

# Jackson Central-Merry Early College High School



Student Handbook  
2017-2018

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\*Students attending JSCC, see addendum

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\*Students attending JSCC, see addendum

JCM Early College High School Phone & Fax #  
**Office number 731-664-2575**

**Fax number 731-988-3818**

#### JCM EARLY COLLEGE HIGH SCHOOL MISSION STATEMENT:

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

#### JCM EARLY COLLEGE HIGH SCHOOL CURRICULUM STATEMENT

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

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

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

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

## **Alma Mater**

O Jackson Central Merry High  
Our Alma Mater dear,  
Hallow'd are your sacred halls,  
Your walks and ways so fair.  
Send forth your harvest:  
The leaders of mankind.  
JCM our Alma Mater,  
Praise and thanks be thine,  
JCM our Alma Mater

You've given us great memories  
Which we cherish and revere;  
JCM we sing thy praise,  
Our Alma Mater dear.  
Stand tall in beauty,  
A symbol of our youth  
May you ever be our vanguard;  
Loyalty and truth,  
May you ever be our vanguard.

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

## Faculty and Staff

Principal -----	Nathan Lewis
Assistant Principal-----	Kyle Lutz
Art -----	Eugene Clark
Attendance Secretary -----	Brindy Charles
*Band -----	Kristy White*
Bookkeeper-----	Brindy Charles
Cafeteria Manager.....	Tammi Kash
Cafeteria.....	Barbara Merriweather
*Chorus/Vocal Music-----	Lindsey Patterson*
Career Explorations -----	Dana Helton
Computer Technology -----	Linda Thomason
Counselor-----	Latonia Vann
English -----	Kameilah Allen Camille Pruett
*French -----	Margaret Spires*
Math -----	Monquea Coby Cassandra Williams
Personal Finance-----	Shekia Allen
Science -----	Linda Austin Matt Katras
Social Studies -----	Adam Simpson
Spanish-----	Michael Schwartz Jonathan Jones* Tiffany Soriano*
Special Education.....	Lonette Cobb
Speech-----	Kameilah Allen
*Theatre Arts-----	Becky Fly*
Tennessee Student Success -----	Dana Helton
Wellness/PE-----	Shekia Allen

\*Class taught at Madison

## Athletics

Athletic Director .....	Darrell Maxwell
Baseball.....	Chris Clark
Basketball (B) .....	Ray Yancy
Basketball (G) .....	Louis Johnson
Cheerleading.....	Danielle Shaw Jones (FB) Sara Billingsly (BB)
Cross Country .....	Darrell Maxwell (B)/(G)
Football .....	Donnie Nickey
Golf .....	Darrell Maxwell
Soccer.....	Chris Baker
Softball.....	Shekia Allen
Tennis.....	Deb Wichlan
Track .....	Darrell Maxwell (B)/ (G)
Volleyball.....	Jeremiah Cavitt

\*Students attending JSCC, see addendum

**JCM-Early College High School Graduation Requirements**  
**(FOR STUDENTS ENTERING HIGH SCHOOL IN 2016 AND THEREAFTER)**  
**24 CREDITS REQUIRED FOR GRADUATION**

English .....	4 credits
Mathematics (1 must be Algebra I).....	4 credits
Science (1 credit in biology, 1 credit in chemistry).....	3 credits
Social Studies	
U.S. History .....	1 credit
Econ./U.S. Government.....	1 credit
World History or Modern History .....	1 credit
Foreign Language (same language) .....	2 credits
Wellness .....	1 credit
Fine Arts.....	1 credit
Physical Education.....	½ credit
Personal Finance .....	½ credit
Program of Study .....	3 credits
Tennessee Student Success .....	1 credit
Career Explorations .....	1 credit

- A. All students must earn 24 credits. The number of credits for students who transfer into the Jackson-Madison County School System will be determined on an individual basis.
- B. To earn a Regular Diploma, students must complete requirements for their chosen path, pass three EOC exams (Algebra I, Biology I, and English II), have a satisfactory record of attendance, and show evidence of having taken an exit exam (ACT, SAT, or Work Keys). End-of-Course tests shall count 25% of the student's course grade in the term in which the test is administered and shall be considered the final exam for the course.
- C. To earn an Honors Diploma, students must complete requirements for their chosen path, pass three EOC Exams (Algebra I, Biology I, and English II), have a satisfactory record of attendance, and maintain at least a 3.0 grade point average.
- D. Graduates with Distinction  
Students will be recognized as graduating with distinction by attaining a 3.0 average and completing at least one of the following:
  - earn a nationally recognized industry certification
  - participate in at least one of the Governor's Schools
  - participate in one of the state's All State musical organizations
  - be selected as a National Merit Finalist or Semi-Finalist
  - attain a score of 31 or higher composite score on the ACT
  - attain a score of 3 or higher on at least two advanced placement exams
  - successfully complete the International Baccalaureate Diploma Programme
  - earn 12 or more semester hours of transcribed postsecondary credit.

\*Students attending JSCC, see addendum



To be a Distinguished Honors graduate, students must earn a G.P.A. of 3.2 or greater and meet the requirements for one of the following seals:

1. Academic Scholars Seal: An academic scholars seal will be placed on the diploma of students who complete the specific requirements on the university, technical, or dual path and successfully complete 8 honors courses to be selected from the following list:

English I (H)	Algebra I (H)	Biology I (H)	U.S. History (H)
English II (H)	Algebra II (H)	Biology II (H)	World History (H)
English III (H)	Geometry (H)	Chemistry I (H)	Modern European History (H)
English IV (H)	Pre-Calculus	Chemistry II (H)	AP U.S. History
	Statistics (H)	Physics (H)	Modern European History
	AP Calculus II	AP Chemistry	
	Statistics	Anatomy & Physiology	

Foreign Languages (Levels III & IV)

2. Technology Scholars Seal: A technology scholars seal will be placed on the diploma of students who successfully complete the requirements for the technical or dual path. The students will also be listed in a Technology Scholars brochure and directory that will be distributed to businesses and industries in the community to encourage local businesses to be familiar with the benefits of hiring Technology Scholars for full time or part-time work.
- E. The valedictorian and salutatorian must have completed eight of the honors courses listed above. To become a valedictorian or salutatorian, a student must have completed four (4) of the eight (8) terms during enrollment in the Jackson-Madison County School System, including both terms of the senior year. Class rank will be assigned on the 100 point grade scale. (**Policy 4.602**)
  - F. A Certificate of Attendance will be awarded to students who complete all graduation requirements but who have not passed the three EOC exams.
  - G. A Special Education Diploma will be awarded to students who successfully complete their individualized Educational Program (IEP) but have not passed the three EOC exams.

## Grade Weighting

All courses designated as Honors (H) will be weighted. Honors courses will include the addition of 3 points to the grades used to calculate the term average.

Honors courses will substantially exceed the content standards, learning expectations, and performance indicators approved by the State Board of Education. To facilitate the maximum interchange of ideas among students, all honors courses will include extensive readings, authentic projects, self-directed research, intensive writing assignments, in-depth explorations, interdisciplinary application, and critical analysis.

## Calculation of Grade Point Average on a 4.0 Scale:

A. Final averages in both quarter and term classes are used in calculating GPA.

B. The scale is as follows:

A	(93-100)	=	4 points
B	(85-92)	=	3 points
C	(75-84)	=	2 points
D	(70-74)	=	1 point
F	(below 70)	=	0 points

## JCM Early College High COMMUNITY SERVICE REQUIREMENT

All freshman entering JCM Early College High in the fall of 2016 and thereafter must complete 80 hours of documented community service as a requirement for graduation. The counselor(s) will provide a community service log to keep track of hours and will monitor completion of community service hours. Each student is required to complete and log at least 10 hours at the completion of each semester. Community service hours served as after school detention for excessive tardiness and other infractions may not be counted toward this graduation requirement.

## GRADE PLACEMENT REQUIREMENTS

**(2016-2017 school year)**

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

Freshman	.....successful completion of 8th grade
Sophomore	..... minimum of 6 units passed
Junior	..... minimum of 12 units passed
Senior	..... minimum of 18 units passed

## GRADING SYSTEM:

- A. Effective with the 1995-96 school year, a student passes or fails a course on a term basis.
- B. Effective with the 2011-2012 school year, final exams in all courses will count 25%. The final grade at the end of a quarter is computed by multiplying the grade at the end of the nine weeks (45 days) by three, adding the exam score, and dividing the total by four.

\*Students attending JSCC, see addendum

- C. The final grade at the end of a term (18 weeks/90 days) will be determined by averaging the two nine weeks, multiplying that average by three, adding the final exam grade, and dividing that total by four.

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

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

- D. Weighting for honors courses and National Industry Certification courses shall include the addition of 3 points to the grades used to calculate the student's final average (each 9 weeks and the final exam) in these courses.

A student passes or fails on a term basis. The student should not repeat the course under the same teacher when possible.

The work of a student whose grades are satisfactory but are withheld because of failure to complete the required work shall be reported as incomplete (I).

If the incomplete is not removed in the time designated by the administration, it will then become an "F".

- E. Grade level classification is based on a student's maximum potential to earn high school credit. Individual consideration will be given to a transfer student whose high school offered less than eight (8) credits per year. The student's counselor will evaluate the student's transcript and determine the appropriate grade level based on the student's maximum potential to earn credit.

No student within two (2) points of the passing grade of 70 will fail a course unless a minimum of two (2) instructional interventions has been documented.

High school diplomas shall be granted to students who have met all requirements for graduation. All summer school candidates (those lacking 2 credits or less to graduate) may voluntarily participate in graduation exercises by marching and being seated after the graduates. The summer school graduates may be recognized by standing as their names are called.

## GENERAL RULES, REGULATIONS, GUIDELINES, AND CODE OF BEHAVIOR AND DISCIPLINE

### I. SCHEDULE CHANGES

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

- A. Student failed to take or successfully pass a prerequisite course.
- B. Student failed a course required for graduation.
- C. Student failed a course, registered for the course again, and was assigned the same instructor.
- D. Student has an unbalanced schedule: that is, a balance among academic and elective courses between terms.
- E. Student is enrolled in a subject for which credit has already been earned. Schedule adjustment is required because of a course taken in summer school.
- F. Students who wish to transfer to their zone school from JCM-ECH must do so within the first five days of the current term.

### II. ABSENCES

Attendance is a key factor in student achievement and therefore, students are expected to be present each day that school is in session. Absences shall be classified as either excused or unexcused, as determined by the principal or his/her designee. School **Board Policy 6.200** gives a description of excused absences. (**Policy 6.200**)

When a student is absent from school, a parent's note stating the reason for the absence must be brought to the office as soon as he/she arrives at school. An admission slip to class will be issued. Students who are not in class by 7:15 with an admit slip will be counted tardy.

### ATTENDANCE POLICY SPECIFIC TO HIGH SCHOOLS (Policy 6.200)

#### A. HIGH SCHOOL ATTENDANCE INCENTIVES

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

1. A parent(s)/guardian(s) may decline to allow their child(ren) to participate in the incentive program by providing a letter stating that preference to the principal within the first two (2) weeks of the term.
2. **This plan is handled class by class and does not exempt the student from any End of Course Testing**
3.
  - For purposes of this policy an absence is any day on which the student is not in a class because of 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.

\*Students attending JSCC, see addendum

- Three (3) tardies to a class = 1 absence.
- STUDENTS WILL STILL HAVE THE OPTION TO TAKE THE EXAM IN ANY CLASS IF THEY CHOOSES 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

An 11th or 12th grade student who misses no more than:  
 3 days and has an A average in a class  
 2 days and has a B average in a class  
 1 day and has a C average in a class would be exempt from the exam in that class.

#### 5. Quarter Classes

An 11th or 12th grade student who misses no more than:  
 2 days and has an A average in a class  
 1 day and has a B average in a class  
 0 days 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.

#### JCM-ECH Tardy Policy 2017-2018

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

\*Students attending JSCC, see addendum

#### Individual Classroom Tardy:

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

2nd Tardy: Teacher will document tardy, student will write a 500-word essay on the importance of being on time to class and teacher will contact parent.

3rd Tardy: Teacher will document tardy, Administration will contact parent and student assigned to ASD.

4th Tardy: Teacher will document tardy, Administration will meet with parent and student assigned to ASD.

5th Tardy or more: Teacher will document tardy, student will have OSS.

#### School-wide Tardy:

Administration will monitor individual classroom logs and track student tardy.

4th tardy to multiple classes, Administration will contact parent.

5th tardy to multiple classes, Administration will contact parent and student assigned ASD.

6th or more tardy to multiple classes, student will have OSS.

#### 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. The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers and administrative staff.
2. All club meetings, pep sessions, assemblies or other group meetings, workshops and athletic events will be held before school, after school or during a regularly scheduled activity period.
3. Teachers will make every possible effort to restrict field trips to the ninety-minute period in which the students are in that teacher's class
4. Teachers will limit their requests for activities which cannot be confined to their own class time. Principals will grant approval only to those activities which are educationally sound and which must occur within the school day.
5. A teacher may request that a student be disallowed from school-related absences if the absences for that student exceed ten (10) per term. The 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.

#### ATTENDANCE HEARING

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or their parent/guardian shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee

\*Students attending JSCC, see addendum

decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the director of schools/designee.

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

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

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

### ADMIT SLIPS

Students must get their admit slip and be in class by 7:15. The admit slip must be signed by each teacher. The slip will be left with the 4th block teacher.

### EARLY DISMISSALS

When it is necessary for a student to leave school early, a note stating the reason and time to be dismissed must be brought to the office. If a student becomes ill during the day, the student is to report to the office. Office personnel will contact the parent in order for the student to have permission to leave school. The student must sign the early dismissal book when an early dismissal slip is given. The student must obtain an admit slip on his/her first day back at school. Excessive early dismissals, without sufficient cause, may require a parent/student/administration conference. Appointment verification from doctors and dentists are required and must be brought to the office. Students who do not get to school in time to get their early dismissal slip and be in class before 7:15 will be counted as tardy.

### GENERAL GUIDELINES FOR STUDENT CONDUCT AND DISCIPLINE

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

Students who persist in conduct that disrupts the learning atmosphere and threaten the order of the school will be subject to disciplinary action. Disciplinary procedures and student misbehaviors, such as tardiness, profanity, harassment, forged notes, and vandalism are outlined in **Board Policy 6.313**. Possible disciplinary actions include in-school suspension, corporal punishment (**Policy 6.314**), detention (**Policy 6.315**), and/or suspension/expulsion/alternative school (**Policy 6.316**). An outline of Student Behavior Rights and Responsibilities as described by JMCBE **Policy 6.301** is posted within the school building.

### CODE OF BEHAVIOR AND DISCIPLINE (Policy 6.300)

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.

### RIGHTS AND RESPONSIBILITIES (Policy 6.301)

The Board expects all school staff, students, and parents to assume the responsibility for appropriate behaviors in the school. Each student has rights and responsibilities as outlined in

\*Students attending JSCC, see addendum

## **Board Policy 6.301. [Code of Behavior and Discipline policy]**

### **Use of Personal Communication Devices and Electronic Devices in School (Policy 6.312)**

Students may not display, use or have on or in an operational mode any electronic device. Such devices include but are not limited to: wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; any mobile telephone, cellular telephone, laptops, tablets, mp3 players, laser pointer or pen or any other type of telecommunications or imaging device during school day hours. However, a teacher may grant permission for the use of these devices to assist with instruction in the classroom, and teachers are encouraged to integrate the devices into their course work. Students must store any electronic devices in the school office or in vehicles, backpacks, purses, pockets or carry-all so that the devices are not visible during the school day. Electronic devices which are visible during school day hours, without permission from the teacher, will be presumed to be on and operational and in violation of this policy. In this case, the student will be subject to the following consequences:

#### **JCM-ECH Consequences:**

- 1st offense- Teacher turns device in to the office and student gets the phone back at end of the day.
- 2nd offense- Teacher turns device in to office and a parent must pick up the device.

Students assigned to an Alternative School may not use or have in possession any electronic device including but not limited to: wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; any mobile telephone, cellular telephone, laptops, tablets, mp3 players, 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.

Any possession of an electronic pager by a student on school property, without the express authorization of the principal or principal's designee, is not permitted. <sup>1</sup>

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

#### **DISCIPLINE PROCEDURES (Policy 6.313)**

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

##### **MISBEHAVIORS: Level I (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.

\*Students attending JSCC, see addendum



***Examples (not an exclusive listing):***

Classroom disturbances  
Classroom tardiness or truancy  
Cheating and lying  
Abusive language/Profanity  
Non defiant failure to do assignments or carry out directions  
Leaving school property without permission  
Harassment (If not continuous or severe)

***Disciplinary Procedures:***

Immediate intervention by the staff member.  
Determine what offense was committed and its severity. Determine offender and that he/she understands the nature of the offense.  
Employ appropriate disciplinary options.  
Record of the offense and disciplinary action maintained by staff member.  
Provide notice to parent/guardian.

***Disciplinary Options:***

Verbal reprimand  
Special Assignment  
Restricting activities  
Counseling  
Withdrawal of privileges  
Issuance of demerits which might affect citizenship or deportment grades  
Strict supervised study  
Corporal punishment/paddling by principal  
Parent/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  
Habitual school or class tardiness  
Habitual school or class truancy  
Possession, smoking or use of tobacco products, including smokeless tobacco and electronic cigarettes  
Using forged notes or excuses  
Insubordination/Defiance  
Harassment (Sexual, Racial, Ethnic, Religious)  
Dress code violations, including 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.

\*Students attending JSCC, see addendum

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) with the exception of students who have been deemed to have acted in self-defense or defense of another  
Non-gang related graffiti/Minor Vandalism  
Stealing or misappropriation of school or personal property (regardless of intent to return)  
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

\*Students attending JSCC, see addendum

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

Making a threat, including a false report, to use a bomb, dynamite, and other deadly explosive or destructive device, including chemical weapons

Major school disturbance/Riot

Possession/use/transfer of dangerous weapons \*

Fighting with intent to do bodily harm

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

Battery on a student that results in serious bodily injury<sup>2</sup> \*

Gang activity or association in violation of **Policy 6.3101**

Vandalism (Major)

Theft/possession/sale of stolen property

Arson

Possession or sale 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 be governed by the **Alternative Schools Program Policy 6.319**.

\*Students attending JSCC, see addendum

## PLAGIARISM:

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

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

## 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. Also, students may be suspended/expelled for any act which is determined to impact the progress, safety or efficiency of the school or disruptive, threatening or violent actions that endanger the safety of other students or Jackson-Madison County School System employees.

2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.<sup>3</sup>

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.

7. Withdrawal of privilege includes, but is not limited to, loss of classroom privileges, loss of parking privileges, and loss of extracurricular/athletic or other school-wide privileges.

## MISBEHAVIORS: Bus Conduct

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

### Middle and High Schools

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

Major infractions including cursing the driver, bullying and intimidation, throwing objects inside

\*Students attending JSCC, see addendum

or out of the windows, and fighting will be grounds for immediate suspension for the remainder of the semester or the school year. Students will continue their school assignments while suspended from bus privileges, but will be required to find another means of transportation to and from school. Truancy laws will remain in effect for the period of bus suspension. **Policy 6.309** shall govern zero tolerance offenses and **Policy 6.319** shall govern alternative school assignments.

#### **CORPORAL PUNISHMENT (Policy 6.314)**

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; and
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, 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.

#### **DETENTION (Policy 6.315)**

Students may be detained before or after the school day as a means of disciplinary action. The student will be given at least one day of notice before detention; parents will be informed before detention takes place; students in detention will be under the supervision of certified staff members; detention will not exceed two hours after the official closing of the school day but may be administered several days in succession; and teachers must have the approval of the principal before detaining a student. [**Code of Behavior and Discipline policy**]

#### **SUSPENSION/EXPULSION/REMAND (Policy 6.316)**

##### **DEFINITIONS: <sup>1</sup>**

**In-school Suspension:** removal from attendance at a specific class, classes or school-sponsored activity without suspension from attendance at school.

**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

\*Students attending JSCC, see addendum

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 which shall be available only for expulsions.

#### REASONS FOR SUSPENSION/EXPULSION:

Any principal, principal-teacher or assistant principal (herein called principal) is authorized to suspend, expel or remand a student from attendance at school, including activities sponsored by the school, regardless of the location of the activity. A student may also be suspended from attendance at a specific class or classes (in school suspension), or from riding a school bus, without suspending such student from attendance at school. All suspensions shall be made with good and sufficient reasons, including, but not limited to the following: <sup>2</sup>

1. Violation of any board policy;
2. Willful and persistent violation of the rules of the school;
3. Immoral or disreputable conduct, including vulgar or profane language;
4. Violence or threatened violence against the person of any student of Jackson-Madison County School System personnel attending or assigned to any school;
5. Willful or malicious damage to real or personal property of the school, or the property of any person;
6. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
7. 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;
8. 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;
9. Engaging in behavior which disrupts a class or school sponsored activity;
10. Any other conduct prejudicial to good order or discipline in any school.

These offenses shall automatically require expulsion:

1. Possession of a pistol, gun or firearm on school property;
2. Possession of a knife or other weapons as defined in **TCA 39-17-1309**, on school property; or at school sponsored events;
3. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
4. Initiating a physical attack on a teacher, principal, administrator, any other employee of the school or school resource officer, or an individual student on school property or at a school activity, including travel to and from school or a school activity.
5. Unlawful use or possession of barbitol or legend drugs, as defined in **TCA 53-10-1013** or alcohol; <sup>3</sup>
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. Off-campus criminal behavior resulting in felony charges and the student's continued presence in school poses a danger to persons or property or disrupts the educational process

\*Students attending JSCC, see addendum

If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.<sup>4</sup>

#### IN-SCHOOL SUSPENSION:<sup>5</sup>

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 OUT OF SCHOOL SUSPENSION AND EXPULSION:<sup>6</sup>

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/remand.
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/remand 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 an expulsion or remand for more than ten (10) days, he/she may expel or 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 appeals process for the decision to expel or remand for more than ten (10) days. The notice shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public.

\*Students attending JSCC, see addendum

7. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

#### STUDENT DISCIPLINARY HEARING AUTHORITY (Policy 6.317)

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

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

The director of schools shall appoint a chairman of the DHA from the members appointed by the Board. 10 The chairman shall perform the following duties:

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

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

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

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

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

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

The Board, based upon a review of the record and without granting a Board hearing, may affirm, overturn or modify the decision of the DHA or director of schools; provided, that the Board may

\*Students attending JSCC, see addendum



not impose a more severe penalty without first providing a hearing before the Board. The decision shall be put into writing to the parent/guardian and student. If the Board decides to grant a hearing, the Board may affirm, overturn or modify the decision of the DHA or director of schools or it may impose a more severe penalty than previously imposed. The Board shall give written notice of the time and place of the hearing to the parent or guardian, the student, and the principal, principal-teacher or assistant principal who ordered the suspension, and any other appropriate person. The notice of the hearing shall include a statement that, unless the student's parent or guardian request an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public. If the hearing is closed to the public, the Board shall not conduct any business, discuss any subject, or take a vote on any matter other than the appeal to be heard. The decision shall be put into writing to the parent/guardian and student. The decision of the Board is final.

#### ALTERNATIVE SCHOOL PROGRAMS (Policy 6.319)

The Board shall operate an alternative school program for students in grades 5-12 who have been expelled from regular school programs for more than ten (10) days. Jackson-Madison County School System may provide such students with the opportunity to attend alternative schools except for commission of specific violations of Board policy. Students expelled for the following shall not be admitted to the JMCSS Alternative School Program: <sup>2</sup>

- Students who bring or possess a firearm on school property, on a school bus, or while attending any school event or activity;
- Off-campus criminal behavior that results in a student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the education process; or
- Acts in violation of **Board Policy 6.3101**, Group/Gang Activity or Association.

#### Placement

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

#### Operations

Alternative school programs shall be operated in accordance with the rules of the State Board of Education<sup>2</sup> and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's home school. All course work completed and credits earned in the alternative school shall be transferred to and recorded in the student's home school. Credit earned and progress made shall be granted as if the work were performed in the home school. No student may graduate based solely on attendance in alternative schools.<sup>1</sup>

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

Teachers in alternative schools shall be certified by the state and shall be selected on the basis of

\*Students attending JSCC, see addendum

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

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

#### THE SCHOOL DAY

**A.** The school day begins at 7:15 and ends at 2:15. There will be a breakfast served each morning. All students must be in class at 7:15. There are four ninety minute classes per day.

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

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

**D.** Students with 5 unexcused days will receive a truancy WARNING letter in the mail. The next 5 unexcused days will result in a 10 day truancy letter that will require an appearance in Juvenile Court.

#### **E.** School Schedule

1st Block: 7:15-8:55 am

2nd Block: 9:00-10:35 am

3rd Block: 10:40-12:40 (We have 3 lunch shifts during this time.)

1st Lunch 11:10-11:40

2nd Lunch 11:40-12:10

3rd Lunch 12:10-12:40

4th Block: 12:45-2:15 pm

#### REPORT CARDS

QUARTER = 9 Weeks/45 Days

TERM = 18 Weeks/90 Days

SCHOOL BEGINS AUGUST 1, 2016.

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

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

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

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

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

#### SCHOOL VISITORS

Visitors are to report to the office upon arrival at school. This includes parents and relatives.

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

## DRESS CODE (Student Dress Code – Policy 6.310)

The Jackson-Madison County School System 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. In addition, appropriate attire will 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.

**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.)

### **General:**

- 1 No hats/caps or bandanas may be worn in the building.
- 2 No underwear, undershirts or camisoles are to be visible.
- 3 No hoods over the head at school
- 4 Other items determined by the school leadership team to be distracting to educational environment are prohibited.
- 5 No “grilled” teeth
- 6 No sweatshirts
- 7 No sweat pants, wind pants, pajama pants or jeans

### **Jewelry:**

- 1 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)
- 2 no items with spikes
- 3 no items or clothing with symbols related to drugs, alcohol, adult clubs or magazines, gangs or violence are allowed

### **Shirts:**

- 1 polo style - collared - black, white, or green as approved JCM-ECH --short or long sleeve (a sleeve must cover the shoulder)
- 2 no writing, logos or any type of designed should be on the shirt (except the school colored shirt)
- 3 no holes, cuts or rips of any kind are allowed
- 4 tucked in at all times
- 5 sized to fit, neither skintight nor sagging
- 6 turtlenecks 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:

- 1 flat fronted or pleated - khaki, navy or black color

\*Students attending JSCC, see addendum

- 2 Capri pants - flat fronted or pleated - khaki, navy or black color
- 3 no cargo style pants or pants with deep pockets in the front or back
- 4 no writing, logos, or any style of design should be on any pant
- 5 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:**

1. flat fronted or pleated - khaki, navy or black color - (must be knee length when standing)
2. skorts (K-4 only) - khaki, navy or black color (must be knee length when standing)
3. sized to fit, neither skintight nor sagging; must be worn at waist

**Skirts:**

- 1 solid color (same colors noted above)
- 2 hemline must at least touch the top of the knee when standing

**Jumper:**

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

**Belts:** (Grades 1 – 12)

- 1 must be black or brown
- 2 buckle no larger than 2" X 2" square and no specialty or logo, oversized or wording allowed

**Sweaters:**

- 1 cotton, cotton/poly blend or fleece style ---black, white or approved school color
- 2 must be collared and no hood
- 3 may have a full length of 1/4 zipper
- 4 short or long sleeved
- 5 vest styles are acceptable

If a student wears a sweater, an approved uniform style shirt or turtleneck must be worn underneath.

**Shoes:**

1. no shoes with heels higher than 2 inches
2. no house shoes/slippers
3. no flip flops
4. no crocs
5. no rolling shoes

**Outer garments:**

- 1 sweaters may be worn and do not have to be tucked in (a sweater is not a long sleeved t-shirt or flannel shirt)
- 1 small coats and jackets may not display emblems or writing other than the designer or school name in the size described in the Shirts section
  - \* School administration reserves the right to determine if a jacket is appropriate

\*Students attending JSCC, see addendum

on a case by case basis.

**Dress Code Violation Disciplinary Action:**

**First offense** – warning/make provisions if possible and referral written.

**Second offense** – parent contacted, referral written, and in-school suspension (after school detention).

**Third offense** – referral written, parent contacted, and one day out of school suspension.

**Fourth offense** – referral written, parent contacted, two days out of school suspension.

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

**DRESS AND GROOMING**

Students shall dress in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. (Policy 6.310)

**Condigo de Vestuario Estudiantil (Policy 6.310e):**

**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 estándar 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 camisolitas 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)

\*Students attending JSCC, see addendum

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

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

- Deben tener frente plano o plecas, color caqui, azul marino, o negro
- Se permiten pantalones estilo capri, frente plano o plecas, color caqui, azul marino, o negro
- No se permiten pantalones de estilo de carga o pantalones con bolsillos grandes en el frente o atrás
- No se permiten pantalones con ningún tipo de escritura, logotipos, o diseños
- No se permitirán pantalones que tengan hoyos o que estén rotos, ni que lleven el dobladillo o ruedo desgarrado o hecho trizas, ni pantalones muy socados, ni tampoco que esten muy holgados, anchos, fl ojos, colgados, o caídos; deben llevarse a la cintura.

**Shorts:**

- Deben tener frente plano o plecas, color caqui, azul marino, o negro, y deben llegar hasta la rodilla cuando la persona esté de pié
- Shorts o falda-pantalón (Kinder-4º grado únicamente) - color caqui, azul marino, o negro, y deben llegar hasta la rodilla cuando la persona esté de pié
- Deben quedar a la medida, no muy socados, ni tampoco muy fl ojos; deben llevarse a la cintura.

**Faldas:**

- Deben ser de un solo color (los mismos colores que se mencionan arriba)
- El ruedo debe llegar hasta la rodilla cuando la persona esté de pié

**Jumper:**

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

**Fajas/Cinturones:** (Grados 1-12)

- Deben usar un cinturón de color negro o marrón (café) con una hebilla de color plata o de oro
- Hebilla de un tamaño inferior a 2 "x 2" pulgadas cuadradas y no debe llevar ningún texto impreso, ni logotipo de especialidad

\*Students attending JSCC, see addendum

**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.

**GROUP/GANG ACTIVITY OR ASSOCIATION (Policy 6.3101)**

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

1. As one of its activities the commission of criminal acts;
2. Two (2) or more members who, individually or collectively, engage in or have engaged in a pattern of criminal gang activity. <sup>1</sup>

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

- The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming, which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with a criminal gang; any activity that encourages participation in a criminal gang or facilitates illegal acts of criminal gang;
- Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited;
- Any gang-related conduct that is seriously disruptive to the educational process or endangers persons or property. <sup>2</sup>

A violation of this policy shall result in suspension or expulsion in accordance with Board policy. Students found to have violated this policy shall not be eligible to participate in the

\*Students attending JSCC, see addendum

Alternative Schools Program.

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

#### USE OF THE TELEPHONE

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

#### BUS STUDENTS (Policy 6.308)

No student may ride a bus other than his/her designated bus unless permission is given by the principal. (All bus conduct is governed by guidelines in **Policy 6.308**). The Jackson-Madison County School System may use video cameras on school vehicles transporting students to and from school or extracurricular activities. Video surveillance shall be used only to promote the order, safety and security of students, staff and property. 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 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. Jackson-Madison County Board of Education Administrative Procedure **6.308** outlines the use of video cameras on school transportation vehicles.

#### SCHOOL PROPERTY (Policy 6.311)

Students are responsible to the principal for any damage to, or breakage of, school property. Students writing on desks, tables, chairs, furniture, walls or school property will be disciplined. If damage is extensive, a fee will be assessed. Grades, diploma, and/or transcripts may be withheld until fees are paid. [Code of Behavior and Discipline policy] A fee will be assessed if there is extensive damage.

#### TOBACCO FREE SCHOOLS (Policy 1.803)

State law requires the school principal or resource officer to issue a juvenile court citation to any student who possesses a tobacco product. Parents and students shall be notified of citation requirement at the beginning of each school year. All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all school district buildings.

#### LEAVING THE CAMPUS

Students may not leave the school premises during school hours without permission from an administrator. Students have been warned that this is an OSS offense. Disturbances and reckless driving by students will not be permitted at any time. Once a student arrives on campus, permission to leave must be obtained.

#### FIRE DRILLS

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

\*Students attending JSCC, see addendum



## EMERGENCY PREPAREDNESS PLAN (Policy 3.202) & DISASTER DRILLS

The director of schools shall be responsible for developing, maintaining and acquiring board approval of the district Emergency Preparedness Plan, which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies. The principal of each school shall develop and implement emergency preparedness drills which shall be approved by the director of schools. When appropriate, such drills shall be held in conjunction with emergency response agencies. These procedures shall be in written form and distributed to all staff, students and parents. The principal shall be responsible for ensuring that one fire drill requiring full evacuation is given every month during the school year with an additional fire drill to be conducted within the first fifteen (15) days of school. He/she shall ensure that an intruder drill is conducted within the first thirty (30) days of school. He/she shall also ensure that three (3) additional safety drills are given during the school year. These drills may cover inclement weather, earthquakes, armed intruders or other emergency drills that do not require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in each school's office. In the event of any threats to safety, students will be retained at school when less than one hour of warning time is given, unless parents or persons authorized by the parents pick up their children. Any school with an AED shall conduct a CPR and AED drill to ensure students are aware of the steps that must be taken in the event of a medical emergency requiring the use of an AED. The principal shall be responsible for ensuring the drill occurs. The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

## MEDICAL EMERGENCIES/PANDEMIC FLU

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

## 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. 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. 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.

## CRISIS MANAGEMENT (Policy 3.203)

The principal shall develop a Crisis Management plan for use in times of crisis, including suicides, shootings, and death of a student, parent or employee. Within the development of such plan, the principal shall appoint a Crisis Team which shall deal with specific situations, make

\*Students attending JSCC, see addendum

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.

#### SCHOOL COUNSELING DEPARTMENT

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

#### LIBRARY MEDIA CENTER

JCM Early College High School Library is located on the second floor. The library media center is for the use of all students and teachers. It is a place for reading, studying, and relaxing. It is important that the center be a place where these activities can take place easily and without unnecessary noise or other distractions. As a library user you will be expected to help maintain a quiet, orderly center where students can work and relax. A student entering the media center on a pass slip from a class should present the slip immediately to the librarian or library attendant. When he/she is ready to return to class, he/she should have the librarian sign it and take it back to his/her teacher.

#### MEDICINES (Policy 6.405)

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

All medications 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. Written instructions signed by the parents on a form prepared by the School District will be required and will include the name of the child, name of the medicine, time to be self-administered, dosage and directions for self-administration (non-prescription medicines must have label directions), possible 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 Individual Health Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

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

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).<sup>2</sup>

## STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS<sup>3</sup>

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of both an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.

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.

## SCHOOL HEALTH NURSE PROGRAM

The Jackson-Madison County School System will provide school health nursing services as long as funding is available. Each of the five registered nurses has four to five schools and will be at

\*Students attending JSCC, see addendum

the high school one day per week. Nursing services include assessment for possible referral to a physician for diet consultation, individual wellness teaching, and help to improve attendance, and first aid. The nurses will also be available for education and community resource support for students with chronic illnesses such as diabetes and sickle cell anemia. The School Health Program is designed to promote healthy living and positive wellness choices for teenagers so that they can become healthier adults.

#### GEMS (Gifted Education in Madison County Schools) Program

The program for high academic achievers, whose needs go beyond what the general education class can meet, is the GEMS Program. This is a Special Education Program and students must meet the State of Tennessee criteria in order to be served. The Tennessee State Department of Education requires that students go through a screening process where a School Screening Team reviews the student's academic records (including grades, student risk factors, other standardized testing information, and classroom interventions) to determine the need for individual screening. If individual screening is recommended, parental permission is required in order to proceed. The individual screening process includes evaluations in the areas of Academic Achievement, Academic Performance, and Creative Thinking. The School Screening Team will review the results of the individual screening, parent information, school records and any other pertinent data. If the student meets the identification criteria set by the Tennessee Department of Education in one of the following areas: Academic Achievement, Academic Performance, or Creative Thinking, the student will be referred for the Comprehensive Evaluation, which is the cognitive (IQ) portion of the evaluation. If alternative assessment strategies or instruments should be used, the School Screening Team will determine that prior to the administration of the Comprehensive Evaluation. Results of the assessment are shared with the parent and an Individual Education Plan is developed to address the needs of the student. Any student in grades K-12 may be referred for screening. For additional information, please call 664-2545.

#### DRUG-FREE SCHOOLS (Policy 6.307)

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Board's plan for dealing with alcohol and drugs 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 considered "high risk" to agencies and other sources of appropriate help; and
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

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.<sup>3</sup> 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

\*Students attending JSCC, see addendum

this policy. Such sanctions will be consistent with local, state and federal laws, up to and including expulsion as well as referral for prosecution. 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.

#### STUDENT ALCOHOL AND DRUG TESTING (Policy 6.3071)

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.

## ZERO TOLERANCE OFFENSES (Policy 6.309)

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

## WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school sponsored activity, function or event.<sup>1</sup> Students found to be in felony possession of a dangerous weapon, on or off campus, and whose continued presence in school poses a danger to persons or property or disrupts the educational process shall also be subject to suspension and/or expulsion from school. Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm as defined in 18 U.S.C. § 921<sup>2</sup> 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.<sup>3</sup> For the purpose of this policy, “serious bodily injury” means bodily injury that involves; (A) a substantial risk of death; (B) protracted unconsciousness; (C) extreme physical pain; (D) protracted or obvious disfigurement; (E) protracted loss of substantial impairment of a function of a bodily member, organ, or mental faculty; or (F) a broken bone of a child who is twelve (12) year of age or less.<sup>4</sup> Moreover, pepper spray and mace, or products similar to pepper spray or mace shall not be allowed on school property. Such products shall be considered dangerous weapons for the purposes of this policy and disciplinary procedures. Violators of this section shall be subject to expulsion from school 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.<sup>5</sup>

## DRUGS AND ALCOHOL

In accordance with state law, any student who unlawfully possesses any drug including any barbitol or legend drug as defined in TCA 53-10-101, or alcohol 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.<sup>6</sup>

## ASSAULT

In accordance with state law, any student who commits aggravated assault as defined in TCA § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer or another student 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.

## 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

\*Students attending JSCC, see addendum

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.<sup>7</sup>

#### OFF-CAMPUS CRIMINAL BEHAVIOR

Students determined to have engaged in off-campus criminal behavior resulting in a felony charge and whose continued presence poses a danger to persons or property or disrupts the educational process 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.

#### GANG ACTIVITY

Student in grades 6-12 engaging in activity that is violent, threatening and/or intimidating, harassing in nature, for the purposes of criminal gang recruitment, and other actions for the promotion of criminal gangs including use of codes and symbols shall be subject to expulsion for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

#### NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.<sup>8</sup>

#### SPECIAL EDUCATION

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

#### TRANSFER OPTIONS FOR VICTIMS OF A VIOLENT CRIME AT SCHOOL

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.

#### GRIEVANCES AND THE AMERICANS WITH DISABILITIES ACT (Policy **1.802**)

*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.

*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.

#### COORDINATOR

The Board shall designate at least one employee to coordinate its efforts to comply with and

\*Students attending JSCC, see addendum

carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

#### NOTICE

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

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

#### COMPLAINT PROCEDURE

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

#### DUE PROCESS HEARING PROCEDURES

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child's identification, evaluation, and placement under Section 504.<sup>6</sup> If a parent/guardian requests a Section 504 hearing, the parent/ guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

#### Request for Hearing

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

#### Impartial Hearing Officer

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

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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

#### NON-DISCRIMINATION POLICY (Policy 1.8021)

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

#### DECLARACION DE LA POLITICA PARA NO-DISCRIMINACION LA POLITIE OU NODISCRIMINATION

Employee or Student Related Equity Issues

Director of Pupil Personnel

Jackson-Madison County School System

310 N. Parkway

Jackson, TN 38305

Phone: 731-664-2534

#### MEDIA ACCESS TO STUDENTS (Policy 6.604)

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies. Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school. Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian. District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. Parents will be advised of the Board's media access to students' policy at the time of the students' registration and each fall in the student/parent handbook.

\*Students attending JSCC, see addendum

#### STUDENT PUBLICATIONS (Policy 6.704)

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. School-sponsored publications shall adhere to commonly accepted community standards, and no printed material may be distributed which is obscene or libelous or which may create a material and substantial disruption of the normal school activity or appropriate discipline in the school. School publications shall be under the control of the principal and each school shall have a faculty sponsor who reviews all publications proposed to be distributed in the school by a student or school group. 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.

#### TRAFFIC AND PARKING CONTROLS (Policy 3.403)

All students must have a parking permit in order to park on campus. This permit must be displayed on the rearview mirror at all times when parked on campus. Students will be informed by the administration of the designated parking areas. Permits may be obtained in the office for a fee of \$5.00. Students must not park in areas reserved for administration, faculty, or visitors. Fire lanes, bus lanes, and all driveways shall be kept open. Students are not permitted to drive on campus with loud music playing. Students that arrive late or leave early must do so in a manner that will not disturb or disrupt classes. Students are not permitted to go to cars between classes without permission. Students are not allowed to linger or loiter in cars or on the parking lot of the school campus. Students who violate these regulations are subject to loss of driving privileges on campus.

#### INTERSCHOLASTIC ATHLETICS (Policy 4.301)

JCM Early College High School offers a wide variety of interscholastic athletics in coop with Madison Academic High School. Football will be played with Northside High School. Madison Academic's Athletic Director coordinates the 2016-2017 athletic programs. 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.

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, 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.<sup>4</sup> Cost of the examination shall be borne by the parent or

\*Students attending JSCC, see addendum

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

\*Students attending JSCC, see addendum

- 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.
  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.

#### USE OF THE INTERNET (Policy 4.406)

The Jackson-Madison County School 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. All computers utilize blocks or Internet filters that protect students from material that is harmful to them. Student use of Internet will be monitored. 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 disclosure, use and dissemination of personal information regarding students; and restricting students' access to materials harmful to them. 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.

#### STUDENT DISCRIMINATION/ HARRASSMENT AND BULLYING/ INTIMIDATION AND CYBERBULLYING (Policy 6.304)

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

\*Students attending JSCC, see addendum

or characteristics, are prohibited. 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.

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

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

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

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

*Hazing* - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

## STUDENT PROTECTION GUIDELINES

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by the school principal (as set forth in Policy 6.305) and the results reported to the Team Leader for Pupil Personnel Services. Central office administrators will investigate allegations against school principals. The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may

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result in corrective or disciplinary action up to and including expulsion. An employee disciplined for violation of this policy may appeal the decision 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 as set forth in Policy 6.613.

## COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate and investigation with forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reason why the investigation was not initiated within the required timeframe. The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary. Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304

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

\*Students attending JSCC, see addendum

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. Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304

**REPORTS** When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education. By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1. The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

#### **RETALIATION AND FALSE ACCUSATIONS**

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

#### **STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES (Policy 6.305)**

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 Central Office.

##### **Central Office Complaint Procedure**

1. To appeal to the Central Office, 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.
2. A central office administrator will attempt mediation between the principal and complainant.

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3. 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
4. A complainant may appeal the results of the investigation by requesting a hearing before the Grievance Committee.
5. 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.
6. 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.
7. 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.
8. 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.

Student/Parent Complaint Managers (664-2515)  
Jackson-Madison County Board of Education Office  
310 North Parkway  
Jackson, TN 38305

#### INTERFERENCE/DISRUPTION OF SCHOOL ACTIVITIES (Policy 6.306)

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction. Such measures may include the use of reasonable force to restrain or correct students and maintain order. A 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. 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

\*Students attending JSCC, see addendum



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.

#### STUDENT CLUBS AND ORGANIZATIONS (Policy 6.702)

Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program. The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school. One or more staff members will serve as sponsors of each activity and will attend all meetings. Each sponsor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program. An approved copy of the aims, objectives, and constitution for each organization will be kept on file in the principal's office. The director of schools shall approve all requirements imposed by clubs, which have restricted membership. The nature of any initiation shall be outlined and presented in writing to the club sponsor and the principal of the school for approval prior to the actual initiation. Hazing by students acting alone or with others is strictly prohibited. Any organization which permits an initiation to go beyond the scope of activities planned and previously approved will be suspended until reinstated by the principal. Sororities, fraternities, and all secret organizations are prohibited. [part of the Code of Behavior and Discipline policy]

#### CLUBS AT JCM EARLY COLLEGE HIGH SCHOOL

##### Student Equal Access (Policy 4.802):

Schools may allow students to form clubs or groups that meet before, during, and/or after school. 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.<sup>1,2,3,5</sup> 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.

\*Students attending JSCC, see addendum

#### SCHOOL SPONSORED EVENTS<sup>4</sup>

If the Board or 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 speakers which is based on neutral criteria, and
3. student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, 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. Clubs will be determined by student's interest during the fall semester.

#### TEXTBOOK SELECTION, DISTRIBUTION AND CARE (Policy 4.401)

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:

<u>Age of Book</u>	<u>Amount Collected</u>
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.

#### STUDENT RECORDS ANNUAL NOTIFICATION OF RIGHTS (Policy 6.601)

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

\*Students attending JSCC, see addendum

the time of enrollment. The notice will include the right of the student's parent(s) or the eligible student to: (1) inspect and review the student's education records; (2) seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request; (3) file a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records; (4) obtain a copy of this policy and a copy of such education records; and (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 2 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 11<sup>th</sup> and 12<sup>th</sup> graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.

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

#### STUDENT FEES AND FINES (Policy 6.709)

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;

\*Students attending JSCC, see addendum

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. School fees will be waived for students who receive free or reduced-price school lunches. The application for determining eligibility for free or reduced-price lunches or a form supplied by the State Department of Education shall be used to verify student eligibility for fee waivers.

#### TESTING PROGRAMS (Policy 4.700)

The Board shall provide 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;<sup>1,2</sup>
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.<sup>3</sup>

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.<sup>4</sup>

The director of schools may exclude Tennessee Comprehensive Assessment Program scores from students' final grades in the subject areas of Mathematics, English/language arts, science, and social studies if scores are not received by the district at least five (5) instructional days before the end of the school year.<sup>4</sup> The director of schools may exclude end-of-course (EOC) scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the course.<sup>4</sup> 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.<sup>2</sup>

Results of all group tests shall be recorded on the students' permanent records and shall be made

\*Students attending JSCC, see addendum

available to appropriate personnel in accordance with established procedures.<sup>5</sup>

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: <sup>6</sup>

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.

#### 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> .

#### 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](mailto:pcooper@thearctn.org) Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/> 712 Professional Plaza, Greeneville, TN 37745

**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>

**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."**

**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.**

\*Students attending JSCC, see addendum

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

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.

*JMCSS 2017-2018 Calendar I*

**Jackson-Madison County Schools  
School Calendar  
2017-2018**

<b>Day</b>	<b>Date</b>	<b>Definition</b>
Tuesday <b>No Students</b>	August 1	All Staff Reports , Location (TBD)
Wednesday <b>No Students</b>	August 2	In-Service Day--Base School
Thursday <b>No Students</b>	August 3	In-Service Day--Base School
Friday <b>1/2 Day Students</b>	August 4	First Day for Students--Half Day--Semester 1
Monday <b>Full Day Students</b>	August 7	First Full Day for Students--Semester 1
Monday	September 4	Labor Day (No School)
Thursday <b>1/2 Day Students</b>	September 14	Parent Teacher Conferences (Elementary (1:00 -7:00), Middle/High (12:00-6:00))
Friday <b>No Students</b>	September 15	Site-Base Professional Development Day (All Teachers Report)
Friday	September 29	End of 1st Nine Week Grading Period
Monday-Friday <b>5 Days</b>	October 9-13	Fall Break
Wednesday-Friday <b>(3 days)</b>	November 22-24	Thanksgiving Break
Friday	December 1	End of 2nd Nine Week Grading Period
Thursday-Tuesday	December 21 - January 2	Christmas Break
Wednesday <b>No Students</b>	January 3	In-Service Day--Base School (No Students)
Thursday	January 4	First Full Day Back for Students--Semester 2
Monday	January 15	Martin Luther King Day
Thursday <b>1/2 Day Students</b>	February 15	Parent Teacher Conferences Elementary (1:00 -7:00), Middle/High (12:00-6:00)
Friday <b>No Students</b>	February 16	In-Service Day--Base School District Learning Day <b>(No Students)</b>
Monday	February 19	Presidents' Day

\*Students attending JSCC, see addendum

Friday	February 23	End of 3rd Nine Week Grading Period
Monday-Friday <b>5 Days</b>	March 26 - April 2	Spring Break
Friday	May 18	End of 4th Nine Week Grading Period
Monday <b>No Students</b>	May 21	In-Service Day----Base School
Tuesday	May 22	Last Day for Students
Monday	May 23- June 30	Extended Learning Days
Monday	May 28	Memorial Day
Monday	July 3 - July 31	Summer Break

\*Students attending JSCC, see addendum