

# Highland Rim School



*Excellence in Academics,  
Athletics, and Attitude*

## **Student/Parent Handbook**

Billy Owens, Principal  
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Fayetteville, TN 37334

[www.highlandrim.tn.lce.schoolinsites.com](http://www.highlandrim.tn.lce.schoolinsites.com)  
[www.hrsmiddle school.edublogs.org](http://www.hrsmiddle school.edublogs.org)

**2018-2019**

## *Lincoln County Department of Education*

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Dr. Bill Heath, Director of Schools

Welcome to the start of the 2017-2018 school year! The start of a new school year is an exciting time for students, families, and staff. In this spirit, it is my pleasure to welcome the students, families, and staff of Highland Rim School back, ready to grow academically, emotionally, and physically.

As we begin this year, I want to share with you our three pronged approach to our focus on success as a school system. Lincoln County Schools strives to address our core beliefs by focusing on the following:

1. The best for student learning
2. The best for the development of the whole child
3. The best to support and enhance the efforts of the adults teaching and caring for the students

It is evident by the results that the Highland Rim family believes strongly in these values. As your Director of Schools, I look forward to working with each of you to build on the successes and high achievement of our students and school.

With more than 30 years in education, the renewed sense of excitement for the start of this school year is still one of my favorite things because of the excitement and energy our students, staff, parents and community bring to our school community and all the possibilities that working together provide.

In closing, thank you for your continued support of our school and children!

Dr. Bill Heath, Director of Schools  
Lincoln County Board of Education  
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Dear Highland Rim Parents and Students:

On behalf of the faculty and staff of Highland Rim, I would like to welcome you to Highland Rim for the 2018-2019 school year.

Our mission at Highland Rim, in partnership with parents and other community members, is to provide opportunities that help students learn and grow to the full extent of their full potential in a safe, supportive, disciplined environment and to prepare them to become responsible citizens in a culturally diverse society. We are committed to this mission and it drives what we do on a daily basis.

In an effort to ensure that Highland Rim remains a great school, we ask that you read the following handbook and discuss the policies with your children. These policies will be enforced uniformly for all students, and upon receipt of this handbook, all parents and students are expected to be aware of the policies. If you have any questions about any policy or activity, please feel free to contact me at any time.

We look forward to another great school year at Highland Rim.

# **Student Attendance**

## **Lincoln County Attendance Policy is Policy 6.200**

**The following is the administrative procedure for all Lincoln County Schools in accordance with that policy. This procedure was given full Board support on June 29, 2010.**

Principals may accept three (3) parent notes per semester and allow those absences to be excused based solely on those parent's notes. After a parent has used those three (3) notes, then all other absences will require a doctor's note, a note from the court, or other school approved activity note. ALL notes must be turned into the principal within two (2) days of returning to school. In case of a death in the family or other extenuating circumstances, administrative judgment must be used.

**Personal transportation difficulties or travel for recreation will not be considered excused absences. If planning a trip which will be of educational value to the child, the parent must see the principal before the trip is taken and must receive prior approval. For travel absences to be excused, the parent must get pre-approval from the principal. No trips will be approved during any state testing dates.**

When a student accumulates five (5) unexcused absences (per year, not semester), the computer will generate a letter to the child's parents. At this point, the principal will refer the student to the Truancy Board. All children with 5 unexcused absences will be referred to this Board.

When the student accumulates 10 unexcused tardies (late arrivals or early dismissals) **per year** he/she will be referred to the Truancy Board. After (5) unexcused tardies, a letter will be sent home affirming this policy. These records are kept by year and not by the semester. (Tardies include late arrivals or early dismissals.)

After Truancy Board, if the student has additional unexcused time out of school he/she will be referred to Juvenile Court for truancy. Truancy Board is a one time opportunity for parents and students. Once summoned to Truancy Board, further attendance problems will warrant Truancy Court.

**TARDY** is defined as "late arrivals and early dismissals".

**LATE TO SCHOOL** is defined as:

K-8 Schools - Student must be in the school building before the bell rings to begin the school day.

## **Absences**

1. Absences will be classified as excused or unexcused as determined by the principal or designee. School-sponsored field trips approved by the administration and that have a teacher present on the trip are not defined as absences.
2. **Dentist's note and driver's permit or license test will excuse a student for only 1/2 day.** A doctor's note will not count against a parent note.
3. If a student is suspended, work may not be made up and a "zero" will be recorded for the work missed.
4. Students with five (5) unexcused absences **will be** referred to the Lincoln County Attendance Review Board. Suspensions will be included.
5. Per Lincoln County Board of Education policy, missed work cannot be made up for unexcused absences.
6. Students must get a readmit slip before returning to class after an absence or a check-out **(regardless of the time they are checked out).**
7. Notes that appear to have been altered will not be accepted.
8. A parent note will excuse one day of absences.

### **Absence/Check-in Notes**

Notes for any absence must be turned into a student's homeroom teacher on the day a student returns to school. K-5 students will turn in notes to homeroom teacher, and 6-8 grade students will turn notes into the front office. If a student checks in during the day, a note should be turned in at that time. Notes should be from the parent/guardian and must have the following information:

1. Homeroom teacher
2. Reason for absence
3. Phone number at which the parent can be reached
4. Student's name (first and last)
5. Parent or guardian signature

### **Excused absences shall include:**

1. Personal illness/doctor appointment
2. Illness of an immediate family member
3. Death of an immediate family member
4. Extreme weather conditions
5. Religious observance
6. 4-H Club events
7. Principal's approval (emergency circumstances beyond the child's control and must be pre-approved)
8. Driver's permit or license examination - 1/2 day
9. Dentist appointment - 1/2 day
10. Court appearance

### **Checking out during the school day (Early Dismissal)**

During the school day, students are always expected to be in class. Appointments and other business should be scheduled beyond the school day. If a student becomes sick at school and needs to check out, the student must report to the nurse in the clinic or front office personnel to contact parents or guardians. If the parent feels there is an unavoidable reason for their child to check out of school, the parent must come to the school to check out their child. **Students leaving school without checking out through the proper procedures will be subject to disciplinary action. Students must bring notes after checkouts or absences. Notes must remain on file in the office. No student may checkout after 2:30pm.**

### **Tardy**

Students **not seated** in their desks when the late bell rings are considered tardy. **Students who arrive at school after 7:50 AM are to report immediately to the office to check in and must be signed in by a parent.**

Middle School students who are tardy after between-class changes will be kept in class rather than sent to the office. The classroom teacher will take the appropriate action listed below: (per nine weeks)

First, Second, and Third tardy = Teacher gives student a warning and turns into the office.

Fourth tardy = Principal issues one-day ISS

Fifth tardy = Principal issues two=days ISS

Sixth tardy = Principal meets with parent/guardian

### **State Attendance Guidelines**

Rule 0520-01-02-.17 shall state the following:

Each Local Education Agency (LEA) shall adopt an attendance policy that is firm, but fair; includes effective accounting and reporting procedures: accounts for extenuating circumstances; includes appeal procedures; and establishes and maintains alternative programs for students who fail to meet minimum attendance requirements.

Local attendance policies should include remedies to address excessive absences that account for a student's social and emotional development and family support. Early intervention is a key aspect of a policy that effectively improves attendance. Efforts to improve attendance should include supports and interventions in elementary, middle, and high school levels to address and prevent chronic absenteeism.

(1) The number of unexcused absences shall comply with T.C.A. § 49-6-3007. When appropriate, responses to and consequences for unexcused absences shall be handled within the school setting using relevant supports and interventions that address the underlying cause(s) for the unexcused absences. Nontraditional learning environments that improve student engagement such as online or distance learning, credit recover, evening programs and flexible scheduling should be considered.

(a) Upon or before five (5) days of unexcused absences, the principal or designee shall notify the director of schools or designee and initiate meaningful communications with the student and their parent/guardian. The school shall attempt to determine the underlying cause(s) of the unexcused absences. When appropriate, a plan to improve school attendance should be initiated for the student.

(b) Upon or before ten (10) days of unexcused absences, the principal or designee shall attempt to meet in person with the student and/or their parent/guardian, develop or refine the attendance plan, and provide necessary supports and services to improve school attendance. The principal or designee shall maintain documents attempts to meet with the student and their parent/guardian and the resulting attendance plan.

(c) The policy shall address the excusing of absences for reasons including but not limited to the following; injury, illness, pregnancy, hospitalization, homebound, summons, subpoena, court order, military, college visits, school-sponsored activities, school-endorsed activities, death of a family member, and extenuating circumstances determined on a case-by-case basis.

(d) To the extent possible, local district attendance policies should not be used to penalize students academically.

(e) The policy shall align with the McKinney-Vento Homeless Assistance Act.

(2) Whenever possible, attendance issues should be resolved at the school level. To ensure due process, LEAs must adopt a policy that affords students with excessive (more than 5) unexcused absences the opportunity to appeal. Such policy must, at minimum, include written or actual notice to the student or their parent/guardian and the opportunity to be heard. The burden of proof rests on the student or their parent/guardian. The appeal process for determining unexcused absences is ancillary to a truancy decision rendered by a juvenile court judge as described in T.C.A. §49-6-3010.

(3) When an attendance policy has been adopted by the governing body of an LEA, a copy of the policy shall be posted at each school, and school counselors shall be supplied copies for discussion with students. The policy shall be referenced in all school handbooks. All teachers, administrative staff, and parents/guardians shall be provided copies of the policy.

(4) LEAs are encouraged to develop truancy boards, youth courts, or other alternative programs to serve as an intervention for students with excessive absences.

## **SCHOOL POLICIES**

The following school policies apply to the entire student body. Other classroom rules may also apply and are left up to the discretion of the teacher.

**1. SCHOOL VISITORS** - All visitors and parents are welcome and encouraged to visit the school. STATE LAW REQUIRES ALL VISITORS TO SIGN IN AT THE OFFICE AND RECEIVE A VISITOR'S PASS. PLEASE STOP BY THE OFFICE AND STATE THE NATURE OF YOUR VISIT. A forgotten item (such as a lunch box) should be brought to the office where the child can pick it up.

**2. AFTER SCHOOL CHILDCARE** - Highland Rim offers after school childcare. There is a fee for services. After school childcare starts at 3:30 pm and ends at 5:45 pm. Registration is in the office.

**3. SCHOOL HOURS** - Highland Rim is a 7:50-2:50 school. The building is opened at 6:50 each morning. K-3 students are to report to the cafeteria upon arrival, and 4-8 report to the gym. Students arriving after 7:50 are required to be signed in by a parent and receive a tardy slip from the office. Car riders are dismissed at 2:55 and should be picked up no later than 3:25. Buses begin boarding at 2:50. All students are expected to stay a full day (including kindergarten) except those leaving early for medical appointments, funerals, etc. \*Any child not picked up by 3:25 will have to report to after school childcare for supervision. Childcare fees will be charged.

**4. EARLY DISMISSAL** - Students being picked up early should bring a note upon their return. Children must be picked up in the office. PLEASE do not go to the individual classroom(s). A parent or guardian is required to sign the student out. Each minute out of school counts toward attendance.

**5. SNOW DAYS** - Listen to local radio station for information. Have an emergency inclement weather plan for your child and make sure he/she is aware of the plan.

**6. CAR RIDERS** - All car riders will be dropped off and picked up on the sidewalk between the gym doors and the cafeteria. No students will be picked up or dropped off in the front of the building. All cars will enter using the Old Huntsville Highway entrance and exit on Highland Rim Road. Parents will not walk students in the building or go to classrooms to pick them up. **NOTE:** If your child becomes a discipline problem in the cafeteria during the release of car riders, you will be asked to come to the office and we will call from his homeroom.

**7. CHANGE OF TRANSPORTATION** - Please send a written note when there is a change in the child's mode of transportation; such as someone new picking him/her up, or a change from car rider to bus rider, etc. Children often get confused when dismissal time arrives, so in order to insure the child's safety, as well as the proper destination, please be explicit in your information. If a child has routinely been a bus rider, he/she will not be allowed to become a car rider unless we have a note to that effect. There have been cases when a child has decided to go home with a friend, leaving the parent and school unsure of his/her whereabouts. Therefore, we have made it a policy not to allow any change of transportation unless confirmed by the parent.

**8. ILLNESS AT SCHOOL** - If, in our opinion, your child experiences a mild, temporary illness (headache, stomachache, etc.) he/she will be allowed to rest in the clinic until he/she can return to class. However, you will be notified if your child becomes seriously ill. A relative or friend's phone number should be listed in the emergency information card. The office needs to know cases of chronic illness,

such as Asthma, Rheumatic Fever, Diabetes, Allergies, etc. Please update the card as soon as changes occur, (phone #, address, etc.). We need definite written instructions on file should an emergency arise.

If your child has a health condition that could develop into a potential problem at school, a health plan will be completed by the school nurse in order for our staff to provide the student with the best possible care. Please contact the nurse about any major health concerns of your child. Do not depend on paperwork alone if your child has a major health issue.

You must make us aware of the things we need to know and do. If your child is sent home by a school nurse for illness, in order for the absence to be excused, the note must be signed by your and brought to the office when your child returns to school.

**9. ABSENCES** - Excuses for absences will be given to the homeroom teacher for students in grades K-5, and front office for 6-8 students upon return to school. Absentee notes should be on a separate note and not put in a student's planner. Three school days counted from the day returning to school will be allowed to make up tests missed due to several days' absence. It is the **STUDENT'S** responsibility to keep up with subject matter missed.

**10. MAKE-UP WORK** - It is important for students to be present at all times. But we do understand that sickness and appointments make it necessary for students to be absent. In order to assist you and your child during such times we will complete an absence assignment sheet for your child. The absentee assignment sheet must be signed by the parent.

- a. Absentee excuses need to be turned into the homeroom teacher on the day of returning.
- b. If you call the office before noon and request the next day assignments and books, they will be placed in the office after 2:30 pm for you to pick up. This ensures that your child will have the same information and activities for the next day as the children who were present.
- c. If you call after noon, the work will be in the office by 9:00 am the next day.
- d. Students are responsible for asking to make up work or tests missed during their excused absence. This needs to be done during study time within three days after the absence.

**11. MESSAGES TO STUDENTS AND TEACHERS** - We ask that messages be kept to a minimum. Should it be necessary to get a message to a teacher or child, the message should be given to the school secretary. We would like to avoid interruptions to the classrooms. Students will not be called to the phone.

**12. NEW STUDENTS** - Students entering kindergarten are required to have a birth certificate and current medical exam on the state form. Children entering any grade from an out-of-state school will require an up-to-date immunization record on the TN state form. Students entering from another Tennessee school will be given 30 days for their immunization records to arrive from that school.

**13. TRANSFERRING STUDENTS** - Please give the school prior notice when transferring in order that the teachers and office will have time to complete all the necessary paperwork. Records will not be sent until all accounts are paid in full!!!

**14. CHANGE IN INFORMATION** - If you change your address, phone number, work number, etc., please notify the school immediately, so that the appropriate changes can be entered in your child's school records. **THIS IS MOST IMPORTANT.**

**15. TOYS** - Please do not allow your child to bring toys to school except on designated show and tell days. These will be announced by the teachers.

**16. DRESS CODE** - Students dress shall be modest, decent, and shall not interfere with the educational process of the school. In matters of opinion, the judgment of the administration will prevail. In general, any garment, apparel, and/or grooming which is so spectacular as to attract undue attention to the wearer and which would tend to hamper the school in carrying on its regular schedule of activities, distract or disturb classes, interfere with the health of students, or disrupt the learning atmosphere in any way is not considered permissible. Students not in compliance with the dress code will change clothes and/or be sent home (unexcused) to correct the situation:

- a. Any symbol or object on school property which promotes racial discord or is related to gang activity is specifically prohibited.
- b. Hats, caps, other head coverings, and sunglasses will not be worn in the building.
- c. See-through clothing, tank tops (straps must cover neck to shoulder), shirts with sleeves cut out, halter tops, or clothing revealing the midriff, back or chest are not acceptable.
- d. Clothing and accessories decorated with slogans or pictures that promote or suggest use of drugs, tobacco, alcohol, sex, obscenities, violence, or racial discord are not acceptable.
- e. Shoes will be worn at all times. No houseshoes!
- f. All pants will be worn at the waistline as to prevent underwear from being seen.
- g. Pajama pants are not allowed.
- h. Facial piercings are not allowed.
- i. Hair will be a natural color.
- j. Leggings are not pants. They must be covered by a top reaching halfway to the knees.
- k. Shorts must come halfway to the knees.

**17. SUPPLIES** - The school fee that you were asked to pay covers workbooks, art supplies and room fee. All other supplies such as pencils, paper, crayons, etc. must be supplied by the parent. Please see that your child is kept supplied with daily needs.

**18. PHONE USE** - Students will be allowed to use the phone only in emergency situations, and a note from the teacher will be required. Students may not use the phone to routinely call home. Students will not be allowed to use the phone to call home for forgotten items or homework.

**19. CAFETERIA** - Highland Rim's cafeteria offers breakfast and lunch to all students. Students may purchase breakfast by the day or by the week. Computerized meal tickets are used for lunch, therefore your child will have the same meal ticket all year. We ask that you purchase meal tickets on Monday mornings, instead of sending money daily, to allow us to meet our lunch schedule on time. Any students who have difficulty counting money or who tend to lose money (especially kindergarten and first grade) should bring their money in sealed envelopes on Monday morning. Breakfast is offered in the classroom from 7:30 - 7:45 am each day. Costs:

*All Breakfasts	\$1.25
*Lunch K-5	\$2.10
*Lunch 6-8	\$2.25
*Lunch Adults	\$3.25

Students may charge a maximum of five (5) meals on account. "Meals" refers to breakfast and/or lunches.

At a minimum, monthly statements will be generated and distributed by the cafeteria managers to individuals with unpaid charges.

Parents/guardians may make arrangements to pay for meals at regular intervals in writing with the principal and cafeteria manager in each school.

In the event that the five (5) meal maximum is exceeded by a student, Lincoln County School Nutrition Program will continue to feed the child a reimbursable meal, but an alternate menu will be served every day until charges are paid in full. Alternate lunch meal shall consist of a cold sandwich (type to be determined by School Nutrition Program Supervisor), fruit cup, vegetable cup, and lowfat white milk. Alternate breakfast meal shall consist of cold cereal, lowfat white milk, juice and toast. Regular meal charges for alternate reimbursable meals will apply. In addition, a la carte items will not be sold to any student owing outstanding charges.

All reasonable efforts will be made to collect unpaid charges. Uncollected charges will be paid from each school's general fund account at the end of each grading period, or a time deemed appropriate by the Principal and Cafeteria Manager in each school.

***For safety reasons, only persons listed on a child's pick-up sheet will be allowed to each lunch with the child. Visitors may eat only with the child they are associated with. Please limit this to once a week.***

**20. CELL PHONES, CD'S, CD PLAYERS,** radios, cameras, hand-held electronic games, playing cards, headphones, toys and other such items are not permitted at school unless special permission has been given by the teacher for a special situation or activity. The faculty, staff, and administration of Highland Rim School are not responsible for items lost, stolen, or damaged. If a student brings an item to school without permission, the item will be taken to the office and parents asked to come and pick up the item.

**21. BREAK** - Students may bring a snack for break. If a drink is brought from home it cannot be in a glass bottle or be any type of carbonated beverage or energy drink. Break is a privilege and can be taken away as a disciplinary measure.

**22. STUDENT BIRTHDAYS** - Each K-3 classroom will celebrate birthdays once per month at the teacher's discretion. Student's whose birthday falls within that month may bring a healthy snack to contribute to the birthday celebration on the day designated by the teacher. No cakes, treat bags, balloons, etc. may be brought to school. Grades 4-8 will not have birthday parties at school.

# ACADEMICS

Highland Rim is committed to academic excellence. In order to accomplish this task, the following programs, policies and procedures have been established.

**1. ACADEMIC PROGRAMS** - Aside from the basic classroom curriculum, Highland Rim offers the following programs:

- a. Speech and language therapy
- b. Computer lab for students
- c. Automated library
- d. After school tutoring programs

**2. ONLINE GRADING PROGRAM** - All students in grades 4-8 will have an online account. Homeroom teachers will send home the login information. Parents will have secure access to their child's grades. This is a great resource that we encourage all parents to use. If you have any questions, please contact your child's homeroom teacher for information.

**3. PROGRESS REPORTS** - Some grades will choose to send home progress reports on a weekly basis. However, **all grades will send progress notes home a minimum of every 4 ½ weeks.**

**4. REPORT CARDS** - Report cards for grades K-8 will be sent home every nine weeks.

Grades 1 and 2 indicate progress with the following letter grades:

- \* E Excellence
- \* G Good
- \* S Satisfactory
- \* N Needs Improvement
- \* U Unsatisfactory

For grades 3-6, the basic grading system for subject area grades is expressed by a letter grade as determined by Board policy. The numerical equivalents are:

- \* A (93-100)
- \* B (85-92)
- \* C (75-84)
- \* D (70-74)
- \* F (Below 70)

Conduct grades are based on behavior and are not deducted from academic grades. Grades given at the end of each nine-week period will be determined from daily work, oral, and written assignments, and tests. The teacher will weight the value of grades given for various assignments within the nine-week period in computing the grade.

**5. HONOR ROLL STANDARDS:**

- a. High honors will be awarded to those students earning a 93 average in all core subjects.
- b. Honor roll will be awarded to those students earning a 90 average in all core subjects.
- c. Awards Days will be held after each 9 week grading period.

**6. PROMOTION/RETENTION** - A county-wide promotion/retention policy has been established by the Lincoln County Board of Education. This policy will be strictly followed.

**7. TEXTBOOKS** - Textbooks are furnished by the Lincoln County Board of Education, and are expected to be returned in the condition in which they were received. You will be held responsible for replacement cost if the book is defaced or lost. Payment for damaged or lost textbooks must be recorded before additional books or report cards will be issued.

**8. PARENT CONFERENCE** - Two parent conferences are scheduled each year. Please see the school calendar for these dates. Conferences are encouraged and welcomed by the faculty at any time during the year. A conference may be scheduled by sending a note to the teacher or by calling the school secretary. Conferences will usually be scheduled after school so instructional time is not interrupted. Please do not ask to meet with teachers during the school day.

**9. HOMEWORK** - Homework may comprise a portion of the students nine weeks grade each reporting period. This is left up to the discretion of each individual teacher. Students are required to complete assignments when given. Lack of completion could negatively affect a student's grade. Students will not be allowed to call home for forgotten homework.

Each student will be given an assignment notebook or planner as part of his or her fees. It is the responsibility of the student to write down assignments for each day accurately and consistently. (Assignments are written on the board by the teacher each day.) Parents should check the planner and sign daily.

## **STUDENT ACTIVITIES**

- |                    |                              |
|--------------------|------------------------------|
| 1. Student Council | 5. Interscholastic Athletics |
| 2. P.E. Aides      | 6. Socialites                |
| 3. Art Club        | 7. Beta Club                 |
| 4. Annual          | 8. Spirit Club               |

## **SHOES**

Shoes worn only in gym classes must be tennis shoes with non-marking soles and closed toe and heel. All students must have gym shoes each day.

## **INTERSCHOLASTIC ATHLETICS**

Highland Rim Hornets have established a tradition of champions and leaders in the Middle Tennessee area in athletics.

Our athletes will strive to be disciplined leaders in the classroom as well as on the playing field.

### **ATHLETICS OFFERED**

- |                 |               |
|-----------------|---------------|
| 1. Cheerleading | 3. Basketball |
| 2. Football     | 4. Volleyball |

In addition, County-wide baseball, softball, tennis, soccer and golf teams may be formed.

## **POLICY**

1. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person otherwise be discriminated against in any athletic program of the school. Equal athletic opportunity shall be provided for members of both sexes.<sup>1</sup>
2. Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/her designee must accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board, provided the team's school reimburses the Board for mileage.
3. The Board specifically forbids the recruitment of students in any fashion.
4. Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of middle school athletics.<sup>2</sup>
5. There shall be a complete annual physical examination of every student prior to his/her participation in interscholastic athletics.<sup>3</sup> Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the principal's office. It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization insurance for all students participating in interscholastic athletics.
6. No principal or teacher of any school under the control of the Board shall dismiss his/her school or any group of students for the purpose of permitting them to practice or play football, basketball, volleyball or any similar game with the regular school hours of any school day of the week without written permission from the Board. This does not prevent the inclusion of regular physical training lessons in the daily school program.<sup>4</sup>
7. Students shall not be disqualified from participating on a school athletic team solely on the basis of participation in another sport except where the season overlaps by more than two weeks. Principals are responsible to ensure that practices are confined to established seasons and that school regulations regarding participation in a sport are reasonable.

## **COMMUNITY AND PARENT INVOLVEMENT**

**1. PARTNERS-IN-EDUCATION** - Various businesses provide support to Highland Rim through incentive awards, supplies, and materials for school projects. Highland Rim is honored to have these companies as our PARTNERS IN EDUCATION. Parents are urged to let these businesses know how much you appreciate the support of our school.

**2. PARENT VOLUNTEERS** - Highland Rim encourages and welcomes parents, grandparents, and other persons in the community to volunteer to help with school activities. Volunteers can greatly enhance our educational program. There are many activities during and after school hours for which volunteers are needed. Interested persons should contact the principal or faculty.

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<sup>1</sup> Title IX, Education Amendment of 1972, 20 U.S.C. § 1681, et seq.; 34 CFR 106.41

<sup>2</sup> TRR/MS 0520-1-2-.08(1)

<sup>3</sup> TRR/MS 0520-1-3-.08(2)(b)

<sup>4</sup> TCA 49-6-1002

**LINCOLN COUNTY**  
**BOARD OF EDUCATION**  
**CODE OF BEHAVIOR AND DISCIPLINE**

Students are expected to exhibit self-discipline and to behave in a way that is in the best interest of the student and the school. Varied levels of corrective measures will be used appropriately as to the level of severity of a behavioral offense. Students will be expected to exhibit the very highest and unquestionable standard of conduct at all school events.

**New legislation requires that schools provide parents with notification of the school's code of behavior and discipline. Please read the following policies carefully and go over them with your child(ren). It is especially important to note the following:**

- 1. A student committing battery upon any teacher, principal, administrator, or any other employee of a local education agency or unlawfully possessing any narcotic or stimulant drug shall be expelled for a period of not less than one (1) calendar year. {Student and Employee Safe Environment Act of 1996}.**
- 2. All persons other than enrolled students and employees of the school are required to report to the office and be given a guest pass upon first entering the school building. {Student and Employee Safe Environment Act of 1996}.**
- 3. 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, "any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, switchblade knife, blackjack, knuckles..."**

**Students who are found to have violated this policy shall be subject to suspension for a period of not less than one (1) year. {Gun Free Schools Act 1994}.**

**WEAPONS AND DANGEROUS INSTRUMENTS**

Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, razors or compasses when they are used or attempted to be used in a manner which renders the item dangerous or with the intent to do harm.

Students who violate this policy shall be subject to suspension.

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately.

The principal shall notify the student's parents or guardian and the appropriate law enforcement officials as required by law.

After inquiry and obtaining the facts of the accusation, the principal shall take appropriate action.

# LINCOLN COUNTY SCHOOLS STUDENT ACCEPTABLE USE POLICY

Please read the following terms and conditions for use of the Lincoln County Schools network and the Internet carefully before signing this document. This is a legally binding document.

## **A. Educational Purposes**

1. The Lincoln County School System is providing students with access to the district's electronic network system, which includes Internet access. The use of this account must be in support of education and research and consistent with the educational objectives of the school system.
2. The Lincoln County School System network use is limited to educational purposes. The term "educational purposes" includes classroom activities, student research, and career development. The network system will also assist the Lincoln County Schools in sharing information with the local community, including parents, social service agencies, governmental agencies, and business.
3. The Lincoln County School System's network has not been established as a public access service or a public forum. The school system has the right to place reasonable restrictions on the material you access or post through the network. You are also expected to follow the terms of the Acceptable Use Agreement and Board Policy.
4. You may not use the network for commercial purposes. This means you may not offer or provide products or services through the network or use the network for product advertising.
5. You may not use the network for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues.

## **B. Unacceptable Uses**

Net Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Avoid offensive or inflammatory speech. Be courteous and polite.
- Use appropriate language. Profanity or obscenity is not permitted at any time, including the downloading of obscene files.
- Do not reveal personal information about yourself or others.
- Do not participate in the transmission of any material in violation of any federal or state regulation. This includes, but is not limited to: copyrighted material or threatening or obscene material.
- Do not use the network in such a way as to disrupt the work of others.
- Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
- Harassment or bullying is not permitted.

## **C. Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy data or another user, the operations of the network, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism will result in disciplinary action.

## **D. Security**

Security on any computer system is a high priority, especially when the system involves many users. If provided passwords, never share your password or account with anyone. You have full responsibility for the use of your account, and can be held responsible for any violations that are traced to your account. If you believe your account has been violated, you should immediately notify the Technology Director or principal and change your password. No hacking or unauthorized attempts to access another computer or trespassing in another's folder, work, or file is allowed.

**E. *Limitation of Liability***

The Lincoln County School System makes no guarantee that the functions of the services provided by or through the school system will be error-free or without defect. Lincoln County Schools will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The system is not responsible for the accuracy or quality of the information obtained through or stored on the network system. Lincoln County Schools will not be responsible for financial obligations arising through the unauthorized use of the network.

**F. *Exception of Terms and Conditions***

These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Tennessee and the United States of America.

Parents, students and staff are required to agree and sign this policy annually.

## **UNIFORM CONDUCT REGULATIONS**

So all teachers will be able to handle routine disciplinary problems uniformly, we have established a list of some conduct violations for which students will always be held accountable.

- Unexcused absence
- Being late to school, class or activity
- Being out of class without permission
- Failure to bring in class assignments
- Being a disturbing influence
- Running, pushing or shoving in the classroom, halls or on the way to the bus
- Inappropriate loudness or vulgar or unacceptable language
- Failing to sign in or to sign out when arriving late or when leaving before dismissal

Fighting will result in very severe disciplinary action (suspension). The nature of punishment will be determined by the degree of involvement of each individual.

Fighting will result in very severe disciplinary action:

- 1st Offense: 3 Days Suspension
- 2nd Offense: 5 Days Suspension
- 3rd Offense: ALT. School & Juvenile Petition to Court

**BULLYING** - Bullying is defined as, “When someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.” All HRS staff members are trained in the Olweus Bullying Prevention Program. Each homeroom will have a weekly class meeting to discuss bullying and other issues. These are our school’s Anti-Bullying rules:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

No form of bullying or harassment is accepted at Highland Rim School, and any incident confirmed by the administration will come to an immediate end. Highland Rim School will comply fully with Lincoln County Board of Education policy, “Student discrimination/Harassment and Bullying/Intimidation.” This policy, along with all board policies may be accessed at <http://www.lcdoe.org>.

**STUDENT “HANDS-OFF” POLICY** - (Public Display of Affection): Teachers are expected to encourage students to behave in a manner that is not distasteful to other students and adults. Therefore, our policy at school is “Hands-Off”. This means no kissing, hugging, holding hands, touching, or physical contact of any nature. Students who need to be reprimanded for this by teachers will be sent to the administration for discipline and counseling in proper public conduct. Parents will be given notification of this inappropriate conduct for repeat offenses. This policy includes horseplay.

**CELL PHONE USE** - Students may bring their cell phones to school; however, the phones will be given to the homeroom teacher in the morning, and will not be given back until dismissal in the afternoon. Phones must be turned off. Students are not to have phones visible or turned on at any time.

- 1st Offense: Cell phone taken up. (Parent must pick up phone after school.)
- 2nd Offense: Cell phone taken up and one day ISS. (Parent must pick up phone after school.)
- 3rd Offense: Cell phone taken up and two days ISS. (Parent must pick up phone after school.)
- 4th Offense: Cell phone taken up and three days ISS. (Parent must pick up phone after school.)
- 5th Offense: Cell phone taken up. Conference with parent. Suspension may follow.

## **ADDITIONAL GUIDELINES**

1. A student shall not be suspended solely because charges are pending against him in juvenile court.
2. A principal shall not impose successive short term suspension that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student’s grade because of discipline problems except in deportment or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to.
  - a. Pay any activity fee.
  - b. Pay a library or other school fine; or
  - c. Make restitution for lost or damaged school property.

## **BUS REGULATIONS**

Conduct: You are expected to exercise good judgement and practice all rules of good citizenship and safety while on the school bus. REMEMBER, the driver is in charge and students should obey all instructions. Older students should set the example for the younger children to follow. Remember, too, the principal has the option of not allowing you to ride the bus if you cannot behave.

Riding the school bus is a convenience. Inappropriate behavior on the bus can lead to suspension from riding. The time of suspension will be determined by the seriousness of the behavior.

### **Bus regulations are as follows:**

- Be courteous; use no profane language
- Do not eat or drink on the bus
- Keep the bus clean
- Cooperate with the driver
- Do not be destructive
- Stay in your seat
- Keep head, hands, and feet inside the bus

## **BUS CONDUCT**

When a student boards the bus he or she becomes the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the day.

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 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 determined by the principal that his behavior is such as to cause disruption on the bus, or when he disobeys state or local rules and regulations pertaining to student transportation.

Bus drivers will observe the following disciplinary procedure in dealing with student misbehaviors. All bus riders will receive a group explanation of this procedure and a copy of this policy.

- 1. Group Warning: All students will receive group warning of the consequences of misbehavior**
- 2. 1st Incident: Warning issued to student and parent/guardian notified**
- 3. 2nd Incident: Five days' suspension from bus privileges; parent/guardian notified**
- 4. 3rd Incident: Ten days' suspension from bus privileges; parent/guardian notified**
- 5. 4th Incident: Suspension from bus privileges for remainder of school year; parent/guardian notified**
- 6. Anyone who throws objects or fights on the bus will receive an automatic five-day suspension or bus-riding privileges. A fight will result in school suspension as well.**
- 7. Any student who destroys seats or commits any other act of bus vandalism will be required to pay for actual damages, according to the payment schedule agreed upon by the principal and parent/guardian, before the student will be allowed to ride the bus again. Restitution for damages will be required in addition to other consequences that the student has incurred.**

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 pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.

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.

## **IN-SCHOOL SUSPENSION**

Assignment is made by the administration.

- In-School Suspension is used by the administration as a corrective measure in dealing with some cases of student misconduct. Much restriction is placed on the student and special rules are applied in these situations. The student is isolated from regular school programs and activities and is under supervision.
- All students will have assignments to cover the time of in-school suspension. All students must report to the assigned area with materials with which to work (paper, pencil, textbooks, etc.). All students assigned will eat lunch in ISS.

Students who are suspended or in ISS will not participate in extracurricular activities on those days.

## **SUSPENSION**

State law authorizes any principal of a public school in Tennessee to suspend a pupil from attendance at school, from any school activities, or from riding a school bus, for good and sufficient reason. Good and sufficient reasons for such suspension may include, but shall not be limited to:

1. Willful and persistent violation of the rules of the school.
2. Immoral or disreputable violence against the person or any personnel attending or assigned to any public school.
3. Violence or threatened violence against the person or any personnel attending or assigned to any public school.
4. Willful or malicious damage to real or personal property of school, or the property of any person attending the school.
5. Inciting, advising, or counseling of others to engage in any of the acts herein before enumerated.
6. Any other conduct prejudicial to good order to discipline in any public school.
7. Marking, defacing, or destroying school property.
8. Possession of a pistol, gun or firearm on school property.
9. Possession of a knife, etc. as defined in Section 39-4901, Tennessee Code Annotated, on school property.
10. Assaulting a principal or teacher with vulgar, obscene or threatening language.
11. Unlawful use or possession of barbitol and legend drugs, as defined in Section 52-1202, Tennessee Code Annotated.

No work will be made up for days or periods of time missed as a result of suspension except as stated in Tennessee Code Annotated 49-139, as approved by the principal.

After such suspension by the principal, the student may make application for readmission to school as provided by the Tennessee State School Law.

## **DISCRIMINATION/HARASSMENT OF STUDENTS (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.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor or building administrator. Allegations of discrimination/harassment shall be fully investigated by a complaint manager (as set forth in *Student Concerns, Complaints and Grievances 6.305*).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

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

## **MEDICINES**

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations.<sup>5</sup>

Written instructions **signed by the parent** will be required and will include:

1. Child's name;
2. Name of medication
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
6. Possible side effects, if known; and,
7. Termination date for self-administration of the medication.

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

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's orders;
5. Return unused prescription to the parent or guardian only, and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.

A copy of this policy shall be provided to a parent or guardian upon receipt for long-term administration of medication.

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<sup>5</sup> Legal References:

1. TCA 49-5-415

Cross Reference:

Student Health Service 6.401

## **PARENTAL RIGHTS IN SPECIAL EDUCATION**

Your rights are listed below in outline form under thirteen headings. If you would like a further explanation of any of these rights, you may contact your local board of education or the State Department of Education, Division of Special Education, 8th Floor Andrew Johnson Tower, 710 James Robertson Parkway, Nashville, Tennessee 37243-0380. (615) 741-2851.

**RECORDS:** 1) Right to inspect and review records; 2) Right to have a representative appointed by you to review the records; 3) Right to make copies of records; 4) Right to be informed of all types and locations of records being collected, maintained or used by the agency; 5) Right to ask for an explanation of any items in the records; 6) Right to ask for any amendment of any record if it is inaccurate, misleading or violates privacy acts; 7) Right to a hearing if the agency refuses to make the requested amendment.

**CONFIDENTIALITY OF INFORMATION:** 1) Right to restrict access to your child's records by withholding consent to disclose records; 2) Right to be notified and receive copies before information in your child's file is destroyed; 3) Right to be told to whom information has been disclosed; 4) Right to review and receive copies of all information sent to another agency where your child seeks or is eligible to enroll.

**INDEPENDENT EVALUATION:** 1) Right to obtain an independent evaluation by an approved examiner; 2) Right to the independent evaluation considered in either meetings where placement of your program decisions are made or in a hearing to challenge the identification, evaluation, or placement of your child; 3) Right to be told where an independent evaluation may be obtained at no expense or low expense; 4) Right to an independent evaluation at public expense if you disagree with the school system's evaluation; 5) Right to an independent evaluation at public expense when the evaluation is requested by a hearing officer during a hearing.

**NOTICE:** 1) Right to be notified and present at all meetings before the school system initiates or changes (or refuses to initiate or change) the identification, evaluation or placement of your child; 2) Right to have that notice in writing, in your native language or other principal mode of communication, at a level understandable to the general public; 3) Right to have the notice describe the proposed action, explain why it is proposed, describe the options considered and explain why those other options were rejected; 4) Right to be notified of each evaluation procedure, test, record or report the school system has used as a basis for proposed action; 5) Right to a description of any other factors which are relevant to the school system's proposed action; 6) Right to be present at all IEP meetings.

**CONSENT:** 1) Right to give consent before a replacement evaluation is conducted; 2) Right to give consent before a reevaluation is conducted; 3) Right to a description of the activity for which consent is requested including a list of records (if any) which will be released and to whom; 4) Right to revoke consent at any time; 5) Right of the agency to proceed in the absence of consent to a hearing to determine if your child should be evaluated or initially placed.

**ADMINISTRATIVE COMPLAINT:** 1) Right to file an administrative complaint with the State Department of Education when you believe the school system has failed to comply with state or federal regulations governing the education of children with disabilities. The complaint must include a statement of the violation and the facts on which this statement is based.

**HEARING AND APPEAL:** 1) Right to request local mediation and/or an impartial due process hearing to question the school system's identification, evaluation, or placement of your child to question the school system's provision of a free appropriate public education (FAPE); 2) Right to be told of any low-cost legal and other relevant services available; 3) Right to have the hearing conducted by an

Administrative Law Judge who is not employed by a public agency involved in the education of your child or otherwise personally or professionally interested in the hearing; 4) Right to be advised and accompanied at the hearing by counsel and to be accompanied by individuals with special knowledge or training in problems of the disabled; 5) Right to have your child present; 6) Right to have the hearing closed or open to the public; 7) Right to present evidence and confront, cross-examine and compel the attendance of witnesses; 8) Right to prohibit the introduction of any evidence at the hearing that has not been disclosed at least five days before the hearing; 9) Right to have a written or electronic verbatim record of the hearing; 10) Right to obtain written findings of fact and a written decision within 45 days after the school system received the initial request for the hearing; 11) Right to appeal the decision of the Administrative Law Judge to state or federal court; 12) Right to have a hearing and an appeal set at time reasonably convenient to you; 13) Right to have your child remain in his or her present educational placement until completion of hearing proceedings unless you and the agency agree otherwise or unless applicable law provides otherwise; 14) Right of the agency to be informed by you or your attorney about the child's name, address, and school, the description of the problem, and the proposed resolution of the problem prior to filing due process action.

**ATTORNEY FEES:** 1) Right to, at court's discretion, be awarded reasonable attorney's fees if the prevailing party is substantially justified in rejecting a settlement offer; 2) Right of agency of denial or reduction in attorney fees if not provided the appropriate information as outlined in number 14 above; 3) Right of the agency to refuse attorney fees for an IEP meeting unless convened as a result of an administrative proceeding or judicial action.

**UNILATERAL PLACEMENT IN PRIVATE SCHOOL AT PUBLIC EXPENSE:** 1) If seeking public reimbursement, requirement to inform the agency at the IEP meeting or 10 school days before transfer to private school about concerns, rejection of proposed placement, and intent to transfer to private school; 2) Right to reimbursement if due process hearing examiner or judge determines that the child was entitled to but not provided FAPE.

**EVALUATION PROCEDURES:** 1) Right to have a full and individual evaluation of your child's educational needs; 2) Right to have the evaluation made by a multidisciplinary team including at least one specialist with knowledge in the area of suspected disability; 3) Right to have your child assessed in all areas related to the suspected disability; 4) Right to have appropriate tests administered by qualified evaluators; 5) Right to have more than one criterion used in determining the appropriate educational program for your child; 6) Right to have a reevaluation in less than three years if you or your child's teacher requests it; 7) Right to be informed within 30 school days of the result of the reevaluation; 8) Right to be informed of the time and place that the evaluation will begin; 9) Right to a copy of the report.

**LEAST RESTRICTIVE ENVIRONMENT:** 1) Right to have your child educated with nondisabled children to the maximum extent appropriate; 2) Right to have a continuum of alternative placement, such as a resource room or itinerant instruction to make it possible for your child to remain in a regular class placement; 3) Right to have placement in the school your child would attend if nondisabled, unless the individual education program requires some other arrangements; 4) Right to have your child participate with nondisabled children in nonacademic and extracurricular services and activities such as meals, recess, counseling, clubs, athletics, and special interest groups.

**INTERIM ALTERNATIVE EDUCATION SETTINGS:** 1) Right of agency to place your child in an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 school days ( or more than 45 days for weapon or illegal drug violation; 2) Requirement of agency to conduct functional behavior assessment and to develop and/or revise an assessment plan to address behavior; 3) Requirement that alternative setting enable your child to participate in general curriculum (in another setting) to receive services and modifications enabling your child to meet the goals of the IEP and to include services and modifications designed to address the behavior in question; 4) Requirement of agency to conduct a manifestation determination M-team within 10 days of first day of suspension.

**TRANSFER OF PARENTAL RIGHTS AT MAJORITY:** 1) Right of disabled child to assume procedural rights when reaching the age of majority under the state law, but who have not been determined to be incompetent under State law.

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