

WEST BEMIS MIDDLE SCHOOL

Home of the Tigers

School Motto

On Time, On Task, All Day!

District Mission

To prepare tomorrow's leaders by providing a safe, caring learning environment, working in cooperation with families and the community and providing appropriate curriculum and effective instruction.

School Vision Statement

The vision of West Bemis Middle School is to develop students who will graduate with the skills and attributes to succeed in secondary and post-secondary education and ultimately in the world of work and who demonstrate the qualities of responsible citizens.

Parent/Student Handbook

2019-2020

230 D. Street
Jackson, TN 38301

Office Telephone

731-988-3810

Fax Number

731-427-3290

Office Hours

7:00 a.m. – 2:30 p.m.

Principal David Wicker, Jr.
Assistant Principal Adam Peachey

2019-2020 School Calendar

Date	Description
Jul 31	System-wide Address (no students)
Aug 1	In-service (no students)
Aug 2	Administrative Day (no students) / Registration Available
Aug 5	First full day for students (begin Pre-K/K staggered week)
Sept 2	Labor Day (no students)
Sept 12	Half day students/ Parent-teacher conferences
Sept 13	District Learning Day (PD) (no students)
Oct 7-11	Fall Break
Nov 11	Veterans Day (no students)
Nov 27-29	Thanksgiving Break
Dec 23- Jan 3	Christmas Break
Jan 6	In-service (no students)
Jan 20	Martin Luther King Jr. Day (no students)
Feb 13	Half day students/ Parent-teacher conferences

Feb 14	District Learning Day (PD) (no students)
Feb 17	Presidents' Day (no students)
Mar 16-20	Spring Break
April 10	Good Friday (no students)
May 21	Last day students./half day (Report cards go home)
May 22	In-service

West Bemis Code of Student Conduct

BEHAVIOR EXPECTATIONS

DRESS CODE

All students must follow the Jackson-Madison County School System Dress Code Policy. Those in violation will be: warned, parent/guardian will be called and the student will be given an opportunity to change or make the appropriate clothing adjustment. If a student does not comply with the dress code, he/she will be placed in In-School Suspension. After the third dress code violation, the student will be sent home to serve Out-of-School Suspension.

Shirts

- Must be polo style – collared – Black, White or Royal Blue – short or long sleeves (sleeves must cover the shoulder)
- No writing, logos, or any type of design should be on the shirt (except a school issued shirt)
- No sweatshirts
- No holes, rips, or cuts of any kind are allowed
- Shirts must remain tucked in at ALL times
- Sized to fit
- Turtlenecks are allowed if they are black, white, or royal blue and are worn under a polo shirt
- Undershirts or camisoles must be black, white, or royal blue and must not be visible

Pants/Shorts/Skirts

- NO JEANS, JOGGERS, sweatpants, wind-suit pants, or pajama pants.
- All pants **MUST** have belt loops.
- All pants/shorts/skirts must be flat-fronted or pleated – khaki, navy, or black in color.
- Capri pants are allowed but must be flat fronted or pleated – khaki, navy, or black in color.
- All shorts/skirts must be **knee length** when standing.
- No cargo pants or pants with deep pockets in the front or back.
- No writing, logos, or designs should be anywhere on the pants.
- No holes, frayed cuffs, cuts, or rips of any kind are allowed.
- Pants must fit – not skin tight – not sagging and must be worn at the waist.
- No underwear is to be visible.
- Tights/Leggings may be worn, solid in color and must be black, white or royal blue.

Belts

- **Must wear a black or brown belt with a silver or gold buckle – must be kept at the waist.**
- **Buckle no larger than 2x2 square and no specialty, oversized, logos, or wording allowed.**

Jackets/Sweaters/Hoodies

- Sweaters and ¼ Zip Pullovers may be worn, but must be solid in color (black, grey, white, or royal blue) with a logo no larger than a standard business card, **NO** designs, and **NO** color variations.
- **Jackets and hoodies** may be worn to school, but must remain in the student's locker throughout the day. Jackets and hoodies may **never** be worn inside the school building.

Other Information

- No items with spikes, large chains, key chains or other objects may be worn.
- Students may not have piercings other than on the earlobe.
- No hats, caps, do-rags, scarves, or bandanas may be worn in the building.
- No sunglasses or other non-prescription glasses may be worn.
- No bracelets, rubber bands, necklaces, etc. may be worn.
- **Backpacks, string bags, and purses must remain in student lockers throughout the day.**

*Students must arrive, remain, and depart school in dress code.

SAFETY FIRST

Administration, as well as Law Enforcement, reserves the right to search students, student lockers, and backpacks for items that violate school board policy with regards to safety in schools.

DISMISSALS and CHECK-OUT PROCEDURES

Parents are urged to allow their student to remain in school for the entire day. Appointments should be scheduled after school hours and on school holidays whenever possible. However, if a student has a scheduled appointment during the school day, parents are to send a written excuse and/or obtain a doctor's statement.

Classes are dismissed at an assigned time each day. Car riders are dismissed from a designated area on the West end of the building closest the cafeteria. Every effort should be made to pick up students at dismissal if they are car riders. Students who ride the school bus will be dismissed to their bus at the end of the instructional time in the classroom.

It is important to discuss with students, before they leave home, where they are to go after school. Since it is difficult to identify parents over the phone, the school will, in extreme cases only, allow a student to change procedures for going home based on a phone call. When a student is to be transported in a different manner or if someone other than a parent/guardian is to pick up a student from school, a written notice explaining any changes must be sent to school with a contact phone number.

Dismissal time is a very busy time of day for teachers and office staff. Please do not request dismissal of your child during the last 45 minutes of the school day.

Parents/Guardians wishing to pick their child up early must come to the office and sign them out at the front counter. Anyone other than a parent/guardian needing to sign a student out must have written permission from the parent/guardian and a phone number to verify this pick up. All persons signing a student out will be asked for picture identification – NO EXCEPTIONS. No child will be allowed to leave the school without this important information being presented. Thank you for your cooperation. **STUDENTS CANNOT BE CHECKED OUT BETWEEN 1:30 – 2:15** unless there is an emergency.

VISITORS

All visitors to West Bemis Middle School are required to report to the school office upon entering the building. Visitors must follow each school's procedure by signing in and receiving a visitor's pass for identification to be worn at all times inside the building. Parents are welcome and are encouraged to visit our schools. Students are not permitted to have school-aged visitors at school.

PARENT INVOLVEMENT and CONFERENCES

Parents, the Jackson-Madison County School System believes that an active partnership between the school, the home, and the student is essential for student success. We welcome and encourage family involvement at all levels of your child's education. Volunteers are needed to participate on committees, assist with school functions and projects, chaperone field trips and help with various booster clubs. We welcome you in our schools, and we ask that you follow the school's safety procedures for the sign-in process upon arrival in any of our campuses.

Your student will receive a report card four times each year and a progress report at 4 ½ week intervals. Our teachers, principals, and counselors are always ready to discuss your student's progress. We also ask that you call to schedule an appointment so that the teacher may adequately prepare to discuss your child's work with you. Please make every effort to schedule conferences during a teacher's planning period. You may also contact your child's teacher by phone, letter or e-mail. All faculty e-mail addresses are located on the JMCSS website. Parents are encouraged to sit-in on classes, but we ask for 24 hour notice.

Conferences with an administrator may be scheduled between 8:00 a.m. – 1:30 p.m. Please respect our needs to start and end the day efficiently.

STUDENT SCHEDULE

All Jackson-Madison County Middle Schools will be "Departmentalized" for the 2015-2016 school year. Each student will have seven periods per day. Fine Arts/Exploratory classes include Art, Chorus, Keyboard, Band, Computer and Physical Education.

ABSENCES

Regular attendance at school is imperative for your child's success. Each time students are absent from school, they are missing very important academic time in the classroom. It is important that students attend school daily. Absences are classified as either excused or unexcused as determined by the principal or his/her designee. Each time a student is absent, the parent or guardian must send a note explaining the reason for the absence. According to school board policy, excused absences are granted for personal illness, illness of immediate family members or death of a family member, extreme weather conditions, religious observances, or circumstances, in the judgment of the principal, which create an emergency over which the student had no control. Students will be allowed two (2) discretionary days, (elementary or middle school students) per year when prior arrangements have been made with the principal. A one-day excused absence is provided for students when their parent or custodian is deployed into active military service. A one day excused absence is also provided for students when the parent or custodian returns from active military service. Students will be permitted to make up school work missed during the excused absences.

GRADING SYSTEM AND PROMOTION

Our primary goal for your child is that he/she becomes the best student possible. Teachers, principals and former students take pride in our tradition of academic excellence. Check with your child's school to inquire about the curricula, honors classes, fine arts program, middle school exploratory classes, physical education, gifted and enrichment programs, tutoring, services for students with special needs, and any other services that you may need or desire for your child.

Numerical value of letter grades for core subjects is as follows:

- A.....93-100
- B.....85-92
- C.....75-84
- D.....70-74
- F.....Below 70

A numerical grade of seventy (70) is required for passing in the core subject areas of language arts/reading, mathematics, science and social studies. A student passes or fails on a yearly basis.

All Middle School students **must** pass 3 of the 4 core subjects in order to be promoted to the next grade. A numerical grade will be assigned to Fine Arts/Exploratory classes, but these subjects are not included in the academic core.

Conduct will not be used as a basis to determine a student's grade. Cheating is a serious compromise of a student's integrity and will not be allowed.

STUDENT RECOGNITION

To be awarded at the end of the school year:

- Principal's Award
- Outstanding Student in each subject area
- Attendance Awards
- Honor Roll Awards
- Athletic Awards for each sport

On-going Awards:

- Student of the Month
- Principal's List/Honor Roll
- Tiger Club

ACTIVITIES

A very important part of the development of young people comes from their participation in activities other than academic classes. We encourage students of West Bemis Middle to take advantage of the social experiences available in the wide variety of interests represented in the activities and athletics of our school:

Activities:

Art Club, Band, Drama/Chorus Club

Athletics:

Cheerleading	Cross Country	Boys Soccer
Football	Boys Basketball	Boys Track
Girls Softball	Girls Basketball	Girls Track
Girls Soccer	Girls Volleyball	Tennis

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.

Art Club – Our mission is to provide every student with the opportunity to further their visual art skills outside of the regular classroom setting. Students will try-out for Art Club in August and in January. There is no fee for Art Club. The materials are provided that students need to participate. Art Club meets weekly.

Band – The West Bemis Band brings together students who share a passion for performing arts. The club promotes learning about music mainly through concerts, but also through other band activities. It also strives to foster appreciation of all forms of the performing arts.

Fees/Costs: The West Bemis Band is a self-sustained club. The only cost to participate in Band is the purchase of an instrument.

Cheer – The mission of the WBMS Cheer squad is to encourage school spirit. The purpose of the WBMS Cheer squad is to uplift self-esteem while empowering students to become strong community leaders. The cost of participation varies on the uniform and equipment costs.

Sports – The purpose of the sports program at WBMS is to provide a positive athletic experience for all student athletes, coaches, parents, and fans. WBMS athletic programs aim to instill in our student athletes that their participation in these extra-curricular teams is a privilege, not a right. With this understanding, we strive to develop a high level of competition without losing sight of educational values, such as sportsmanship, dedication, hard work, determination, commitment, team-work, scholastic achievement, and a strong sense of respect for self and others. Athletes who are not passing all academic classes may not participate in extracurricular activities.

CARE OF SCHOOL PROPERTY

Students should not mark school furniture, walls, ceilings, floors or equipment with pen, pencil, paint or any other instrument. They are not to tamper with fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students, will be referred to the proper law enforcement agency.

CARE OF TEXTBOOKS

Textbooks are provided to students by the state; therefore, students are responsible for loss or damage regardless of circumstances. If textbooks are lost or misplaced, they must be paid for before a new book will be issued. If the original book is found, the money will be refunded.

TELEPHONE USAGE

The telephones at West Bemis Middle School are business phones and are used for emergencies only. Students without a pass issued by their teacher will not be allowed to use the phone. Materials, band instruments, homework, gym clothes, and textbooks are not considered emergencies.

Only in urgent situations should a student be called at school. Messages will be given to a student only if they are from a parent or guardian. Students will not be called out of class except in emergency situations.

CELL PHONES ARE NOT PERMITTED TO BE USED DURING THE SCHOOL DAY IN JACKSON-MADISON COUNTY SCHOOLS. Students caught using a cell phone, even to call a parent, will be disciplined accordingly and the phone will be confiscated. **Parents, please do not call or text your child during school hours.** This causes classroom disruptions and will result in your child breaking school policy, thus facing a consequence.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Jackson-Madison County Board Policy 6.312 states that **“students who possess an electronic device, such as a cell phone, cannot display the phone or turn it on during the school day. If an electronic device is seen, it is considered operational (in-use), and will be confiscated.”** Violating this policy may result in further disciplinary consequences at the discretion of the administrator. A parent or guardian will need to reclaim the phone from the principal’s office. **School employees are not responsible for recovering lost or stolen electronic devices:** cell phones, iPods, PSP’s, etc.

MEDICATIONS

West Bemis Middle School follows the Jackson-Madison County School *Board Policy 6.405* (in the back of this handbook) for administering medications.

If a student must have **prescription medication** at school, the parent/guardian should follow these guidelines:

- An authorization form must be **fully completed** and signed by the parent/guardian for each medication given.
- The parent/guardian must bring medication to school in the original container; one medication per bottle.
- The prescription bottle must include the pharmacy label.

If a student must have **non-prescription medication** at school, the parent/guardian should follow these guidelines:

- The parent/guardian must bring non-prescription medication to school in an **unopened, original container** accompanied by a fully completed authorization form.
- The medication will only be given for a 2 week period. After the 2 week period, the parent/guardian must pick-up remaining medication or it will be disposed of.
- If a student requires non-prescription medication longer than a 2 week period; a physician’s statement will be required including the student’s name, the non-prescription medication’s name and why needed.

It is the responsibility of the parents to inform school officials of the existence of severe or chronic medical problems which students might have, even though this information might be included in a student’s records.

It is also the responsibility of parents to provide school officials with a physician certified plan of care for students who may require special treatment or care while at school.

Communication of medical problems and questions about care of students at school should be directed to the school nurse or the guidance counselor.

FOOD/DRINKS/GUM

No GUM is allowed at West Bemis Middle School.

Students may not take food or drinks into their classrooms at any time.

Drinks brought for lunch must be nutritional. No “energy drinks” may be brought to school.

Parents are not allowed to bring fast-food items to students at school.

CAFETERIA RULES

The same general rules for behavior apply in the cafeteria as in the classroom. Students are expected to contribute to a pleasant eating atmosphere in the cafeteria. Violating cafeteria rules by talking loudly, throwing food, leaving lunch trays or taking food out of the cafeteria without permission may result in the student being suspended from the cafeteria.

- Students will follow all directions given to them by the cafeteria monitor.
- Students are to remain quiet in the lunch line and keep their hands to themselves.
- Students are not allowed to save places in line or at the table.
- Students **MUST** sit with their class.
- Students may leave their table only if they have been dismissed by the lunch monitor.
- Students must leave their lunch tables clean, free of any food or trash.
- Students caught throwing food will face automatic suspension.

BREAKFAST and LUNCH

Breakfast is served in the classroom (homeroom) to all students free of charge. Every student will receive lunch at no charge this year. You can purchase additional items at the prices that can be found on the Jackson Madison County Schools Website.

EMERGENCY PROCEDURES

FIRE DRILLS AND TORNADO DRILLS: Fire drills and tornado drills are required by Tennessee Law as an important safety precaution. The teacher in each classroom will be given directions in accordance with Tennessee State Law. As directed, it is essential that everyone move promptly and follow directions as given.

LOCK DOWNS: West Bemis Middle School, in collaboration with the Jackson Police Department and the Madison County Sheriff's Department, has developed a Critical Response Plan. Lock-downs will be handled in accordance with the critical response plan. Each teacher will be trained to handle all situations found in this plan.

CANCELLATION/DELAYED OPENING OF SCHOOL

Cancellation of school, the delayed opening or early dismissal of school will occur at the direction of the Superintendent unless life threatening emergencies occur. Tune to local radio and television stations for information on altered schedules. Depending on the timeliness of the delay, cancellation or release, the student 'all-call' messaging system will be used to notify parents and/or legal guardians.

MISCELLANEOUS

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

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

BUS CONDUCT

Riding the bus is a privilege. The privilege may be removed if infractions are serious and/or repetitive. The school bus is viewed as an extension of the classroom. Failure to observe school bus rules will result in disciplinary action and suspension from the bus. Of the utmost concern is the safety of the students and the driver. A list of bus rules are provided at the beginning of the school year and are listed in this handbook. Extra copies are available upon request. It is the responsibility of the parents/guardians to review these rules with their children. Students should board the bus in an orderly fashion, sit down and remain seated until the bus has come to a stop and it is time to exit.

School Bus Rules and Regulations

1. To ensure safety, the driver must be totally in charge. Students must respond promptly to instructions given.

2. If students have to walk along a road to a bust 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. Students could fall and become injured.
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. Don't play, push, or shove while waiting on the bus.
5. Regular schedules must be observed. The bus cannot wait for tardy students. 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.
6. Don't litter while waiting on the bus. Stay out of other's yards. Stand still at the bus stop until the bus comes to a complete stop.
7. If students have to 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. Face the front and keep legs, books and other objects, out of the aisle. Animals and oversize objects are prohibited.
8. **KEEP THE BUS CLEAN. FOOD AND DRINK ARE PROHIBITED ON THE BUS.** The use of tobacco and alcohol is prohibited on the bus.
9. The driver may assign seats.
10. "No Spray Zone" – No perfume, cologne and/or lotions may be opened, sprayed, or applied while on the bus.
11. Do not put any part of your body out of the window and do not throw anything out of the window.
12. If a student damages a bus, payment will be made for the damages before the student is allowed to ride again.
13. Students must observe the same rules of conduct as they do in the classroom. Ordinary conversation is permitted. Horseplay and unruly behavior, abusive and obscene language or gestures are unacceptable.
14. When leaving the bus, do so under the driver's direction. Wait until the bus comes to a complete stop before getting up to leave. Use the handrail and move quickly (but don't run) away from the bus. No student will be delivered to a business.
15. Stay clear of the bus, do so under the driver's direction. If students have to cross the road, they must 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.
16. Do no delay the bus by going to check the mailbox or visit a friend, etc. Cross the road as soon as the way is clear and the driver has given the O.K.
17. Drivers will not unload passengers at a place other than the regular stop unless the student shows the proper 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 in this matter will not be accepted.
18. A student desiring to ride a bus other than his/her assigned bus must have the same authorization as in rule #17.
19. No hoods or caps allowed to be worn over the head on the bus. The bus driver is not responsible for student's personal property.
20. Students using the emergency door to exit the bus in a non-emergency situation will be subject to a discipline referral to the Principal.

Failure to observe these regulations may result in disciplinary action and possible suspension from the bus. Parents are responsible for their children before the children get on the bus and after they get off the bus. **SCHOOL BUS TRANSPORTATION IS A PRIVILEGE – NOT A RIGHT.**

DISCIPLINE

West Bemis Middle School follows all discipline policies as mandated by the Jackson-Madison County School System. Please refer to the school board policies in the back of this handbook.

<i>Code of Behavior and</i>	<i>Discipline</i>	<i>Policy number 6.300</i>
<i>Interscholastic Athletics/Home</i>	<i>School</i>	<i>Policy number 4.301</i>
<i>Rights and</i>	<i>Responsibilities</i>	<i>Policy number 6.301</i>
<i>Interference/Disruption of School</i>	<i>Activities</i>	<i>Policy number 6.306</i>
<i>Zero Tolerance</i>	<i>Offenses</i>	<i>Policy number 6.309</i>
<i>Group/Gang Activity or</i>	<i>Association</i>	<i>Policy number 6.3101</i>
<i>Care of School</i>	<i>Property</i>	<i>Policy number 6.311</i>
<i>Use of Personal Communication Devices in</i>	<i>School</i>	<i>Policy number 6.312</i>
<i>Discipline</i>	<i>Procedures</i>	<i>Policy number 6.313</i>
<i>Corporal Punishment/</i>	<i>Paddling</i>	<i>Policy number 6.314</i>
<i>Detention</i>		<i>Policy number 6.315</i>
<i>Suspension/Expulsion/</i>	<i>Remand</i>	<i>Policy number 6.316</i>
<i>Student Clubs and</i>	<i>Organizations</i>	<i>Policy number 6.702</i>

CONSEQUENCES FOR VIOLATING THE CODE OF CONDUCT

DISCIPLINE REFERRAL

Students who do not follow the school rules outlined in the Code of Student Conduct may be issued a discipline referral which will be processed by a school administrator. Parent contact will be made and a consequence will be enforced. The discipline referral is then placed in the child's permanent school record.

ISS (IN-SCHOOL SUSPENSION)

When a student violates a rule/s of the Code of Conduct the consequence may be ISS. In-School Suspension requires the student to report to one designated teacher for the entire day. The student will complete course work from his/her teachers, as well as a packet of TCAP practice material. ISS rules are strictly enforced. Students that cannot abide by ISS rules may be subject to Out-of-School Suspension.

OSS (OUT-OF-SCHOOL SUSPENSION)

When a student violates school board policy, he/she may be assigned OSS. Parent/guardian is responsible for picking the student up from school at the time of suspension and for keeping the OSS student home for the duration specified by the school administrator.

ALTERNATIVE SCHOOL

Students that refuse to abide by the rules and regulations imposed by the school board, and West Bemis Middle School, may be referred to the Parkview Learning Center by school administration. This school provides an alternative educational setting for those struggling to meet positive behavior guidelines. Students referred to PLC will be withdrawn from their zoned school and will no longer be allowed to participate in extra-curricular activities: sports, dance, band, etc.

FREQUENTLY ASKED QUESTIONS...

What were some of the most common dress code violations at school?

The most common dress code violations include the wearing of t-shirts under approved polo shirts that were not black, white, or royal blue. Policy states that undershirts are not to be seen, however we understand that they are necessary. Undershirts have to be black, white, or royal blue.

Other violations included wearing a belt that is not brown or black, and the wearing of cargo pants and shorts.

A few things to remember about the dress code: Backpacks cannot be worn at any time during the school day, jackets and hoodies are never allowed to be worn during the school day, and ears are the only thing that can be pierced.

The school board policy found in this handbook will be used in correcting dress code violations.

What happens if a student curses or threatens a teacher?

In the event that a student becomes disrespectful and curses a teacher or calls a teacher a derogatory name, a minimum 2 day suspension will automatically be enforced.

If a student threatens a teacher or staff member, the punishment will be decided by an administration, with punishment ranging from suspension to alternative school.

What is the penalty for fighting at West Bemis Middle School?

If a student fights at school, the punishment is up to the discretion of the Principal or Assistant Principal, and can be an out of school suspension up to 10 school days. Also, the Principal can refer any student to the School Resource Officer who is involved in a fight as outlined by county and state laws.

Student first offenses for minor fighting is 5 days OSS, major fighting, involving injury, is 6-10 days OSS. 2nd offenses of fighting begin at 6-10 days OSS, with the possibility of referral for alternative placement.. Further instances of fighting are referred to the Disciplinary Hearing Board at Alternative School.

Rough-housing or "play fighting" is considered fighting, without exception. Students are not to engage in any activity that can be construed as fighting.

Instigation of fights will also be punished. Since many fights are caused by rumors that begin outside of school, anyone spreading a rumor will be considered an instigator. If a student is found guilty of instigating a fight the following will be administered:

1st offense: 2 days in ISS and a mandatory conference with parent

2nd offense: 2 days OSS

3rd offense: 5 days OSS

4th offense: Referral to alternative school at Parkview Learning Center

What happens if my child is caught making video or audio clips on a cell phone or camera at school?

Making video or audio clips with any electronic device is not allowed at West Bemis Middle School unless permission is granted from the school's administration. This includes creating video clips and audio clips on cell phones. If a student is found guilty of this infraction the following will be administered:

1st offense: 3 day out-of-school suspension

2nd offense: 5 day out-of-school suspension

Please note that administration and Law Enforcement always have discretion in the handling of manners such as this.

Is cyber-bullying punished at West Bemis Middle School?

Yes. Bullying and cyber bullying is defined as any type of harassment, using an electronic device, that would make a student uncomfortable in the school setting. Examples would be harassing emails or texts sent during school hours and the creation of or addition to "text lists" that may circulate that criticize or make fun of other students. If a student is found guilty of this infraction the following will be administered:

1st offense: 3 day out-of-school suspension

2nd offense: 5 day out-of-school suspension

Please note that administration and Law Enforcement always have discretion in the handling of manners such as this.

What happens if my child is caught buying or selling items at school?

The buying and selling of items at school that is not directly related to school is prohibited. This includes the buying and selling of cell phones and other electronics. If a student is found guilty of this infraction a 2 day out- of-school suspension will be given. Also, if anything bought or sold can be proven to be stolen, Law Enforcement will be called.

School Board Policies

Dress Code (School Board Policy 6.310)

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 sweatpants, wind pants, pajama pants or jeans

Jewelry:

- Large chains, keychains 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:

- *. NO JEANS, JOGGERS, sweatpants, wind-suit pants, or pajama pants.
- 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

Jumpers:

- 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 working allowed

Sweaters/Pullovers:

- Cotton, cotton/poly blend or fleece style – black, white or approved school color
- Must be collared and no hood
- May have a full length or ¼ zipper
- Short or long sleeved
- Vest styles are acceptable

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

Shoes:

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

Outer Garments:

- 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.

Attendance (School Board Policy 6.200)

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

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

1. All accounting and reporting procedures and their dissemination;
2. Ensuring that all school age children attend school;
3. Alternative program for students who severely fail to meet minimum attendance requirements;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license drops out of school or withdraws.

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

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control;
7. Parents of elementary, intermediate or middle school students will be allowed two (2) discretionary days per year; or
8. A one-day absence is provided for students when their parent or custodian is deployed into active military service. A one-day excused absence is also provided for students when the parent or custodian returns from active military service. Students shall be permitted to make up schoolwork missed during the excused absences
9. Up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be allowed to make up schoolwork missed during these absences; or
10. Summons, subpoena, or court order.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All absences are verified;
4. Written excuses from a parent or legal guardian are submitted for absences and tardiness;
5. The principal may require verification from an official or other source to justify excessive absences;
6. After each separate accumulation of five (5) unexcused absences, notification will be sent to parents/guardians. After ten (10) unexcused absences and every five (5) unexcused absences thereafter, notification will be sent to parents/guardians and legal authorities (juvenile judge, district attorney general, sheriff, and police chief);
7. Initiate meaningful communication with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student's attendance.
8. Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to determine the appropriate service needed to improve the student attendance. The principal/designee shall document all communication attempts and refine the attendance plan as needed.
9. Students who are withdrawn from school are tracked and coded correctly; and
10. System-wide procedures for accounting and reporting are followed.

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

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

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

Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed, and teacher supervised. Mass exodus or early dismissal or

late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

ATTENDANCE POLICY SPECIFIC TO THE STATE DEPARTMENT OF SAFETY

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

1. Upon request, the school will provide a qualifying student with Proof of Attendance/Progress, to be presented to the Tennessee Department of Safety in obtaining a driver's license or permit.
2. Each semester the school will identify any student with more than ten (10) consecutive or fifteen (15) total unexcused absences. The school will provide notice to the parents of the student, to the Attendance Supervisor and to the Tennessee Department of Safety.
3. The school's Attendance Review Board may determine if extenuating circumstances exist beyond the control of the student, verifying that a student has met attendance requirements that will allow him/her to retain or obtain a driver's license or permit. For the purposes of a driver's license or permit eligibility, suspension from school, expulsion or incarceration is not a circumstance beyond the control of the student.

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

GRADES K-8

1. Attendance records as they relate to skills mastery may be used in determining the awarding of grades or the passing of a course or promotion and retention.
2. All missed assignments or tests (whether from excused or unexcused absences) may be made up. The teacher is responsible for providing all missed assignments. The student or parent/ guardian may make the request for make-up work during the period of absence, or on the day the student returns to school. A teacher's instructional time may not be interrupted by these requests; however, information regarding make-up work will be provided within two (2) days. The student will have a minimum of two (2) days per day absent to complete the make-up work.
3. Each school will establish an Attendance Review Team for intervention purposes. This team will consist of the principal (or designee), counselor, and a minimum of one teacher. This team will review a student's attendance record after a maximum of ten (10) absences and/or tardies and discuss intervention strategies to reduce absenteeism. When appropriate, the team will refer parents to community resources to assist in alleviating problems creating truancy.
4. Any administrative decision regarding attendance may be appealed to the director of schools and ultimately to the Board. The appeal may be made in writing to the director of schools within five (5) school days following the action or the report of the action, whichever is later.

GRADES 9-12 (See Board Policy 6.200)

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 with written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise 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 has been received.

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

Student Records Annual Notification of Rights (School Board Policy 6.601)

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

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

DIRECTORY INFORMATION

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

Student directory information for 11th and 12th graders shall be made available upon request to person or groups which make students aware of occupational and educational options, including official recruiting representative 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.

Care of School Property (School Board Policy 6.311)

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities.

All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board.

When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the director of schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian.

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages.1 When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Textbook Selection, Distribution and Care (School Board Policy 4.401)

SELECTION

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

DISTRIBUTION

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

CARE OF TEXTBOOKS

Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they will be responsible for the textbooks received and used by their children.

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

<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 Fees and Fines (School Board 6.709)

FEES

School fees are defined as follows:

1. Fees for activities that occur during regular school hours, including field trips;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
3. Equipment and supplies required to participate in interscholastic athletics and marching band, if taken for credit;
4. Fees or tuition for courses taken for credit or grade during summer school;
5. Fees required for graduation ceremonies;
6. Fees for a copy of the student's records; and
7. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

School fees are not:

1. Fines for overdue library books;

2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property;
4. Charges for debts owed the school;
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;
6. Costs to participate in not-for-credit extracurricular activities, including athletics; and
7. Tuition for non-resident students.

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

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

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

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

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

FINES

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

The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. When the student and parent are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

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

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

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

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

Use of Personal Communication Devices in School (School Board 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 ability 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-alls so that the devices are not visible during the school day. Electronic devices which are visible during school day hours will be presumed to be on and operational and in violation of this policy.

Students 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 ability 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 express authorization of the principal or principal's designee, is not permitted.

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.

Use of Internet (School Board Policy 4.406)

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

EMPLOYEES

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

The director of schools shall develop and implement procedures for appropriate Internet use which shall address the following:

1. Development of the Network and Internet Use Guidelines.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. System employees shall not engage in prohibited and/or illegal activities, including but not limited to the following:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, defaming or attacking others
 - Damaging computers, computer systems or computer networks
 - Hacking or attempting unauthorized access to any computer
 - Violation of copyright laws
 - Trespassing in another's folders, work or files
 - Intentional misuse of resources
 - Using another's password or other identifier (impersonation)
 - Use of the network for commercial purposes
 - Buying or selling on the Internet
 - Sharing confidential information about students or employees
 - Assisting in a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
 - Violating regulations prescribed by the network provider

STUDENTS

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Students shall not engage in prohibited and/or illegal activities, including, but not limited to:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, defaming or attacking others
 - Damaging computers, computer systems or computer networks
 - Hacking or attempting unauthorized access
 - Violation of copyright laws
 - Trespassing in another's folders, work or files
 - Intentional misuse of resources
 - Using another's password or other identifier (impersonation)
 - Use of the network for commercial purposes
 - Buying or selling on the Internet
 - Violating regulations prescribed by the network provider

INTERNET SAFETY MEASURES

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

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

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

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
- Maintaining and securing a usage log
- Monitoring on-line activities of students

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

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

E-MAIL

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

INTERNET SAFETY INSTRUCTION

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

SOCIAL NETWORKING

1. District staff that have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
2. District staff is prohibited from accessing personal social networking sites on school computers or any other technological medium during school hours except for legitimate instructional purposes.
3. The Board prohibits district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

VIOLATIONS

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

Media Access to Students (School Board Policy 6.604)

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective school. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in

instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

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

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

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

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

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

Student Publications (School Board Policy 6.704)

STUDENT RIGHTS

The student shall be allowed to responsibly express himself/herself and to disseminate his/her views in writing.

Any student may submit articles and editorials for school-sponsored publications. The procedure for submission of materials shall be published and distributed to all students.

STANDARDS

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

1. Is obscene
2. Is libelous
3. May create a material and substantial disruption of the normal school activity or appropriate discipline in the school.

CONTROL AND SUPERVISION

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

DISTRIBUTION

School authorities shall regulate the time, manner, place and duration for the distribution of publications on school grounds.

As it pertains to the school, distribution shall be defined as any manner of disseminating written or printed materials equally, systematically or merely at random to several or many persons on school grounds.

APPEALS

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

Student Clubs and Organizations (School Board Policy 6.702)

Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program.

The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school.

One or more staff members will serve as sponsors of each activity and will attend all meetings. Each sponsor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program.

As approved copy of the aims, objectives, and constitution for each organization will be kept on file in the principal's office.

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

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

HAZING

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

Sororities, fraternities, and all secret organizations are prohibited.

Interscholastic Athletics/Home School (School Board Policy 4.301)

No person shall, on the basis of sex be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic 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 mileage.

Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of middle and secondary athletics. Jackson-Madison County School System will follow all TSSAA bylaws unless noted in Board 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.

Prior to participation in interscholastic athletics, every student must complete an annual physical examination³ according to TSSAA requirements. The parents/guardians of each student shall be responsible for covering the cost of the examination, and these records shall be on file in the principal's office. It shall be the responsibility of the parent(s) 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 attending the practice of any interscholastic sport during the school day without written permission from the Board. This does not prevent the inclusion of regular physical training lessons in the daily school program.

Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or tolerate hazing activities. Also, each head coach must document and submit to the principal notification that each student athlete has been informed of this policy.

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 and have a heat illness plan on file. (Refer to 4.301 Administrative Procedures)

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

HOME SCHOOL STUDENTS

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

1. The student shall be enrolled in a home school study program in compliance with Tenn. Code Ann. § 49-6-3050(b)(1) and Board Policy 6.202 and be registered with the director of schools by August 1 of the current school year. The student must be enrolled in a home school conducted by his or her parent(s) or legal guardian(s), and the student must be taking a minimum of five (5) academic subjects or the equivalent administered by the parent(s) or guardian(s) which count toward graduation.
2. The student must have a legal residence within the school district. By August 15 of the school year, the parent or guardian must make application to the principal of the school in which the home school athlete would be assigned by virtue of the student's residence as required by Policy 6.205.

3. The home school athlete shall meet the same academic standards required of a student athlete who is enrolled and attends a school in the District to participate in the athletic program; however, the Director of Schools or his/her designee in which a home school athlete wishes to participate shall work with the parent or guardian to ensure that the home school athlete is academically eligible. If a home school student's course of study does not include five (5) academic subjects, then the Director of Schools and the parent shall develop an alternative measure of academic progress and submit the same to the TSSAA for approval. In no event shall a home school student be eligible to participate if the student is not receiving the minimum of four (4) hours per day of instruction administered by their parent/guardian or if the student has fallen three (3) months or more behind the student's appropriate grade level. Proof of academic eligibility shall be provided by the Director of Schools or his/her designee to the TSSAA each semester.
4. The home school student must provide to the Director of Schools or his/her designee proof of basic medical insurance coverage and both independently secured catastrophic insurance coverage and liability insurance coverage which names the School System and TSSAA as an insured party. The insurance must be in place before the home school student practices or participates and must be no less than the limits set forth in Tenn. Code Ann. § 29-20-403.
5. The LEA may impose a participation fee for each sport in which a home school athlete participates. Such participation fee shall not exceed the fees or costs charged to or borne by students enrolled at the school and shall be paid in full prior to the first regular season contest.
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.

Emergency Preparedness Plans (School Board Policy 3.202)

The Director of Schools shall be responsible for developing, maintaining, and acquiring Board approval of the *District Emergency Preparedness Plan*, which shall include procedures for bomb threat, civil disturbance, 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. The procedures shall be in written form and distributed to all staff, students, and parents.

The Principal shall be responsible for insuring 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 insure that an intruder drill is conducted within the first thirty (30) days of school. He/ She shall also insure that three (3) 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.

The Principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to 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 department and other local emergency or health care providers in protecting students and 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.

AED's will be placed in a prominent location for timely access by the designated members of the emergency response teams who have been trained in the operation of AED's and CPR. The AED/CPR procedures and names of the trained responders must be listed in the school's and system emergency plan.

Crisis Management (School Board Policy 3.203)

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

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

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

Board members should be notified and all media attention shall be directed to the director of schools' office.

Traffic and Parking Controls (School Board Policy (3.403)

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

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

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

Tobacco-Free Schools (School Board Policy 1.803)

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

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

District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco and electronic cigarettes, while they are participants in any class or activity in which they represent the school district.

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

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

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

Drug-Free Schools (School Board 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-related incidents and illegal activities;
3. Guidelines for referral of students who may have any alcohol/drug problem and/or are considered “high risk” to agencies and other sources of appropriate help;
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of state guidelines the director of schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act;
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parents and students that compliance with policy is mandatory.

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

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including expulsion as well as referral for prosecution. 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 (School Board 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 consent to the drug testing and a release of information as a condition of participation.

Medicines (School Board 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 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 to 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 parents on a form provided 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 IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

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

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

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of both an Individualized Health 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 a 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.

Code of Behavior and Discipline (School Board Policy 6.300)

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

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

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

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

Testing Programs (School Board 4.700)

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

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;
6. Assist in the screening of students with learning disabilities;
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 the 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.

Student scores on the Tennessee Comprehensive Achievement 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. The Director of Schools may exclude Tennessee Comprehensive Achievement 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 director at least five (5) instructional days before the end of the school year.

The Director of Schools may exclude end-of-course (EOC) scores from student's final grades if scores are not received by the district at least five (5) instructional days before the end of the course.

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.

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.

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:

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.

Student Equal Access (Limited Public Forum) (School Board 4.802)

STUDENT MEETINGS

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

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

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

SCHOOL SPONSORED EVENTS

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

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

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

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

Rights and Responsibilities (School Board 6.301)

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

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of gender, race, color, creed, religion, national origin or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

Student Discrimination/Harassment/Bullying/Cyber Bullying/and Intimidation (Board Policy 6.304)

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

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

COMPLAINTS AND INVESTIGATIONS

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

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

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

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

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

RESPONSE AND PREVENTION

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

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

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

REPORTS

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

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

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

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

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

Student Grievances and Complaint Procedures (Board 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 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.)

Interference/Disruption of School Activities (School Board 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 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.

Bus Conduct (School Board Policy 6.308)

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions given by his/her driver or assigned aide shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities and/or the transportation supervisor as soon as possible, but no later than the end of the route,

any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.

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

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

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

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

Students who transfer from bus to bus while en-route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

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

USE OF VIDEO CAMERAS

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

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

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

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

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

Zero Tolerance Offenses (School Board 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. 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* 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. 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 bodily member, organ, or mental faculty; or (F) a broken bone of a child who is twelve (12) year of age or less. Moreover, pepper spray and mace, or products similar to pepper spray or mace shall not be permitted on school property. Such property 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.

DRUGS AND ALCOHOL

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

ASSAULT

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

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 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.

Group/Gang Activity or Association (School Board Policy 6.3101)

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. 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 such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

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.

The director of schools will establish procedures and regulations to ensure that any student wearing, carrying or displaying group/gang paraphernalia, or exhibiting behavior or gestures which symbolize group/gang membership, or causing and/or practicing in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

Then 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.

Discipline Procedures (School Board 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.

Examples (not an exclusive listing):

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language/Profanity
- Non-defiant failure to do assignments or carry out directions
- 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 department grades
- Strict supervised study
- Corporal punishment/paddling by principal
- Parent/guardian conference

MISBEHAVIORS: Level II (Principal or Designee Level)

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

Examples (not an exclusive listing):

- Continuation of unmodified Level I behaviors
- 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.

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
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 *

Gang activity or association in violation of Policy 6.3101

Vandalism (Major)

Theft/possession/sale of stolen property

Arson

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

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

Use/transfer of unauthorized substances

Harassment (Sexual, Racial, Ethnic, Religious)

Disciplinary Procedures:

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

Principal confers with appropriate staff members and with the student.

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

Parents are notified and have conference with principal.

Law enforcement officials are contacted.

Incident is reported and recommendations made to the director of schools or designee.

Complete and accurate reports are submitted to the director of schools or designee.

Student and/or parent is given an opportunity for a hearing before disciplinary hearing authority.

Disciplinary Options:

Expulsion

Alternative schools

Other hearing authority or Board action which results in appropriate placement

* Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis. Remand to an alternative program shall be governed by the Alternative Schools Program Policy 6.319.

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.
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, 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).

Elementary Schools

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

Middle and High Schools

Referrals	Consequences
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 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 the bus suspension. Policy 6.309 shall govern zero tolerance offenses and Policy 6.319 shall govern alternative school assignments.

Corporal Punishment/Paddling (School Board 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/paddling, a copy of the corporal punishment/ paddling report shall be submitted to the director of schools and a copy shall be mailed to the parent or guardian. The report shall be filed in the school office and made available to the parent or student, whichever is appropriate.

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

Detention (School Board Policy 6.315)

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

The following guidelines shall be followed:

1. The student will be given at least one (1) day of notice before detention;
2. Parents will be informed before detention takes place;
3. Students in detention will be under the supervision of certified staff members;
4. Detention will not exceed two (2) hour after the official closing of the school day but may be administered several days in succession; and
5. Teachers must have the approval of the principal before detaining a student.

Suspension/Expulsion/Remand (School Board Policy 6.316)

DEFINITIONS:

In-School Suspension: removal from attendance at 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 suspensions be applied to avoid expulsion from school.

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

Remand: assignment to an alternative school.

REASONS FOR SUSPENSION/EXPULSION:

Any principal, principal-teacher or assistant principal (herein called principal) 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:

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, etc., 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 a school activity.
5. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-1013 or alcohol;
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; when behavior poses a danger to persons or property or disrupts the educational process.

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.

IN-SCHOOL SUSPENSION:

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:

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The principal shall notify the parent or guardian and the director of schools or designee in writing:
 - a. Of the suspension/expulsion and the cause for it; and
 - b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/ expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. 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.
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.

Non-Discrimination Policy (School Board Policy 1.8021)

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

DECLARACION DE LA POLITICA PARA NO-DISCRIMINACION

LA POLITIE OU NODISCRIMINATION

Employee or Student Related Equity Issues
Director of Pupil Personnel
Jackson-Madison County School System
310 N. Parkway
Jackson, TN 38305
Phone: 731-664-2500

Section 504 and ADA Grievance Procedures (School Board Policy 1.802)

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

DEFINITION

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

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 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. If a parent/guardian requests a Section 504 hearing, the parent/guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

Request for Hearing

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

Impartial Hearing Officer

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

Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: 404-974-9406; TDD: 877-521-2172
Email: OCR.Atlanta@ed.gov

Scheduling of Hearing

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

Continuances

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

Legal Representation at Hearing

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

Pre-Hearing Conference

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

Dismissals

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

Hearing

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

Recording

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

Witnesses

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

Format of Presentation

Each side will have an equal amount of time to present their positions as determined by the hearing officer. The parent/guardian will present his/her case first by making an opening statement outlining the issues, calling witnesses, and making a closing argument. The school system will present its side next. At the end of the school system's presentation, the parent/guardian may offer a short response. Each side may present personally or through their representatives.

Submission of Exhibits

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

Closing Arguments

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

Decision

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

Review Procedure/Appeal

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

Jackson-Madison County Schools

District ADA / 504 Coordinator

Student Services Supervisor

310 N. Parkway

Jackson, TN 38305

Telephone 731-664-2500 Fax 731-664-2502

**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

Office of General Counsel
Division of Special Education, Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 9th Floor
Nashville, Tennessee 37243
Phone: 615-741-2921
Fax: 615-253-5567
www.tn.gov/education

Child Advocacy Group Contact Information

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

A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at

<http://www.thearctn.org/>

545 Mainstream Dr., Suite 100, Nashville, TN 37228

Phone: 615.248.5878 Toll-free: 1.800.835.7077

Fax: 615.248.5879 Email: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at

<http://www.tnstep.org/> 712 Professional Plaza

Greeneville, TN 37745

West Tennessee: (901) 726-4334 fatima.ellisclark@tnstep.org	Middle Tennessee: (615) 463-2310 joey.ellis@tnstep.org	East Tennessee: (423) 639-0125 Ext. 11 beth.smith@tnstep.org
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Disability Law and Advocacy Center of TN is on the Internet at <http://www.dlactn.org>

2693 Union Avenue, Suite 201

Memphis, TN 38112

1-800-342-1660 (Toll free)

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

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

West Tennessee: (Jackson Area) Telephone: 731-660-6363 Fax: 731-660-6372	Middle Tennessee: 1315 8th Ave. South, Nashville, TN 37203 615-269-7751 Fax: 615-269-8914 TN Toll Free: 800-670-9882 E-mail: TVC@tnvoices.org	East Tennessee: (Knoxville Area) 865-609-2490 Fax: 865-609-2543
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These are but a few of the organizations available to help with information, training, and advocacy.

For a more extensive list visit the Tennessee Disability Services -- Disability Pathfinder Database:

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

Parent(s) or guardian(s) must sign and return a form stating they have received and reviewed the student handbook with their child/children.

Please sign below stating that you have read the 2016-2017 WBMS handbook and reviewed it with your student.

Parent Signature _____

Date _____

Student Signature _____

Date _____