

East Elementary Student Handbook



2017-2018

Soaring to Success!

EAST ELEMENTARY SCHOOL

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Welcome!

Welcome to a new school year at East Elementary. We are so excited as a faculty and staff to begin this year under the leadership of our new superintendent, Dr. Eric Jones. East Elementary supports and believes in our district-wide goals and priorities which are rooted in preparing our students for career readiness—graduating from high school with options and opportunities!

Career Readiness at home. Read to your children, read with your children, and support independent reading. **What does research say about ways parents can help their children with reading?**

The following suggestions have been beneficial to many parents:

- Provide a good role model — read yourself and read often to your child.
- Provide varied reading material — some for reading enjoyment and some with information about hobbies and interests.
- Encourage activities that require reading — for example, cooking (reading a recipe), constructing a kite (reading directions), or identifying an interesting bird's nest or a shell collected at the beach (using a reference book).
- Establish a reading time, even if it is only ten minutes a day.
- Write notes to your school-age child; encourage written responses.
- Ask your child to bring a library book home to read to a younger sibling.
- Establish one evening a week for reading (instead of television viewing).
- Encourage your child in all reading efforts.

Arrival

First bell rings at 8:00 AM. Breakfast will be served in the classroom. Breakfast and lunch are free to all students.

Second bell rings at 8:15 AM. The national anthem, a moment of silence, and announcements will occur at this time. Students that arrive after this bell are considered tardy and must sign in at the office accompanied by an adult.

Attending school regularly has a significant, positive impact on your child's academic success—from kindergarten through high school. Please see attached attendance letter.

Dismissal

School is dismissed beginning at 3:15 PM. Please see transportation plan. No change will be made to the student's transportation plan without written notification from the parent or guardian. Dismissal is set for 3:15 – 3:30. **If you need to pick up your child early from school then please do so by 2:45 PM. Student early dismissal after 2:45 is strongly discouraged—unless you have an emergency, we will ask that you wait until the 3:00 bell.** A car rider number tag must be assigned to any child that will be picked up in the car rider line.

New car rider tags will be issued every school year. **No one will be given a child without the proper identification or car rider tag.** If more than two are needed, they may be requested in the school office. Please give the office staff one school day to honor all requests.

Before and After-School Programs

East Elementary has a program for students whose parents need an earlier arrival and/or a later dismissal. Before-School Program hours are from 6:30-8:00 AM and After-School Program hours are from 3:30-5:30. Applications are available in our office and on the district's website.

Attendance Letter

August 4, 2017

Dear Parent/Guardian,

We need your help with an important goal East Elementary this year. We want to ensure that every student attends school every day.

Attending school regularly has a significant, positive impact on your child's academic success—from kindergarten through high school. Even as he or she grows older and more independent, you play a key role in making sure your child gets to school safely and on time every day. For context, most students in Tennessee miss six or less days each school year.

We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school—regardless of the reason—it can cause them to fall behind academically. Absences can add up quickly. Students are less likely to succeed academically if they miss 10% or more of instructional days over the course of the school year (this means missing about two days of school per month or about 18 days per year).

Research shows:

- Tennessee students who are chronically absent in kindergarten are 15 percentage points less likely to reach proficiency in either 3rd grade math or ELA.
- Nationally, four out of five students who miss more than 10% of both kindergarten and first grade are unable to read on grade-level by third grade.
- The problem continues as students get older. Tennessee students who are chronically absent in 9th grade are 30 percentage points less likely to earn an on-time diploma (62% vs. 92%).

We don't want your child to fall behind in school or get discouraged. Please ensure that your child attends school every day and **arrives on time**. Attached are a few practical tips to help support regular attendance.

We want your child to be successful in school. Let us know how we can best support you and your child so that he or she shows up for school on time every day. If you have any questions or need more information, please contact your child's teacher, principal, or our school counselor, Ms. Janet Reese.

Sincerely,
Judy Record, Principal
East Elementary

Attendance Pointers for Parents

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Make sure your children go to school every day unless they are truly sick.
- Avoid scheduling vacations or doctor's appointments when school is in session.
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.
- Talk to teachers and counselors for advice if your children feel anxious about going to school or show other signs of not wanting to go to school.

For more information, contact your child's teacher or check out the parent resources available at www.attendanceworks.org.



Allergy Alert!

East Elementary is a peanut free school. Please Note: Due to continual changes in manufacturer packaging and processing, please read the ingredient label of your snack chosen from this list to ensure that it does not contain any of the following peanuts/nuts, peanut/nut butter, peanut/nut oil, peanut/nut flour, peanut/ nut meal, or any of the statements “May contain traces of a peanut/nuts” or “Manufactured in a facility that also processes peanuts.”

Fruits & Vegetables

- All fresh fruit and vegetables
- Dole Fruit Bowls
- Del Monte Fruit To-Go Cups
- Sun-Maid Raisins (not chocolate covered)
- Applesauce cups
- Mott’s Fruit Blasters Applesauce Tubes
- Carrots with Dip
- Celery Sticks with Cream Cheese or Dip

Gummy Snacks

No Brach’s. Stick with only Betty Crocker or Nabisco Fruit Snacks.

- Fruit Roll-Ups
- Fruit By the Foot
- Gushers
- Shark Bites
- Fun Fruits
- Scooby Doo Fruit Snacks
- Trix Fruit Snacks
- Hi-C Fruit Snacks
- Pokémon Fruit Snacks

Cookies/Granola Bars

- Nilla Wafers
- Oreos and Mini Oreos (not mint-crème)
- Chips-a-Hoy (not minis)
- Bisco Wafers
- Teddy Grahams
- Pepperidge Farm – Milano, Chessmen, Shortbread and Sugar Cookies
- Keebler – Butter Cookies, Grasshopper Cookies
- Nabisco – Barnum Animal Crackers, Oatmeal and Iced Oatmeal Cookies, Cameo Cookies, Fig Newtons, Kool Stuff, Strawberry Seas Bars
- Hostess Ho-Ho’s and Twinkies

- Rice Krispie Treats (plain only)
- Nutri-Grain Apple Cinnamon / Brown Sugar Twists

Salty Snacks & Crackers

- Rold Gold Pretzels
- Snyder’s of Hanover
- Ruffles Potato Chips
- Lays Potato Chips
- Fritos
- Doritos (not crackers)
- Cheetos
- Tostitos
- Pringles (original only)
- Popcorn – Pop Secret, Orville Redenbacher, Healthy Choice
- Honey Maid – Cinnamon Grahams & Sticks
- Honey Grahams & Sticks
- Ritz Crackers (plain only, not sandwiches)
- Keebler Club Crackers (original only, not sandwiches)
- Nabisco Saltines
- Triscuits
- Wheat Thins
- Pepperidge Farm Cheddar Goldfish (only plain, pretzel or cheddar) (No Cinnamon Grahams)
- Sargento – Mootown Crackers & Cheese Dip
- Keebler Town House Crackers
- Sportz Cheddar Crackers
- Kraft Handi-Snacks Cinnamon Graham Crackers w/Applesauce Dip
- Kraft Handi-Snacks Crackers with Cheese Dip

Jell-O’s & Puddings

- Hershey Chocolate Pudding Tubes
- Kraft Handi-Snacks – Wacky Gels, Vanilla & Chocolate Pudding
- Hunts – Juicy Gels, Vanilla & Chocolate & Oreo Pudding
- Dole Fruit-n-Gel Bowls
- Delmonte Fruit & Gel To-Go Bowls

Frozen Treats

- Minute Maid – Juice Bars, Fruit & Cream Swirls
- Frozen Lemonade
- Good Humor – Fudgesicles
- Popsicles, Fire Crackers, Great Whites, MicroPops and Scribblers
- Nestle – Itzakadoodies, Icecreamers Flintstones
- Rainbow Sherbet Treats
- Lick-A-Colors
- Tropicana Fruit Juice Bars
- Welch’s Fruit Juice Popsicles
- ICEE Frozen Treats
- East Elementary’s “for purchase” weekly ice-cream items

Miscellaneous

- Cheese
- Yogurt (not soy brands) – Gogurt, Danimals, etc.
- Marzetti Caramel Apple Dip (with apples)
- Pizza – Papa Johns, Dominoes, Pizza Hut

PLEASE CONTACT EAST ELEMENTARY’S OFFICE STAFF AT (731) 988-3860 TO VERIFY WHETHER OR NOT ANY FOOD TREATS BROUGHT INTO THE SCHOOL ARE WITHIN THE GUIDELINES.

These policies are located in the main office:

Policy 3.202 Emergency Preparedness (Severe Weather Drill, Fire Drill, Armed Intruder, Bomb Threat (exit building plan) East will follow the state and district guidelines in regard to these safety drills

Policy 3.203 The principal shall develop a Crisis Management plan for use in times of crisis, including suicides, shootings, and death of a student, parent or employee. Within the development of such plan, the principal shall appoint a Crisis Team which shall deal with specific situations, make decisions, and disseminate information in the event of a crisis. Members of the Team shall consist of the principal, guidance counselor, and at least two other staff members designated by the principal.

Policy 6.601 Student Records Annual Notification of Rights (2017-2018): The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student. Policy 6.301 Rights and Responsibilities

Policy 6.709 Student Fees and Fines 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; Fees required for graduation ceremonies;
5. Fees for a copy of the student's records; and
6. 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.

Policy 6.200 Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session...

Policy 4.301 Interscholastic Athletics

Policy 6.306 Interference/Disruption of School Activities

Policy 6.309 Zero Tolerance Offenses

Policy 6.3101 Group/Gang Activity or Association

Policy 6.311 Care of School Property

Policy 6.312 Use of Personal Communication Devices in School

Policy 6.313 Discipline Procedures

Policy 6.314 Corporal Punishment/Paddling

Policy 6.316 Suspension/Expulsion/Remand

Policy 1.802 Grievances and Americans with Disabilities Act

Policy 1.8021 Non-Discrimination

Policy 1.803 Tobacco-Free Schools

Policy 6.300 Code of Behavior and Discipline

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

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

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://tn.gov/education/topic/special-education.index.htm>

Legal Services Division

Division of Special Education, Tennessee Department of
Education 710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380
Phone: 615-741-2851
615-532-9412

Child Advocacy Group Contact Information

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

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: info@thearctn.org

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

712 Professional Plaza Greeneville, TN 37745

West Tennessee:

(901) 726-4334

derek.flake@tnstep.org

Middle Tennessee:

(423) 639-2464

joey.ellis@tnstep.org

East Tennessee:

(615) 463-2310

beth.smith@tnstep.org

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

2416 21st Avenue South

Nashville, Tennessee 37212

1-800-287-9636 (Toll free) or 615-298-1080

615-298-2471 (TTY) 615-298-2046 (FAX)

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

West Tennessee

(Memphis)

(901) 758-4334

Fax: (901) 758-2622

Middle Tennessee

701 Bradford Avenue

Nashville, Tennessee 37204

(615) 269-7751

Fax: (615) 269-8914

East Tennessee

(Knoxville Area)

(865) 523-0701

Fax: (865) 523-0705

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>. Select your county and the service you desire from the drop-down menu and then click submit.



State of Tennessee
PUBLIC CHAPTER NO. 990

HOUSE BILL NO. 2548

By Representatives Hill, Hardaway

Substituted for: Senate Bill No. 2488

By Senator Gresham

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

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 6, is amended by adding the following as a new, appropriately designated section:

49-6-__.

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

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

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

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

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

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

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

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Dress Code/ Regular School Day	Descriptor Code: 6.310 Rescinds: 6.310	Issued Date: 06/10/10 Issued: 02/12/09
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GRADES PK-12

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

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

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

General:

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

Jewelry:

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

Shirts:

- polo style - collared - black or white color (one additional color as approved by that school) - short or long sleeved (sleeve must cover the shoulder)
- no writing, logos, or any type of design should be on the shirt (except the school colored shirt)
- no holes, cuts or rips of any kind are allowed

- tucked in at all times
- sized to fit, neither skintight nor sagging
- turtlenecks are allowed if they are black, white or a school color and are worn under a polo style shirt or sweater

Pants: All pants must have belt loops and be:

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

Shorts:

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

Skirts:

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

Jumper:

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

Belts: (Grades 1-12)

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

Sweaters:

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

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

Shoes:

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

Outer garments:

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

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Traffic and Parking Controls	Descriptor Code: 3.403	Issued Date: 05/10/01
		Rescinds: EBBE/JGFF	Issued: 12/14/94

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

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

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

Cross References:

Code of Behavior and Discipline 6.300
Interrogations and Searches 6.303
Suspension/Remand/Expulsion 6.316

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 03/07/17
		Rescinds: 4.700	Issued: 04/14/16

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

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

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

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provisions for interpreting and disseminating the results;
5. Maintaining information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

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

Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science, and social studies.⁴ The director of schools may exclude Tennessee Comprehensive Assessment Program scores from students' final grades 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.⁵

The weight of the EOC examination of the student's final average shall be ten percent (10%) in the 2016-2017 school year, fifteen percent (15%) in 2017-2018 school year; and shall be twenty percent (20%) in the 2018-2019 school year and thereafter.⁶

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.⁶

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

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.⁷

No later than July 31st of each year, the board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include:⁸

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered;
5. The time and manner in which parents and students will be notified of the results of the test; and
6. How parents can access the questions and answers to their student's state-required 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 Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Student Equal Access (Limited Public Forum)	Descriptor Code: 4.802	Issued Date: 06/11/15
		Rescinds: EBHA	Issued: 05/10/01

1 **STUDENT MEETINGS**

2 Schools may allow students to form clubs or groups that meet before, during, and/or after the school day.
3 Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of
4 proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have
5 the same abilities to access facilities and advertise their meetings.^{1,2,3,5}

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

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

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

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

- 13 1. The meeting is voluntary and student-initiated;
- 14 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
- 15 3. The meeting will not materially and substantially interfere with the orderly conduct of the
16 school's educational activities or conflict with other previously scheduled meetings;
- 17 4. Employees of the district are to be present in a non-participatory monitoring capacity; however,
18 no employee shall be required to attend in this capacity if the content of the meeting is contrary
19 to the beliefs of the employee; and
- 20 5. Non-school persons will not direct, control or regularly attend.

21 **SCHOOL SPONSORED EVENTS**⁴

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

- 24 1. The forum is provided in a manner that does not discriminate against a student's voluntary
25 expression of a religious viewpoint, if any, on an otherwise permissible subject;
- 26 2. There is an appropriate method of selecting student speakers which is based on neutral criteria;

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

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

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

Legal References

1. 20 U.S.C.A § 4071
2. *Westside Community Schools v. Mergens*, 496 U.S. 226 (1990)
3. TCA 49-6-2904
4. TCA 49-6-1803
5. TCA 49-6-1805

Cross References

Recognition of Religious Beliefs 4.803
Prayer and Period of Silence 4.805

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying	Descriptor Code: 6.304	Issued Date: 03/07/17
		Rescinds: 6.304	Issued: 03/14/13

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

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

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

DEFINITIONS

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

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

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

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

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.³

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

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.² All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

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

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report.⁴ 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.⁴

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.^{1,4}

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.⁴ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reason why the investigation has not been completed or the appropriate intervention has not taken place.⁴

Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

RESPONSE AND PREVENTION

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

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

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

REPORTS

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

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

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

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.

Legal References

1. TCA 49-6-4503
2. 20 USCS §§ 1681 to 1686
3. TCA 49-2-120
4. TCA 49-6-4503(c)(2)(b)

Cross References

Appeals to and Appearances Before the Board 1.404
Staff-Student Relations 5.610
Student Complaints and Grievances 6.305
Discipline Procedures 6.313

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Grievances and Complaint Procedures	Descriptor Code: 6.305 Rescinds: 6.305	Issued Date: 07/12/12 Issued: 12/08/05
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The Board desires that all matters will be settled at the lowest level of responsibility and will not hear complaints or concerns which have not advanced through the proper administrative procedure from the point of origin.

Student Level Complaint Procedures

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

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

School Service Center Complaint Procedure

3. To appeal to the School Service Center, the student or parent will submit a written request for a review, along with the completed School Level Complaint Form, to the Office of Federal Projects and Pupil Personnel Services.
4. A School Service Center administrator will attempt mediation between the principal and complainant.
5. Where mediation fails, one or more complaint managers shall complete an investigation within ten (10) working days of the date filed. The results of the investigation will be shared with the complainant and the school principal.
6. A complainant may appeal the results of the investigation by requesting a hearing before the Grievance Committee.
7. Upon receipt of the request for a hearing by the grievant, a hearing date shall be set within twenty (20) working days of the request.
8. Within five (5) working days of the hearing, the Grievance Committee shall furnish a written report of its findings and recommendation to the director of schools.
9. The director of schools shall act within five (5) working days upon the recommendation of the Committee or furnish a written response to both parties explaining why the recommendation will not be implemented.
10. Upon receipt of the response from the director of schools, the grievant may, if the issue has not been resolved to his/her satisfaction, appeal in written form within five (5) working days to the Board of Education. The Board shall, within thirty (30) working days from the date the appeal was received, review the report and the actions of the director of schools, and may affirm or modify the decision and report their decision in writing to the grievant.

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

Appointing Complaint Managers

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

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

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

Cross References:

Appeals To & Appearances Before the Board 1.404
Section 504/ADA Grievance Procedures 1.802
Discrimination/Harassment of Students 6.304

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Alcohol and Drug Testing	Descriptor Code: 6.3071	Issued Date: 03/10/11
		Rescinds: 6.3071	Issued: 10/11/07

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.¹ 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.

Legal Reference:

1. TCA 49-6-4213

Jackson Madison Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 01/14/16
		Rescinds: 6.405	Issued: 12/14/06

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

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

PRESCRIPTION MEDICATIONS:

- 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.
- 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).
- Written consent from the parent to dispense the medications should be obtained. The form in the medication manual should be used.
- If the dosage of a medication or directions to give a medication changes, the parent will be required to complete a new authorization form to reflect the changes.

NON-PRESCRIPTION MEDICATIONS:

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

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

BLOOD GLUCOSE SELF-CHECKS

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

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

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

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS³

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.

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

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Media Access to Students	Descriptor Code: 6.604	Issued Date: 05/10/01
		Rescinds:	Issued:

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

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

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

If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.¹

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

Legal Reference:

1. USCA 20-1232g; TRR/MS 0520-1-9-.14(7)(h)

Cross Reference:

News Releases, News Conferences & Interviews 1.503

Frequently Asked Transportation Questions

Questions	Answers
Who should I call if I have a bus concern or question?	Always call your school first. Your school should be able to answer most bus questions.
Who should I call if I have a bus emergency?	Again, call your school first. Your school is best equipped to help in an emergency and can contact the appropriate transportation staff to help.
Why is my child's bus late?	Weather, traffic, road condition, driver absenteeism, maintenance difficulties, and unforeseen incidents may cause bus delays.
Why does the transportation department or school not call when a bus is running late?	Please check the JMCSS website, www.jmcss.org for up-to-date daily bus schedules. This site will let you know if your bus is running late.
Why does JMCSS not provide different pick-up or delivery locations on different buses on different days?	According to State law, each student eligible for transportation is permitted one seat on a bus. Providing transportation to and from different locations on different days would require the assignment of multiple seats for those students.
Why is my child not allowed to exit the bus wherever they want to in the afternoon?	JMCSS policy states - Student must ride their assigned bus to and from their assigned stop. Switching stops for any reason is prohibited.
How are bus stops determined?	<p>State regulation requires that we provide safe, efficient bus routes to all eligible students in our district. We work very hard to keep the average student ride time to an hour. In order to accomplish this, the transportation dept. has to maintain routes that reduce time and mileage wherever possible. Unfortunately, even with planning some routes are over one hour. Listed below are factors that may determine where to designate a stop:</p> <ul style="list-style-type: none"> ▪ How visible is the bus and its warning lights. Can the bus/lights be seen by other motorists at a distance of 500 feet on open roadways or 200 feet on urban streets? (four

	<p>seconds at typical optimal speeds)</p> <ul style="list-style-type: none"> ▪ When approaching the stop students must be visible to the bus driver and other motorists. ▪ Does the light condition at the stop affect the visibility of the driver? (Direct Sun light-either rising or setting, background/street lighting, etc...) ▪ Whenever possible it is best practice to avoid designating a bus stop near a hillcrest or curve in the roadway. ▪ Surrounding buildings or foliage that may affect what the driver can see when approaching the stop is a hazard. ▪ Potential hazards from side streets or parking lots are avoided. ▪ Safe student wait areas for the bus are factors. ▪ Potential shelters for students in the event of inclement weather are a consideration. ▪ The number of students at each stop and their ages are factors.
<p>The bus drives right by my house. Why does the bus not stop directly at my house?</p>	<p>Bus stops are established at easily identified locations accessible to students throughout a geographic area. This assures student safety, bus safety, and service reliability. Every time a school bus stops to pick up and/or drop off students, rider time on the route is increased by the deceleration, stop sequence, loading, seating, safety checks, and acceleration back into the traffic flow. Therefore, stopping at every residence along a road can be unsafe as well as an inefficient use of resources and time. On average our buses make thousands of stops each day. Therefore, just a few additional stops would result in hours of delays.</p>

<p>Why does the school bus not come into my subdivision?</p>	<p>School buses come in various sizes ranging from 25 to 36 feet long, 20,000-26,000 pounds, 12-13 feet high, and 6-9 feet in width. Often the length of a bus limits maneuverability in cul-de-sacs and tight places. Smaller buses can turn in a shorter radius, while longer buses cannot maneuver the same circle without backing up. Whenever possible, backing up is avoided. In addition, residents park trucks, boats, and trailers on the streets effecting access. Although our drivers are trained to parallel park and back up, most subdivisions are not designed with school bus maneuverability in mind. Please know, all bus routes are designed with safety and effective route management as a top priority.</p>
<p>Does the transportation department periodically review bus stops?</p>	<p>Yes, we have approximately 3,800 stops located throughout the Jackson-Madison County School System. Transportation personnel travel throughout the district regularly to assess environmental and traffic changes. In addition, bus drivers report any concerns they may have relating to safe operations at bus stops. During a typical year, the transportation dept. will review approximately 1/3 of these stops. Furthermore, the dept. typically reviews 50 stops and routes per year due to safety concerns expressed by the community.</p>
<p>My street does not have sidewalks, what do I do?</p>	<p>Many public streets are designed and built without sidewalks to maintain a rustic or non-urban image. When such streets were reviewed, they were accepted as low [traffic] volume pedestrian-safe shared traffic facilities. In this situation parents will need to work with their children and review the safe and legal way to walk along streets in their area.</p>

JMCSS School Bus Rules, Regulations, and Procedures

Return this form to your school bus driver within 5 school days of receipt.

While the bus is on its route, the driver is always the ultimate authority.

Bus Rules

1. Students should follow the instruction(s) of the bus driver at all times.
2. Once a student enters the bus, they should find a seat and sit down. NO student should leave his or her seat until the bus reaches its destination stop.
3. Students should keep their hands and feet to themselves. **NO fighting or physical/emotional aggression** will be tolerated on the bus. If students have a problem with another student, the student should inform the driver, their principal, and/or their parent. An adult will help them work through any problem they have. Again, fighting, physical, or emotional aggression will not be tolerated on the bus and is not an acceptable response to any problem that may arise on the bus.
4. Students should not throw any object(s) on or off the bus, nor should any part of a student's body breach the window.
5. No student should enter or exit the bus other than at their designated pick-up or exit stop.
6. Students should never use or attempt to use the emergency door on the bus in a non-emergency situation.
7. No weapon of any kind is allowed on the bus. Toys that resemble weapons are also prohibited.
8. The school bus is an extension of the school. Therefore, all rules, regulations, and state law(s) that govern the Jackson-Madison County School System are equally enforced on the school bus. This includes zero tolerance issues.
9. The use of tobacco and alcohol is prohibited on the bus.
10. Please note failure to follow any of these rules could result in an immediate termination of bus riding privileges.

*School principals are responsible for deciding punishment for these offenses. However, the school transportation administration will work with school administrators to promote and enforce a safe riding environment for all students and drivers.

Bus Regulations

1. Drivers will not unload passengers at a place other than the regular stop unless the student provides the proper written authorization. Proper authorization consists of a note with a request signed by a parent, given to the Principal, and a paper copy of a New Rider Authorization Form properly handed to the bus driver in order for the student to ride. Verbal authorization will not be accepted.
2. A student requesting to ride a bus other than his/her assigned bus must have the same authorization as stated in regulation number 2. Verbal permission is not proper authorization; this is state law. (Tenn. Code Ann. 49-6-2118).
3. Dropping students off at a place of business for pick up or transfer shall be permitted only after approval has been obtained from the JMCSS School Board and provided to the driver.
4. Students should never use or attempt to use the emergency door on the bus in a non-emergency situation.
5. The use of tobacco and alcohol is prohibited on the bus.
6. No weapon of any kind is allowed on the bus. Toys that resemble weapons are also prohibited.
7. If a student is found guilty of damaging a bus, payment will have to be made for all damages before the student is allowed to ride again. Payment may be made at the school office or transportation office.
8. The school bus is an extension of the school. Therefore, all rules, regulations, and state laws that govern school behavior are equally enforced on the school bus. This includes zero tolerance issues.

Bus Procedures

1. Failure to follow these procedures could result in injury. In addition, failure to follow procedures could result in a disciplinary referral.
2. If students walk along a road to a bus stop, they should do so on the left side of the road facing the traffic. They should walk as far away from the lane of traffic as is practical in a single file line.
3. Do not run to or from the bus.
4. While waiting for the bus, stand 10 feet back from the road, and stand in a single file line to get on the bus. Do not play, push, or shove while waiting on the bus.
5. If students must cross the road, they need to move out 10 feet in front of the bus before crossing. Watch for the driver's signal, and cross when the way is clear. Never cross the road behind the bus.
6. Do not litter while waiting on the bus.
7. Stay at the bus stop until the bus arrives. Do not attempt to move toward the bus until the bus comes to a complete stop.
8. Buses will arrive and depart as close to their posted schedule as possible. However, the bus cannot wait for students who are not present. Therefore, students must be at the bus stop when the bus arrives. The driver may leave the bus stop if the student is not there at the proper time.
9. If students must cross the road, they must do so under the driver's direction. Go directly to your seat after getting on the bus. Be sure to use the handrail when entering or exiting the bus. Face the front of the bus. Keep legs, books, and other objects out of the aisle. Animals and oversized objects are prohibited. Before large band instruments are transported on the bus, the student must discuss with the driver to see if there is available space. (I.e. trombone, drum, or other large instruments.)
10. Help keep the bus clean. Do not consume food and drinks on the bus. Tobacco, alcohol, and drugs are prohibited on the bus.
11. The driver may assign seats. Assignment of specific seating is a best practice technique and is encouraged. Students who do not sit in their assigned seats may face disciplinary action.
12. While riding the bus, no perfume, cologne, lotions, and/or any liquid or aerosol should be opened, sprayed, or applied. The bus is a "No Spray Zone".
13. Do not put any part of your body out of the window and do not throw anything out of the window.
14. Students must observe the same rules of conduct as they do in the classroom. Ordinary conversation is permitted. However, horseplay, unruly behavior, abusive and obscene language or gestures are unacceptable.
15. When exiting the bus, do so under the driver's direction. Wait until the bus comes to a complete stop before leaving your seat to exit. Use the handrail and move quickly away from the bus, but do not run.
16. Dropping students off at a place of business for pick up or transfer shall be permitted only after approval has been obtained from the JMCSS School Board.
17. Students should follow the directions provided by their parent/guardians once they leave the unloading zone. JMCSS is not responsible for students once they have completely exited the bus and move away from the immediate unloading zone.
18. Do not delay the bus checking the mailbox or visiting with a friend. Cross the road as soon as the way is clear and the driver has given the O.K.
19. Hoods, caps or other articles that cover the head or face should not be worn on the bus. The bus driver is not responsible for students' personal property.
20. All busses are equipped with video surveillance and reviewed by appropriate JMCSS staff.