

# **JIM B. SATTERFIELD MIDDLE SCHOOL STUDENT HANDBOOK 2019 - 2020**



*Principal  
J. Brim McCall*

*Vice Principal  
Amanda Gregory*

*210 Damascus Avenue • Hartsville, TN 37074  
Phone: (615) 374-2748 • Fax: (615) 374-2602*

*Jacket Expectations:  
PRESENT — Be In Attendance  
PUNCTUAL — Be On Time  
POLITE — Be Kind  
PREPARED — Be Ready To Learn  
PRODUCTIVE — Be A Hard Worker*



*“This Institution Is An Equal Opportunity Provider”*

# I. SCHOOL YEAR 2019-20

## Faculty & Staff

<u>Name</u>	<u>Position/Content Area</u>
J. Brim McCall	Principal
Amanda Gregory	Vice Principal
Lindsey VanWinkle	Guidance Counselor
Michelle Brown	Attendance Clerk
Kirstin Ingham	Bookkeeper
Patricia Frillman	School Nurse
Eleanor Satterfield	Library
Joseph Buehler	School Resource Officer
Blake Satterfield	TCLAC
Dale Reece	TCLAC
April Stafford	Maintenance
Shawn Hendrix	Maintenance
Gilda Smitley	Maintenance
Megan Davenport	6 <sup>th</sup> Grade ELA
Lindsi Dies	6 <sup>th</sup> Grade Inclusion
Ashley Ewen	6 <sup>th</sup> Grade Math
Kayla Wilkerson	6 <sup>th</sup> Grade Science
Chelsea Jones	6 <sup>th</sup> Grade Social Studies
Krystul Gregory	7 <sup>th</sup> Grade ELA
Melissa Loerch	7 <sup>th</sup> Grade Inclusion
Tyria Young	7 <sup>th</sup> Grade Math
Micah Miller	7 <sup>th</sup> Grade Science
Paul Pitts	7 <sup>th</sup> Grade Social Studies
Sara Walczyk	8 <sup>th</sup> Grade ELA
Bridget Gregory	8 <sup>th</sup> Grade Inclusion
Landon Gulley	8 <sup>th</sup> Grade Math
Robert Davidson	8 <sup>th</sup> Grade Science
Jared Hawkins	8 <sup>th</sup> Grade Social Studies
Virginia Kelley	Art
Rob Joines	Band
Dana Turner	Keyboarding
Hayden Williams	Physical Education
Davy Cothron	Advanced Physical Education

## Coaches

Hayden Williams	Football
Cody Greer	Girls Basketball
Krystul Gregory	Volleyball
Davy Cothron	Boys Basketball
Kayla Wilkerson	Cheerleaders
Davy Cothron	Baseball
Hayden Williams	Softball





## *Trousdale County Schools School Calendar 2019-20*

July 29	No School – Admin Day (1)
July 30	Registration – Health Programs
July 31	No School – Admin Day (1)
August 1	School Begins
August 30	No School – FAIR
September 2	No School – Labor Day
September 13	No School – Professional Development
October 17	Parent-Teacher Conference
October 18	No School – Admin Day (1)
October 21-25	No School - FALL BREAK
November 15	No School – Professional Development
November 27-29	No School - Thanksgiving Break
December 17	Semester Ends
December 18	No School – Abbreviated Day
Dec 19 - Jan 5	No School - CHRISTMAS BREAK
January 6	No School – Professional Development
January 7	School Resumes
January 20	No School – Martin Luther King Day
February 17	No School – President’s Day
March 19	Parent-Teacher Conference
March 20	No School – Admin Day (1)
March 23 - 27	No School – SPRING BREAK
April 10	No School – Good Friday
April 13 - May 8	TNReady Assessment Window
May 21	No School – Abbreviated Day
May 22	Graduation

*Jim B. Satterfield Middle School*  
**Bell Schedule**

<i>7:40</i>	<i>Students released from the gym</i>
<i>7:40 - 7:45</i>	<i>Break – one minute warning bell at 7:44am</i>
<i>7:45 - 7:55</i>	<i>Activity period/Homeroom</i>
<i>7:55 - 8:00</i>	<i>Break - one minute warning bell at 7:59am</i>
<i>8:00 - 9:30</i>	<i>First block class</i>
<i>9:30 - 9:35</i>	<i>Break - one minute warning bell at 10:59am</i>
<i>9:35 - 11:05</i>	<i>Second block class</i>
<i>11:05 - 11:10</i>	<i>Break - one minute warning bell at 11:09am</i>
<i>11:10 - 1:10</i>	<i>Third block class; classes are 45 min w/lunch built in</i>
<i>1:10 - 1:15</i>	<i>Break - one minute warning bell at 1:14pm</i>
<i>1:15 - 2:45</i>	<i>Fourth block class</i>
<i>2:45</i>	<i>First load of buses &amp; car riders are released Second load will wait in Fourth block classroom until released</i>

**2019 A/B Schedule**

**2020 A/B Schedule**

<b>A</b>		<b>B</b>		<b>A</b>		<b>B</b>	
		July	30	Jan.	7	Jan.	8
Aug.	1	Aug.	2		9		10
	5		6		13		14
	7		8		15		16
	12		13		17		21
	14		15		22		23
	16		19		24		27
	20		21		28		29
	22		23		30		31
	26		27	Feb.	3	Feb.	4
	28		29		5		6
	30				7		10
Sept.		Sept.	3		11		12
	4		5		13		14
	6		9		18		19
	10		11		20		21
	12		16		24		25
	17		18		26		27
	19		20		28		
	23		24	March		March	2
	25		26		4		5
	27		30		6		9
Oct.	1	Oct.	2		10		11
	3		4		12		13
	7		8		16		17
	9		10		18		19
	11		14		30		31
	15		16				
	17		28	April	1	April	2
	29		30		3		6
	31				7		8
Nov.		Nov.	1		9		13
	4		5		14		15
	6		7		16		17
	8		11		20		21
	12		13		22		23
	14		18		24		27
	19		20		28		29
	21		22		30		
	25		26	May		May	1
Dec.	2	Dec.	3		4		5
	4		5		6		7
	6		9		8		11
	10		11		12		13
	12		13		14		15
	16		17		18		19
	18				20		21
					22		

\*Power Friday - 12:15 School Dismissal

## II. ACADEMICS

### Parent-Teacher Communication

Here at Satterfield Middle we pride ourselves on our ability to communicate with parents about our students and their academic progress. There are a number of ways to not only monitor student work and academic achievement but also communicate with our teachers.

[www.tcschools.org](http://www.tcschools.org)

All teachers at Satterfield Middle have teacher websites that are updated weekly showing teacher lesson plans, school activities, as well as, weekly assignments. All can be found at the school website above. Access teacher websites through the Satterfield Middle link.

<https://tcschools.powerschool.com/>

Our system-wide online grading and attendance system allows parents to monitor student progress and attendance on a daily basis. Every parent/student has his/her own unique username and password, which allows you and your child to access his/her individual schedule and assignments. A letter will be sent home to parents August 21<sup>st</sup>, which will provide access instructions along with your child's unique username and password.

### Report Cards/Mid Quarter Reports

Student progress reports (report cards) shall be provided at least once every nine weeks, as well as, a mid quarter report for each of the four quarters. Please sign and return these to school.

Report cards will be sent home on the following dates.

	Nine Weeks Grading Periods	# of days	Report Card Dates
	<b>Nine Weeks Grading Periods</b>	<b># of days</b>	<b>Report Card Dates</b>
Mid Quarter Report			Sept 10 <sup>th</sup>
<b>1st Quarter</b>	<b>July 30<sup>th</sup> – Oct 3<sup>rd</sup></b>	<b>45</b>	<b>Oct 15<sup>th</sup></b>
Mid Quarter Report			Nov 19 <sup>th</sup>
<b>2nd Quarter</b>	<b>Oct 4<sup>th</sup> – Jan 6<sup>th</sup></b>	<b>45</b>	<b>Jan 14<sup>th</sup></b>
Mid Quarter Report			Feb 11 <sup>th</sup>
<b>3rd Quarter</b>	<b>Jan 7<sup>th</sup> – Mar 11<sup>th</sup></b>	<b>45</b>	<b>Mar 17<sup>th</sup></b>
Mid Quarter Report			April 28 <sup>th</sup>
<b>4th Quarter</b>	<b>Mar 12<sup>th</sup> – May 22<sup>nd</sup></b>	<b>45</b>	<b>TBA</b>

In addition to the regular progress report, principals, and teachers are encouraged to confer with parents on the educational progress of their children.

## *Grading System*

*The Trousdale County grading system is system wide and applies to all schools:*

<i>A</i>	<i>93-100</i>
<i>B</i>	<i>85-92</i>
<i>C</i>	<i>75-84</i>
<i>D</i>	<i>70-74</i>
<i>F</i>	<i>Below 70</i>

***25% of each content area grade every 9 weeks will consist of a Benchmark Test.***

*It is important to note that your child's TNReady tests will make up 15% of their 2<sup>nd</sup> semester grade to correlate with new state law. Please pay close attention to your child's benchmark assessments and communicate with teachers about plans and strategies to help prepare your child for the TCAP test in April.*

## *Exemption Policy*

*The Satterfield Middle School Exemption Policy is a reward for good attendance throughout the school year. Students who miss less than 10% of the school year will not be required to take final exams.*

## *Homework*

*All teachers have a website that has homework assignments, announcements and etc. This can be reached at [www.tcschools.org](http://www.tcschools.org). Click on schools and then click on Jim Satterfield Middle School. Students who have an excused absence will be given the opportunity to do make-up work in a timely matter. The length of time to have homework done will be determined by the teacher.*

## *Academic Assistance*

*All teachers will help students in any way they can. Talk with any teacher, they will be happy to tutor your child as needed. We also have the Homework Hotline. You may call toll free 888-868-5777 and ask for help with your homework. This is a free call.*

## *Parent-Teacher Conferences*

*Please attend so that you can be assured your child is progressing as you want them to.*

- October 11th 3:30-9:30pm*
- March 21st 3:30-9:30pm*

## *Top Ten (8<sup>th</sup> Grade)*

*We honor our students that have obtained an exemplary grade point average and reach the readiness benchmarks cutoff scores or better for their work in 6<sup>th</sup>, 7<sup>th</sup> and first semester of 8<sup>th</sup> grade. School board policy states that we do that using the following criteria:*

*Students must be enrolled full time at the home base school to be eligible for 8th grade class ranking.*

*Students must be enrolled in Jim Satterfield Middle School for at least three (3) of the five (5) semesters to be eligible for Top 10 ranking.*

*All grades in English, Math, Science and Social Studies earned in grades 6, 7, and the first semester of grade 8 will be counted toward the student's numeric average for determining class rank. Class rank will be computed at the end of the first semester of grade 8; the final semester will not be used in determining class rank.*

*Students who score at or above the most combined TNReady proficiency levels in ELA, Math, Science, and Social Studies, during the student's 6<sup>th</sup> and 7<sup>th</sup> grade years shall be ranked above all other students regardless of numeric average.*

*Students who meet these award standards, and who do not request otherwise, will have their names submitted to the principal for release to the news media.*



### **III. GENERAL INFORMATION**

#### *School Hours*

*School starts at 7:45 a.m. and ends at 2:45 p.m. School opens at 7:10 a.m. for car riders. All students are to report to the gym in the morning.*

#### *Lunch Money*

*All students eat free breakfast and lunch at JSMS. We encourage all parents to have their child take advantage of this great opportunity our district has provided. Ala cart items and second meal options are available to students; however, these items cannot be charged.*

Visitor Breakfast    \$2.25  
Visitor Lunch        \$4.25

#### *Vending Machines*

*The school offers SNACKS and WATER that the students may purchase. Some teachers allow food and drinks in their room, some do not. This is entirely up to the teacher. Students who consistently lose money in the machines can lose the privilege of using the machines.*

#### *Office Bookstore*

*The office bookstore is open during school hours. We sell most everything you need for school. **THE OFFICE DOES NOT CASH CHECKS.***

#### *Attendance*

TCA 49-6-3007 states that parents/legal guardians of a student are subject to abide by the compulsory attendance laws and it is their duty to monitor their student's attendance by requiring their students to attend. If your student is absent from school for five (5) days during the school year without adequate excuse, the student is subject to referral to juvenile court.

*If your child is absent; a note or phone call should be given to the school to receive an excused note. We will accept 5 of these for the entire 2018-19 school year. A note from a doctor, dentist, court or any other approved appointment a student has does not count as one of their 5 notes from home. If a note is not sent or phone call is not made; they will receive an unexcused note. This does not allow the student to make up any work missed. If you would like your child's homework for the missed day(s), **please call prior to 10:00 a.m.** to give ample time for the office to collect it for you. **The board policy for attendance is in the appendix of this handbook and will be followed exactly. Your child may be retained if they miss too many days.***

## *Tardy to School or Class*

*We cannot educate your child if they are not at school on time. Having to stop and start over to deal with a late student deprives all the students of instruction time. We know things will happen that are out of your control. These can be excused as long as they do not happen often. When a student receives two or more unexcused tardy notes, they may be assigned to after-school detention. **A student that incurs 3 unexcused tardies to school will receive 1 unexcused absence. Once 5 unexcused absences have accumulated a warrant will be issued to appear before the Juvenile Judge to explain your child's absences.***

## *Bullying*

*Bullying, harassment, and intimidation will not be tolerated at JSMS. Eliminating and providing better awareness of bullying is an emphasis with our school system. Because of this we are implementing a Positive School Climate program with a goal of providing a better understanding of bullying and how to eliminate it. This program will consist of character education program provided to our students throughout the school year, as well as, creating a positive school climate rubric that will work in tandem with our discipline procedure program. A copy of this rubric is provided at the end of the handbook. For more information, refer to Board policy 6.304*

*\*\*To report a incident of bullying please go to [www.teschools.org](http://www.teschools.org) and download the **BULLYING AND HARASSMENT REPORTING FORM**. Once filled out, this can be given to Mr. McCall at JSMS. \*\**

## *School Safety*

*We make every effort to make sure our school is as safe as possible. Students may be searched, subject to a metal detector, or whatever is deemed necessary to keep our school safe. We also need students to help make us aware of safety concerns. The TBI has set up a phone line for students or parents to use to report a weapon or drugs being brought to school. The phone number is 1-800-TBI-FIND or 1-800-824-3463 or contact the school principal.*

## *Safety Drills*

*Various drills will be conducted to ensure the safety of students and staff. These drills include, but are not limited to: fire, weather related incidents and intruders in the building.*

## *Valuables at School*

*Students, not the school, are responsible for their personal property. Personal property should be taken home after school and when at school kept in the student's personal locker. The student should never tell anyone his or her lock combination or give a key to another student.*

## *Use of School Phone*

*Use of the office phone is limited to emergency situations, as in the case of illness.*

## *School Resource Officer*

*The Board of Education has hired a Trowsdale County Deputy to work in the school system. This officer will work to make our schools safer. Remember, this person is a fully certified police officer and will treat you and your children according to state law.*

## *Selling Things at School*

*You **must** have permission from the Principal before you can sell anything at school.*

## *Buses*

*Students have the privilege of riding a bus to school in Trowsdale County. As long as you can obey all bus rules; this privilege exists. **No food or drink will be allowed on any bus this year. The only exception will be during time of extreme heat drinks will be allowed. The bus driver will tell you when you can have drinks.** Failure to obey these rules will result in certain punishment and could result in expulsion from the bus. There are three (3) loads of buses this year. All will load in front of the middle school.*

## *Complaints*

*From time to time problems arise. The best way to solve these problems is to talk with the teacher involved. If this does not remedy the problem; contact the principal. If the problem still exists, the Director of Schools should be notified. Finally, if you feel the problem still exists, ask the Director of Schools to put you on the Board's agenda for the next meeting.*

## *School Nurse*

Students are **ONLY** to see the nurse for injuries and sickness that occur during school hours (including the bus). The nurse cannot diagnose ailments that occur at home.

Students that need to see the nurse **MUST** get a medical card from their teacher. The nurse makes the decision on **IF** the child needs to go home or remain at school.

**ILLNESS AND MEDICINE:** We utilize the school nurse for the storage and administration of all medicines. State law requires that certain procedures, including orders from doctors, be adhered to by the school system. We suggest you contact the school nurse at 374-2748 for forms and instruction **PRIOR** to sending medicines. Under no circumstances can we give over-the-counter medicines without the proper paperwork on file.

## *Lockers*

Every student will have their own locker. If you want to put a lock on it, then it is your responsibility. Do not use tape, glue, or any other material to hold up anything in your locker. You may use only magnets to hold something up. Writing on, or defacing your locker in any way will result in you paying for the cleaning or replacing of this item. There will be occasional locker checks. These checks will include the exterior and interior neatness of the locker. No paper, books, back pack straps or anything else should hang from the locker. **Punishment may be given as deemed necessary by the principal, including afterschool detention, etc.**

## *Field Trips and Special Speakers*

There will be times when trips or speakers will be offered to you. You may be asked to pay money to help defray the cost of these activities. A permission form will be sent home for your parents to sign and must be returned in order to participate in the activity. Any parent that does not want their child to participate in any activity may do so by calling the school or not signing the permission form.

## *Visitors*

When you visit school you **MUST** report to the office and sign in. You will be given a visitor identification badge to wear while on school premises. This is done for safety of our students and to identify anyone in the building who is not part of the everyday environment. We will ask you to surrender your driver's licenses or some other item which will be returned to you when you sign out and return the visitors badge. Other than Parent-Teacher Conferences and Open House, no other person shall be allowed in corridors, classrooms, cafeterias, auditoriums, or gymnasiums without a prior invitation issued by the school principal. Authorization to visit elsewhere in the building shall be determined by the principal.

**Taking photos or videoing is not allowed on school property during school hours**

## *Extracurricular Activities*

**PARENTS:** *Please read the following if your child is involved in extra activities.*

*Congratulations!! Your child has decided to try out for one of our activities. We feel that students who participate in football, basketball, activity club, band, cheerleading or any of our activities will become a better well-rounded student. Studies have shown that these students make better grades, miss less school, and feel better about going to school than other students.*

*There are some differences in our activities that you may not have experienced in your past experience with sports. This is probably your child's first experience with activities that do not let all players play or cut players after tryouts. These are decisions that are very hard to make and our coaches do not relish this part of it, but the fact remains, we have only so many uniforms and only so much equipment to handle a certain number of players.*

*Below are some things to keep in mind:*

- All decisions by the coach or sponsor are theirs and theirs alone to make.*
- Make sure your child is at every practice or event on time and ready to participate. All students should be aware of all coach's policies as they will be expected to go by them.*
- Students that are late or break policies are subject to disciplinary action, including dismissal.*
- Make sure your child has transportation home. Our coaches and sponsors have families of their own to be with. You can be dismissed, if this is a problem.*
- There are some costs associated with certain activities. The parents are responsible for seeing that all fees are paid on time.*
- Always let the coach or sponsor know about any sickness, injury, or other problems.*
- There are going to be times when you will not agree with the coach or sponsor. It is best to speak directly with this person about how you feel. Coaches are very understanding and care about how you feel. It is their job to do what is best for the team and in the end THEIR DECISION IS FINAL.*
- We expect good sportsmanship at all times. This is an expectation for parents and the student.*
- Grades are always a concern, we expect students involved in these activities to maintain a passing grade in each subject.*

*We thank you for letting your child participate in our activities. We will do our best to see that they benefit in every way possible from the experience. If you can abide by all the items in this letter, then we look forward to your child's participation. If for some reason you think there may be a problem with some of the areas above, please do not give your child permission to participate.*

## *Student Expectations at Athletic Events*

*In order to ensure the safety and well-being of students, all students in attendance at sporting events sponsored by Trousedale County Schools shall be restricted to the bleacher areas. Students are not allowed to bring balls to school sponsored sporting events. Such items will be confiscated at the admission gate. Furthermore, students will not be allowed to play or loiter on school property before, during, or after sporting events. Violators will be disciplined in*

accordance with student discipline policies which are not limited to banishment from future athletic events.

## *JSMS Dances*

**PARENTS:** Two dances are usually scheduled each school year. These dances are for the enjoyment of our students. Only students attending our school are allowed to come to our dances. This assures that your child will not be with older children. We feel that by providing social events like this, your child will learn how to interact with their peers in a social setting. Please go over the rules below with your child so that they will have good understanding of what is expected. The dates of these dances will be announced.

*Rules and procedures:*

1. Please arrive between 6:30 p.m. and 7:00 p.m.
2. How the students dress is up to them as long as it is appropriate for the event.  
**Example:** Some may want to dress casually, and some may want to dress formally. Most however, wear what they would wear to school.
3. If your child leaves the building, other than with a parent, they will not be readmitted to the dance.
4. Any use of drugs, alcohol, violence or having a weapon will be dealt with in accordance with the School Board's Zero Tolerance Policy which is outlined in this handbook that will be given to each student at the beginning of this school year.
5. The cost to enter each dance is \$4.00 per student.
6. At least 5 teachers and an administrator will supervise all dances.
7. As always, parents are welcome to come and stay as long as you like.

## *Punishment*

We believe the parents are the best source of discipline for their children. Let your child know that you expect them to behave at school so they, and the other students, can learn. If on occasion a child breaks a rule, all punishment will be handled in a professional manner. Punishment will begin with light forms and progress to whatever point it takes to make the student behave. This can include suspension from school or being assigned to the alternative school.

## *Destruction or Defacing School Property*

Anyone caught destroying or defacing any school property will be required to pay the full cost of replacing that item plus the labor. This includes but is not limited to textbooks, desks, walls, lockers, bleachers, tables, P.E. equipment and any other items owned by the school system.

## *Corporal Punishment* (Board Policy 6.314)

*Any Principal, Assistant Principal or Teacher approved by the principal may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order with the public schools in accordance with board. You will be called first or you can give your child's teachers permission to use this with you being notified afterwards.*

## *Sexual Harassment Policy*

***Any sexual harassment is strictly forbidden at this school***, on its premises and during its programs and activities. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or sexual comments, directed at a person because of his/her sex that interferes with the ability of a student(s) to receive an education. Students are expected to treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action will result from violations of this anti-harassment policy. Violations of this policy may be reported to teachers or administrators. The school strongly encourages students to report sexual harassment immediately. The school will take prompt and fair action to investigate any report and to stop the sexual harassment.

## ***IV. School Procedures***

### *Morning Protocol*

School doors will be open at 7:00am. ***BUSES ONLY ARE UNLOADED IN FRONT OF THE MIDDLE SCHOOL.*** Car riders will be let out on the White Oak Street side - When students arrive at school they are to report straight to the gym. Students will be served breakfast in homeroom.

### *Afternoon Dismissal Protocol*

All students that ride the first load of buses, walks, or rides with a parent must exit the building at 2:45 p.m. **All students that are car riders will be picked up at 2:45 on the White Oak Street side.** If a student is not picked up before 3:00 p.m., the parent or guardian must come in the office where the student will be waiting.

**Any student who leaves before 2:45 must be checked out in the office by a parent.**  
**PARENTS: Please note that they will be missing part of their 4<sup>th</sup> Block class.**  
***BUSES ONLY ARE LOADED IN FRONT OF THE MIDDLE SCHOOL.***

***PLEASE NOTE: If you need to leave a message for your child, please call the office by 2:15 p.m. so there is time to get the message to your child.***

## *Leaving School Early*

*If your child needs to leave during the school day; you must come inside and request the child. This is for your child's safety and so you and the staff will know who is picking them up. Please drive up to the front of the middle school to pick a child up early between 7:45 a.m. - 2:30 p.m. Any student leaving early must have a reason for leaving like Doctor, dentist etc. If a student is unexcused 3 times for leaving early then it counts as 1 unexcused absence.*

## *Restricted Pick-Up of Students*

*No prior requests from the Elementary School or any other prior school requests come over with students. If for any reason, someone other than the parent and/or guardian that we have in the computer for your child tries to pick up your child, they will be UNABLE to pick them up without written permission or a phone call from the person listed. If this has been done before this year, our office at Satterfield Middle School must have a written authorization from you as to who can or cannot pick up your child. Please send this as soon as possible for the updating of our files.*

## *Alternate Bus Stop Drop-off (New Policy)*

***If a student is to get dropped off at an alternate spot (Friends, Grandmother, etc) from their regular scheduled drop-off we must have a note from a parent with the following details:***

- 1. Alternate address for child to be released (Bus # if possible)***
- 2. Full Name and phone number of the custodian to whom the child is being released***
- 3. Parent/guardian signature with date***
- 4. Principal Signature (Will be approved at school)***

## *Inclement Weather*

*The Board authorizes the director of schools to close schools in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff, or school property. As soon as the decision to close schools is made, the director of school will notify the public media and request that an announcement be made. If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities in which students are involved will be postponed or cancelled.*

*To stay informed we suggest staying tuned to local TV stations WSMV, WKRN, and WTVF which are notified **first** in the event of school closing or early dismissal due to weather. Other sources of notification will be local radio station WJKM and our automated phone notification system.*



## Instructional Materials

All classrooms and learning centers shall be equipped with the instructional materials needed to provide quality learning experiences for students. A list of instructional materials shall be revised annually by building administrators under the direction of the director of schools. Upon request, parents/guardians shall have the ability to inspect instructional materials.

### V. Board Policy

**SCHOOL BOARD POLICIES:** These are taken from the policy manual passed by the Trousdale Co. Board of Education. They can also be found on the school website [www.tcschools.org](http://www.tcschools.org)

#### Use of Personal Communication Devices & Electronic Devices (Board Policy 6.312)

Electronic devices include, but are not limited to cell phones, iPods, DVDs, CD players, mp3 players, video games, laptops, tablets, or their accessories, wearable technology such as eye glasses, rings, watches that have the capacity to record, live stream, or interact with wireless technology. Electronic devices are not to be displayed during the school day. If such devices are used, they must be part of the classroom technology and used for the academic course instruction as directed by the teacher, and approved by the principal.

Students shall **turn off** personal communication devices and keep them concealed during the school day prior to entering the building in the morning. Students shall not **turn on** electronic devices until the end of the instructional day.

Unauthorized photographing and/or videoing during the school day, on school property or school buses, or during school sponsored activities shall be disciplined as Level III Misbehavior as explained in policy 6.313 in Disciplinary Procedures.

A person who discovers a student **having** an electronic device shall report the violation to the principal or assistant principal immediately. The unauthorized use will result in the following:

#### Violations

**1<sup>st</sup> Violation** – electronic device will be confiscated and returned after the detention is successfully completed. (1) Day After-School Detention.

**2<sup>nd</sup> Violation** – electronic device will be confiscated and returned after the Saturday School Detention is successfully completed. (1) Day Saturday School Detention.

**3<sup>rd</sup> Violation** – electronic device will be confiscated and returned after the alternative school assignment is successfully completed. Alternative School minimum of (5) days.

**4<sup>th</sup> Violation** - electronic device will be confiscated and returned after a minimum of (30) day of Alternative School is successfully completed.

## *After School Detention* (Board Policy 6.315)

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

The following guidelines shall be followed:

1. Detention will be assigned only by the principal or assistant principal.
2. Students will be given a specific date to serve detention by the person assigning detention.
3. If the student fails to serve detention on the specific date and there is no acceptable excuse presented to the principal/assistant principal, the student will be **assigned Saturday School for (1) day.**
4. If the following rules are not followed, the student will be **assigned Saturday School for (1) day.**
  - A. Students must report on time. Detention is from 3:00-6:00 p.m.
  - B. Students must work on assignments.
  - C. Students must arrange for transportation after detention (6:00 p.m.)
  - D. The student must obey all rules of the school and rules of the detention period. (i.e. must sit in assigned seat, raise hand to get permission to talk, leave seat, etc. and must not disrupt others).

**The days set aside for Middle School detention are every Wednesday and Friday at Jim Satterfield Middle School.**

## *Dress Code Policy* (Board Policy 6.310)

The dress and grooming of students shall be neat and clean as to promote a positive educational learning environment.

The Principal shall take appropriate action when a student's apparel disrupts educational activities and processes of the school, which may include suspension.

Principals, faculty and staff members will enforce the student's dress code. The principal will be the final judge about whether a student's clothing is appropriate for school or is a distraction to the learning environment.

### **Requirements for student dress in all Trousdale Co. Schools:**

1. All shirts and blouses must cover midriff, back, sides and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
2. Shorts, skirts, divided skirts, dresses and culottes are allowed. Each must be hemmed and be at the top of the knee or longer.
3. All trousers, pants, or shorts must be worn at the waist totally covering undergarments at all times, including boxer shorts. Pants and trousers must be worn with both legs down (not leg rolled up), and may not extend past the sole of the shoe. **No holes, rips or tears shall exist on any garment**

4. All coats (outerwear) shall not be worn inside the building during the school day. This does not apply to "hoodies"
5. All clothing and accessories shall be free of the following: profanity, weapons, sexually suggestive phrases or images, racially, religiously, ethnically offensive words or slogans, symbolic of gangs or disruptive groups, alcohol, tobacco, drugs or advertisements for such products.
6. Earrings (for pierced ears) are the only type of piercing jewelry that may be worn.
7. All tattoos must be covered by appropriate clothing.
8. Safe and appropriate footwear must be worn at all times, shoe laces must be tied or tucked in shoes. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, cleated shoes and bedroom slippers.
9. No head coverings of any kind **shall be worn inside the building** (except for religious or medical reasons with prior administrative approval). Bandanas may not be worn anywhere on one's clothing.
10. No curlers, picks, combs, or hair rakes in the hair.
11. No sunglasses or permanently tinted glasses (without a prescription).
12. No dog collars, chains, wallet chains, safety pins, spike jewelry or fishhooks worn as jewelry, accessories or ornamentation.
13. No gloves in the building.
14. No pajamas, loungewear, dorm pants.
15. No fringed garments worn in shop areas which contain machinery.
16. No clothing that would impair the health and safety of the student during the normal day.
17. Athletes, band members, cheerleaders may wear team issued apparel on game days.
18. Principals may alter the dress code not to exceed 8 days during a school year.

**Further clarification/other requirements:**

- A. Form fitting leotard/spandex type clothing (including sports bras, camisoles, tank tops) are not permitted unless proper outer garments cover it. (Leggings, tights, skinny jeans, and jeggings) are not permitted unless the hips are covered by proper garments.
- B. See through or mesh fabric clothing may only be worn over clothing meeting requirements.
- C. Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears shall not be worn.
- D. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.

## **Saturday School Detention**

(Board Policy 6.3151)

Students may be detained on Saturdays as a means of disciplinary action.

The following guidelines shall be followed:

1. Saturday School detention can be assigned only by the principal or assistant principal.
2. Students will be given a specific date to serve detention by the person assigning detention.

3. *If the student fails to serve Saturday School detention on the specified date and there is no acceptable excuse presented to the principal/assistant principal, the student will be assigned Alternative School for minimum of (6) days.*
4. *If the guidelines are not followed, the student will be assigned Alternative School for an amount of time, not less than (6) days to be determined by the principal.*
  - A. *Students must report on time. Saturday School detention is from 8:00 a.m. until 3:00 p.m. Students are to be seated by 8:00 a.m.*
  - B. *Students must work on assignments, collected by the student prior to the Saturday School detention date.*
  - C. *Students must provide for transportation to and from Saturday School detention.*
  - D. *Students must bring their own lunch when they first arrive by 8:00 a.m. No lunch deliveries shall be allowed.*
  - E. *The student must obey all rules of the school and rules of the Saturday School detention. (i.e. must sit in assigned seat, raise hand to get permission to talk or leave seat and must not disrupt others).*

***Saturday school is located at the Alternative Learning Center located at Trousdale County High School. This is the building located behind the main building. Just drive to the back of the school and you will see it.***

### *Use of Internet*

*(Board Policy 4.406)*

*The Board supports the right of staff and students to have reasonable access to various information formats and believes it incumbent upon staff and students to use this privilege in an appropriate and responsible manner. The district's Internet service should only be used for educational purposes or other school-related activities.*

#### ***Authorized Users***

*Only current staff members employed by and students enrolled in the district may access and utilize the Board's internet service. Students may only access the network and Internet service while under the direct supervision of a staff member(s).*

#### ***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. *Prohibited or illegal activities, including, but not limited to:*
  - A. *Uploading and/or downloading files without administrator permission*
  - B. *Accessing pornographic and/or offensive material*
  - C. *Sending or displaying offensive messages or pictures*
  - D. *Using obscene language*
  - E. *Harassing, insulting, defaming or attacking others*
  - F. *Damaging computers, computer systems or computer networks*
  - G. *Hacking or attempting unauthorized access*
  - H. *Violation of copyright laws*
  - I. *Trespassing in another's folders, work or files*
  - J. *Intentional misuse of resources*

- K. Using another's password or other identifier (impersonation)
- L. Use of the network for commercial purposes
- M. Buying or selling on the Internet

### **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:

### **Internet Use 4.406**

- 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.

## **Discipline Procedures** (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**

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 staff member.

Examples (not an exclusive listing):

- *Classroom disturbances*
- *Classroom tardiness*
- *Open food or drink in school without permission*
- *Refusal to participate in required school activities (wellness, reading assignments, etc.)*
- *Violations of classrooms rules*
- *Conduct which disrupts the peace or good order of the learning environment. (imprudence, profanity, disorderly conduct, and disrespect for authority, etc.)*
- *Inappropriate public display of affection*
- *Cheating and lying*
- *Abusive language*
- *No defiant failure to do assignment or carry out directions*
- *Sexual harassment*

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 actions*
- *Record of the offense and disciplinary action maintained by staff member*

Disciplinary Options:

- *Verbal reprimands*
- *Special Assignment*
- *Restricting activities*
- *Assigning work details*
- *Counseling*
- *Withdrawal of privileges*
- *Issuance of demerits which might affect citizenship or department grades*
- *Strict supervised study*
- *Detention*
- *Corporal punishment*
- *In-school suspension*
- *Out-of-school suspension*
- *After school detention*

### ***Misbehaviors: Level II***

*Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Includes 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 of the part of administrative personnel.*

Examples (not an exclusive listing):

- *Continuation of unmodified Level I behaviors*
- *School or class tardiness*
- *School or class truancy*
- *Use of foul or abusive language*
- *Disrespect to teacher/staff*

- *Insubordination (not following the directive of a teacher or other school employee)*
- *Computer hacking or tampering*
- *Participation in a school disruption*
- *Gambling (pitching pennies, dice, or other activities)*
- *Leaving school grounds without permission*
- *Dress code violation*
- *Using forged notes or excuses*
- *Disruptive classroom behavior*
- *Harassment; (Verbal, Physical, Sexual, Racial, Ethnic, Religious)*
- *Refusal to accept Level I/II disciplinary options*

**Disciplinary Procedures:**

- *Student is referred to principal for appropriate disciplinary action*
- *Principal meets with student and teacher*
- *Principal hears accusation made by teachers, 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*

**Disciplinary Options:**

- *Teacher/schedule change*
- *Modified probation*
- *Behavior modification*
- *Social probation*
- *Peer counseling*
- *Referral to outside agency*
- *After-school detention*
- *Saturday school detention*
- *Transfer*
- *Detention*
- *Suspension from school-sponsored activities or from riding school bus*
- *Corporal punishment*
- *Restricting school-related honors student is otherwise due*
- *Out-of-school suspension not to exceed ten (10) days*

**Misbehaviors: Level III**

*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) (both parties disciplined, unless one was attacked for no apparent reason) – Minimum remand to the Alternative School for (6) instructional days.*
- *Use or possession of tobacco in any form (citation will be issued to student by principal and shall require the student and parents to appear in Juvenile Court)*
- *Vandalism (minor) (full restitution expected)*

- *Possession or detonation of an incendiary or explosive material (poppers, firecracker, stink bomb, smoke bomb, etc.*
- *Destruction of school property (full restitution expected)*
- *Pulling a fire alarm when no fire or smoke is visible*
- *Possession of drug paraphernalia (including rolling papers)*
- *Sexual misconduct*
- *Indecent exposure*
- *Unauthorized photographing and/or videoing during the school day, on school property, on school bus or during school sponsored activities*
- *Unauthorized use of school or district website pictures, images, emblems, etc.*
- *Prescription policy violation*
- *Stealing*
- *Threats to others*
- *Bulling, threatening, hazing, or intimidating behavior*
- *Harassment; verbal, physical, sexual, racial, ethnic, religious*
- *Refusal to accept Level I/II/III disciplinary options*

**Disciplinary Procedures:**

- *Student is referred 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 superintendent and made recommendation 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 or his/her choosing*
- *Any change in school assignment is appealable to the Board*
- *Record of offense and disciplinary action maintained by principal or superintendent*

**Disciplinary Options:**

- *Saturday-School*
- *Alternative School*
- *Suspension from school-sponsored activities or from riding school bus*
- *Out of school suspension not to exceed ten (10) days*
- *Expulsion*
- *Restitution from loss, damage or stolen property*
- *Transfer*
- *Social adjustment classes*
- *Detention*
- *Corporal punishment*

**Misbehaviors: Level IV**

*Acts which result in violence to another 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*
- *Use or possession of alcohol (citation shall be issued to the student by principal and shall require the student and parents to appear in Juvenile Court)*
- *Fighting (bodily harm inflicted) Both parties shall be disciplined, unless one was attacked for no apparent reason. Assailant shall be expelled for a minimum of thirty instructional days. A police report shall be filed on the student by the principal that may require the student and parents to appear in Juvenile Court.*
- *Verbal threat to do bodily harm (including written statements.) Assailant shall be suspended for a minimum of three (3) days. A police report shall be filed on the student by the principal that may require the student and parents to appear in Juvenile Court.*
- *Death threats (hit list)*
- *Extortion*
- *Bomb threat*
- *Possession/use/transfer of dangerous weapons\**
- *Assault/battery\**
- *Vandalism (major) (full restitution expected)*
- *Theft/possession/sale of stolen property (full restitution expected)*
- *Arson*
- *Possession/use/transfer of unauthorized substances\**
- *Harassment; verbal, physical, (sexual, racial, ethnic, religious)*
- *Being present on school property, on a school bus or at a school sponsored event or activity under the influence of an illegal drug, controlled substance or alcohol*

Disciplinary Procedures:

- *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*
- *Law enforcement officials are contacted*
- *Incident is reported and recommendations made to the superintendent*
- *Complete and accurate reports are submitted to the superintendent*
- *Student is given 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*

**Additional Guidelines:**

1. *A student shall not be suspended solely because charges are pending against him/her in juvenile court or other court.*
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. A student grades can be withheld until all fines, fees or any money owed the school is paid.

## *Suspensions/Expulsion/Remand*

*(Board Policy 6.316)*

### *Definitions:*

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

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

*Remand: assignment to an alternative school.*

### *Reasons for suspension/expulsion:*

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

1. *Willful and persistent violation of the rules of the school or truancy;*
2. *Immoral or disreputable conduct, including vulgar or profane language;*
3. *Violence or threatened violence against the person of any personnel attending or assigned to any school;*
4. *Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;*
5. *Inciting, advising or counseling of others to engage in any of the acts herein enumerated;*
6. *Possession of a pistol, gun or firearm on school property;*
7. *Possession of a knife, etc. as defined in TCA 39-6-1701, on school property;*
8. *Assaulting a principal or teacher with vulgar, obscene or threatening language;*

9. *Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;*
10. *Engaging in behavior with disrupts a class or school-sponsored activity;*
11. *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;*
12. *Two (2) 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*
13. *Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process;*
14. *Any other conduct prejudicial to good order or discipline in any school.*

### *Zero-Tolerance Behavior* (Board Policy 6.309)

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

#### *Weapons & Dangerous Instruments*

*Students shall not possess, handle, transmit, use or attempt to use any 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.*

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

*Violators of this section shall be subject to suspension and/or expulsion from school. Firearms (as defined in 18 U.S.C. § 921) In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.*

#### *Drugs*

*In accordance with state law, any student who unlawfully possesses or is under the influence of 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.*

#### *Battery*

*In accordance with state law, any student who assaults or threatens assault upon a teacher, student, 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.*

#### *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.*

### *Attendance* (Board Policy 6.200)

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

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

- 1. All accounting and reporting procedures and their dissemination;*
- 2. Alternative program options for students who severely fail to meet minimum attendance requirements;*
- 3. Ensuring that all school age children attend school;*
- 4. Providing documentation or enrollment status upon request for student 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.*

*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.*

*Absences shall be classified as either unexcused or excused 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 condition;*
- 5. Religious observances;*
- 6. College Visits*
- 7. Pregnancy*
- 8. School sponsored or endorsed activities*
- 9. Summons, subpoena, or court orders;*
- 10. Circumstances which in the judgment of the principal create emergencies over which the student has no control*

*The principal shall be responsible for ensuring that:*

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed.

*Truancy is defined as an 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.*

*Three (3) unexcused tardies and/or early dismissals shall equal one (1) day unexcused absence.*

*Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. In addition, the principal/designee shall initiate meaningful communications 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.*

*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 services needed to improve the student attendance. The principal/designee shall document all communication attempts and refine the attendance plan as needed.*

*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 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.*

### **MAKE-UP WORK**

*Students shall be allowed to make-up all tests, coursework and assignments for which days which the students submits an excused absence to the teacher. The make-up work must be completed within a reasonable timeframe as determined by the principal.*

### **STATE-MANDATED TESTS/END OF COURSE EXAMS**

*Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam that will count as **25%** of their grade. Excused students will receive an incomplete in the course until they have taken the End of Course Exam. Students who have an*

unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade at **25%**.

### **CREDIT/PROMOTION DENIAL**

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

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

### **ATTENDANCE HEARING**

An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to appeal such action within two (2) school days to the director of schools/designee.

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

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

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

## **Parental Notification Under NCLBA**

The No Child Left Behind Act (NCLBA) requires that schools, which receive federal funds, inform parents about key components of their children's education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and to the extent practicable, in language that parents can understand. Listed below are some of these requirements.

- **Report cards on statewide academic assessment.** Trousdale County Schools will distribute the Tennessee Comprehensive Assessment Program (TCAP) report card showing schools identified for school improvement; how long the school has been identified; and how students achieved on the TCAP compared to students in the state as a whole. The report card will show whether the school has been identified for school improvement and how the achievement of the school's students on the TCAP and other indicators of adequate yearly progress compare to those in the state as a whole. U.S.C. §6311(h)(2). For each school served under Title I, the district must publicize annually, whether the school is making adequate yearly progress. 20 U.S.C. §6316(a)(1)(c).

- **Individual achievement on state assessment.** Trousdale County Schools will provide information concerning their child's achievement on the TCAP assessment as soon as practicable possible after the test is taken. U.S.C. §6311(h)(6)(b); 20 U.S.C. §6312(c)(1)(N).
- **Teacher qualification.** Parents may request information about the professional and paraprofessional qualifications of their children's classroom teacher(s). Of a parent requests the information, it must include at least whether the teacher has met state qualifications and licensing criteria for the grade levels and subject area taught; whether the teacher is teaching under emergency or other provisional status; the baccalaureate degree major of the teacher and any other graduate certification. U.S.C. §6311(h)(2). A Title I school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. U.S.C. §6311(h)(6) (B); 20 U.S.C. §6312(c)(1)(N).
- **Limited English proficiency programs.** Parents of the English Language Learners (ELL) program for children with limited English proficiency, must no later than 30 days after the beginning of the school year receive for each child identified for participation or participating in the ELL program the following information: why the child is placed in the program; the child's level of English proficiency, how that level was determined and the status of the child's academic achievement; methods of instruction in the program in which their child is placed and those of other available programs; how the program will meet the educational needs of their child; how the program will help their child learn English and meet the educational needs of academic achievement standards for grade promotion and graduation; the specific exit requirements for the program; in the case of a child with a disability, how the program, meets the child's IEP objectives; and information about parental rights. For child not identified as limited English proficient prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program. 20 U.S.C. §6312(g); 20 U.S.C. §7012 (a) - (d).

**Safe and drug free schools program.** We will involve parents in violence and drug prevention efforts and make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity. 20 U.S.C. §7611 (b); 20 U.S.C. §7613.

- **Military recruiter access to student's information.** Parents may request that their child's name, address and telephone number not be released to a military recruiter without prior written consent 20 U.S.C. §7908(a)(2). You may contact your child's school principal or guidance counselor concerning this request.
- **Victim of violent crimes transfer option.** Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Since, Trousdale County Schools only have one school per grade span, alternative scheduling practices will be exercised if a student becomes a victim of a violent crime. Additional information regarding this option may be obtained by a contacting the Trousdale County Board of Education.

- **Student privacy.** *Parents have the right to inspect third party surveys before they are distributed to students; measures to protect student privacy when surveys ask for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or sue of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts will give parents dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure or use of personal student information for the purpose or marketing or selling that information; administration of surveys containing request for certain types of sensitive information; any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance and not necessary to protect the immediate health and safety of student. 20 U.S.C. §1232h(c)(2).*

### **Bus Conduct** (Board Policy 6.308)

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

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

*Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions given by him/her 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 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 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.*

*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.*

*Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee. 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.*



## ***Use of Video Cameras***

Cameras or video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

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

The district shall comply with all applicable state and federal laws related to photographs and video footage.<sup>3</sup> These materials shall be maintained for 10 days. Parent(s)/guardian(s) may submit requests in writing to view photographs and video footage to the Director of School/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.

## ***Procedural Due Process***

*(Board Policy 6.302)*

*Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.*

*For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry into the incident to ensure that the offender is accurately identified, that he understands the nature of the offense, and that he/she knew the consequences of the offense for which he is accused.*

*In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.*

*If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall refer the case to the disciplinary hearing authority.*

## ***Student Concerns, Complaints, and Grievances***

*(Board Policy 6.305)*

*Decisions made by school personnel — such as aides, teachers, or assistant principals — which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within five (5) school days.*

*However, if the principal does not make a decision within five (5) school days following the date of complaint, students or parents may appeal at that time by contacting the*

superintendent of schools designee at the central office. The information provided should include the student's name, the school and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

### **Discrimination/Harassment Grievance Procedures**

**Filing a Complaint** — any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

**Investigation** — within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the superintendent. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints.

**Decision and Appeal** — if the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director's findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the superintendent and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

### **Appointing Complaint Managers**

The director of schools shall appoint at least two complaint managers, one of each gender for each school. The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers.

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

**J. Brim McCall/Amanda Gregory 210 Damascus Avenue • 374-2748**

### **Student Disciplinary Hearing Authority** (Board Policy 6.317)

A Disciplinary Hearing Authority (DHA) will conduct hearings for students who have suspended expelled/remanded for more than ten (10) school days. The Board shall appoint members of the DHA which shall consist of no more than three (3) members. At least one shall be a licensed employee of the Board and such appointments are for one (1) year terms and subject to reappointment.

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

1. Set the time, place and date for each hearing.
2. Maintain order and structure during the hearing; and
3. Prepare and disseminate the minutes of each meeting.

Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension.

The DHA may take the following disciplinary actions:

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

Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher or assistant principal may request a review by the Director of Schools, and the Director of Schools shall provide a decision based on a review the record. If the student, principal, principal-teacher or assistant principal requests a review of the Director's decision, then the Board may grant or deny the request for a hearing or affirm or overturn the decision of the DHA with or without a hearing. The Board shall not impose a more severe penalty than that imposed by the DHA without first providing an opportunity for a hearing before the Board.

*The notice of the hearing 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, the hearing shall be closed to the public.*

**\* Note: Zero-tolerance offenses set forth in statute (firearms, drug possession and battery upon a school employee) require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the director of schools.**

## *Interrogations and Searches*

*(Board Policy 6.303)*

### ***Interrogations by school personnel***

*School personnel have a duty to report any reasonable suspicion that a student is carrying, or has carried, a weapon or is violating, or has violated, a provision of the Tennessee Drug Control Act to the principal, the principal's designee or, if the principal and the principal's designee are unavailable and the offense was committed on school property, to the appropriate authorities.*

*Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.*

*If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.*

### ***Interrogations by Police (at Administrator's request)***

*If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.*

*The use of police women or female staff members is desirable in the interrogation of female students.*

### ***Police-Initiated Interrogations***

*If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation; inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.*

### ***Searches by School Personnel***

*Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:*

- 1. Evidence of any violation of the law;*
- 2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;*
- 3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.*

*A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.*

*A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:*

- 1. A particular student has violated policy;*
- 2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;*
- 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;*
- 4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and*
- 5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed. School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.*

### ***Use of Animals***

*When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.*

### **Use of Passive Alcohol Sensor (PAS)**

*A (PAS) device may be used to establish student innocence in matters which involve potential alcohol use. Such device shall remain in the possession of the school principal. Only a trained School Resource Officer under the school principal's direction may administer the use of the (PAS). The (PAS) shall only be used to sample beverages and shall not be used to search ones person.*

### **Searches by Police**

*If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature.*

*If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed. Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:*

- 1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the Principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the superintendent.*
- 2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required. Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:*
- 3. Search any area of the school premises, any student or any motor vehicle on the school premises; or*
- 4. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.*

*The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.*

## **Rights and Responsibilities**

*(Board Policy 6.301)*

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

***Each student has the right to:***

1. *Have the opportunity for a free education in the most appropriate learning environment;*
2. *Be secure in his/her person, papers and effects against unreasonable searches and seizure;*
3. *Expect that the school will be a safe place;*
4. *Have an appropriate environment conducive to learning;*
5. *Not be discriminated against on the basis of sex, 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 tobacco, alcohol, illegal drugs and other unauthorized substances or materials;*
11. *Possess on school grounds only those materials which are acceptable under the law and accept;*

## *Homeless Students*

*(Board Policy 6.503)*

*In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply:*

*Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:*

1. *Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.*
2. *Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.*
3. *Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.*
4. *Migratory students who meet one of the above described circumstances.*

### **Enrollment/Placement**

*The district will consider the best interests of the student with parental involvement in determining whether the student should be enrolled in the school of origin or the school that no homeless student who lives in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the student's best interest, the student should continue his/her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the student in deciding where the student shall be educated. The choice regarding placement shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.*

*The school selected shall immediately enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of the student to submit contact information.*

*The district shall provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent/guardian, or to the homeless student if unaccompanied, if the district sends the student to a school other than the school of origin ("school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled) or other than a school requested by the parent or guardian*

*If a dispute arises over school selection or enrollment in a school, the student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The student or parent/guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.*

### **Services**

*Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the student's status as homeless.*

### **TRANSPORTATION**

*In the event that it is in the best interest of the homeless student to attend the school of origin, transportation to and from school shall be provided at the request of the parent/guardian or, in the case of an unaccompanied student, the homeless coordinator. If the student's temporary housing is outside the district of the school of origin, the [district name] will work with the school of origin to agree on method to apportion the responsibility and costs for transporting the student. If an agreement cannot be reached, the costs will be shared equally.*

### **RECORDS**

*Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in*



*a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.*

### **COORDINATOR**

*The Board designates the following individual to act as the district's homeless coordinator:*

**Linda Carey**  
**103 Lock Six Road**  
**615-374-2193 OR 615-374-1108 (FAX)**

*The district shall inform school personnel, service providers and advocates working with homeless family of the duties of the district homeless coordinator. The homeless coordinator shall ensure that:*

- 1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.*
- 2. Homeless students enroll in, and have a full and equal opportunity to succeed in, schools in district*
- 3. Homeless families and students receive educational services for which such families and students are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.*
- 4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.*
- 5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as schools, family shelters and soup kitchens.*
- 6. Enrollment disputes are mediated in accordance with law.*
- 7. The parent or guardian of a homeless student and any unaccompanied youth is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.*
- 8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.*
- 9. Students who need to obtain immunizations, or immunization medical records, will receive assistance.*

### **Child Custody/Parental Access** *(Board Policy 6.209)*

*The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.*

*Parents or guardians shall have the right to receive information contained in school records concerning their minor child. The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit certified copy of the court order which curtails these specific rights.*

*Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records including but not limited to the student's cumulative file and the student's special education file, if applicable.*

*No principal or teacher shall permit a change in the physical custody of a child at school unless:*

- 1. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child;*
- 2. The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school.*

## *Drug-Free Schools*

*(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<sup>1</sup> shall include the following:*

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

*Through the use of state guidelines the superintendent 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<sup>2</sup> by:*
  - a. Informing all students in grades seven (7) through twelve (12) of its provisions;*
  - b. Distributing to all such students a pamphlet from the Department of Safety describing the law;*
  - c. Including the teaching of the components of the law in the annual pre-school year in-service training for teachers and principals; and*
- 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.*

*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.*

*Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.*

*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.<sup>4</sup> A student who unlawfully possesses or is under the influence of any narcotic, stimulant, prescription drug or other controlled substance shall be subject to suspension for a period of not less than one (1) calendar year. The superintendent shall have the authority to modify this suspension requirement on a case-by-case basis.*

## *Tobacco-Free Schools*

*(Board Policy 1.803)*

*All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased or operated by the district. Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.*

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

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

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

*Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco 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.*

## *Textbooks*

*(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 citizens of the community with an opportunity to examine proposed textbooks prior to their final adoption, including public notice of time and location at which textbooks may be examined. Once the proposed textbooks have been approved by the Board, the director of schools shall post the list of all approved*

textbooks and instructional materials on the school system's website and send a copy of the list to the commissioner of education.

### **COMPLAINTS & RECONSIDERATION**

The director of schools shall develop forms and procedures to enable citizens to file complaints regarding the selection or content of approved textbooks. Following the conclusion of this administrative process, a complainant may appeal an outcome to the Board.

### **DISTRIBUTION**

The director of schools shall designate an employee 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 shall be responsible for the textbooks received and used by their children. The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books:

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

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

A fine may only be assessed in cases where the pupil or parent damages, loses or defaces the textbook either through willful intent or neglect.

Following an interview with parties and an investigation, if needed, the principal may 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 of the following sanctions:

1. Refusal to issue any additional textbooks until restitution is made;
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made;
3. Not allowing the pupil to take interim or final examinations or to earn course credit in the course for which the textbook is prescribed until restitution is made; or
4. Reducing the pupil's grade in the course for which the textbook is prescribed by one (1) letter grade or ten (10) percentage points 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.

### **INSPECTION**

*A list textbooks used by the schools shall be revised annually by building administrators under the direction of the director of schools. Textbooks shall be available for inspection by parents/guardians upon request, and the director of schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.*

## ***Recognition of Religious Beliefs, Customs & Holidays*** ***(Board Policy 4.803)***

*No religious belief or non belief shall be promoted or belittled by the school system or its employees. All students and staff members shall be tolerant of the views of others and not discriminate against anyone for a religious viewpoint or lack of a religious viewpoint. Students and staff members shall be excused from participating in practices which are contrary to their religious beliefs.*

### ***STUDENTS' EXPRESSIONS OF RELIGIOUS VIEWPOINTS***

*A student's voluntary expression of a religious viewpoint on an otherwise permissible subject shall be treated in the same manner as a student's voluntary expression of a secular viewpoint.*

*Students may express religious beliefs in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. These assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate academic concerns. A student shall not be penalized or rewarded on account of the religious content of the student's work.*

### ***RELIGIOUS HOLIDAYS***

*Observance of religious holidays shall be as follows:*

- 1. The several holidays throughout the year which have both a religious and a secular basis may be observed in the public schools;*
- 2. The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination;*
- 3. Music, art, literature and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday;*
- 4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature; and*
- 5. The school district's calendar shall be prepared so as to attempt to minimize conflicts with religious holidays of all faiths. All students and staff members shall be tolerant of the views of others. Students and staff members shall be excused from participating in practices which are contrary to their religious beliefs.*

## *Student Equal Access (Limited Public Forum)* (Board Policy 4.802)

### **STUDENT MEETINGS**

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

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

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

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

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

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

### **SCHOOL SPONSORED EVENTS**

*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.*

## **Pupil Transportation**

## **2019-20 Rules and Regulations**

During each school year, thousands of children will ride the school buses to and from school. Although school buses are relatively safe, it is important for parents and students to review some important safety rules with children when riding the school bus.

1. Students are under the supervision of the bus driver while at the bus stop and on the school bus. All reasonable directions by the driver shall be followed by showing consideration and respect for the driver and other students. The school bus is an extension of the school day; therefore, students shall conduct themselves on the bus in the same manner that is consistent with the standards and expectations for classroom behavior.
2. Students should be at the bus stop five (5) minutes prior to pick-up. While waiting for the bus, students must stand away from the road. Younger students should be permitted to load first.
3. Students shall not fight or engage in rough play. Students are expected to keep their hands to themselves and not to throw objects.
4. Students shall not deface or cause damage to the bus.
5. The bus driver shall designate assigned student seating to ensure safety and good order.
6. Emergency exits must be free from obstructions at all times. The bus driver may prohibit any equipment or objects considered to be dangerous to the safe transportation of students. Student possessions may not be placed in the aisle, in front of the bus or on the floor. Band instruments, ball equipment and class projects will be permitted only when they can be held on the students' lap and not obstruct bus driver's view.
7. Restriction of food and drink items on buses is at the discretion of the bus driver.
8. Students are only permitted to get on or off the bus at their assigned stop. To get off the bus at any other location, the student is required to have signed permission from their parent.

### **The parent note MUST INCLUDE EACH OF THE FOLLOWING:**

1. **Date.**
2. **The address at which the student is to be released.**
3. **Full name of the custodian to whom the student is to be released.**
4. **Telephone number of the custodian to whom the student is to be released.**
5. **Parent/guardian signature.**
6. **Principal's (or designee) signature.**
9. Students must remain seated at all times. They are not permitted to use the emergency windows, emergency doors or touch the safety equipment without driver's permission.
10. Students must depart from the bus in an orderly manner. Students should move away from the bus promptly to a location at least 10 feet from the roadway. If crossing the roadway the student should be at least 10 feet in front of the bus and be able to see the drivers face. They should not cross the road until the driver waves to them that it is safe.
11. No glass containers or objects, balloons, or animals are permitted on the bus.
12. Students are not permitted to open or close windows without the permission of the driver. Keep hands, arms, and heads inside the bus. Throwing objects out of the bus is prohibited.
13. The bus driver shall report student discipline issues to the principal of the school. The principal may discipline the student for disciplinary infractions that are not limited to suspension of bus privileges.
14. Bus safety complaints shall be submitted in writing to transportation supervisor (David Cothron) in person, by email, or by mail using the Bus Safety Complaint Form that is located on the district website at [www.tcschools.org](http://www.tcschools.org)
15. The district will maintain video materials for (10) days. Parents/guardians may submit a request in writing to view video footage to the Director of Schools and a time for viewing shall be arranged.





## 2019-20 Athletic Schedules - JSMS



### FOOTBALL

Date	Location	Opponent	Time	Score
Thursday, August 8, 2019	Home	Smith County *	6:30 PM	
Tuesday, August 13, 2019	Home	Gordonsville	6:30 PM	
Thursday, August 15, 2019	Away	Macon County *	6:30 PM	
Thursday, August 22, 2019	Away	Dekalb County *	6:30 PM	
Tuesday, August 27, 2019	Home	Red Boiling Springs	6:30 PM	
Thursday, August 29, 2019	Home	Cumberland County *	6:30 PM	
Thursday, September 5, 2019	Away	Stone Memorial *	6:30 PM	
Thursday, September 12, 2019	Away	Avery Trace *	6:30 PM	
Thursday, September 19, 2019	Home	Play Off - TBA *	6:30 PM	
Thursday, September 26, 2019	Home	Walter J. Baird	6:30 PM	
Saturday, September 28, 2019		Championship	6:30 PM	

*\* Conference Games*



### VOLLEYBALL

Date	Location	Opponent	Time	Score
Monday, August 12, 2019	Away	Jackson County	5:00 PM	
Tuesday, August 13, 2019	Away	Smith County	5:00 PM	
Monday, August 19, 2019	Away	Clay County	5:00 PM	
Tuesday, August 20, 2019	Away	Red Boiling Springs	5:00 PM	
Tuesday, September 3, 2019	Home	Smith County	5:00 PM	
Monday, September 9, 2019	Home	Gordonsville	5:00 PM	
Monday, September 16, 2019	Home	Clay County	5:00 PM	
Tuesday, September 17, 2019	Home	Red Boiling Springs	5:00 PM	
Monday, September 23, 2019	Away	Gordonsville	5:00 PM	
Tuesday, September 24, 2019	<b>Home*</b>	Jackson County	5:00 PM	

*\*8th Grade Night*



### BASKETBALL

Date	Location	Opponent	Time	Score
Monday, October 28, 2019	Away	Gordonsville	6:00 PM	
Tuesday, October 29, 2019	Home	Carroll-Oakland	6:00 PM	
Monday, November 4, 2019	Home	Smith County	6:00 PM	
Tuesday, November 5, 2019	Neutral	Rockvale Tournament	TBA	
Monday, November 11, 2019	Home	Merrol Hyde	6:00 PM	
Tuesday, November 12, 2019	Home	Red Boiling Springs	6:00 PM	
Monday, November 18, 2019	Away	Red Boiling Springs	6:00 PM	
Thursday, November 21, 2019	Away	Tuckers Crossroads	6:00 PM	
Tuesday, November 26, 2019	Away	Macon County	6:00 PM	
Monday, December 2, 2019	Home	Gordonsville	6:00 PM	
Thursday, December 5, 2019	Away	Smith County	6:00 PM	
Monday, December 9, 2019	Away	Merroll Hyde	6:00 PM	
Thursday, December 12, 2019	Home	Tuckers Crossroads	6:00 PM	
Monday, January 13, 2020	Away	Carroll-Oakland	6:00 PM	
Thursday, January 23, 2020	Home	Watertown	6:00 PM	

# **NOTES**