of the educational process, which violates the security or integrity of educational materials or tests, or which invades the privacy of students, employees, volunteers or visitors.

Violation of this policy will result in confiscation of the device until reclaimed by a parent or guardian, and may result in other disciplinary consequences at the discretion of the principal.

Policy 6.313 Discipline Procedures

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties. 1

MISBEHAVIORS: Level I (Classroom Teacher Level)

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

Examples (not an exclusive listing):

Classroom disturbances

Classroom tardiness

Cheating and lying

Abusive language/Profanity

Nondefiant failure to do assignments or carry out directions

Harassment (If not continuous or severe)

Disciplinary Procedures:

Immediate intervention by the staff member.

Determine what offense was committed and its severity.

Determine offender and that he/she understands the nature of the offense.

Employ appropriate disciplinary options.

Record of the offense and disciplinary action maintained by staff member.

Provide notice to parent/guardian.

Disciplinary Options:

Verbal reprimand

Special Assignment

Restricting activities

Counseling

Withdrawal of privileges

Issuance of demerits which might affect citizenship or department grades

Strict supervised study

Corporal punishment/paddling by principal

Parent/guardian conference

MISBEHAVIORS: Level II (Principal or Designee Level)

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

Examples (not an exclusive listing):

Continuation of unmodified Level I behaviors

School or class tardiness

School or class truancy

Use of tobacco

Using forged notes or excuses

Insubordination/Defiance

Harassment (Sexual, Racial, Ethnic, Religious)

Wearing, while on 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 environment.

Disciplinary Procedures:

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

Principal meets with student and teacher.

Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.

Principal takes appropriate disciplinary action and **notifies** teacher of action.

Record of offense and disciplinary action maintained by principal and a copy of any out-of school suspension notices sent to the director of schools or designee.

Disciplinary Options:

Counseling

Teacher/schedule change

Probation

Behavior modification

Peer counseling

Referral to outside agency

In-school suspension

Detention

Suspension from school-sponsored activities or from riding school bus

Corporal punishment/paddling by principal

Out-of-school suspension not to exceed ten (10) days

Parent/guardian conference

MISBEHAVIORS: Level III (Principal or Designee Level)

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

Examples (not an exclusive listing):

Continuation of unmodified Level I and II behaviors

Fighting (simple)

Graffiti/Minor Vandalism

Stealing

Threats to others

Harassment (Sexual, Racial, Ethnic, Religious)

Bullying/Extortion

Disciplinary Procedures:

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

Principal meets with student and teacher.

Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct.

Principal takes appropriate disciplinary action.

Principal may refer incident to the director of schools and make recommendations for consequences.

If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing.

Any change in school assignment is appealable to the Board.

Record of offense and disciplinary action maintained by principal and a copy of the disciplinary action taken sent to the director of schools or designee.

Disciplinary Options:

Counseling

In-school suspension

Detention

Corporal punishment/paddling by principal

Restitution from loss, damage or stolen property

Out-of-school suspension not to exceed ten (10) days

Expulsion

Parent/guardian conference

MISBEHAVIORS: Level IV (Principal or Designee Level)

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

Examples (not an exclusive listing):

Unmodified Level I, II and III behaviors

Death threat (hit list)

Extortion

Bomb threat

Major school disturbance/Riot

Possession/use/transfer of dangerous weapons *

Fighting with intent to do bodily harm

Battery on a teacher or other employee of the school system or school resource officer *

Battery on a student that results in serious bodily injury² *

Vandalism (Major)

Theft/possession/sale of stolen property

Arson

Possession of any narcotic, stimulant, prescription drug, legend drug, or any other controlled substance *

Consumption, possession, use, sale, distribution of or being under the influence of alcohol

Use/transfer of unauthorized substances

Harassment (Sexual, Racial, Ethnic, Religious)

Disciplinary Procedures:

Disciplinary referral is written and submitted to the principal or designee.

Principal confers with appropriate staff members and with the student.
Principal hears accusation by accusing party and permits offender opportunity of explaining conduct.
Parents are notified and have conference with principal.
Law enforcement officials are contacted.
Incident is reported and recommendations made to the director of schools or designee.
Complete and accurate reports are submitted to the director of schools or designee.
Student and/or parent is given an opportunity for a hearing before disciplinary hearing authority.

Disciplinary Options

Expulsion

Alternative schools

Other hearing authority or Board action which results in appropriate placement

* Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis. Remand to an alternative program shall not be allowed for students expelled for bringing or possessing a firearm on school property, on a school bus, or while attending any school event or activity.

ADDITIONAL GUIDELINES:

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court; however, off-campus criminal behavior resulting in felony charges may result in suspension when behavior poses a danger to persons or property or disrupts the educational process.
2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - a. pay any activity fee;
 - b. pay a library or other school fine; or
 - c. make restitution for lost or damaged school property.
6. Students eligible for special education shall be served in accordance with the laws and rules relating to special education.

MISBEHAVIORS: Bus Conduct

The following consequences shall occur when student misbehaviors result in disciplinary referrals by transportation personnel to the school principal(s).

Elementary Schools

Referrals

2 referrals or fewer

3 referrals

Consequences

warning, ISS, or detention

2 days bus suspension

4 referrals	3 days bus suspension
5 referrals	5 days bus suspension
6 referrals	10 days bus suspension
7 referrals	riding privileges revoked for the remainder of the semester (or school year)

Middle and High Schools

Referrals

2 referrals or fewer warning,
 3 referrals
 4 referrals
 5 referrals
 6 referrals

Consequences

ISS, or detention
 3 days bus suspension
 5 days bus suspension
 10 days bus suspension
 riding privileges revoked for the remainder of the semester (or school year)

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

Policy 6.309 shall govern zero tolerance offenses

Policy 6.314 Corporal Punishment

When working with students, a principal, or a principal's designees, one male and one female, (whose names are placed on file in the director of school's office annually) may use corporal punishment/paddling in a reasonable manner for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines. No employee will be compelled to use corporal punishment.

1. Corporal punishment/paddling shall be administered only after other less stringent measures have failed;
2. Corporal punishment/paddling shall be reasonable;
3. Corporal punishment/paddling shall be administered in the presence of another licensed employee;
4. The nature of the punishment will be such that it is in proportion to the gravity of the offense and the apparent disposition of the offender.

For each administration of corporal punishment/paddling, the principal shall complete a corporal punishment/ paddling record form developed by the director of schools. Such form shall contain the name of the student, the type of misconduct, previous disciplinary measures used, parent contact information, the type of corporal punishment/paddling administered, the name of the person administering the punishment, the name of the witness present and the date and time of punishment. Within twenty-four (24) hours of the administration of corporal punishment/paddling, a copy of the corporal punishment/paddling report shall be submitted to the director of schools and a copy shall be mailed to the parent or guardian. The report shall be filed in the school office and made available to the parent or student, whichever is appropriate.

A parent or guardian must indicate annually in writing that corporal punishment/paddling may not be administered. This document must be kept in the student's record until withdrawn by the parent or guardian.

DEFINITIONS:¹

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

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

Remand: assignment to an alternative school.

REASONS FOR SUSPENSION/EXPULSION:

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:²

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event
7. 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;
8. Engaging in behavior which disrupts a class or school-sponsored activity;
9. Any other conduct prejudicial to good order or discipline in any school.

These offenses shall be mandatory recommended for suspension/expulsion:

1. Possession of a pistol, gun or firearm on school property;³
2. Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;
3. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
4. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101³, or alcohol;
5. Making threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
6. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and

IN-SCHOOL SUSPENSION:⁴

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

PROCEDURES FOR IN-SCHOOL SUSPENSION AND EXPULSION:⁵

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The principal shall notify the parent or guardian and the director of schools or designee in writing:
 - a. Of the suspension/expulsion and the cause for it; and
 - b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/ expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
7. The appeal from this decision shall be to the disciplinary hearing authority appointed by the Board. Absent a timely appeal the decision of the principal is final.
8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

Policy 6.405 Medicines

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication to competent students. All personnel assisting with medication administration should adhere to the following regulations.

All medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication is required for immediate self-administration (i.e. asthma inhalers). Parental authorization will be required for a child to keep an asthma medication on his/her person, otherwise, all asthma medications, including inhalers and nebulizers, will be kept in the office.

PRESCRIPTION MEDICATIONS:

1. A written statement will be required from the physician that provides the name of the child, name of the drug, drug dosage, times of drug administration, the route of drug administration, possible drug side effects, if known, and the termination date for self-administration of the medication. The physician's name, phone number, and the diagnosis or reason the medication is needed will be required.
2. A statement from the physician outlining emergency care will be required if a prescribed medication could necessitate a serious reaction (e.g. a diabetic child that requires insulin in response to blood sugar levels. The physician according the blood sugar level should order the amount of insulin).
3. Written consent from the parent to dispense the medications should be obtained. The form in the medication manual should be used.
4. If the dosage of a medication or directions to give a medication changes, the parent will be required to complete a new authorization form to reflect the changes.

NON-PRESCRIPTION MEDICATIONS:

All non-prescription medication (over the counter medication) will be dispensed at school for only a two-week period with parental authorization. The parent should pick up any remaining medication or it will be disposed of by designated school personnel. Should a student need to take a non-prescription medication at school for a period greater than two weeks, a physician's statement with the name of the medication and why it is needed will be required.

Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP). **BLOOD GLUCOSE SELF-CHECKS**

Upon written request of a parent or guardian, and if included in the student's medical management plan and in the 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).

The administrator/principal's designee will:

1. Be trained annually using the approved medication manual. Training will be conducted by a health professional designated by the school system;
2. Keep written instructions from parent and physician in a medication file to be placed in student's cumulative record when the medication is discontinued;
3. Keep an accurate record using the MAR (Medication Administration Record) located in the Medication Training Manual and ensure that each student has a separate MAR record for each medication received at school;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription medications to the parent or guardian only;
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

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

A copy of this policy and the parent/guardian authorization form shall be distributed to each student at the beginning of the school year.

Policy 6.601 Student Records Annual Notification Rights

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.¹ 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.²

The notice will include the right of the student's parent(s) or the eligible student to:

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

DIRECTORY INFORMATION

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

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

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

Policy 6.604 Media Access to Students

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the 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.

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

Policy 6.704 Student Publications

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 is:

1. Obscene
2. Libelous
3. Creating 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.

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.

Policy 6.709 Student Fees and Fines

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. 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.

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.

Policy 4.700 Testing Programs

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

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

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

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provision for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; 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

Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science and social studies.⁴

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

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.⁵

No later than July 31 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: ⁶

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; and
5. The time and manner in which parents and students will be notified of the results of the test.

Beginning with the 2015-2016 school year and for school years thereafter, the testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis.

Policy 4.802 Student Equal Access (Limited Public Forum)

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.^{1,2,3,5}

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

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

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.

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

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;

4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons will not direct, control or regularly attend.

SCHOOL SPONSORED EVENTS ⁴

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

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;

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

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

Under the State Board of Education's Unsafe School Choice Policy, a public school student who is a victim of a 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 Title I funds and who provides instruction to their child at school.

**Jackson-Madison County Schools
Special Education Department**

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

Tennessee Department of Education Contact Information

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

Legal Services Division Division of Special Education, Tennessee Department of Education 710 James Robertson Parkway Andrew Johnson Tower, 7th Floor Nashville, Tennessee 37243-0380 Phone: 615-741-2851 Fax: 615-253-5567 or 615-532-9412	West Tennessee Regional Resource Center 100 Berryhill Drive Jackson, TN 38301 Phone: 731-421-5074 Fax: 731-421-5077
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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/>
 151 Athens Way, Suite 100, Nashville, TN 37228
 Phone: 615.248.5878 Toll-free: 1.800.835.7077
 Fax: 615.248.5879 Email: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at
<http://www.tnstep.org/> _712 Professional Plaza
 Greeneville, TN 37745

West Tennessee: (901) 726-4334 jacqueline.sakho@tnstep.org	Middle Tennessee: (615) 463-2310 joey.ellis@tnstep.org	East Tennessee: (423) 639-0125 Ext. 11 melissa.keelee@tnstep.org
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Disability Law and Advocacy Center of TN is on the Internet at <http://www.dlactn.org>
 2693 Union Avenue, Suite 201
 Memphis, TN 38112
 1-800-342-1660 (Toll free)
 901-458-6013 (TTY) 901-458-7819 (FAX)

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

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



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.