

# JACKSON COUNTY HIGH SCHOOL

*"Excellence is the Expectation"*



2019-2020 Student Handbook

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# Assessment Calendar 2019-20

## Required Assessments

Assessment Name	Administration	Administration Window	
TCAP end-of-course (EOC)	spring block/traditional	April 13–May 8	
College-ready testing (Districts may choose between SAT and ACT)	fall/spring	<b>ACT</b>   —	Standard (paper): March 17 Accommodations (paper): March 17–20 and March 23-27  Online-standard & accommodations: March 17-19 and March 24-26
		<b>ACT</b>   —	Standard (paper): March 31 Accommodations (paper): March 31, April 1–3 and April 6–10  Online-standard & accommodations: March 31, April 1-2 and April 7-9
		<b>ACT</b>   —	Standard (paper): April 21 Accommodations (paper): April 21–24 and  April 27–May 1  Online-standard & accommodations: April 21-23 and April 28-30
		<b>SAT</b> —	Oct. 16 March 4 March 25  April 14 April 28
ACCESS for ELs	spring	Feb. 17–April 3	
ACT Retake		Choice of Oct. 1 or Oct. 15 or Oct. 29	

## 2019-2020 JCHS School Calendar

Thursday, August 1, 2019	JC Staff Development JCMS 8:00 - 3:00
Friday, August 2, 2019	Registration for all students/EARLY DISMISSAL
Monday, August 5, 2019	Administrative Day for All Teachers (NO STUDENTS)
Tuesday, August 6, 2019	First Full Day for students
Monday, September 2, 2019	LABOR DAY, NO SCHOOL
Thursday, October 10	Parent-Teacher Conference (3-6 p.m.)
October 14-18, 2019	FALL BREAK, NO SCHOOL
November 27, 28, & 29, 2019	THANKSGIVING HOLIDAYS, NO SCHOOL
Thursday, December 19, 2019	Last Day before Christmas, EARLY DISMISSAL
Dec. 20, 2019 - Jan. 2, 2020	CHRISTMAS VACATION
Friday, January 3, 2020	Students return to school - full day
Monday, January 20, 2020	MARTIN LUTHER KING DAY, NO SCHOOL
Monday, February 17, 2020	PRESIDENT'S DAY, NO SCHOOL
Thursday, March 12	Parent-Teacher Conference (3-6 p.m.)
March 16-23, 2020	SPRING BREAK, NO SCHOOL
April 10-13, 2020	EASTER BREAK, NO SCHOOL
May 8, 2020	POKE SALLETT, NO SCHOOL
Friday, May 22, 2020	Last Day of School, EARLY DISMISSAL
Friday, May 22, 2020	Graduation 7pm

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## Where Students & Parents Can Go for Information

### Administration

Bullying  
Discipline Issues  
Final Field Trip Approval  
Follow up with Topics on this page  
Report Concerns, Complaints, or Feedback  
Volunteer Opportunities

### Academic Career Coach

Career and College Planning  
8<sup>th</sup> Grade- High School Transition  
High School- College/Career Transition

### Athletic Director

Athletic Eligibility  
NCAA Eligibility Assistance  
Athletic Related Information

### Attendance/Bookkeeping

Admit Slip  
Information about absences Information  
about truancy  
Pay for lost books, fees, etc.  
Pay for Parking Tags  
Refunds from Vending Machines

### Class Advisors

Class Activity Information  
Class Change Request Forms  
Referrals for Guidance  
Register for Classes  
Report Cards

### Coordinated School Health

Special Health Needs  
Health Education  
Health Information Changes  
Receive Medication  
Turn in Medication

### District Social Worker

Family Social Services  
Counseling Referrals

### Family Resource Director

Family Services Information  
Food, Clothing, Necessities  
School Supplies

### Front Office

Assistance when ill  
Change Phone/Address  
Notes for early sign-out/bus change  
Phone Call  
Report a student accident  
School Forms  
Sign-in Late / Sign-out Early

### Guidance Office

Class Schedule/ Course Changes  
Academic & Career Counseling  
Enroll in School  
Grades & School Records Financial  
Aid Information  
Military Information  
Scholarship Information  
Test Information & Interpretation  
Transcript Request  
Withdraw from School

### Interventionist

Interpretation of test scores  
Benchmark testing results  
Tier 2 and Tier 3 Intervention

### School Resource Officer

Juvenile Court Information  
Alcohol & Drug Education Information  
Safe Driver Education & Information



## **DAILY SCHEDULE**

7:35	Students released from Commons Area
7:45 – 8:45	First Block 10 minute break/2 <sup>nd</sup> breakfast
8:55 – 9:55	Second Block
10:00– 11:00	Third Block
11:05 – 12:25	Fourth Block (A Lunch 11:00 - 11:30) (B Lunch 12:05-12:35)
12:40 – 1:40	Fifth Block
1:45– 2:45	Sixth Block

## **2 HOUR DELAY SCHEDULE\***

9:35	Students released from Commons Area (Breakfast served)
9:45 – 10:25	First Block (No 2nd Breakfast)
10:30– 11:10	Second Block
11:15– 11:55	Third Block
12:00-1:15	Fourth Block (A Lunch 12:00-12:30) (B Lunch 12:40-1:15)
1:20– 2:00	Fifth Block
2:05 – 2:45	Sixth Block

\*Please inform the front office if your contact information changes. Automated phone calls are made to delay or call off school due to inclement weather.

# ACADEMICS

## Graduation Requirements (State Policy 2.103): 24

Core Curriculum: 20

Elective Focus: 3

Additional Requirement: ½ credit JCLP (local)

### REGULAR DIPLOMA REQUIREMENTS:

English	4 credits
Math	4 credits
Science	3 credits
Foreign Language	2 credits
Fine Art	1 credit
Social Studies	3 credits
Wellness	1 credit
Personal Finance	.5 credits
Physical Education	.5 credits
Elective Focus	3 credits
Capstone Project (JCLP)	.5 credits

### STATE HONORS REQUIREMENTS: IN ADDITION TO THE REGULAR DIPLOMA REQUIREMENTS, STUDENTS MUST MEET ALL ACT SUBJECT AREA READINESS BENCHMARKS:

ENGLISH	18
MATH	22
READING	22
SCIENCE	23

### Move On When Ready Act

TCA 49-6-8303 outlines that students be able to graduate from high school early and enroll in a two-year or four-year higher education institution provided specific requirements are met. The Notice of Intent to Graduate Early Form must be completed and turned in to the Principal at the beginning of the ninth grade year or as soon as intent is known. The form can be found here:

[http://tn.gov/assets/entities/education/attachments/ccte\\_move\\_on\\_when\\_ready\\_intent.pdf](http://tn.gov/assets/entities/education/attachments/ccte_move_on_when_ready_intent.pdf).

### Placement of Students

Students must be fully scheduled for each block of the day. Students are placed in classes based on graduation requirement, program of study, student interest, and scheduling availability. Performance on prior coursework, standardized state exams, the ACT exam, and teacher recommendation may be used to determine course placement.

### Programs of Study (Elective Focus)

Students must complete at least 3 courses in the same Program of Study (Elective Focus) in addition to the Core Curriculum in order to graduate. A full list of courses offered can be located on the COURSE LIST. The Elective Focus is selected from the following:

CTE (Students must complete 3 units in the same CTE Program of Study)

Science & Math

Humanities

Fine Arts

### Response to Instruction and Intervention (RTI2)

RTI2 is a program designed to enhance regular classroom instruction by providing enrichment activities or intervention instruction to address skill development. All students participate in RTI2. Intervention instruction will be determined by a state approved universal screener and regular progress monitoring. Students not assigned to intervention will be assigned to enrichment opportunities.



**Uniform Grading Policy (State Board Policy 3.301)**

Students will receive grade reports each nine weeks and at the end of each term. A progress report will be provided to each student at the midpoint of each nine week grading period. These reports should be reviewed by the student and then taken home for parental review. Contact the teacher with concerns. Grades are recorded in numerical form. A student passes a class with a minimum average of 70.

**Equivalent Letter Grades**

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

**Honors courses will have 3 points added to each grading period and to the Semester 1 (Midterm) and Semester 2 (Final) Exams.**

**Statewide Dual Credit, Local Dual Credit, Dual Enrollment, and courses aligned to National Industry Certification will have 4 points added to grades that make up the final average. Only numerical grades will be accepted for dual enrollment courses.**

**State Distinction**

Students will be recognized at graduation with “State Distinction” by attaining a B or better average and completing one of the following:

- (i) earn a nationally recognized industry certification
  - (ii) participate in at least one (1) of the Governor’s Schools
  - (iii) participate in one state ALL State musical organizations
  - (iv) be selected as a National Merit Finalist or Semifinalist
  - (v) attain a score of 31 or higher composite score on the ACT
  - (vi) earn twelve (12) or more semester hours of post-secondary credit
- Students who complete 10 hours of community service every semester in high school will also be recognized at graduation.



**TN SCHOLARS**

Students will be designated as a TN Scholar if they meet the requirements outlined at: <https://www.tennesseescholars.org/requirements/> , which includes 95% attendance rate and 80 hours of community service over the four years of high school.



**Senior Ranking for Local JCHS Honors for the Class of 2020 and Beyond**

Only students completing the core courses outlined below **and attains an ACT Composite Score of 21** will be considered for JCHS senior honors such as valedictorian, salutatorian, honor student (students who have 93 or higher average in the core courses outlined below), or ranking. These courses will apply to transfer seniors or other students graduating with the class. To be valedictorian or salutatorian, a student must have attended JCHS for 5 semesters. Honor students must have attended for 3 semesters. JCHS Honor Student grades will be calculated when final exams are completed. If any gifted student’s IEP team exempts the student from any part of the core curriculum, the IEP-team must determine the substitution. (If other unforeseen circumstances prohibits the use of the courses explicitly outlined below, the class advisors and administration will determine courses to be used before ranking occurs.) Parents and students may request a copy of the grades used to determine class ranking upon request after the final ranking is announced. **For the class of 2022 and beyond, students must take a majority of honors courses offered in order to be ranked locally as an honors students.**

Courses calculated for Senior Honors and Ranking: 16

**English 1**  
**English 2**  
**English 3**  
**English 4 or Dual English**

**Physical Science\***  
**Biology or Biology II**  
**Chemistry or Physics**

**Wellness**

**Algebra I or Integrated Math 1**  
**Geometry or Integrated Math 2**  
**Algebra 2 or Integrated Math 3**  
**Pre-Cal, Statistics, or Dual Enrollment Math**

**World History**  
**US Government**  
**US History or Dual US History**  
**Economics/Personal Finance**

**STUDENTS MUST ALSO ATTAIN AN ACT COMPOSITE SCORE OF 21 OR HIGHER.**

\*Transfer students may use an appropriate freshmen level lab science.

### **Valedictorian Tie**

In the event of a tie for valedictorian, there will be co-valedictorians.



### **Repeating a course**

Should a student elect to repeat a class for which they have earned a passing grade, the grade earned repeating the class will be used for calculating the GPA and average for honor students. The previous course grade will become null and void. The repeated course will not count toward eligibility for sports.

### **Credit Intervention**

Students may be assigned credit intervention when it is determined that students are not on track to pass a course at the progress report period or nine weeks (Q) grading period. Students will be assigned to complete missing assignments and assessments during or after school throughout the course. If this intervention does not bring a student's grade to passing, the student may be assigned to additional work on the Edgenuity Learning computer program toward standards/concepts/skills not mastered in the course they are in. The assignments completed will take the place of failing grades and/or missing assignments. Students who lack credits from previous courses may be assigned to The Edgenuity Learning Lab during the day for one semester or both semesters to earn credits at an accelerated rate through credit recovery.

### **Credit Recovery (Outlined in State Board Policy 2.201)**

Should it be necessary after credit intervention to recover a credit, credit recovery is required for students with a failing grade in a course required for graduation. Parents must give permission. To be eligible:

- Students must have earned a minimum grade of 50. Courses with grades <50 will be repeated.
- The highest final grade earned for a course in credit recovery is a 70. Both the failing and recovered grade will be used to calculate the 70. The failing grade will not be counted in the final GPA. □ Students must meet attendance and assignment requirements to earn credit.

Students who do not complete credit recovery for required courses by the end of the following semester for which the failing grade(s) was earned may not participate in extra-curricular field trips, events, or activities during or outside the school day until the credit is recovered.

## TNReady End of Course Testing **T.C.A. § 49-1-602**

TNReady is a part of the Tennessee Comprehensive Assessment Program (TCAP) and is designed to assess true student understanding, not just basic memorization and test-taking skills. It is a way to assess what our students know and what we can do to help them succeed in the future. Students enrolled in a TNReady course are required to take the exam. The exam will count in each student's final grade as outlined in state and local board policy.

High school students take the following assessments at the end of each course for 2018-2019:

- English I, English II
- Integrated Math I, II, and III
- Biology
- U.S. History



### **NCAA Eligibility**

Any student who plans to enroll in college as a freshman and participate in Division I or Division II Athletics must be certified by the NCAA Initial-Eligibility Clearinghouse. Applications for certification should be completed by the end of a student's junior year. Contact the school counselor or the

athletic director for assistance.

NCAA Eligibility Center (Register here): <https://web3.ncaa.org/ecwr3/>

Division I Academic Requirements

[http://www.ncaa.org/sites/default/files/2017\\_DI\\_Requirements\\_Fact\\_Sheet\\_20170103\\_.pdf](http://www.ncaa.org/sites/default/files/2017_DI_Requirements_Fact_Sheet_20170103_.pdf)

Division II Academic Requirements:

[http://www.ncaa.org/sites/default/files/2017\\_DII\\_Requirements\\_Fact\\_Sheet\\_2017010.pdf](http://www.ncaa.org/sites/default/files/2017_DII_Requirements_Fact_Sheet_2017010.pdf)

### **Transfer from TN Public High School, Accredited Private School (Category 1, 1-SP, 2, 3) State Rule for Minimum Standard for a Public School**

Credits earned in a Tennessee Public High School will be transferred directly to the high school transcript with the grade indicated on the transcript documents. If a student transfers during the school year, every effort will be made to schedule identical courses. If a course is not offered at Jackson County High School, a student will be placed in the closest aligned course offered or partial credit will be given.

### **Transfer from Non-Public Schools (Category 4 or 5)**

Students transferring from a non-public school not recognized by the TN Department of Education (Category 4 or 5) will be tested for placement in appropriate courses. Exams will include English/Reading, Math, and Science prior to enrollment. A course Benchmark Exam, Midterm/Final Exam, or grade level diagnostic on the Edgenuity Learning program if available. The grade earned on the cumulative exam will be recorded as the final grade. If a 70 or better is earned, the student will be placed in the subsequent course. Other courses will be determined based on comparability of courses and courses required for graduation requirements.

### **Transfer from Homeschool (Category 4 or 5)**

Students transferring from a homeschool will be tested in the same manner as transfer students from Non-Public Schools. Parents of students are required to provide a detailed course description, learning objectives, and materials and methods used to evaluate student progress and mastery. Credits in courses other than English/Reading, Math, and Science will be awarded based on the information provided, the duration, and comparability of course.

## 2019-2020 Course List

### ACADEMIC COURSES at JCHS

<p>English &amp; Language Arts</p> <ul style="list-style-type: none"> <li>• English I*</li> <li>• English II*</li> <li>• English III</li> <li>• English IV</li> <li>• Creative Writing (elective)</li> </ul> <p>Honors in English I, II, III</p>	<p>Math</p> <ul style="list-style-type: none"> <li>• Algebra I*</li> <li>• Geometry*</li> <li>• Integrated Math III*</li> <li>• Bridge Math</li> <li>• SAILS Math</li> <li>• Pre-Calculus (SDC)</li> <li>• Statistics (SDC)</li> </ul> <p>Honors for Algebra I, Geometry &amp; Math III</p>	<p>Science</p> <ul style="list-style-type: none"> <li>• Physical Science</li> <li>• Ecology</li> <li>• Biology I*</li> <li>• Biology II</li> <li>• Chemistry</li> <li>• Physics</li> </ul> <p>Honors for Physical Science, Biology, and Chemistry</p>	<p>Social Sciences</p> <ul style="list-style-type: none"> <li>• World History (SDC)</li> <li>• Government</li> <li>• US History*(SDC)</li> <li>• Economics</li> <li>• Personal Finance</li> </ul>
<p>Health</p> <ul style="list-style-type: none"> <li>• Wellness</li> <li>• Physical Ed I</li> <li>• Physical Ed II</li> </ul>	<p>Foreign Language</p> <ul style="list-style-type: none"> <li>• Spanish I</li> <li>• Spanish II</li> <li>• Spanish III</li> </ul>	<p>Fine Art</p> <ul style="list-style-type: none"> <li>• Visual Art I</li> <li>• Visual Art II</li> <li>• Visual Art III</li> <li>• Marching Band</li> <li>• Theory &amp; Harmony</li> <li>• Music History</li> <li>• Concert Band</li> <li>• Drama</li> </ul>	<p>RTI2</p> <ul style="list-style-type: none"> <li>• Tier 2 Intervention</li> <li>• Tier 3 Intervention</li> <li>• Enrichment</li> </ul>
	<p>Elective/RTI2 Enrichment:</p> <ul style="list-style-type: none"> <li>• ACT Prep</li> <li>• Career Exploration</li> </ul>		<p>Capstone Project</p> <ul style="list-style-type: none"> <li>• JCLP (Seniors)</li> </ul>

### CAREER AND TECHNOLOGY EDUCATION (CTE) Courses at JCHS

<p>Agriculture Engineering &amp; Tech.</p> <ul style="list-style-type: none"> <li>• Agriscience</li> <li>• Ag Mechanics</li> <li>• Ag Power &amp; Equipment</li> <li>• Ag Engineering</li> <li>• Large Animal</li> </ul> <p>Industry Certification: To be determined</p>	<p>Business Mgmt &amp; Office Admin. Office Administration</p> <ul style="list-style-type: none"> <li>• Computer Applications</li> <li>• Business Communications</li> <li>• Advanced Design Apps/Office Management</li> </ul> <p>Industry Certification: Microsoft Office</p>	<p>Social Health Services</p> <ul style="list-style-type: none"> <li>• Intro. to Human Studies</li> <li>• Lifespan Development</li> <li>• Family Studies</li> <li>• Nutrition (elective)</li> </ul> <p>Industry Certification: To be determined</p>
<p>Health Science</p> <ul style="list-style-type: none"> <li>• Nursing Education **</li> <li>• Health Science</li> </ul> <p>Industry Certification: Certified Nursing Assistant **Dual Enrollment TCAT Jackson Co.</p>	<p>STEM Education</p> <ul style="list-style-type: none"> <li>• STEM I</li> <li>• STEM II</li> <li>• STEM III</li> </ul> <p>Industry Certification: SolidWorks</p>	<p>Informational Technology</p> <ul style="list-style-type: none"> <li>• Information Technology**</li> <li>• Information Technology**</li> </ul> <p>Industry Certification: A+ Computer Programming **Dual Enrollment TCAT Jackson Co. HVAC **Dual Enrollment TCAT Jackson Co.</p>

### CAREER AND TECHNICAL EDUCATION (CTE) Programs of Study at TCAT Macon County

Automotive Tech (DE) Industry Cert: ASE	Culinary Arts (DE) Industry Cert: ServeSafe	General Building Trades (DE) Industry Cert: NCCER, OSHA	Machine Tool Technology (DE) Industry Cert: NIMS
Cosmetology (DE) Industry Cert: TN Board Cert		Health Science (DE) Industry Cert: CNA	Welding Technology (DE) Industry Cert: AWS Level 1

SDC= Statewide Dual Credit Course      \*= Requires TNReady Exam

\*\*= Dual Enrollment TCAT Jackson Co.      DE= Dual Enrollment Macon County

## Attendance, Sign-out, and Truancy

### Absences

The school attempts to contact parents when students are absent. Parents will be notified in writing after three (3) unexcused absences. It is important that contact information is current. Class attendance is kept separate from daily attendance. Students who are absent for more than ½ the school day will be considered absent for daily attendance purposes. Daily attendance is used for truancy purposes. **Upon five instances of arriving late or departing early from school without documentation to excuse the time missed, an unexcused absence will be recorded for truancy purposes.**

### Types of Absences:

- Excused Absences: Five (5) days per year may be excused with a parent note. Absences may also be excused with a note from a doctor or dentist, funeral home, or court official. Extenuating circumstances, religious holidays, or military requirements must be reported in writing to administration prior to absences.
- Unexcused Absences: All other absences not listed above are considered unexcused.

### NEW Truancy Policy

Absences for Truancy purposes run for the **entire school year. A tiered intervention program has been approved by the Jackson County Board of Education, which reflects new state policy, to improve attendance.**

- **Upon the 3<sup>rd</sup> unexcused absence for daily attendance, parents will be notified in writing and a conference with the student and parent will be scheduled.**
- **Upon the 4<sup>th</sup> unexcused absence, a home visit may be scheduled for an assessment to determine a plan to improve attendance. The student will be referred to the Truancy Board. If the student and parent fail to attend the truancy meeting, the student and parent will be cited to Juvenile Court. The Truancy Board will determine if mitigating circumstances should cause some or all of the absences to be excused. If no circumstances exist, then parents will be informed that upon the 5<sup>th</sup> unexcused absence, the parents and student will be cited to juvenile court.**
- **Upon the 5<sup>th</sup> unexcused absence the student and parent(s) will be cited to juvenile court.**

### Chronically Out-of-School

Students who miss 10% of the school year (18 days) or who is on-track to do so (2 days avg. per month) are considered chronically out-of-school, whether absences are excused or unexcused. In an effort to decrease chronic absenteeism at JCHS, an intervention plan will be put into place. Parent meetings and home visits may be arranged to create a plan to eliminate barriers to students attending school regularly.

### Tardiness

Students reporting to class after the bell rings for any given class should be marked tardy. After school detention/tutoring will be assigned upon the 3<sup>rd</sup> cumulative tardy. In-school suspension, loss of driving privileges, or alternative school may be assigned for chronic tardiness.

### Late Arrivals & Early Departures

- Late arrivals to school must sign in and early departures must sign out in the office.
- Students who fail to sign in may be left on the absentee for the day, which can result in a Truancy Board referral.
- Missing a class more than 10 minutes is considered an absence for that class and will require an admit slip to return to class. These types of absences are unexcused unless proper documentation is presented.
- Students who sign in must report to classes immediately and students who are signing out must leave campus immediately.

### Sign Out Policy

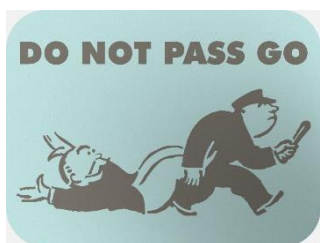
Any student, including students 18 years of age and older, seeking early dismissal from school shall deliver a note to the front office upon the student's arrival at school. The note will include:

- Name of Student
- Date and Time of departure
- Reason for dismissal
- Method of student transportation
- Parent Name / Signature
- Contact phone number for parent or guardian verification

Before leaving campus the student must sign out in the office. No student shall be allowed to leave the campus for lunch. **Phone calls will not be accepted to sign a student out unless an emergency arises. Administrator must approve.** Leaving campus without permission will result in alternative school and/or suspension of driving privileges.

Students who sign out and are returning to school the same day are not permitted to return to school without a doctor's note or other documentation indicating an excused absence for the class(es) he or she has missed.

### Admitting Students to Class



- Students returning after an absence must report to the attendance office before classes begin to get an admit slip.
- Documentation is expected the first day a student returns to excuse an absence. If documentation to excuse an absence is not turned in upon the third day, the **absence will remain unexcused and count towards truancy purposes.**

### Makeup Work from Absences:

- Students are responsible for making arrangements for makeup work on the day they return. Students will have three (3) school days to turn in assignments or take exams unless arrangements are made with teachers for extreme circumstances.
- All unexcused absences, any absence over 5 in semester courses, and any absence over 10 in two semester courses will require Time for Time to be arranged with the teacher for exams or assignments due during the absence to be counted for a grade.
- Assignments and exams scheduled prior to an absence are due the day the student returns unless arrangements are made with a teacher.
- Students should make arrangements outside of class time to receive instruction and assistance for assignments missed due to an absence or a field trip.
- Students who do not complete assignments or take exams during the designated timeframe may be assigned to make up work after school, in ISS, or in alternative school.

**Make-Up Assignments**

Name: \_\_\_\_\_  
Date of Absence: \_\_\_\_\_

Sorry you were out. . . .  
we missed you!

Assignment Descriptions	Due Date	<input type="checkbox"/>

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### Time for Time for Makeup Work:

- Time for Time can be scheduled after school with a Time for Time teacher or the student's regular classroom teacher. Students must work on missing assignments, makeup exams, or receive additional instruction for the class he or she missed during the absence(s).
- Time for Time does not "delete" or "excuse" an absence for Truancy purposes.

# Code of Conduct

## Bus

Bus Drivers have full authority to enforce rules and regulations pertaining to pupil transportation. Discipline referrals will be reported to school administration as soon as possible. Changes in transportation must be documented in writing and turned in to the office at the beginning of the day. **The Bus Code of Conduct is included at the end of this handbook. See Appendix A.**

## Cafeteria

The cafeteria, besides being a lunch room, is a place where good social relationships can be developed. Each student is expected to practice the general rules of good manners. Students are:

- expected to form a line and not to cut line
- to buy one tray at a time
- to return trays after eating
- to leave the table and surrounding area clean and in good order  **NOT** to leave the cafeteria without permission and a hall pass.

\*\* No outside food will be delivered to students by businesses, family, or friends without prior approval from administration. One breakfast and one lunch per day are provided at no cost in the cafeteria. **STUDENT PARTICIPATION (EATING SCHOOL MEALS) IS HIGHLY ENCOURAGED IN ORDER FOR JACKSON COUNTY SCHOOLS TO CONTINUE THE FREE BREAKFAST, LUNCH, AND AFTER-SCHOOL PROGRAM.**

## Classroom

### Teacher Authority

Each teacher has full authority in his or her classroom to enforce school and classroom rules. Whenever the handbook is silent on a particular issue, individual teachers may establish rules to be observed in their classrooms. Any teacher on school property or an approved school event will correct any student at any time with full authority. Substitute teachers are to be regarded in the same manner as a teacher. Teachers have the right to use reasonable force to remove a student from a situation in which the student poses a threat to themselves or others.

## Dress code

1. Appropriate footwear must be worn at all times. Tennis shoes for gym. Open-toed style shoes and flip flops may not be appropriate for lab classes and activities in the ag shop.
2. All clothing is to be free of holes above the knee. No excessive fraying or taped/temporary patches.
3. All hem lines must reach mid-thigh when standing or seated. Running shorts are not appropriate.
4. No low or distracting necklines. Tops and shirts should be buttoned within 2 buttons from the top.
5. No tank tops, tube tops, or shirts with sleeves cut out. Shirts must come below the belt line.
6. Undergarments are to be completely covered by clothing.
7. No see-through or mesh clothing.
8. No hats or sunglasses are to be worn in the building.
9. Leggings and tight-fitting pants/shorts must be worn with a shirt reaching mid-thigh.
10. No clothing, belongings, or visible tattoos should display or represent drugs, alcohol, sex, violence, offensive images, or vulgar language. Clothing or possessions with a rebel flag is not allowed.
11. No chains, bandanas, trench coats, rain slickers, or gang-related clothing or belongings.
12. Visible body piercings are prohibited except for the ears and a small stud in the nose.

Students with dress code violations will be reported to the office.

- |                                   |  |
|-----------------------------------|--|
| 1 <sup>st</sup> Offense-          | Verbal Warning and student changes clothing.                 |
| 2 <sup>nd</sup> Offense-          | Detention and student must change clothes. Parents notified. |
| 3 <sup>rd</sup> Offense-          | ISS for 1 full day and parents notified.                     |
| 4 <sup>th</sup> Offense & Beyond- | Alternative school may be assigned for continued violations. |

\*In an effort to reduce ISS (time outside of class), students may be offered clean/new clothing from the school to change into in lieu of being assigned ISS or leaving campus to change clothes. Students will not be permitted to leave school to get a change of clothing. Other dress code concerns will be addressed by administration.

### **Drug and Alcohol Use**

Selling, giving, possessing, using, or being under the influence of drugs or alcohol on school property, including buses, is strictly prohibited by law. Violators will be turned over to the local law enforcement officers and subject to school board policy of expulsion from school for a calendar year. Students shall not possess, distribute, or be under the influence of illegal drugs or alcohol on school property or at any school sponsored activity on or off school grounds. Students shall not market, distribute, or possess any substance which is represented to be, or is substantially similar in color, shape, size, or markings to a controlled substance on school property or at any school sponsored activity on or off school grounds.

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

### **Electronic Devices**

All electronic devices are to be turned off from 7:30 a.m. until 2:45 p.m. This includes cell phones, mp3 players/iPods, laptops, tablets/iPads, external speakers, or other electronic devices. Teachers will confiscate the device, turn into the office, and notify administration if students violate this policy.

- |                                   |  |
|-----------------------------------|--|
| 1 <sup>st</sup> Offense-          | Verbal Warning & student picks up the device at the end of the day.                      |
| 2 <sup>nd</sup> Offense-          | Detention & student picks up device after detention is served.                           |
| 3 <sup>rd</sup> Offense-          | 1 day ISS; device remains in office until ISS is completed; parent picks up the device.  |
| 4 <sup>th</sup> Offense & Beyond- | 3 days ALC; device remains at school until ALC is completed; parent picks up the device. |

\*Any student video/audio recording others without their knowledge and/or with malicious intent will be strictly disciplined up to assignment at the alternative school. Phones will only be released to parents. Students will lose the privilege to bring their device to school. Subsequent violations of this policy will result in the device being confiscated until the end of the school year.

\*Teachers may allow students to use a personal device for school purposes only. The teacher is responsible for actively monitoring students who are using a device and determining if this policy has been violated.

### **Fighting**

Violence will not be tolerated. Students willfully engaging in or provoking a fight on school property or at a school event will be assigned a minimum of **5 days** alternative school. A report will be made to the School Resource Officer to determine if a criminal act has been committed. Any student instigating others to participate in violence will also receive consequences.

### **Gambling**

Gambling is not allowed. If cards, devices, or other property is deemed to be part of any gambling activity, these items will be confiscated and returned only to parents.

### **Hall Pass**

Students will possess a hall pass if he or she is out of any class for any reason. Classroom sign out sheets will include the date, time, student's name, and destination. Teachers may limit hall passes or implement consequences for excessive use. Parents should contact the Principal if a documented medical condition exists that may require more frequent use of hall passes. *Students who leave class without permission or do not report directly to and from the designated location will be reported to the office immediately. Disciplinary action (up to alternative school) will be taken.*



**Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation**

See Appendix B: Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation for definitions and the entire board policy.

**Student Relationships**

Overt public displays of affection are never appropriate at school. There should be no body contact except for handholding or light hugging. Violations will result in discipline and parent notification.

**Tobacco Products and Vaporizers**

The use or possession of tobacco or tobacco products (including vapor, e-cigarette liquid containing nicotine) is prohibited on school premises in conjunction with Federal Law. Failure to comply with this policy will result in:

- 1<sup>st</sup> offense: 1 day In School Suspension
- 2<sup>nd</sup> offense: 3 days In School Suspension
- 3<sup>rd</sup> offense: 3 days Alternative School

Students under the age of 18 will be cited to juvenile court by the School Resource Officer, in accordance with law, for possession of tobacco products on school property. All tobacco and vapor/e-cigarette products will be confiscated.

**Consequences**

**Corporal Punishment**

Any teacher or school principal may use corporal punishment in a reasonable manner against any pupil for good cause in order to maintain discipline and order within the public schools. (TCA 49-9-103) Should corporal punishment be necessary, it will be administered in private, witnessed by at least one other faculty member.

**Detention**

Students may be assigned detention for minor infractions of classroom or school rules. Detention will be served after school within one week of the infraction. Students are responsible for transportation home. Reasons for detention may include, but are not limited to, misbehavior in class, failure to do assigned class work or homework, tardiness to any assigned class or event. Teachers should notify parents for repeated misbehavior.

**In-School Suspension (ISS)**

ISS is used to discipline students for more severe and/or disrespectful or disruptive behavior, repeated misbehavior, or violation of school policy or procedure. The school will attempt to notify parents by phone or letter to the address on file. Multiple ISS referrals will result in Alternative Learning Center (ALC) placement.

**Suspension to the Alternative Learning Center**

The principal or assistant principal may suspend any student from attendance at school or any school related activity, or from a specific class, or from riding the school bus for good and sufficient reasons. Suspension may be out of school or placement at the Alternative Learning Center (ALC). Any student suspended from school or placed at ALC may not attend or participate in any extracurricular activity. A student may be referred to ALC for a minimum of 3 days and a maximum of one calendar year. Reasons for suspension include, but are not limited to:

- (1) Willful and persistent violation of the rules of the school or truancy
  - (2) Immoral or disreputable conduct or vulgar or profane language
  - (3) Violence or threatened violence against the person of any personnel attending or assigned to any public 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 enumerated in 1-4 (6)
- Marking, defacing or destroying school property

- (7) Possession of a pistol, gun or firearm on school property
- (8) Possession of a knife and other weapons on school property
- (9) Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language
- (10) Unlawful use or possession of drugs
- (11) One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school
- (12) 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
- (13) Any other conduct prejudicial to good order or discipline in any public school
- (14) Off-campus criminal behavior that results in the student being legally charged with a felony and the student's continued presence in school poses a danger or disrupts the educational process.

### **Procedures for Suspension**

Unless a student's continued presence in the school or class presents an immediate danger to the student or others, the student shall not be suspended until the student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. Upon suspension the principal shall make an immediate attempt to contact the parent or guardian and inform them of the suspension. The student shall not be sent home until the end of the school day unless the parent or guardian has been contacted.

The principal or designee shall notify the parent or guardian and Director in writing; (1) of the suspension and the cause for it, and (2) request a meeting with the parent or guardian, the student, and the principal to be held as soon as possible but no later than five days following the suspension. Immediately following the scheduled meeting, whether or not attended by the parent/ guardian, or student, the principal shall develop a plan for correcting the behavior when the student returns.

If at the time of the suspension the principal determines that an offense has been committed which would justify suspension for more than ten days, the student may be suspended unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.

The principal shall give written or actual notice to the parent or guardian and the student has a right to appeal the decision for a suspension of more than ten days. All appeals must be filed in writing within five days after receipt of the notice and may be filed by the parent or guardian, the student, or any person holding a teaching license who is employed by the school system, if requested by the student. The appeal for the decision shall be to the Board of Education or to the Disciplinary Hearing Committee appointed by the board and consisting of at least three certified employees. The hearing shall be no later than ten days after the beginning of suspension. The notice of the time and place shall be given in writing to the parent or guardian and the student by the principal.

As a result of the hearing the Disciplinary Hearing Committee may:

- 1. Order the removal of the suspension unconditionally
- 2. Order the removal of the suspension upon such terms and conditions as it deems reasonable
- 3. Assign the student to ALC
- 4. Assign the student to Adult High School
- 5. Suspend the student for a specified period of time

A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the Disciplinary Hearing Committee. The student or principal may request a review by the board of education within five days of the decision.

After review of the record, the board may affirm the decision of the committee, modify the decision to a lesser penalty, or grant a hearing by the board. After the hearing, the board may affirm the decision of the hearing committee or modify the decision in any manner, including imposing a more severe penalty than that of the hearing committee. If the suspension occurs during the last ten days of any term, the student shall be permitted to take such final examinations or submit such work as necessary to complete the courses of instruction for that term, subject to the conditions prescribed by the Principal. Students under suspension from one school in the school system cannot enter another school in the system.

### **Zero Tolerance Behavior & Policies**

Any student who engages in the following will be subject to suspension for not less than a calendar year.

1. Students who bring, possess, or is under the influence of a drug or alcohol, or possesses a dangerous weapon on school property, a school bus, or at any school event or activity.
2. A student who commits battery on a teacher or other school employee.

The Director of Schools shall have the authority to modify the suspension requirement on a case by case basis.

## **Other Policies and Procedures**

### **College or Career Visits for Juniors and Seniors**

Juniors and Seniors may visit colleges or other post-secondary educational institutions under the following conditions:

- Visits are set up through the guidance office or career coach and approved by Administration.
- Students must bring documentation of their visit from the School's Admissions Office the day they return to school.

A maximum of **two** days will be excused for this purpose. For students who do not plan to attend a postsecondary school, these two days may be used for job interviews that are approved by the school, or for testing for induction into the military.

### **Drivers License Revocation**

Any student 15 years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if he/she has not received passing grades in 3 full unit subjects or the equivalent at the end of the term (18 week grading period.) A student shall be deemed deficient in attendance when he/she drops out of school prior to the age of 18 or has 10 consecutive or 15 total unexcused absences during a single term (18 week grading period.) A copy of the notice is sent to the Department of Safety by the attendance supervisor or superintendent. The notice will also be mailed to the student's parent or guardian.

### **Driving and Parking Regulations**

Students who drive to school must have earned three credits in the previous term, possess a valid driver's license, provide proof of liability insurance, and register the car with the office at the cost of \$15 per permit. Upon completion of the registration process, the student will be issued a parking tag and assigned an individual parking space where only he or she will be allowed to park. Parking spaces will be issued on a first come, first serve basis. Violations will result in driving privileges being suspended. Violators may be towed. Students may not return to their cars at any time during the school day without permission from administration. Students may not park in any other area on school property, including the teacher parking lot, athletic areas, or ag shop area.

### **Drop and Add Periods**

At the beginning of each school term, students will be given two days on their own and one week at the recommendation of the teacher to make **necessary** changes in their schedules. Students will secure the appropriate form and information from their advisor and complete the proper procedure established for this purpose. Students must have the approval of the principal/assistant principal and the counselor for changes.

### **Elected Officers**

Any student running for any office must have an overall average of 80 or higher to be eligible. Any student seeking a superlative position or participating as a football, homecoming, or other queen candidate must have an overall average of 70.

### **Emergency School Closings**

School will be closed for inclement weather or emergencies only in the most severe cases. School closing information and/or bus route changes will be announced on the School Hotline 268-4050, and TV and radio stations as early as possible to alert parents to closing or early dismissal. The automated phone system will call homes and cell phones to announce closings. *Please keep phone numbers up to date and notify the school of any changes.* If you wish to be removed from the automated call list, please notify the school in writing with the parent name(s), student name, and phone number to be removed.

### **Emergency Preparedness Plan (Board Policy 3.202)**

JCHS will conduct one fire drill with full evacuation each month and one additional fire drill within the first 15 days of school. An intruder drill will be conducted within the first 30 days of school and 3 additional safety drills will be carried out during the school year. For drills requiring full evacuation, students will report to an outside designated area unless instructed otherwise. For drills not requiring full evacuation, students will report to designated areas in the building. Students will resume to regular classes or activities when the all call is given. Types of emergency drills include: fire, inclement weather (tornado), earthquake, armed intruder, and lockdown.

In a real emergency, drill procedures will be followed unless circumstances prevent it. Reasonable efforts will be made to notify parents when appropriate and possible by automated call. Parents may not be able to pick up students immediately during a drill or actual emergency procedure.

### **Financial Responsibility**

Parents will be held financially responsible for repair or replacement of property, equipment, or materials of Jackson County Schools caused by loss, malicious intent, or careless behavior. Students will not receive a diploma, transcripts, or other records if money or property is owed to the school.

### **Immunization Requirements**

Any student initially entering school without a permanent Tennessee Certificate of Immunization or a temporary Tennessee Certificate of Immunization will not be allowed to attend school unless he/she has a medical or religious exemption. Any student transferring from out of state or a non-public school will not be permitted to enroll in school without an immunization certificate. Students transferring from public schools within Tennessee must provide proof of immunization within 30 calendar days in order to remain in school.

### **Lockers**

Lockers are issued to students at the beginning of the year by the student's advisor. Each student is responsible for keeping his/her assigned locker clean inside and outside. Any locker malfunction should be reported to the advisor or the office personnel. Students are cautioned not to keep money or other valuables in their lockers. Students are responsible for the contents of the locker assigned to them; therefore, sharing or switching lockers is not encouraged. Lockers are the property of the school and are subject to search at any time.

### **Loitering**

No student is allowed on campus without supervision of a Jackson County Schools employee (i.e. loitering, skateboarding, etc.) Anyone on campus without supervision may be charged with trespassing. Students who are not staying on campus for a school activity or tutoring must immediately report to the bus loading area when the final bell rings. If a student drives to and from school, the student must immediately report to the student parking area and leave the premises unless he or she is staying for a school activity or tutoring. Repeatedly missing the bus will result in disciplinary action.

### **Medication and Accident Procedures**

No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health depends upon medical aid. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal, nurse, or the principal's designee will administer the medication in compliance with written instructions signed by the parent or guardian which must include:

1. Student's name
2. Name of medication
3. Name of physician
4. Time to be administered
5. Dosage and directions for administration
6. Possible side effects
7. Termination date for administering the medications.

The medication must be delivered to the principal's office or school nurse's office in person by the parent or guardian unless the medication must be retained by the student for immediate administration (i.e. students with asthma.)

Non-prescription medication may be administered only with written request and permission of the parent or guardian. The medication will be administered in accordance with label directions or instructions from the student's physician. The administrator/designee will:

1. Inform appropriate school personnel of the medication being administered.
2. Keep an accurate record of the administration of the medication.
3. Keep all medication in a locked cabinet except medication retained by the student per physician's order.
4. Return unused prescription to the parent or guardian.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication. A copy of this policy shall be provided to a parent or guardian upon request for long term administration of medication.

All student accidents will be reported to the school nurse. Arrangements to transport the student to the hospital will be made if necessary, and the student's parent or guardian will be notified as soon as possible. The teacher who has responsibility for supervision of the injured student will file an accident report as soon as possible. In case of sickness, the student will be brought to the front office and parent or guardian will be called to pick up the student.

### **Office Telephone**

Office telephones are for business purposes only. Callers are requested to leave messages as students will not be called from class except for emergencies. Students may use a designated office phone to make necessary calls to parents between classes or during the student's lunch period. Students should not use personal electronic devices to make phone calls or send messages during the school day.

### **Organizations and Clubs**

Following is a list of some organizations and clubs in which students may participate:

Adventure Crew	
Band (Co-Curricular)	Math Club
Beta Club	Move 2 Stand(\$5)
Book Club	Science Club
FCCLA (Co-curricular)(\$15)	Spanish Club (\$5)
Fellowship of Christian Athletes (FCA)	Sportsman Club
FBLA (Co-curricular)(\$15)	Student Council
FFA (Co-curricular)(\$15)	TSA (Co-Curricular)(\$15)
Fit Club	

Participation in any club or organization is encouraged but optional. Some clubs or organizations may require dues or fees. If a parent chooses to prohibit their child from membership or participation in a club or organization, they must notify the school in writing. Co-curricular organization by-laws require certain classes be taken in conjunction.

### **School Functions**

All functions will be organized through the respective advisors. Approval for activities and functions will be secured from the principal. All school rules apply for all school functions. Academics and discipline will be considered for participation in school activities or functions beyond the regular curriculum.

### **School Trips**

Students will submit a *Jackson County Schools Field Trip Permission Form* signed by a parent to go on any field trip. Students must be passing all classes, have no missing assignments or grades, not have excessive absences, and no outstanding discipline issues (unserved detentions, etc.) to go on elective field trips. All school rules apply, including dress code. Students are responsible for arranging assignments and tests **BEFORE** the field trip. All assignments and exams are due the day the student returns unless other arrangements have been made **PRIOR** to the trip.

### **Search of Students and Property**

When individual circumstances in a school dictate, a principal may order that vehicles parked on school property by students or visitors, containers, packages, lockers or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the principal's presence or in the presence of other members of the principal's staff. (TCA 49-6-4204)

A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student or other person if such action is reasonable to the principal. (TCA 49-6-4205)

### **Senior Release**

All senior exams will be administered the week prior to graduation/end of school. The week of graduation will be considered Senior Release Days. Seniors will not be required to report to school during that time except for scheduled graduation practices.

### **Student Athletes**

Student athletes must have passed six courses for credit in the previous year and must be enrolled in at least three courses in the current term. Courses repeated for which credit has been given will not count toward eligibility. A student who is ineligible at the beginning of the school year can become eligible by earning a minimum of three credits during the first term. He/she will be eligible to participate in the second term. Questions about TSSAA rules should be addressed to the athletic director as they change frequently. It is the student's and coach's responsibilities to determine a student's eligibility. Parents and students are encouraged to educate themselves

about NCAA Eligibility Requirements if a student plans on playing college sports. Contact the Guidance Counselor or Athletic Director for assistance.

#### **Student Equal Access (Board Policy 4.802)**

Students may be allowed to form clubs or groups that meet at school, if policy criteria are met. Limited Public Forums may be established for student speakers at events given that policy criteria are met.

#### **Student Records- Annual Notification of Rights (Board Policy 6.601)** Parents

of students and eligible students have the right to:

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

#### **Transcripts**

Transcripts will be sent upon the parent or eligible student's written request to post-secondary institutions and employers. Contact the guidance counselor for assistance with transcripts.

#### **Summer School**

Credit recovery may be offered in the summer depending on the needs of students, the number of students who enroll, and availability of funds. Parent permission is required for students to participate in credit recovery. State policy for credit recovery will be followed.

#### **Unauthorized Vehicles on Campus**

Unauthorized vehicles are not to be on campus. All visitors will park in front of the main entrance and enter through the front doors of the Commons Area. Students are not to communicate in any way with occupants of unauthorized vehicles. No student is to sit in or ride in any unauthorized vehicle at any time. Persons who do not check in at the principal's office can be prosecuted for criminal trespassing. Students who park in the school parking lot must have a current parking pass displayed. Otherwise, the vehicle is considered unauthorized and may be searched and/or towed. Students are not to open the doors for any school visitor.

#### **Undesignated Areas**

The following areas are always off limits to students: teachers' offices, custodian office/storage, the teachers' work area, nurse's station, teacher parking lot, concession stands, storage buildings, and the golf course property. The student parking lot is off limits during school hours without a parking lot pass. The gym, sports fields and facilities, and the front and back yards are off limits unless a specific, supervised class activity is taking place. Furthermore, any area for which a student does not have permission and a hall pass is off limits during class times including the hallways, restrooms, and commons area. Students will use restrooms nearest the classroom for which they have a hall pass during class. No student will use the restrooms in the gym unless he or she is scheduled for a class or activity in the gym.

**Visitors**

All visitors to the school will only enter through the front entrance and will register with the front office upon arrival for official business with faculty or staff. Visitors will sign in and wear a "VISITOR" badge to be returned upon signing out.

**Wellness Excuses**

If a student cannot participate in the regular physical education part of the wellness class, the student must have a statement from a doctor outlining the physical education activities in which the student may participate. The wellness teacher is required to modify the student's course of study to meet his or her individual tolerance as outlined by the doctor.

**Withdrawal from School**

A student who finds it necessary to withdraw from Jackson County High School should notify the counselor and complete proper withdrawal procedures. All textbooks and materials belonging to JCHS must be returned. At the time of withdrawal, current student records and copies of any necessary documents will be provided to the student. A student will not receive a diploma nor will grades be transferred or released if the student owes money to the school or any school related organization.



## **BOARD OF EDUCATION POLICIES AND PROCEDURES**

### **USDA is an Equal Opportunity Provider and Employer**

In accordance with Federal law and US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

### **Jackson County School System Non Discrimination Policy**

It is the policy of the Jackson County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Title VI of the Civil Rights Act of 1964 states: No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Inquiries or complaints regarding compliance with Title VI, Title IX, and Section 504 may be directed to Joe D. Barlow or Charlene Finch at the Jackson County Board of Education, 711 School Drive, Gainesboro, TN 38562, or call 931-268-0119. If you have a complaint, there are forms at each school and at the Central Office to register the complaint.

In accordance with the policy of the Board, the following procedure governs the processing of student discrimination/harassment grievances:

1. Any student who wishes to file a discrimination/harassment grievance against another student or employee of the district may file a written or oral (recorded, if possible) complaint with the superintendent, principal, counselor, or Title IX coordinator. The administrator taking the complaint will document the time, place, complaint, and incident and immediately forward the complaint to the grievance committee. The grievance committee will appoint a senior administrator to investigate the grievance. The grievance shall set forth the circumstances of the incident and identity of the student(s) or employee(s) involved.
2. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. The investigation shall be completed within ten (10) days of the filing of the grievance. Results of the investigation, along with the recommendations and suggestions, shall be shared with the grievant, unless it violates another student's confidentiality.
4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent or investigating administrator, the grievant may request a hearing by the grievance committee.
5. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty (20) days from the date of the request.
6. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.

7. Within ten (10) days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations of the committee or furnish a report to the grievant explaining why the recommendations will not be implemented.
8. Upon receipt of the superintendent's report, grievant may file a written appeal with the Board. The Board shall within thirty (30) days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

**Special Education Child Find**  
**Identification and Location of Children with Disabilities and/or Gifted**

The Jackson County School System provides special education and related services, and special accommodations to children who are disabled and/or gifted. Under state and federal laws, public schools are required to provide a free, appropriate, public education to all children who are disabled and/or gifted between the ages of three (3) and twenty-two (22), and may not on the basis of disability, discriminate against these children.

This notice is a part of an effort to locate and serve those children who may need special education, gifted services and related services, and/or special accommodations. If you know a child, age three (3) to age twenty-two (22), who may qualify for special education services and is not receiving available services, please call **(931) 268-0119** or write to the following address:

**Jackson County Board of Education**  
**Attention: Special Education Supervisor**  
**711 School Drive**  
**Gainesboro, TN 38562**

**TENNderCare**

TENNderCare is Tennessee's commitment to see that children and teens have the best start to a healthy life. TENNderCare is a free program of checkups and health care services for children from birth to age 21 who are TennCare eligible. A checkup includes: a health history, complete physical exam, Lab Tests (as appropriate), vision/hearing screening, developmental and behavioral screenings (as appropriate) and advice on how to keep your child healthy. In addition, dental and behavioral health services are available. For more information, call the Jackson County Health Department at (931) 268-0218. To speak directly with a Community Outreach TENNderCare Representative, contact **Jackie Stone** at (931)268-0218.

**Parent Involvement**

**The Jackson County School System is committed to providing the best education for each student. We realize that parents play a vital role in the accomplishment of this mission so we encourage their involvement and strive to keep them informed of their rights.**

- Jackson County School System does not discriminate on the basis of race, sex, color, national origin, age, religion, or handicap in the provision educational opportunities, activities, or other administered programs.
- A parental involvement policy and parent-teacher-student compact will be distributed to the parents by each Title I school. A copy of each document may be obtained by contacting the school office. In schools eligible for Title I funds, a written parental involvement policy will be developed jointly with and distributed to parents of children. Each Title I school will also hold at least one annual meeting for the parents to inform them of the school's participation in programs funded under ESSA Legislation.
- Parents have the right to request information regarding the professional qualifications of classroom teachers who instruct their children. If students are provided services by paraprofessionals, parents may also request

information regarding the qualification of paraprofessionals. Teachers' certifications can be found by accessing the Tennessee Department of Education Teacher Licensing Web site: <https://apps.tn.gov/eli-app/search.html> or by contacting the school principal or the school system's federal projects' director.

- Parents must receive notification if their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
- Parents will be notified of their child's eligibility for service in migrant, homeless, or Limited English Proficiency programs.
- Parents will have access to system and school report cards as developed by the TN Department of Education (usually available in late fall of each year) through the website: [www.state.tn.us/education](http://www.state.tn.us/education) or at the school and/or system office. Results will also be publicized through local media.
- Parents must receive information on the achievement level of their child on each of the state academic assessments as soon as it is practicably possible after the test is taken. Assessment results will be distributed by the child's school.
- Parents may visit the TN Department of Education Website: <http://www.tn.gov/education/topic/academicstandards> or visit the school to access a description of the Tennessee Curriculum Standards, assessment information, and proficiency levels students are expected to meet.
- Parents must be notified if their child is enrolled in a school identified for improvement, corrective action, or restructuring. Currently, no school in Jackson County has been identified as in need of improvement.
- If a school fails to make adequate yearly progress, parents will be informed regarding the availability of school choice options and supplemental education services.
- Under the TN Board of Education's Unsafe School Choice Policy, any public school student who is a victim of a violent crime as defined under the Tennessee Code Annotated 40-38-111(g) or the attempt to commit one of the offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.
- Parents of a student identified as having a limited English proficiency (ELL-English Language Learner) must be notified in a timely manner of the child's participation in the ELL program, details of the program, right to waive participation, and specific information on the child's level of English Proficiency.
- Parents must be informed and involved in violence and drug prevention efforts including program content and activities. Parents may request in writing their child's exemption from participation in such activities.
- Parents will be notified regarding their rights before any third-party surveys are distributed to students.
- Schools in which at least 40% of the children are from low-income families have school-wide program authority under which schools may consolidate funds from federal, state, and local sources to upgrade the entire educational program of the school.
- Parents of secondary school students have a right to request their child's name, address, and telephone number not be released to a military recruiter without their prior written consent. Requests should be addressed to the federal projects director at the central office.
- Federal law affords parents and students over 18 years of age certain rights with respect to educational records. School Board Policy relating to student privacy and parental access to information is available in the School Board Policy Manual located at each school and at the central office. Notification of Rights and Release of Directory Information under FERPA (Family Education Rights and Privacy Act) will also be conducted through local media announcements.
- The Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act will require our district to take steps to find all children, including preschool age children, with disabilities who live in our district, screen them to determine their disabilities, and provide them with appropriate special education services. Also Part C of IDEA requires our district and state to notify the community of services available for children with

disabilities under age 3 and take steps to find and screen these children so that they can receive appropriate special education services.

### **Jackson County Board of Education Hazing Addition to Interscholastic Athletics Policy**

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

Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program. The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school. One or more staff members will serve as sponsors of each activity and will attend all meetings. Each sponsor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program. An approved copy of the aims, objectives, and constitution for each organization will be kept on file in the principal's office. The director of schools shall approve all requirements imposed by clubs, which have restricted membership. The nature of initiation shall be outlined and presented in writing to the club sponsor and the principal of the school for approval prior to the actual initiation.

**Hazing** by students acting alone or with others is strictly prohibited. Any organization, which permits an initiation to go beyond the scope of activities planned and previously approved, will be suspended until reinstated by the principal. A student found guilty of misbehavior may receive punishment ranging from verbal reprimands to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record. Sororities, fraternities, and all secret organizations are prohibited.

### **Internet Acceptable Use**

The Board supports the right of staff and students to have reasonable access to various information formats and believes it is necessary to use this privilege in an appropriate and responsible manner. Refer to Board Policy 4.406 (updated 6/15/2015) as it outlines the **Internet Acceptable Use Policy** for employee and student use of the internet. **Internet Safety Measures** are also outlined to ensure that the district's technology is not used for purposes prohibited by law and to restrict students from accessing inappropriate or harmful material. Written permission by a parent/guardian is required prior to a student being granted access to electronic media involving district technological resources each year. In order to rescind permission, the parent/guardian must provide the director with a written request.

#### **Students**

Students will use Jackson County School's technology, internet server, and equipment for school purposes. Parent notification, suspension of student privileges, and/or strict disciplinary action will occur if students violate the policy.

Prohibited or illegal activities include, but are not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access
- Violation of copyright laws
- Trespassing in another's folders, work or files

- Intentional misuse of resources
- Using another’s password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

**E-MAIL**

Employees/Students with network access shall not utilize district resources to establish electronic mail accounts or online data storage accounts through third-party providers or any other nonstandard electronic mail system/online file storage system. Jackson County Schools has partnered with Google to provide email accounts and online file storage for all students in grades 9 through 12 at the Jackson County High School. This service is in full compliance with the provisions of The Children's Online Privacy Protection Act (COPPA). COPPA applies to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. No personally identifiable information is revealed to users outside Jackson County Schools.

E-mail that is provided to Employees/Students by Jackson County Schools is filtered, monitored, and archived. District personnel are able to see all messages or from any Employee/Student account, but will not examine messages unless directed to by a competent authority (Principal, Director of Schools, or Law Enforcement with proper documentation). E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

**INTERNET SAFETY INSTRUCTION<sup>4</sup>, PROFESSIONAL DEVELOPMENT, OUTREACH PROGRAMS**

The District will provide on-going staff development for teachers and staff on Internet use and internet safety. Students will be given appropriate instruction internet safety as a part of any instruction utilizing computer resources. Parents and students will be provided with materials to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

**VIOLATIONS**

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

**APPENDIX A: BUS CODE OF CONDUCT**

**PROCEDURE FOR JACKSON COUNTY BOARD OF EDUCATION**  
**BUS CONDUCT RULES GOVERNING TRANSPORTED PUPILS**

The following rules and regulation are developed to ensure a thorough understanding of proper conduct and the safety of all students while riding Jackson County school buses. Bus transportation is a **privilege**, not mandatory. However, **school attendance** is **mandatory**. Rules and regulation formulated by the State Board of Education for all public schools in Tennessee, in accordance with Tennessee Code Annotated 49-6-2102 state:

A pupil shall become ineligible for pupil transportation when his behavior is such as to cause dissension on a school bus, or when he disobeys State or Local Rules and Regulations pertaining to pupil transportation. A

pupil shall be responsible for his/her own transportation for the first 10 days if he/she is assigned to alternative school.

The bus driver shall be competent, adhere to all state laws concerning pupil transportation and fair in dealing with students. The driver shall report to the principal for the conduct of students on the bus. The driver shall plan and arrange to provide all pupils the safest, most comfortable and least troublesome journey to and from school; therefore, drivers are requested to report infractions of rules to the **school principal for disciplinary action. 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.** The following are some of the rules and regulations your child should follow and by doing so will help us transport all students to school in a safe and efficient manner.

1. **Bus Stop: The STUDENT SHALL:**
  - A. Be on time
  - B. Stay clear of traffic while waiting for the bus
  - C. Wait until the bus comes to a complete stop before attempting to board
  - D. When getting off the bus, cross the street only when the driver tells you it is safe and move away from the bus quickly. Never cross behind the bus.
2. **Safety on the bus: The STUDENT SHALL:**
  - A. Remain seated at all times while bus is in motion
  - B. Keep arms, head, and hands inside the bus
  - C. Keep books, coats, feet, etc. out of aisles
  - D. In case of a road emergency, remain seated until instructions are given by the driver
  - E. Be absolutely quiet when approaching or crossing railroad tracks
3. **Conduct on the bus: The STUDENT SHALL:**
  - A. Avoid loud talking and yelling
  - B. Avoid profane or immoral language
  - C. Not throw any object on bus or out of bus window
  - D. Accept special seating arrangement when given by the driver
  - E. Not smoke, eat, or drink on the bus
  - F. Not engage in any physical or verbal assault.
  - G. Take responsibility for the condition and upkeep of the bus and report any damages to the driver.
  - H. Be courteous to fellow pupils and your driver while riding the bus. Help us keep a safe bus by your cooperation and good behavior.

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. All school rules must be followed on the bus.

**DISCIPLINE PROCEDURES  
RECOMMENDED FOR MISCONDUCT ON BUSES**

<b>VIOLATION</b>	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>rd</sup> OFFENSE</b>
Getting out of seat Destruction of property	conference with student Pay/ 5 day susp.	notice to parent Pay/Susp.Balance yr	Assigned seat
Fighting/threat bodily harm	5-day suspension	10 day suspension	Suspension rest of year
Pushing/Tripping	notice to parent	3-5 day suspension	6-10 day suspension
Excessive mischief	notice to parent	3-5 day suspension	6-10 day suspension
Smoking/use of tobacco	3 day suspension	5 day suspension	3 days alternative school
Eating/drinking	notice to parent	3-5 day suspension	6-10 day suspension
Littering	notice to parent	3-5 day suspension	6-10 day suspension
Rude/discourteous/loud	notice to parent	3-5 day suspension	6-10 day suspension
Unacceptable language	notice to parent	3-5 day suspension	6-10 day suspension
Disobey driver	notice to parent	3-5 day suspension	6-10 day suspension
Throwing objects	notice to parent	3-5 day suspension	6-10 day suspension
Hands/head out window	notice to parent	3-5 day suspension	6-10 day suspension
Alcohol/drugs		board policy on alcohol and drugs	
Public Displays of Affection	notice to parent	3-5 day suspension	6-10 day suspension

-Any other conduct prejudicial to good order on bus-disciplinary action is to be at principal's discretion.

-Multiple offenses of any nature will be treated as second and/or third step offenses.

-Bus riding is a privilege which may be revoked. Parents are urged to discuss this privilege with their child. By doing so, you will help us to provide the safest transportation possible for all children.

-Parents will be required to pay for damages caused by intentional misuse, vandalism, or destruction of property on a school bus.

## **APPENDIX B: STUDENT DISCRIMINATION, HARASSMENT, BULLYING, CYBER-BULLYING, AND INTIMIDATION POLICY 6.304**

1 The Jackson County Board of Education has determined that a safe, civil, and supportive environment in school  
2 is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts  
3 of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any 4  
actual or perceived traits or characteristics, are prohibited.1

5 This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover  
6 employees, employees' behaviors, students and students' behaviors while on school property, at any school- 7  
sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act  
8 takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is 9  
directed specifically at a student or students and has the effect of creating a hostile educational environment or 10  
otherwise creating a substantial disruption to the education environment or learning process.

11 Building administrators are responsible for educating and training their respective staff and students as to the 12  
definition and recognition of discrimination/harassment.

### **13 DEFINITIONS**

14 Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, 15  
opportunities, or performance, and the act has the effect of:

- 16 • Physically harming a student or damaging a student's property;
- 17 • Knowingly placing a student or students in reasonable fear of physical harm to the student
- 18 or damage to the student's property;
- 19 • Causing emotional distress to a student or students; or 20 • Creating a hostile educational environment.

21 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, 22  
nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a  
23 hostile environment.

24 Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include,  
25 but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, 26  
emails, social networking sites, instant messaging, videos, web sites or fake profiles.

27 Hazing - An intentional or reckless act by a student or group of students that is directed against any other  
student(s)  
28 that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to 1  
endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not  
2 encourage, permit, condone or tolerate hazing activities.

3 "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those 4  
actions taken and situations created in connection with initiation into or affiliation with any organization.

### **5 COMPLAINTS AND INVESTIGATIONS**

6 Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or  
7 building administrator. All school employees are required to report alleged violations of this policy to the 8  
principal/designee. All other members of the school community, including students, parents, volunteers, and 9  
visitors, are encouraged to report any act that may be a violation of this policy.



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

14 The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a 15  
complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt  
of the report.

16 If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the  
17 director of schools with appropriate documentation detailing the reasons why the investigation was not initiated 18  
within the required timeframe.

19 The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination,  
20 harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district  
21 counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying,  
22 or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed 23  
necessary.

24 The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy,  
25 and such act shall be held to violate this policy when it meets one of the following conditions:

- 26 It places the student in reasonable fear or harm for the student's person or property;
- 27 It has a substantially detrimental effect on the student's physical or mental health;
- 28 It has the effect of substantially interfering with the student's academic performance; or
- 29 It has the effect of substantially interfering with the student's ability to participate in or benefit from the 30  
services, activities, or privileges provided by a school.

31 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete  
32 investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken  
33 within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or  
34 intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director  
35 of schools with appropriate documentation detailing the reasons why the investigation has not been completed or  
36 the appropriate intervention has not taken place. Within the parameters of the federal Family Educational Rights  
37 and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the  
38 parents of the complainant, parents of the accused students and to the Director of Schools.

## **RESPONSE AND PREVENTION**

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

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

8 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights  
9 Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with  
10 disciplinary policies and procedures.

## **11 REPORTS**

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

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

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

## 22 RETALIATION AND FALSE ACCUSATIONS

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

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

### **GUIDELINES for Bullying/Harassment/Intimidation Behaviors:**

This is not an all-inclusive list of behaviors, but examples of varying degrees of behavior. These types of actions may not be determined as bullying if students are mutually participating in these behaviors. Bullying must meet the criteria outlined in board policy 6.304.

- Level 1: Verbal teasing; taunting, insulting comments; physical gestures; group exclusion
- Level 2: Repeated behaviors from level 1 after being addressed; threatening physical harm; minor physical contact; defacing property; discriminating comments based on gender, race, religion, or sexual orientation; intentionally making false reports or accusations; intimidation by a group of students; using social media or other technology with any actions in Level 1 or 2
- Level 3: Repeated behaviors from level 1 or 2 after being addressed; major physical contact; public humiliation; destruction/theft of personal property

#### Consequences:

If a behavior is determined as bullying, consequences will be based on the type of behavior, if the behavior is repeated after addressed by administration, and prior incidents of this nature. Parents will be notified if students are involved in any type of bullying/harassment/intimidation.

Consequences may include verbal warnings, detention, and in-school suspension for Level 1 offenses.

Verbal warnings, detention, in-school suspension, suspension from school-sponsored activities, or alternative school are consequences for Level 2 offenses.

Consequences for Level 3 are in-school suspension, suspension from school-sponsored activities, and alternative school.

Parents may report incidents to law enforcement if there is a concern that a criminal act has been committed.

# Alma Mater

On Old Gainesboro's Northern Border

Reared Against the Sky

Proudly Stands Our Alma Mater

As the Years Roll By

Forward Ever Be Our Watchword

Conquer and Prevail

Hail to Thee Our Alma Mater

JCH All Hail!

## Jackson County High School 2018-2019 HANDBOOK AGREEMENT

I, \_\_\_\_\_ (print student name), have read the Jackson County High School Handbook and acknowledge that I am expected to adhere to all school and district rules, policies, and procedures described therein. The Jackson County High School Handbook has been approved by the Jackson County Board of Education.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Dear Parent,

The Jackson County High School Handbook provides valuable information concerning your child's education and well-being at Jackson County High School. The information provided should be used as a guide to make informed educational decisions. A diligent effort has been made to provide the most current and relevant information possible at the time of publishing. Changes in state or local policy will override policy stated in this handbook. Unique circumstances will be considered on a case by case basis, as every possible situation cannot possibly be addressed in the handbook.

In addition, expectations for behavior and adherence to procedures are outlined in the handbook in order to provide a safe and orderly environment. Your input is valued at Jackson County High School.

As a parent or guardian, I am acknowledging the rules, policies, and procedures for which my child will be held accountable as described in the Jackson County High School Handbook. Please contact the Principal with any concerns or questions you may have at 931-268-9771.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date