

**MONROE COUNTY SCHOOLS  
2019-2020 SCHOOL CALENDAR**

August 7, 2019	First day of Class. Students dismissed at 10:00 a.m.
August 30, 2019	Staff Development
September 2, 2019	No School—Labor Day
October 7 – 11, 2019	Fall Break
November 1, 2019	Staff Development
November 27 – 29, 2019	Thanksgiving Break
December 20, 2019 –	Dismiss at 10:00 a.m.
January 5, 2020 (inclusive)	Winter Break
January 6, 2020	Staff Development
January 7, 2020	Students Return
January 20, 2020	Martin Luther King, Jr. Day
February 14, 2020	Staff Development
February 17, 2020	No School—President’s Day
March 23 – 27, 2020	Spring Break
April 10, 2020	Good Friday
May 21, 2020	Administrative Day—Day to Close School
May 22, 2020	Last Day of School. Students dismissed at 10:00 a.m.

**ACTUAL DAYS TAUGHT**

AUGUST	20 DAYS	JANUARY	19 DAYS
SEPTEMBER	20 DAYS	FEBRUARY	19 DAYS
OCTOBER	18DAYS	MARCH	17 DAYS
NOVEMBER	18 DAYS	APRIL	21 DAYS
DECEMBER	<u>15 DAYS</u>	MAY	<u>15 DAYS</u>
TOTAL	89 DAYS	TOTAL	91 DAYS

Administrative Days for Teachers: August 1-2, 2019  
 Inservice Days for Teachers: August 5-6, 2019

SCHOOLS WILL RECOGNIZE VETERANS’ DAY IN NOVEMBER 2019.  
 State guidelines will be followed for make-up snow days.  
 Semester Exams will be given before Winter Break.

## INTRODUCTION

This handbook has been prepared by the administration in the hope that it will serve as a guide to help students become familiar with school regulations, procedures, standards, and ideas. You are requested to read it carefully so that you will be fully informed of your privileges and responsibilities as a student at any Monroe County high school. Each of you is urged to do your part in upholding and promoting the standards and ideas of our school.

## SCHOOL FEES SCHEDULE

Principals and teachers of the Monroe County School System have developed a proposed list of fees that may be charged to students. The schools recognize that individual teachers have different classroom needs for educational materials and supplies. The following list may be considered the maximum charge to students. Some teachers may need to charge only a portion of the proposed fee in order to meet their needs.

All requests must be made in writing to the principal who must approve each request. Principals are responsible for ensuring that fee money is used for the designated school activity. Any student approved for a waiver must be allowed to participate in any activity without penalty.

Reasonable charges for educational field trips will be allowed. Principals shall cover costs for fee waiver students out of BEP in-lieu-of fees funds as requested by the students who meet guidelines for free and reduced waivers.

## HIGH SCHOOLS

1. English fees \$5.00 for computer equipment—digital storage, printers, reading materials, movies, instructional materials.
2. Science fees for **Life Sciences, Environmental Sciences, Physical-Earth** \$5.00 and for **Chemistry-Biology** \$10.00 for materials and supplies used in labs such as chemicals, biological specimens, etc.
3. Math fees \$2.00 for rulers, protractors, batteries for calculators, and manipulatives for hands-on activities.
4. Business fees for **Keyboarding, Word Processing** \$3.00 used for computer paper (student use) and printer ribbons and for **Accounting** \$10.95 (or current catalog price) used for a workbook.
5. Driver's Permits fees \$10.00 for cost of permits and maintaining parking facilities.
6. Foreign Language fees \$10.00 for magazine subscription, pen/pal projects, and dictionaries.
7. Computer Science fees \$5.00 for computer paper, ribbons, diskettes, printer ink, and other supplies.
8. Vocal Music fees \$3.00 for new music, tapes, piano tuning and repairs.
9. Band fees \$60.00 for cleaning/wear and tear/camp.

10. Art fees \$25.00 for art supplies and materials.
11. Drama fees \$4.00 for materials for props, costumes, etc.
12. Locker Fee - \$4.00

Approved by School Board 7/13/00

### **9-12 STATE MANDATED TESTS**

**TNReady** will also be given for the following high school courses:

Algebra I, Geometry, and Algebra II

English I, II

U.S. History

Biology

Assessments will be given during a three week window toward the end of each course.

#### **College Readiness Assessment**

ACT will be given to all 11<sup>th</sup> graders in March.

\*Additional State Test may be administered. Parents will be notified if the State Department of Education requires other assessments or programs.

#### **End of Course Testing Policies**

1. End of Course (EOC) Tests will count as 15% of the course grade for the semester in which it is taken. The remaining 85% of the course grade will be determined by semester grades.
2. The conversion table provided by the State for the administration of each test will be used to assign a grade for the End of Course (EOC Tests).
3. Students with unexcused absences on the dates EOC Tests are given will receive a zero for the EOC Test Grade.

### **SCHOOL PROCEDURES & POLICIES**

Proper behavior applies not only to time in school but to all school related functions.

The following are guidelines for student conduct.

1. Students should not congregate in halls as this prevents a good flow of traffic.
2. Students are to be in the classroom and in their seats before the tardy bell rings.
3. Once a student has arrived on campus, he/she will not be permitted to leave the school grounds without an excuse from the office or a call from home until the school day has ended. All students must sign out in the office when leaving school. Vocational Co-Op students leaving before their scheduled time must sign out on school sign-out sheet, as well as the vocational sign-out sheet. Failure to check out of school properly will result in disciplinary action.

4. No food or drink is to be taken out of the cafeteria area. Vending machines are open before and after school only.
5. Students shall not run or “horse-play” in the building or on school grounds.
6. Students arriving before 7:45 a.m. will report to the designated area (bus students, walkers, and drivers). Students are to leave their cars within **one minute** of arriving on campus.
7. Students driving to school should arrive after 7:45 a.m. All students must park in their designated student parking area. Failure to do so may result in suspension of driving privileges and/or towing of the student’s vehicle.
8. No students will be permitted to go into the parking lot during school hours without a note from the office.
9. Students are not to bring playing cards, dice, collectable cards, computer games, water guns, radios, I-pods, or any other electronic devices to school. No gambling of any kind will be permitted.
10. During the lunch period, students must remain in the cafeteria until dismissed by the lunchroom monitor or supervisor.
11. Students on special assignment should not be out of the assigned area without a hall pass from the supervising teacher.
12. Student couples should conduct themselves in a manner which is respectable for the school and the students. No display of affection (such as holding hands, embracing, or kissing) will be permitted at school.
13. Visitors are not allowed on campus unless they have been given permission from the office. Students should not bring visitors or infants and small children to visit during any part of the school day.
14. There will be no selling of foods prior to lunch periods.
15. The faculty workrooms are off limits to all students!
16. Students are not allowed to leave campus for lunch or have food delivered.
17. Students will not be permitted to get off the school bus except at home and school. Positive behavior should be displayed on the bus at all times. Inappropriate behavior could result in the student being permanently removed from the bus.
18. No food, drink, or gum is permitted in class, including the library. Gum is not permitted at anytime while on campus.
19. Appropriate behavior should be exercised in the cafeteria at all times. No cutting line is permitted. The noise level in the cafeteria should be minimal. No throwing of food or any objects is allowed. Violation of cafeteria rules will result in removal/suspension from cafeteria.
20. No students may participate in any extracurricular activities including athletics if they are not in all classes that day unless they have a doctor’s excuse or principal approval. This rule applies to practice and games after school.
21. Students are expected to attend study hall and use the time wisely. Failure to do so will result in removal from study hall.
22. Cheating or Cheating/Plagiarism: Students, parents, or guardians will be contacted before the policies or disciplinary actions are imposed as they apply to tests and term papers. No notification is necessary when cheating occurs on homework assignments. Each teacher will keep on file a record of

occurrence(s) with the student's signature(s) when cheating on homework is discovered.

- a. Homework: The student(s) shall be given a zero (0) on the assignment on which the cheating was discovered.
  - b. Quizzes, tests, term papers: The student's six weeks average shall be cut in half and reported as such on grade book, grade sheet, and grade card.
  - c. If cheating occurs on a semester test the student will receive a zero (0) on the test, and a zero (0) will be averaged as one-seventh of a student's semester average.
23. Students shall not possess or use tobacco products in any form on school premises or school buses during school hours or extracurricular activities.
24. Electronic recordings may be used by administration at the principal's discretion.

## ATTENDANCE

### GRADES 9-12

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

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

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

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

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

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;

6. College visits;
7. Pregnancy;
8. School sponsored or school endorsed activities;
9. Summons, subpoena, or court order; or
10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:

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

## **Truancy**

### **General:**

Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan.

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

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parents(s)/guardian(s) of the student's absence. The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences, then he/she is subject to referral to juvenile court.

The director of schools/designee shall develop appropriate procedures to implement this policy.

### **Progressive Truancy Intervention Plan:**

Students with three (3) unexcused absences shall be subject to the progressive truancy intervention framework outlined below:

#### **Tier I:**

The principal will be notified by the attendance clerk of any student with three (3) unexcused absences.

Tier I Requires:

1. A conference with the student and the student's parent/guardian;
2. An attendance contract, based on the conference, signed by the student, parent/guardian, and an attendance officer. The contract shall include:
  - a. A specific description of the school's attendance expectations for the student;
  - b. The period for which the contract is effective. The term of the contract must not exceed ninety (90) school days or continue beyond the last day of the semester, whichever comes first; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

If the student accumulates additional unexcused absences in violation of the attendance contract, he/she shall be subject to the additional intervention tiers.

If a student reaches five (5) unexcused absences during this time period, he/she will be reported to the attendance director. A warning letter will be sent as part of the truancy process.

## **Tier II**

If a student misses further unexcused absences during the contract period, the student will be referred to the attendance director for an individualized assessment meeting. This may result in a referral to counseling, community –based services, or other services to address the student's attendance problems.

## **Tier III**

If a student misses further unexcused absences after Tier II, the student will be referred to Truancy Board, which will comprise of the attendance director, the principal or principal's professional designee, juvenile justice representatives and representatives from community agencies. This will also include the assignment by the court of school-based community service.

If a student misses after the appointment and during the term of the contract, the student will be referred to juvenile court.

**Failure by the student to appear at any tier will result in the student being sent to the next tier.**

## **Military Service of Parent/Guardian**

School principals shall provide students with a one (1) day excused absence prior to the deployment of and one (1) day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

### **Make-Up Work**

Any student with an unexcused absence will not be able to make-up class work. Any student with an excused absence may have up to three (3) days to make up the work depending on the circumstances. Teacher discretion may be exercised.

### **State-Mandated Assessment**

Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

### **Credit/Promotion Denial**

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

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

### **Driver's License Revocation**

More than ten (10) consecutive or fifteen (15) reported absences unexcused by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

### **Attendance Hearing**

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee



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

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

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

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

**(SBP 6.200)**

### **BEREAVEMENT ABSENCES**

In case of a death in a student's immediate family, the principal or principal designee may excuse up to three (3) days as long as the student provides proof of familial relationship. These absences will not negatively affect the student's number of parent or doctor notes. Bereavement absences will not count against exemption. Immediate family shall be defined as spouse, parent, child, brother, sister, mother-in-law, father-in-law, or grandparent of the student.

### **PERFECT ATTENDANCE CERTIFICATE**

Students absent no more than three (3) hours during the school year will be eligible for a perfect attendance certificate at the end of the school year.

### **TENNESSEE COMPULSORY SCHOOL ATTENDANCE LAW**

Once a student has been absent five unexcused days during a school year, the parent and student are in violation of the *Tennessee Compulsory School Attendance Law*. The parent and student are subject to legal action under this law.

## **RELEASE DURING SCHOOL HOURS**

The following procedure will be observed with regard to dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s).
2. No student will be sent from the school during school hours to perform an errand or act as a messenger.
3. When dental and medical appointment cannot be scheduled outside of school hours, parent(s) must send a written request for dismissal or call for the student in person.
4. Children will be released only upon the request of the parent whom the court holds directly responsible for the child, or who is the parent or guardian registered on the school record.
5. No principal or teacher shall permit a change in the physical custody of a child at school unless:
  - (a) The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
  - (b) The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school.
6. High school students may be released for jobs and approved training at centers outside their home schools under regulations approved by the Board.
7. No student or group of students is to be excused from 7:45 a.m. to 3:00 p.m. for an extracurricular activity (selling ads for annuals, soliciting funds for any reasons, running errands, etc.)

### **Administrative Policy**

## **FORGED NOTES**

Any note that has not been signed by the parent or legal guardian is an illegal document. Students need to be aware of the fact that forging a note for yourself or anyone else is a serious offense and with serious offenses come serious consequences. If a note is forged and a long distance call was made to verify the accuracy of the note, the student will be charged the long distance phone call cost.

## **DETENTION**

Students may be detained before or after the school day as a means of disciplinary action. Parents will be required to provide transportation.

### **Administrative Policy**

## **FREE COUNTY TEXTBOOKS**

The Monroe County School System provides students the use of free textbooks. It is the responsibility of each student to take care of textbooks that are used and issued. It is also the responsibility of parents to reimburse the Monroe County Board of Education for the value of any books that are badly damaged, destroyed, or misplaced by their child or children during the scholastic year.

## **ACCEPTABLE USE OF TECHNOLOGY**

### **Expectations for Use of School Technology**

School and district technology and resources may be used only by staff, students, and others authorized by the district. Use of technology should be limited to behavior and communication that is ethical, respectful, academically honest, and focused on student learning. Users should always access good judgement and common sense when using school technological resources. Users are responsible for their own behavior and expected to abide by the rules detailed in this policy.

### **Rules for Use of School Technology**

1. School devices, networks, and accounts are not to be used for political, religious, commercial, or entertainment purposes.
2. Users shall not send communications fraudulently (i.e. misrepresenting the identity of the sender), attempt to use another individual's ID or password, or otherwise attempt to success any accounts or data not belonging to said user.
3. Users are responsible for backing up and storing their own files and data.
4. Users shall not read, alter, change, block, execute, or delete files or communications belonging to another user.
5. Users shall not attempt to perform any installation or maintenance on school devices or network equipment.
6. Users shall not copy software purchased by the school district for personal use.
7. Users shall not damage, disrupt, degrade, or otherwise impede the use of school devices, networks, or data either intentionally or negligently.
8. Users shall not alter setting or the appearance (external or internal) of any school device or equipment.

### **Security, Accountability, & Supervision**

In order to comply with CIPA ( The Children's Internet Protection Act), Monroe County Schools uses a filtering system that blocks obscene, profane, abusive, or otherwise harmful materials for minors. All communications, browsing, and other use may be monitored and records retained indefinitely through programs such as BARK for Schools. Students shall not attempt to bypass the filter or access such materials in any way, or attempt to circumvent monitoring. If a site is blocked that a user believes should not be, the user should alert an Administrator who can then contact the Technology staff to submit the site for review.

### **Privacy**

No right of privacy exists in the use of district technological resources. All accounts are monitored and no data accessed, downloaded, created, or transmitted are private. School administrators or individuals designated by the Director of Schools may review and monitor all files and communications at any time without notice.

### **Digital Citizenship**

Digital Citizenship should be practices on an off campus. All students will receive instruction to reinforce rules for safe use of the internet and digital citizenship. To be good digital citizens students should understand:

1. Devices and network access provided by Monroe County Schools should be used for educational purposes only.
2. Private or personally identifiable information should not be posted online.
3. Online communications should never be used to harass or bully.
4. Proper and appropriate language should be used at all times.
5. The internet should never be used to violate the law, including copyright policies.

### **Copyright & Plagiarism**

Teachers and students may not use or duplicate copyrighted material without authorization of the copyright holder, except for circumstances defined as “fair use”. Streaming digital content on website that do not have the legal rights to distribute said content is also considered a violation of copyright laws and is not allowed on school-issued devices or the network.

### **Use of School/District Brand**

No one may utilize the school district name or any individual school names, team names, logos, trademarks, or unapproved pictures or recordings without permission from the Director of Schools.

### **Consequences of Violations of this Policy**

Use of school and district technology, including internet access, is a privilege, not a right. Violations of any provision of this policy may have disciplinary consequences, including:

1. Loss of network, technology, or computer privileges
2. Notification to parents or guardians
3. Financial responsibility for deliberate or negligent damage to technology equipment
4. Detention or suspension from school and/or school related activities
5. Legal action and/or criminal prosecution

### **Google Apps for Education**

Students will be assigned an organizational Google account to be used for school purposes only. All google accounts are monitored using BARK for Schools, More information can be accessed on the Monroe County Schools website (<https://monroe.k12.tn.us/gsuite>).

## **PERSONAL COMMUNICATION AND/OR ELECTRONIC DEVICES**

Students may possess personal electronic devices such as cell phones, iPods, CD players, or MP3 players while on school property. However, during the school day these devices cannot be used unless specifically approved by the principal or designee. Care of these devices is the responsibility of the student. The school will not be responsible for loss, theft, or damage to these devices.

Students assigned to Alternative School, in-school suspension, or detention may not possess or use any personal communication or electronic device while assigned to these disciplinary settings. Persons in charge of disciplinary settings have the authority to take up these devices during the day. Confiscated items must be picked up by the parent during the school day. Due to the disciplinary settings further disciplinary action may be warranted.

Appropriate use of the above devices is permitted after school. Inappropriate use (examples of but not limited to: photos of exams, or photos in locker rooms, etc.) of cameras on personal communication devices (cell phones) is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to related disciplinary action and possible legal action, if warranted.

All confiscated phones will be checked for content in the mode being used at the time that it was confiscated prior to returning to parents. The checking of the device will be done by the principal or designee only.

For a **1st violation** of this policy, the principal or designee(s) will confiscate the device resulting in loss of phone privileges the remainder of the day and notify the parent. The device is to be picked up by the parent(s)/guardian(s) during school hours.

For a **2nd violation** of this policy, the principal or designee(s) will confiscate the device resulting in loss of phone privileges the remainder of the day and notify the parent. The device is to be picked up by the parent(s)/guardian(s) during school hours. The student shall receive 3 days of in-school suspension.

For a **3rd violation** of this policy, the principal or designee(s) will confiscate the device resulting in the loss of phone privileges for a period no less than 6 weeks, and parents will be notified. The device is to be picked up by the parent(s)/guardian(s) during the school day.

If the student is found in possession of an electronic device of his/her own or found using a device belonging to another student during this 6 week period, this student will lose the privilege for the remainder of the school year, and serve 3 days out of school suspension.

The student who allowed their device to be used will serve a 1 day in-school suspension, and parent(s)/guardian(s) will be notified. The device must be picked up during school hours.

A **4th violation** can and should be considered flagrant and continued violation of the school policy and further disciplinary consequences may take place.

The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion. In the case of a school emergency/crisis, then and only then, students would be permitted the use of their cell phone.

*\*REMINDER: A committee was formed to come up with a policy in regard to the use of personal communication devices and electronic devices. They came up with a number of different options, one of which could have been; “students shall not possess electronic devices while on school property.”*

There are many arguments for and against students possessing electronic devices. This policy is fair. It must be remembered by both students and parents that the use of electronic communication devices is a privilege and not a right. This policy must be followed.

### **INTERIM ALTERNATIVE EDUCATIONAL SETTING**

Interim Alternative Educational Setting (IAES) will be assigned as necessary. All students that are assigned IAES must report to the assigned area with all books and materials by 8:00 a.m.

### **ALTERNATIVE SCHOOL PROGRAMS**

The Board shall operate an alternative school program for students in grades K-12 who have been suspended or expelled from regular school programs. Attendance in alternative school programs shall be mandatory and students attending an alternative school (located other than at their home school) shall provide their own transportation.

Teachers in alternative schools shall be certified by the state and shall be selected on the basis of interest and ability to work in alternative situations.

Student-teacher ratios shall be small enough to allow for adequate instruction but shall be determined by the age, behavior and academic achievement of students in the program.

Sufficient textbooks, equipment and supplies shall be provided by the home school.

Alternative school programs shall be operated in accordance with the rules of the State Board of Education and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student’s home school. All course work completed and credits earned in the alternative school shall be transferred to and recorded in the student’s home school. Credit earned and progress made shall be granted as if the work were performed in the home school.

Except students who are eligible for special education, such change in a student’s program shall be determined by the disciplinary hearing authority in accordance with the suspension policy of the Board and based upon recommendations from a team composed of the principal, the school counselor and the student, with or without the parents being present.

The student shall be subject to all rules of the school and violations of such rules may result in the student's removal from the school for the duration of the original intended suspension or expulsion. Violation of school rules shall not constitute grounds for extension of time spent in the alternative school. The final decision on such removal shall be made by the chief administrator of the alternative school.

Students found to be eligible for special education in related circumstances shall be placed and served in accordance with the law and rules relating to special education.  
**(SBP 6.319)**

### **GUIDANCE AND COUNSELING**

The Counseling Department desires to be of service to the students of Monroe County. Your school counselor wishes to be of assistance to you with personal, social, educational, and career concerns. Counseling Department services may include confidential individual and group counseling, career and college information, scholarship and financial aid information, standardized testing interpretation and class registration assistance. It will be to students' personal advantage to use the services provided by your Counseling Department.

### **HALL PASSES**

Students who are outside their class after the tardy bell has rung are expected to have a hall pass. Such passes are to be issued by teachers or other authorized persons. Any student who is out of class during class time without a hall pass will be considered truant and will be dealt with accordingly. Students using the restroom must have a hall pass. All students must sign out and in on teacher hall pass log sheets. Except in special circumstances, no more than one student is to be out of class at one time.

### **CARE OF SCHOOL PROPERTY**

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

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

### **Administrative Policy**

### **STUDENT LOCKERS/LOCKS**

Lockers are available to all students. Students are responsible for their own valuables and/or books left in the locker. Locks may be used if an extra key or combination is left with the

homeroom teacher. Students may not place their personal or school property in any locker other than their assigned locker. All books must be in lockers.

Lockers are school property and, as such, are subject to search.

### **ASSEMBLIES**

Assemblies take place during the school year. Pep sessions, academic recognition, plays and guest speakers, in addition to the traditional holiday assemblies, will be presented for students educational and entertainment value. Student behavior is important to the success and value of these assemblies. In this regard, students are asked to follow these guidelines during assemblies:

1. Take seats quickly and quietly
2. Be quiet when speaker approaches the microphone
3. Give full attention to the speaker
4. Remain seated until dismissed

### **ANNOUNCEMENTS**

Daily announcements are given over the school's public address system. Forthcoming school events, class announcements and many other important announcements will be included. Individual clubs or organizations wishing to have announcements read over the P.A. system must have them signed by their faculty sponsor or the principal and turned into the office on the appropriate form.

### **TELEPHONE**

Office telephones are for **business and emergency use only!**

### **EMERGENCY PROCEDURE SIGNALS**

Detailed evacuation and emergency procedure instructions are posted in every classroom. Please familiarize yourself with the fire signal, bomb threat and tornado signal as designated at your school.

### **LOST TEXTBOOKS & LIBRARY MATERIALS**

The students will assume the responsibility for textbooks which are assigned to them and for library materials checked out by them. If books are lost, or unreasonably damaged, the student must pay for those books before additional books are assigned and before grade cards are given. No grades or diplomas will be released if there are outstanding financial obligations.

### **LOST AND FOUND**



The lost and found department is located in or near the school office. All items that are found should be turned into the school office.

### **STUDENT CLUBS AND ORGANIZATIONS**

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

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

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

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

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

The nature of any initiation shall be outlined and presented in writing to the club sponsor and the principal of the school for approval prior to the actual initiation. Hazing by students acting alone or with others is strictly prohibited. Any organization which permits an initiation to go beyond the scope of activities planned and previously approved will be suspended until reinstated by the principal. A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

Sororities, fraternities, and all secret organizations are prohibited.

#### **Administrative Policy**

### **DRESS CODE**

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

When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension.

The following guidelines have been established:

1. Only school logos, manufacturer logos, solid, or print shirts are permitted. This includes t-shirts, polo-type shirts, and button-up shirts. All commercial designs or logos must be approved by the administrator.
2. Students are not to wear clothing with vulgar, offensive, and/or suggestive slogans/pictures (i.e. references to sex, alcohol, drugs, tobacco, violence, racial/ethnic slurs, the occult, gang insignia, Big Johnson, Co-ed Naked, Rebel Flags, Malcolm X, Marilyn Manson, etc.).  
Offensive symbols will not be tolerated in any way.
3. Shirts, blouses, and outerwear should not expose the midriff or cleavage. All shirts and dresses must have sleeves.
4. The length of shirts, dresses, skirts and shorts must be at least at the top of the knee (or longer). Leggings may be worn under appropriate length skirts/dresses.
5. All apparel must be appropriately sized with no holes and free from rips, tears, or cuts. Clothing must not be see-through or revealing. Undergarments shall not be visible at any time.
6. All pants and overalls must fit at the waist and crotch area and shall not be baggy or sagging. Pants and shorts with expandable pockets, pajamas, blankets and spandex shall not be allowed.
7. No dusters or trench coats are allowed. Large/oversized coats must be kept in lockers and must be removed upon entering the building.
8. No head apparel, hoods, hats, caps, bandanas, or sunglasses, except for medical reasons, may be worn inside the building. This will include hoods from hooded sweatshirts. Bandanas should not be worn or displayed in any way at school.
9. Large chains, wallet chains, spiked jewelry, or other jewelry or piercings that may be dangerous are prohibited.
10. Accessories and make-up must not disrupt the educational process, items such as backpacks, patches, jewelry, buttons, pins, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
11. No duffel bags or oversized bags are allowed. Athletes are to leave their team travel bags with the coach or teacher upon arriving at school.

**Specific classes (shop, chemistry, etc.) will have safety rules that must be followed.**

**The principal has the authority to require a student to change or remove any attire and/or accessories that are offensive or cause a distraction.**

**Approved by the Monroe County Board of Education: March 8, 2012**

## **DRESS CODE VIOLATIONS**

Discipline procedures for students violating the dress code:

1<sup>st</sup> Offense – Warning (Do not wear this type of clothing again.) and Prefer Clothing be Changed

2<sup>nd</sup> Offense – In-School Suspension

3<sup>rd</sup> Offense – 2 Days Out-of-School Suspension

4<sup>th</sup> Offense – Long Term Suspension (3-5 days)

### **DRIVER'S LICENSE LAW**

49-6-3017 Minors Withdrawn From Secondary School-Denial of Motor Vehicle License or Permit

(a) For purposes of this section:

(1) Suspension or expulsion from school or confinement in a correctional institution is not a circumstance beyond the control of the person;

(2) Satisfactory academic progress means making a passing grade in a least three (3) full unit subjects or their equivalency at the conclusion of any grading period; and

(3) Withdrawal means more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester.

(b) In accordance with the provisions of title 55, chapter 50, the department of safety shall deny a license or instruction permit for the operation of a motor vehicle to any person under the age of eighteen (18) who does not at the time of application for a driver's license present a diploma or other certificate of graduation issued to the person from a secondary high school of the state or any other state, or documentation that the person is:

(1) Enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained a GED;

(2) Enrolled and making satisfactory academic progress in a secondary school of this state or any other state; or

(3) Excused from such requirement due to circumstances beyond his or her control.

(c) The attendance teacher or superintendent shall provide documentation of enrollment status on a form approved by the department of education to any student fifteen (15) years of age or older upon request, who is properly enrolled in a school under the jurisdiction of the official for presentation to the department of safety on application for or reinstatement of an instruction permit or license to operate a motor vehicle. Whenever a student fifteen (15) years of age or older withdraws from school, except as provided in subsection (d), the attendance teacher or director of schools shall notify the department of safety of such withdrawal. Within five (5) days of receipt of such notice, the department shall send notice to the licensee that the license will be suspended under title 55, chapter 50, on the thirtieth day following the date the notice was sent, unless documentation of compliance with the provisions of this section is received by the department before that time. After having withdrawn from school for the first time for the purpose of this section, a student may not be considered as being in compliance with this section until such student returns to school and makes satisfactory academic progress or attains eighteen

(18) years of age. For second or subsequent withdrawals, a student shall have all driving privileges suspended until the student attains eighteen (18) years of age. When a student licensed to operate a motor vehicle is enrolled in a secondary school and fails to maintain satisfactory academic progress based on end of semester grading, the attendance teacher or director of schools shall follow the procedure set out in this subsection ( c ) to notify the department of safety. A student who fails to maintain satisfactory academic progress based on end of semester grading may not be considered as being in compliance with this section until such student makes a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of any subsequent grading period.

(d) Whenever the withdrawal from school of such student, or such student's failure to enroll in a course leading to a GED or high school diploma or the student's failure to maintain satisfactory academic progress based on end of semester grading is beyond the control of the student, or is for the purpose of transfer to another school as confirmed in writing by the student's parent or guardian, no notice shall be sent to the department to suspend the student's motor vehicle driver license. If the student is applying for a license, the attendance teacher or director of schools shall provide the student with documentation to present to the department of safety to excuse the student from this section. The school district director of schools, or the appropriate school official of any private secondary school, with the assistance of the attendance teacher and any other staff or school personnel, shall be the sole judge of whether withdrawal or the student's failure to maintain satisfactory academic progress based on end of semester grading is due to circumstances beyond the control of the person.

(e) A copy of the notice sent to the Department of Safety by the attendance teacher or the director of schools upon failure of a student to maintain satisfactory academic progress shall also be mailed to that student's parents or guardian.

(f) Notwithstanding any provision of this section to the contrary, any student under eighteen (18) years of age enrolled in a course leading to a GED who has more than (10) consecutive or fifteen (15) days total unexcused absences in a semester shall not be considered as making satisfactory academic progress and the student's motor vehicle driver license shall be suspended; or if the student does not have a motor vehicle driver license, the student shall be ineligible to obtain a motor vehicle driver license until the student reaches eighteen (18) years of age. The attendance teacher, director of schools or director of a GED program shall notify the department of safety whenever any student under eighteen (18) years of age enrolled in a course leading to a GED has more that ten (10) consecutive or fifteen (15) days total unexcused absences in a semester.

### **DRIVER'S LICENSE REVOCATION**

More than ten (10) consecutive or fifteen (15) reported absences unexcused by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

### **DRIVER'S LICENSE FORM**

Any student wishing to obtain a driver's permit or license must obtain a form from the assistant principal. You must get this sample form and fill out and return it to the assistant principal. The official form is valid for thirty (30) days only.

### **STUDENT DRIVING**

Driving to school is a privilege, not a right, and will be extended to students only when proper procedures are followed.

Students must fulfill the following requirements before being permitted to drive a car on campus:

1. A motorized vehicle registration contract must be on file in the office.
2. The student driver must have a valid driver's license.
3. Proof of liability insurance must be on file in the office.
4. A current parking decal must be displayed on the vehicle at all times. The cost of the decal is \$5.00-\$10.00. If the decal is lost or misplaced you must purchase a new one for \$5.00.
5. Once a student is issued a parking sticker, he/she must park in the designated student parking area. Permits are non-transferable.
6. Parking stickers can be revoked and driving privileges suspended for any improper behavior such as parking in an undesignated parking area, reckless driving, failure to display a valid parking sticker, or tardies.
7. Students should exercise caution and practice safe driving at all times on campus.
8. Parents should pick up students in the designated areas. Buses will pick up students in the designated area. Second run bus students need to be in the assigned bus room (cafeteria) by 3:10 p.m.
9. Unauthorized vehicles will be removed at the owner's expense.
10. All cars are subject to search by the administration while on campus.

Parking permits will be sold during the second week of school and each class will have a designated day in which to purchase their permit. After this week, these permits will be sold before and after school. You must come to the appropriate office to purchase your permit.

### **WITHDRAWAL FROM SCHOOL**

Any student who is planning to withdraw for any reason should report to the Guidance Office for correct procedures prior to the day of withdrawal. All textbooks and financial obligations must be turned in before grades or records are released. Proof of enrollment from the new school or program is required before a student will be withdrawn from the student management system.

### **BETA CLUB ELIGIBILITY**

1. Students must have a ninety (90) cumulative average (without rounding) or higher to apply for Beta Club membership.
  2. Student must not have received out-of-school suspension or have been assigned to the Alternative school within the last two (2) semesters at time of application
  3. No faculty or student screening process shall be used to determine Beta Club membership.
  4. Qualifying students may apply for membership at the beginning of Junior year.
- (SBP 4.602)**

### **SEMESTER EXAM EXEMPTIONS**

Academic Card Holders are exempt from semester exams but must maintain at least a “B” average per class with no unexcused absences per class. The student may have no more than two excused (2) absences.

Any student with a minimum 70 average will be exempt from a course semester exam if that student has no more than 1 excused absence in that course. Students with any unexcused absences or absences due to disciplinary action (includes IAES and alternative school) are not eligible for exemptions.

### **GRADING PERIOD/CARDS**

Each school year is divided into two semesters. These in turn, are divided into two (2) sessions of nine (9) weeks each. First semester grade cards will be given out one week (5 school days) after the nine-week period ends. Second semester will be given out the last day of school.

### **GRADING SYSTEM**

Semester grades (grades 9-12) will be determined by an average of the two 9-week periods and semester examination grade (if given). If a course includes an End of Course (EOC) exam, the EOC will count as 25% of the semester average. The numeric grading scale is as follows:

A	(93-100)
B	(85-92)
C	(75-84)
D	(70-74)
F	(0-69)

**(SBP 4.600)**

### **GRADUATION REQUIREMENTS**

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject matter record which covers a planned program of education, and this record shall be kept on file in the high school.

The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education and the Board of Education.

Before graduation, every student shall (1) achieve specified units of credit; (2) take the required end-of-course exams; (3) have satisfactory records of attendance and conduct; (4) and take the ACT.

### **SPECIAL EDUCATION STUDENTS**

Students with Individualized Education Programs [IEP] who successfully complete their IEPs and earn the required number of credits shall be awarded a regular diploma. If a student does not earn the minimum required credits, he or she will be awarded a special education diploma upon graduation.

A special education diploma will be awarded to students with disabilities who have [1] satisfactorily completed an Individualized Education Program, [2] successfully completed a portfolio, and [3] have satisfactory

### **STUDENT COURSE LOAD**

All students in grades nine (9) through twelve (12) shall be enrolled each semester in subjects that will allow them to graduate within those four (4) years. Hardship or gifted cases may be appealed by the student to the director of schools with further appeal to the Board.

**(SBP 4.605)**

### **TENNESSEE/MONROE COUNTY GRADUATION REQUIREMENTS**

<b>Requirements for Students Beginning High School in Fall 2011 or later</b>
<b>Total Credits Required: 25</b>
<b>Math: 4 Credits</b> Including Algebra I, II, Geometry and a fourth higher level Math course
<b>Science: 3 Credits</b> Including Biology, Chemistry or Physics, and a third lab course
<b>English: 4 Credits</b>
<b>Social Studies: 3 Credits</b> Including U.S. History
<b>Physical Education and Wellness: 1.5 Credits</b>
<b>Personal Finance: .5 Credits</b>
<b>Foreign Language: 2 Credits</b>
<b>Fine Arts: 1 Credit</b>

May be waived for students not going to a University to expand and enhance the elective focus.
<b>Elective Focus: 3 Credits</b> Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP), Dual Enrollment, Dual Credit and/or Statewide Dual Credit
<b>Electives: 3 Credits</b>

**Credits required for Grades 9-12**

In order to be promoted to the next grade, students must complete and/or accrue the prescribed number of credits per grade level designated by the board by the Board of Education and the State of Tennessee. A passing grade of 70 in each course is required to earn a unit.

Semester grades will be determined by an average of grades for each of the grading periods unless a semester test is required. The final grade of the year and awarding of one (1) unit of credit will be determined by averaging the two (2) semester grades. If a student is required to take the semester test, then the test will be included in averaging the grades.

Credits include the passing of required courses as set forth by the Board and the State of Tennessee.

**Credits Required for Grades 9-12**

The following classes have a mandatory State End of Course Assessment:

- Algebra I
- Geometry
- Algebra II
- Biology I
- English I
- English II
- U.S. History

Scores from the End of Course Assessment (EOC) will count as 15% of students' final semester grade in each applicable course.

The cohort of the class of **2014** and forward will observe the following prescribed credits:

- 6 credits or more to be promoted to the 10<sup>th</sup> grade
- 12 credits or more to be promoted to the 11<sup>th</sup> grade
- 18 credits or more to be promoted to the 12<sup>th</sup> grade
- 25 credits or more to graduate

**Weighted Courses**

The following scale will be utilized in determining all GPAs:



Quality Points Numerical Grade	Unweighted Course	Honor Course	Advanced Placement or Dual Enrollment / State Dual Credit
93-100	4.0	4.5	5.0
85-92	3.0	3.5	4.0
75-84	2.0	2.5	3.0
70-74	1.0	1.5	2.0
Below 70	0.0	0.0	0.0

From the 2009-2010 school year on, the Board of Education must approve weighted courses annually, based upon standards in the State Board of Education Uniform Grading Policy.

Students transferring to Monroe County Schools must show documentation of course weighting on the official transcript from the previous school. Weighted course credit will be accepted with documentation from the previous system. Students will also not automatically receive weighted points for courses taken elsewhere that are not available to students at the receiving school. When transfer records show only letter grades, GPA's will be calculated using the current grading scale and identifying the midpoint numerical grade.

**(SBP 4.6031)**

### **GRADUATION ACTIVITIES**

Students who have met all graduation requirements on the day of graduation and students who are within two (2) or fewer credits of meeting all requirements and can complete the requirements during the summer may participate in graduation activities. If extenuating circumstances exist at any school, the matter shall be presented to the Board prior to graduation activities.

Students are expected to participate in all graduation activities. Graduation apparel shall be determined by the administration of each school and shall be the personal expense of each student, except for students who are eligible to receive free or reduced price lunches. In such cases, the school shall assume responsibility for payment of fees, provided, however, that the school shall not be responsible for the expenses of graduation apparel if it consists only of the student's personal clothing. All other graduation expenses shall be the responsibility of the Board.

Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians, and other interested citizens. Participation could be limited due to venue capacity.

Students who do not wish to participate in graduation activities shall make this known to the school principal at least ten (10) days prior to the day of graduation. Non-participating students will receive their diplomas, or certificates, from the principal's office on the day following graduation ceremonies.

There shall be no sponsorship of a baccalaureate service or other activity which is religious in nature by the Board or its employees, and no school funds, including paid staff time, will be used for such activities.

Students graduating with honors and distinction will be recognized at graduation.  
**(SBP 4.606)**

### **HOMEBOUND INSTRUCTION**

The Homebound Instruction Program is for students who, because of health impairments, are unable to attend the regular instructional program. The program consists of three (3) hours of instruction per week provided by a certified and properly endorsed teacher.

To qualify for the Homebound Program, a student must have a health impairment of sufficient seriousness to anticipate that the student will be absent for a minimum of ten (10) consecutive school days. The student must be certified by an appropriate health care provider as being health-impaired and unable to attend the regular instructional program. Certification for health impairment must be updated every six weeks of school by the treating physician.

**T.C.A. 41-10-101 thru 104**  
**Administrative Policy**

### **STUDENTS WITH EXCEPTIONAL NEEDS**

All disabled students between the ages of three and twenty-one (inclusive) shall receive the benefit of a free appropriate public education. This provides the assurance that these students will be educated with non-disabled students to the maximum extent appropriate, and should be placed in separate or special classes only when the severity of the disabled is such that education in regular classes cannot be achieved satisfactorily.

Eligibility standards and options of service for special education services will be based upon the criteria for disabling conditions specified in Rules, Regulations, and Minimum Standards, Tennessee State Board of Education.

Students receiving special education services shall not be restrained, except as permitted by law.  
**(SBP 6.500)**

### **SCHOOL LUNCH AND BREAKFAST**

The National School Lunch and Breakfast Program is offered at all schools in Monroe County. School breakfast ensures that all students have access to a healthy breakfast at school to promote learning readiness and healthy eating behaviors. Cafeterias also provide nutritious lunches and the opportunity to practice skills learned in classroom nutrition education. Students who eat

nutritious meals show improved academic success, better test performance, higher attendance rates, and improved classroom behavior.

Students may qualify for free or reduced price meals. Applications will be sent home at the beginning of the school year. Please return your application to the school as soon as possible so we can determine if your child qualifies. Parents can also apply for free or reduced school meals online using the following link: [www.monroe.k12.tn.us/lunchapp](http://www.monroe.k12.tn.us/lunchapp)

Each child has their own meal account and is assigned a four digit pin number. You can view your child’s meal balance and account history at any time by going to [www.mypaymentsplus.com](http://www.mypaymentsplus.com) Meal payments can also be made there as well. Payments may be made directly to the cafeteria by cash or check as well.

The sale of competitive foods is limited in school cafeterias. Foods of minimal nutritional value are prohibited from these sales. Students who bring a lunch from home may bring any kind of food or drinks but are encouraged to pack a nutritious lunch.

Students who have a medical condition that requires special foods must bring a written document from a medical doctor so that the proper foods may be substituted if available. Parents are allowed to send medically necessary foods items from home.

School meal prices are as follows:

	Paid Breakfast	Reduced Breakfast	Paid Lunch	Reduced Lunch
Pre-K	\$1.25	\$.30	\$1.75	\$.40
K – 8	1.25	.30	2.25	.40
9 – 12	1.25	.30	2.75	.40
Adult Staff	1.75		3.50	
Adult Visitor	1.75		4.00	

**(SBP 3.500)**

### **SCHOOL HEALTH SERVICES**

#### **Communicable Disease**

No student with a communicable disease which may endanger the health of either himself/herself or others will enter or remain in the regular school setting. Such conditions may include but are not limited to:

- |                          |  |
|--------------------------|--|
| Measles                  | Whooping Cough (Pertussis)               |
| Chickenpox               | Contagious Conjunctivitis (pink-eye)     |
| *Pediculosis (head lice) | Impetigo Contagiosa                      |
| *Scabies (itch)          | Streptococcal pharyngitis (strep throat) |

A statement from the physician may be necessary before the child may return to school.

**(Refer to SBP 6.403)**

\*Children with lice and/or scabies will be sent home at the end of the day and will require proof of treatment before returning to school.

**Medication in the School Setting**

No school official or teacher will routinely dispense medication to student except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances a child is required to take oral medications during school hours and the parent cannot be at school to administer the medication, written instruction must be provided by the prescribing health provider and will include:

1. Child's Name
2. Name of medication
3. Purpose of Medication
4. Name of Physician
5. Time to be administered
6. Prescribed dosage & directions for administration
7. Storage of medication
8. Possible side effects, if known
9. The period for which the medication is prescribed, to be renewed at the beginning of each new school year;

Written permission must be given by the parent or guardian requesting that the school comply with the health provider's order.

\*Students with asthma are permitted to possess and self-administer prescribed, meter dosed, asthma reliever inhaler if certain criteria are met.

\*Students with anaphylaxis are permitted to possess and self-administer prescription anaphylaxis medication while on school property or at school related events or activities if certain criteria are met.

\*Students with pancreatic insufficiency or Cystic Fibrosis are permitted to possess and self-administer prescription enzymes while on school property or at school related events or activities if certain criteria are met.

**T.C.A. 49-5-415**

**Over the Counter Medications**

Over-the-counter medications requiring administration during school hours must comply with the same rules and regulations of prescription medications.

K-12 Over-the-counter medications such as Tylenol, Advil, Motrin, Ibuprofen, etc., taken during school hours will require written parental permission with a current Doctor's order to be kept on

file in the school-based clinic. All medications provided by the student must be brought to school in its original container and kept in the school clinic.

**Administrative Policy**

**Discipline**

Misuse or improper distribution of over-the-counter medications shall be disciplined by the school principal in a manner appropriate to the offense.

**Administrative Policy**

**STUDENT ACCIDENTS AND ILLNESSES**

**If a student becomes ill or injured during the school day, they will report the illness or injury to the office immediately.** Students shall not remain in the restrooms without notifying the school office. Failure to report the situation will be treated as a class cut.

In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the parent(s) on the emergency medical authorization form will be notified of the accident. Efforts to notify the parent(s) will continue until they are reached.

Parents who object to the procedures contained in this policy shall submit to the principal a written emergency plan for his/her approval.

**Administrative Policy**

**SCHOOL BASED CLINICS**

As a student in the Monroe County Public School System, your child has access to our school-based clinics sponsored by Chota Community Health Services. The mission of the clinics is to improve the health of students and faculty by increasing access to primary health care and decrease time lost from school by providing care within the school setting.

With parent / guardian permission, the school-based clinics have a limited number of over-the-counter medications available for administration to your child if determined appropriate following a nursing assessment and that meets our medical protocol for administration.

A separate **SCHOOL-BASED CLINIC ENROLLMENT PACKET** will be sent home for you to fill out. The enrollment packet includes a medical history sheet, permission for administering over-the-counter medications, and insurance billing if you give permission for your child to see the nurse practitioner for a billable office visit. If you do not receive this packet, or have questions regarding any aspect of the school-based clinic, please contact your school nurse.

1. We may use your information to enable product recall, repairs or replacement.
2. We may use your information to comply with laws such as workers compensation or similar programs.
3. We may disclose your information to public health or legal authorities charged with

- preventing or controlling disease, injury or disabilities.
4. We may disclose your information to correctional institutes of law enforcement.
  5. We may include your immunization status on the Tennessee Immunization website, to other medical providers, or with school officials to help them meet your immunization school enrollment requirements.

## **BUS CONDUCT**

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

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

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

Any student who gets off the bus at any point between the pick-up point and school or wishes to ride a bus other than his/her designated bus must have written parental permission in order to receive a BUS PASS authorized by the principal or his/her designee of the school that the student attends. The student must present the BUS PASS to the driver when boarding the school bus.

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

### **Use of Video Cameras**

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

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

### **Follow These Bus Rules:**

1. Obey the bus driver; follow the driver's first request.
2. The bus driver may assign seats.
3. Do not eat or drink on the bus; keep the bus clean.
4. Loud, rude, abusive, or profane language is not permitted.
5. Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
6. Keep hands and head inside the bus.
7. Remain seated.
8. Never throw items inside the bus or out the windows.
9. Keep the bus aisle clear of feet and property.

10. For everyone's safety, do not distract the driver through misbehavior.
11. Do not destroy property. Parents will be financially responsible for any act of vandalism.  
Students will remain suspended from riding the bus until damages are paid.
12. Do not use emergency exits of bus unless authorized to do so.

**Level I Violations:**

1. Failure to obey the driver
2. Failure to remain seated on the bus
3. Eating or drinking on the bus
4. Loud, rude, or abusive behavior
5. Profane language/obscene gestures
6. Improper boarding/departing procedures
7. Any behavior jeopardizing safety

**Consequences of Level I Violations May Be:**

1. Written reprimand/notification of parents
2. Bus riding suspension (3-5 school days)
3. Out of school suspension

**Level II Violations:**

1. Third violation of Level I rules
2. Tampering with bus equipment
3. Fighting/pushing/tripping
4. Destruction of property
5. Possession and/or use of tobacco in any form
6. Throwing objects in or out of the bus
7. Profane language, obscene gestures
8. Putting head or hands out the window
9. Bringing articles aboard the bus of injurious objectionable nature

**Consequences of Level II Violations May Be:**

1. Bus riding suspension (Minimum of 10 school days)
2. Bus riding suspension (Minimum of 20 school days for repeat occurrence of Level II Violation)
3. Out of school suspension

**Level III Violations:**

1. Third violation of Level II rules
2. Physical assault/verbal threat directed to driver
3. Possession and/or use of illegal substances
4. Second violation of possession of tobacco in any form
5. Possession of a weapon
6. Use of chemical substances with intent to do harm
7. Attempting to set fire to hair, clothes, or property

**Consequences of Level III Violations May Be:**

1. Bus riding suspension (Minimum of 30- Maximum 180 school days)
2. Out of school suspension
3. Action by the Board of Education (up to and including expulsion)
4. Appropriate legal action

**Bus drivers will make a written report of violation to the Principal or his/her designee. The Principal (or designee) will investigate and determine appropriate consequences. Only the Principal (or designee) may reduce or suspend a student's bus riding privilege.**

## **SCHOOL BUS SAFETY**

### **Student Responsibilities**

1. Always cross the street in front of the bus. Never go behind the bus.
2. If crossing a road or street is necessary when boarding or departing the bus, wait for the bus driver's signal before crossing.
3. Stay 10 feet in front of the bus when crossing.
4. Never crawl under the bus to pick up papers or other items.
5. Arrive at the bus stop 5 minutes early.
6. Stay out of the road at bus stops.
7. Help protect the property where stops are located.
8. Never get in a car with a stranger.
9. Report any inappropriate behavior on the bus or near a stop to the driver and Principal.
10. Stay silent when the bus stops at a railroad crossing.
11. Obtain an official Bus Pass from the Principal's office if you wish to ride a bus other than the one you normally ride or get off the bus at a different stop.
12. Be courteous to the driver.

### **Parent Responsibilities**

1. Review bus rules and conduct expectations with your child.
2. Instruct child to be 5 minutes early to the bus stop.
3. Monitor conduct and safety of your child before the bus arrives each morning.
4. Monitor conduct and safety of your child after the bus departs each afternoon.
5. If necessary, go over the route your child is to take between home and bus stop.
6. Encourage appropriate dress for inclement weather.
7. Provide a note to the Principal's office to obtain an official Bus Pass if you wish your child to ride a different bus or get off at a different stop.
8. Be courteous to the driver.

### **Bus Driver Responsibilities**

1. Operate the bus safely.
2. Arrive at bus stop no sooner than 5 minutes before or 5 minutes after designated time.
3. Remind students of safety and conduct expectations.
4. Be considerate of other vehicles.
5. Do not allow unauthorized people on the bus.
6. Report any suspicious activity or individuals near bus stops.
7. Report any misconduct or safety violations to the Principal (or designee).
8. Maintain appropriate operation of the bus video camera surveillance system.
9. Be courteous to students, parents, and school personnel.

### **School Bus Pass**

No student shall be allowed to exit the bus at any point between the pick-up point and school. Any student wishing to ride a bus other than his/her designated bus must have written parental permission in order to receive a BUS PASS authorized by the principal or his/her designee of the school that the student attends. The student must present the BUS PASS to the bus driver when boarding the school bus.



### **School Closings**

In the event of inclement weather or other emergencies, we will notify local and regional television and radio stations with information regarding modified school schedules or closings. Every effort will be made to make these announcements in a timely manner.

**Please report any concerns involving your child and the school bus to the Principal of your child's school.**

### **STUDENT PICK UP**

Students are to be picked up in the afternoon at the school where they are enrolled. Students are not allowed to ride a bus to another school and be picked up in the parking lot.

### **CODE OF BEHAVIOR AND DISCIPLINE**

The director of schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code. The Code shall include any zero tolerance offenses. The scope and authority of the Code extends to all school attendance, including functions, sporting events and district – provided transportation to or from the school and/or events. The Board shall review, not less than annually, the current code of behavior and modify that code as necessary. The approved code shall be distributed in accordance with State law.

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

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

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall she/he urge other students to engage in such conduct.

### **INTERROGATIONS AND SEARCHES**

The director shall develop procedures governing the use of interrogations and searches of students on school grounds. These procedures shall ensure that all constitutional rights are respected and that those rights are not violated, and that any interrogation by a third party shall be only in accordance with the law.

### **DISPUTES BETWEEN STUDENTS OR BETWEEN STUDENTS AND STAFF**

The director shall develop procedures to ensure, to the maximum extent possible, that all students are free from bullying, intimidation, harassment and cyberbullying. These procedures shall include provisions for the filing of concerns, complaints and grievances.

### **SBP 6.300**

## **INTERROGATIONS AND SEARCHES**

### **Interrogations by School Personnel**

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

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

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

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

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

### **Police-Initiated Interrogations**

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

### **Searches by School Personnel**

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

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

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

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

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

The principal may authorize the use of a drug dog to facilitate a search, which is found to be necessary. But, such animals shall be used only to pinpoint areas that need to be searched and shall not be used to search the persons of students or visitors.

**Administrative Policy (SBP 6.300)**

### **CORPORAL PUNISHMENT**

Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:

1. Corporal punishment shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances;
2. The student, parent, or legal guardian shall be notified prior to administering any corporal punishment. Should the parent and/or legal guardian refuse consent to the corporal punishment, the principal shall have the discretion to pursue any other form of punishment for the student.
3. The instrument to be used in administering corporal punishment shall be approved by the principal;
4. Corporal punishment shall be reasonable;
5. Corporal punishment shall be administered in the presence of another professional employee;
6. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others; and
7. In determining the use and degree of corporal punishment, consideration will be given to the age, sex, size, physical and emotional condition of the child.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present and the date and time of punishment.

Disciplinary records shall be filed in the school office and made available to parents or students, whichever is appropriate. **(SBP 6.314)**

### **STUDENT SUSPENSIONS**

#### **Reasons for Suspension**

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension) for good and sufficient reasons.

#### **Administrative Policy**

### **ZERO TOLERANCE OFFENSES**

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

#### **Weapons and Dangerous Instruments**

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

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

Violators of this section shall be subject to suspension and/or expulsion from school.

**Firearms (as defined in 18 U.S.C. § 921)**

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

**Drugs**

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

**Battery**

In accordance with state law, any student who commits battery upon any teacher, principal administrator, any other employee of the school or school resource officer shall not be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

**Notification**

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

**(SBP 6.309)**

**TOBACCO-FREE SCHOOLS**

All uses of tobacco and tobacco products, including smokeless tobacco and electronic cigarettes are prohibited on all of the school district's property.

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

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

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

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

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

**(SBP 1.803)**

### **DRUG-FREE SCHOOLS**

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Board's plan for dealing with alcohol and drugs shall include the following:

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

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

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

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

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and

including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs will be made available through the school office.

**(SBP 6.307)**

### **STUDENT ALCOHOL AND DRUG TESTING**

Students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers produced evidence of the presence of drugs and/or alcohol;
3. A search of persons and containers produced evidence of a presence of drug and/or alcohol; or
4. A search of vehicles produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using drugs and/or alcohol on school property.

Upon receiving reasonable information, the principal shall take the following steps:

1. Call the student into the principal's office or another private place;
2. Summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding;
3. Inform the student of the substance of the information available to him/her which is the basis for the determination that a test is necessary;
4. Inform the student of the procedures which shall be followed in administering the test;
5. Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing before the disciplinary hearing authority;
6. Notify the parent or guardian of the student of the impending test.

The appropriate witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will protect the privacy rights of the students and which will assure that the integrity of the specimen itself is not compromised.

The type of specimen taken shall depend on the substance in question and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the student.

The principal will forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by the Board.

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do

one of the following:

1. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed.
2. If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the result. In addition, they shall receive referral information which shall include counseling, in-patient, out-patient, and community-based drug and alcohol treatment programs.

**(SBP 6.3071)**

### **DRUG TESTING FOR STUDENT ATHLETES (SBP 6.3072)**

In order to create a drug-free educational and athletic environment and to limit the potential liability for the schools as a result of injury or health problems arising from substance abuse to members of the system's athletic teams during competitive play, the Board authorizes drug testing for student athletes.

Randomly throughout the season, mandatory substance screenings will be required for students in grades nine (9) through twelve (12) who desire to participate in interscholastic athletics. The drug testing program is not punitive, but is designed to create a safe, drug-free environment for students involved in extracurricular activities and assist them in getting help when needed.

### **RIGHTS AND RESPONSIBILITIES**

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

Each student has the right to:

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

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulation established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;



7. Maintain and/or improve the school environment, preserve school and private property,  
and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the  
educational process;
9. Respect the authority of school administrators, teachers and other authorized  
personnel in  
maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs  
and  
other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law  
and  
accept the consequences for articles stored in one's locker.

**(SBP 6.301)**

### **PROCEDURAL DUE PROCESS**

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

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

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall remand that student to the alternative school.

**Administrative Policy**

### **STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

#### **Student Concerns and Complaints**

Decisions made by school personnel – such as aides, teachers, or assistant principals – which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, the students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within ten (10) school days.

However, if the principal does not make a decision within ten (10) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

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

### **Appointing Complaint Managers**

The director of schools shall appoint at least two complaint managers, one of each gender for each school. The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Coker Creek School	Joey Debit & Shan Dalton
Madisonville Primary	Casey Davis & Terry Harris
Madisonville Intermediate	Stephanie Lane & Penny Tipton
Madisonville Middle	Sheryl Debit & Brian Schrimsher
Rural Vale School	Dennis Hicks & Cassie Sanders
Sequoyah High School	Debi Tipton & Kristi Tallent
Sweetwater High School	Eric Weaver & Kim Vineyard
Tellico Plains Elementary	Laura Jones & Denise Cole
Tellico Plains Jr. High	Ruthie Hunt & James Brannon
Tellico Plains High School	Russell Harris & Sharon McKinnon
Vonore Elementary	John Parham & Matt Barger
Vonore Middle School	Matt Conley & Matt Barger

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

**(SBP 6.305)**

## **Student Discrimination, Harassment, Bullying, Cyberbullying And Intimidation (SBP 6.304)**

### **Discrimination/Harassment (Sexual, Racial, Ethnic, Religious)**

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or **religious nature which:**

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

### **UNSAFE SCHOOL CHOICE POLICY**

Each of the twelve schools in the Monroe County School System are deemed "safe schools" under the Every Student Succeeds Act. However, under that law and the Tennessee State Board of Education's Unsafe School Choice Policy, should a child become a victim of a violent crime at any Monroe County school, parents and students have the right to request a transfer to another county school, pending their enrollment.

Monroe County's school administrators are making every effort to prevent any situation in which a child or employee may not be safe. If you have any questions regarding safety policies or procedures, please contact Assistant Director of Schools Ms. Kristi Windsor.

### **SECTION 504 AND ADA GRIEVANCE PROCEDURES**

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

#### **Definition**

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

Title II of the Americans with Disabilities Act, 1990 provides that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

#### **Coordinator**

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

#### **Notice**

The Board shall make available the name, office address and telephone number of the ADA/Section 504 Coordinator. The Monroe County School System ADA/Section 504 coordinator is Ms. Lee Anne Strickland, 205 Oak Grove Road, Madisonville, Tennessee (423) 442-2373.

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

### **Complaint Procedure**

The coordinator will hear ADA/Section 504 Complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

### **Due Process Hearing Procedures**

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

### **Written Request for Hearing**

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

### **Impartial Hearing Officer**

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

Office for Civil Rights

U. S. Department of Education

61 Forsyth St. S.W., Suite 19T10  
Atlanta, GA 30303-8927  
Telephone: 404-974-9406; TDD: 877-521-2171  
Email: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

### **Scheduling of Hearing**

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

### **Continuances**

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

### **Legal Representation at Hearing**

If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request. *The school system shall not have a legal representative at the hearing unless the parent provides notice that he/she will have legal representation.*

### **Pre-Hearing Conference**

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

### **Dismissals**

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

### **Hearing**

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

### **Recording**

Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The school system shall provide a copy of the recording to the

parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

### **Witnesses**

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

### **Format of Presentation**

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

### **Submission of Exhibits**

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

### **Closing Arguments**

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

### **Decision**

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

### **Review Procedure/Appeal**

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

**(SBP 1.802)**

**INFORMATION CONCERNING FEDERAL PROGRAMS, PRIVATE SCHOOLS,  
HOMELESS, PARENT INVOLVEMENT AND NON-DISCRIMINATION POLICY**

Monroe County School System will:

Provide services *if eligible* to children attending private elementary schools and secondary schools in accordance with section 1120.

Ensure that Title I programs and projects are of sufficient size, scope, and quality to give reasonable promise of substantial progress toward meeting the special educational needs of children being served.

The Monroe County Board of Education does not discriminate against any person for any reason, including persons with disabilities. If you wish to participate in any regular announced events held by the Board of Education and any Federal Program including Title VI and IX but have a disability and are in need of an accommodation in order to participate, please contact the Monroe County Board of Education, Ms. Lee Anne Strickland, ADA Coordinator, 423-442-2373.

A detailed list of LEA requirements can be found on Tennessee's Homeless Education web site: <http://www.tn.gov/education/student-support/homeless-students.html>

Monroe County School System web site has information on all the above programs and policies: <http://www.monroe.k12.tn.us> .

**NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND  
SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Monroe County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of

their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Form F7.03-3

### **FERPA Notice of Designation of Directory Information**

Monroe County School District has designated certain information contained in the education records of its students as director information for the purposes of the Family Educational Rights and Privacy Act. (FERPA)

The following information regarding students is considered directory information:

Name  
Address  
Telephone number  
Date and place of birth  
Major field of study



Participation in official recognized activities and sports  
Weight and height of members of athletic teams  
Dates of attendance  
Diploma awarded  
Honors and awards

Directory information may be disclosed by this institution for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect in the central office located at 205 Oak Grove Road, Madisonville, Tennessee. In the event a refusal is not filed, this institution assumes that neither a parent of a student or eligible student objects to the release of the directory information designated.

### **MILITARY RECRUITING OPT OUT FORM**

Parents have hereby received written notification that they have the right to request that their child's name, address and telephone number not be released to a military recruiter without prior written consent. (This form is in the back of the handbook)

### **SCREENINGS AND SURVEYS: RELEASE OF INFORMATION**

Statistical information obtained through the use of surveys and/or screenings performed by this agency or other participating agency may be disclosed, but no identifying information will be disclosed.

### **TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division  
Division of Special Education, Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, Tennessee 37243-0380  
Phone: 615-741-2851  
Fax: 615-253-5567 or 615-532-9412

West Tennessee Regional Resource Center

100 Berryhill Drive  
Jackson, TN 38301  
Phone: 731-421-5074  
Fax: 731-421-5077

East Tennessee Regional Resource Center  
2763 Island Home Blvd.  
Knoxville, TN 37290  
Phone: 865-594-5691  
Fax: 865-594-8909

### **CHILD ADVOCACY GROUP CONTACT INFORMATION**

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

A few of the organizations are listed below:

**The ARC of Tennessee** is on the Internet at <http://www.thearctn.org/>  
444 Vantage Way, Suite 500  
Nashville, TN 37228  
Phone: 615-248-5878 Toll-Free: 1-800-835-7077  
Fax: 615-248-5879 Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

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

West Tennessee  
(901) 745-4332  
[jenness.roth@tnstep.org](mailto:jenness.roth@tnstep.org)

Middle Tennessee  
(615) 463-2310  
[information@tnstep.org](mailto:information@tnstep.org)

East Tennessee  
(423) 639-2464  
[Karen.harrison@tnstep.org](mailto:Karen.harrison@tnstep.org)

**Tennessee Protection and Advocacy (TP&A)**  
416 21<sup>st</sup> Avenue South  
Nashville, TN 37212

1-800-287-9636 Toll Free or 615-298-1080  
615-298-2471(TTY) 615-298-2046 (FAX)

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

West Tennessee

(Jackson Area)

Telephone: 731-660-6365

Fax: 731-660-6373

Middle Tennessee

1315 8<sup>th</sup> Avenue South

Nashville, TN 37203

Telephone:

615-269-7751

Fax: 615-269-8914

TN Toll Free: 800-670-9882

E-mail: [TVC@tnvoices.org](mailto:TVC@tnvoices.org)

East Tennessee

(Knoxville Area)

Telephone: 865-609-2490

Fax: 865-609-2543

**These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database:**

<http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>

On the web page, select our “county” and the “service” you desire from the drop-down lists and click “Submit”.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.