

HMS Student Handbook 2018-2019

Ryan Philipp, Principal
Adrian Baker, Assistant Principal

Brittain West—5th& 6th Grade Counselor
Maria Bobo —7th& 8th Grade Counselor

Deputy Todd Bell-School Resource Officer

Kathy Miller, Attendance
Cindy Wells, Bookkeeper
Mary Meadows, Front Desk
Phone 615-952-2293
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HMS Website: <http://www.harpethmiddlemiddleccs.net>
170 Harpeth View Trail
Kingston Springs, TN 37082

Motto of HMS for our teachers:

Know them well, teach them effectively every day, and make the material meaningful and relevant for what they will need to face the world

**Please note that this handbook is subject to additions, subtractions, and amendments throughout the year. The latest edition of the handbook will be found at the HMS Website and will be included on a regular basis in the HMS Weekly Parent Update

Welcome from Administration

Hello everyone and welcome to the 2018-2019 school year at HMS! Following an incredibly exciting and successful year last year for us all at HMS, I can't tell you how excited myself and Mr. Baker are to enter our second year leading this amazing school together! Please stay in touch with us throughout the year and let us know what we can do to make your experience at HMS the best it can possibly be!!

Sincerely,
Ryan Philipp, Principal

Google Voice Text Line: 615-829-6072 (available 7:15-4:00)

If you are in need of access to the Skyward Portal, please email Brittain.West@ccstn.org and she will be able to assist you in gaining access

School Calendar 2017-2018

August

- 1-Open House
- 6- School begins (1/2 day for students)
- 31-First Club and Game Day (will occur every other Friday after)

September

- 3- Labor Day (no school)
- 19- Early dismissal for students 11:45

October

- 8-12- Fall Break
- 17- Report Cards
- 29- Parent/teacher conferences 11-7pm

November

- 6-Election Day, No School
- 21-23- Thanksgiving break (no school)

December

- 21- 10:45 Dismissal
- 25-29 Christmas Break (no school)

January

- 1-8 No school
- 7- No school for students/teacher professional development
- 8- School resumes for students
- 9- Report cards
- 21- Martin Luther King Day (No school)

February

- 18- President's Day (no school)

March

- 13- Report Cards
- 25-29- Spring Break

April

- 18- Early dismissal 11:45am
- 19-Good Friday (no school)

May

- 22-8th Grade Graduation
- 24- Report card day 8-11am

Harpeth Middle School Counseling Program

Maria Bobo: 7th and 8th grade School Counselor

Brittain West: 5th and 6th grade School Counselor

Website: <https://harpethcounseling.wixsite.com/hmscounseling>

Email Address: harpethcounselingdept@gmail.com

Vision Statement:

The vision of Harpeth Middle School Counseling Program is for all students to possess healthy coping skills, to develop and work towards personal, academic, and career goals, and to show empathy for others. It is our hope that through the collaboration with the community, school district, and stakeholders, that our students will possess these attributes throughout their lives.

Mission Statement:

The Harpeth Middle School Counseling Program will provide support for all students by promoting and facilitating their academic goals, personal, social and emotional needs, as well as their career development as they prepare for high school, college, career, and a positive personal life.

Services:

- Individual counseling
- Group counseling
- Classroom Guidance Lessons
- 504 Coordinator
- Support Team Coordinator

SCHOOL WEBSITES

The school website is: <http://www.harpethmiddleccs.net>

The HMS Counseling Website: <https://harpethcounseling.wixsite.com/hmscounseling>

The County Emergency Tip Line is tip@ccstn.org

The school Facebook page is [facebook.com/HMSIndians](https://www.facebook.com/HMSIndians)

The school Twitter account is: @HMSIndians

The school Instagram Account is: [harpethmiddleschool](https://www.instagram.com/harpethmiddleschool)

The county Twitter account is @ccboe

Principal Twitter Account is: @RyanPhilipp22

Assistant Principal Twitter Account is: @AdrianBaker27

The library search website is: <http://lib.cheatham.k12.tn.us>

The Office 365 website is : <https://login.microsoftonline.com/>

The student login is : FirstName.Lastname@students.ccstn.org. (Use your school computer login and password)

Procedures and Information

Visitors - You are always welcome to visit us at HMS. For the safety and well-being of our students, **ALL VISITORS** must sign in at the front office by completing the check in process (with identification) with our School Check In System, and sign out through the system when ready to leave. If you need to see your child's teacher(s) you will need to make an appointment to see them during their planning time.

Eating Lunch with your child- Parents are welcomed and encouraged to come and eat lunch with their students. We have a designated area for you to sit with your child and only the parent/student are permitted to eat together.

Emergency Messages - The school telephone is to be utilized for school purposes. If emergency messages need to be given to your child while at school, you may call the school office (952-2293) and give the message to the person working the front desk. You must have your message called in to the office by 2:00 in order to ensure delivery of the message to your student. Students will not be allowed to accept phone calls at school. Students may use the phone only with permission from school personnel.

Lockers - Each student will be assigned a locker and issued a lock. Replacement of lost locks is \$8.00. Periodic inspections will be made by the homeroom teacher and admin to see that lockers are kept neat and orderly. Use only the locker assigned to you and keep it locked at all times. The school is not responsible for items taken from your locker. If you abuse your locker in a way that causes a disruption, if use of the locker inhibits you from getting to class on time with your materials, or if use of the locker disrupts the educational process, you will lose the privilege to use that locker. Book bags, PE clothes, purses, and coats are to be kept in the locker at all times. NO stickers, signs, pictures, etc. are allowed to be placed on the outside of a locker unless they are placed there by a teacher. Lockers are the property of the school and are subject to search at any time. If your child chooses to utilize a lock of their own, they must either provide a copy of the key to their home room teacher or a copy of their combination

Money Collection - Paying by Check- When paying for any item from HMS by check, the check must be made out to Harpeth Middle School or HMS. Do not make checks out to individuals such as teachers, coaches, or other school personnel. Checks must be made for exact amount as no change can be given.

Revtrak: Visit cheathamcountyschools.revtrak.net to make payments for cafeteria charges, class fees, field trips, and other school associated expenses

Bus Passes - Due to overcrowding on our busses the Cheatham County School System will no longer issue bus passes. If an emergency arises, you may appeal to the Board Office (615) 792-5664. Only the Board Transportation Department can issue a bus pass.

Prohibited Areas-Locker Rooms at HMS are not accessible to students before or during the school day and may only be accessed with coach's permission after school for practice or game purposes. Students are not permitted in the gym, back hallway area, or unused classroom spaces without direct adult supervision. Failure to adhere to this policy will result in immediate discipline consequences

Clubs-Clubs will meet every other Friday at HMS from 2:05-2:45. There are over 30 club options available to students this year and signups will be held in Mid-August. The attending of clubs is considered to be a privilege and not a right and students that do not maintain high behavioral standards will not be permitted to attend clubs.

MWF Procedures: Students will report to homerooms beginning at 7:15 on Monday, Wednesday, and Friday from the cafeteria area after eating breakfast if they choose

TR Procedures-Students in 5th and 6th grade will report to the gym on Tuesdays starting at 7:15 and will remain in the gym until 7:55 while 7th and 8th grade students will report to the gym at 7:15 on Thursdays.

Library Policy - Students may check out only two library books at a time for a period of two weeks. Overdue fines will accrue at a rate of \$.10 per school day. Report cards will be held for outstanding library fines or lost books. Students that damage a book will be charged a repair fee ranging from \$.50 to \$5.00 based on the amount of damage. Students that damage books beyond repair will be charged the replacement price of the book. This policy also applies to books used as class sets for reading instruction.

Emergency Information - Please be sure that we have an emergency number on file in the event your student should become ill. **If you change jobs or have a new contact number, it is imperative that you let us know so we can reach you.** Please give your child complete instructions before they leave home if they are to do something or go somewhere other than what is normal. Be sure and send a note to school to inform the child's teacher of the change. This will help to avoid confusion at the end of the school day.

In Case of Snow- Please listen to local stations or monitor district social media for school closing information. Please do not call the school. If you are not receiving school all-calls on a regular basis, please be sure and let us know as well as school closing info will also be communicated through this system.

When A Child Becomes Sick at School- Parents—It is illegal for a child to bring any medicine to school, prescription or non-prescription. Parents must bring all medications to school with proper documentation and these medications must be delivered to the school nurse. Only medications that must be taken during school hours may be brought to school by a parent. Please see the school system handbook for complete details.

Parents— For the protection of all the students the following guidelines have been set and will be followed at all times. A student will be sent home when they have:

1. A fever of 100 or over
2. Suspected contagious disease
3. Vomiting or diarrhea
4. Presence of lice
5. Undetermined rash over any part of the body
6. Red eye with watering or crusting
7. Feels too badly to remain at school

If your child has any of the above symptoms in the morning before coming to school, please keep them at home. We have very limited facilities for caring for ill children at school. Please have arrangements worked out in advance for having your child picked up should they become ill at school. Please make sure you have a correct phone number and emergency number on file at school. Should a phone number change, please notify us immediately. When picking up your ill child you must enter the building and sign them out. Your child should be symptom and/or fever free for 24 hours before returning to school. For attendance purposes you must make sure your child returns to school with a parent note or physicians note for the date(s) they were absent for illness.

Reports to Parents

Report of student progress (report cards) shall be made periodically four times a year to the parents of each student. Mid-nine-week progress reports will also be sent home to keep parents informed of their child's progress. If you would like a conference with your child's teacher, please call the school office for an appointment. Please note that Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class.

GRADING SCALE

A 93-100 Outstanding B 85-92 Above Average C 75-84 Average
D 70-74 Below Average F Below 70 Failing

E=Excellent S=Satisfactory U=Unsatisfactory

Make-Up Work Requests- Teachers will prepare make-up work to send home **ONLY for extended absences of 2 or more days. All requests for makeup work will be available by the following day at 2:00pm.** Please reach out to teachers directly whenever possible through email to make requests for work or contact Mary.Meadows@ccstn.org in the front office

Example: Work Requested 11:00am on Tuesday: Will be available by 2:00pm on Wednesday

Field Trips- Written permission must be given by the parents for a child to go on a field trip. The registration form contains a signature line for field trips. All school rules apply on field trips and discipline will be handled the same as if the infraction occurred in the building. Field trips are a privilege and if behavior at school warrants, field trips may be taken away. Students are required to ride the bus to and from field trips. Parents are not allowed to ride the buses and must be background checked in order to chaperone trips. Please contact Mr. Baker should you have questions regarding this process.

Food and Drinks dropped off for Students- Food and drinks may only be brought in during your child's lunch time

Arrival at School - The doors are opened at 7:00 for students. No students should arrive at school prior to 7:00 A.M. No one is on duty to supervise students. All students being dropped off must enter through the front entrance as this is the only access point into our school.

If your child eats breakfast, the cafeteria opens at 7:15. When they arrive at school students should go directly to the cafeteria and get breakfast. The cafeteria will close for breakfast at 7:45.

Late Arrivals - Being on time for school is very important. Attendance records, collections, and counts for the day are made at that time. Each time a student has accumulated 5 tardies, they will lose a parent day. All students should be in class by 7:45 A.M., to hear announcements. Any student arriving between 7:46 and 8:00 will be counted tardy. Students who are tardy must be signed in by a parent and get an admittance slip from the office to enter class. Students who arrive at school on a bus running late will not be given a tardy slip. Students who arrive to school before 11:15 or leave after 11:15 will be counted as present for a whole day.

Dismissal - Pegram bus riders will be dismissed at 2:45, Kingston Springs bus riders will be dismissed at 2:50, and car riders/walkers will be dismissed at 2:55. Parents are to pick their child up from the front of the school.

LEAVING THE SCHOOL GROUNDS - Once you arrive at school or board a school bus, you must not leave under any circumstances without permission from the office. No students are to leave the school building to go to a car or elsewhere on or off the campus. Students will not be dismissed to anyone without prior approval by a parent or guardian.

EARLY DISMISSAL – We understand that students will need to have an early dismissal for various reasons. To ensure that your child is ready for an early dismissal, please contact your child's first period teacher to communicate the time your child will need to gather his/her belongings. **Early dismissal will not be permitted after 2:00 P.M.**, everyday unless there is documentation of a doctor's appointment occurring before 3:30 P.M.

School Breakfast and Lunch-Breakfast and lunch are served in our school's cafeteria. You may pay ahead for a week, two weeks, or a month for both breakfast and lunch. You will receive applications for Free and Reduced Priced Meals on the first day of school. These are to be returned to the school cafeteria as soon as possible. You are encouraged to apply if you fall within the guidelines that will accompany the application. This form is confidential.

Milk is served in the cafeteria and cups will be available if your child would like a cup of water from the water fountain. If a child forgets his lunch money, he will be allowed to charge his/her lunch for that day. All charges are handled through the cafeteria. Charges must be paid for the following day. **No child will be allowed to collect more than 3 charges.** Checks may be written to the cafeteria and made payable to HMS for breakfast and lunch. Your cooperation in paying off charges in a punctual manner is appreciated. Every child is expected to eat a lunch. They may purchase lunch from the cafeteria or bring a lunch from home.

If you have any questions concerning the breakfast and lunch program or any charges your child may have accrued, you may contact Amber Hrobak, the Cafeteria Manager at amber.hrobak@ccstn.org

For information concerning free or reduced meals contact: Tracy Wright, Nutrition Supervisor, 615 -792-5664
Don't forget that all cafeteria payments can be made by visiting cheathamcountyschools.revtrak.net

CAFETERIA RULES

Low noise level.

Enter and leave cafeteria in orderly fashion.

Observe proper table manners.

Clean your eating area and dispose of trash properly.

Stay seated and face table. (Keep your feet under the table and don't turn around in your seat.)

Follow directions of teachers and monitors

Cafeteria Consequences

Possible consequences for misbehavior in the cafeteria include lunch ISS, strikes, break detention, ISS, parent contacted, and other consequences deemed appropriate by the administration.

STUDENT DRESS CODE

Students shall observe modesty and appropriateness in clothing and personal appearance. A student is not appropriately dressed if he/ she is a disturbing or disruptive influence to the educational environment or presents a safety concern for others.

Fashion is constantly changing and some fashion changes may not be appropriate for school. We reserve the right to make changes to the dress code as needed to address these changes to keep disruption to the educational process to a minimum and maintain a safe school. The dress code rules are as follows:

1. Hats and sunglasses are not to be worn in the building unless for an approved special occasion
2. The length for skirts, dresses and shorts must be the length of six inches from the knee.
3. All items worn with leggings; shirts or skirts must be a length that falls at or below the mid-thigh area.
4. Shirts, tops, and blouses with a bare midriff or revealing neckline are not allowed.

5. No tube tops, see through tops, mesh tops, or spaghetti strap shirts allowed. Straps on shirts must be width of a dollar bill. With a sheer outer shirt, the under shirt must meet dress code requirements.
6. No attire depicting or promoting violence, alcohol, tobacco, or drugs is allowed. No gang related clothing
7. No clothes with suggestive, crude, rude, racial, or discriminatory statements are allowed. This also includes wearing clothes displaying the rebel flag.
8. Students should not wear outer clothing that resembles loungewear, yoga pants, pajamas or underwear. (There may be exceptions for special days such as spirit days)
9. Shoes must be worn by all students. House shoes are not allowed.
10. No heavy chains, spikes, or other items that cause a safety concern.
11. Students will not draw on themselves or others.
12. No sleeveless shirts with excessively large or revealing sleeve openings.
13. Students may wear light jackets or sweaters at the discretion of the classroom teacher. Excessively long hoodies or jackets and heavy coats must be kept in locker this includes trench coats.
14. Sagging pants are not allowed.
15. Jeans must be neat and fit appropriately. No holes or frays are allowed above the knees unless leggings are worn underneath.
16. Top coats, backpacks, and purses must be removed once the student enters the school building and stored in locker. Small canvas type bags for gym clothes are allowed for PE only and should be stored in locker when not in transition to PE
17. No blankets at school or on the bus.

All faculty and staff share the responsibility to enforce the dress code.

Consequences for Violations of the Dress Code:

If a violation can be corrected it will be done so immediately with a warning. If it cannot be corrected at school, a student will be allowed to call home for appropriate clothing to be brought to them, they will wait in ISS until these arrive. If appropriate clothing cannot be brought the student will stay in ISS. Persistent violations of dress code will result in suspension from school.

School System Attendance Policies

Students may have five parent note days that are excused plus an additional 5 unexcused absences. Students who arrive to school before 11:15 or leave after 11:14 will be counted as present for a whole day

For further information, see link: <http://www.boardpolicy.net/?DivisionID=19395&ToggleSideNav=>

Refer to policy numbers 6.200, 6.208

Cheatham County Schools Attendance Policy for 18-19

Cheatham County School District (CCSD) strives to provide every opportunity for our students to succeed, and one of the most important contributors to that success is a student's attendance at school. For that reason, students are expected to be present each day school is in session. While we know that regular school attendance is beneficial for students, it is also required by law. The Tennessee

Compulsory Attendance Law requires all school-aged children to attend school and states it is the duty of the parent or guardian to monitor the student's school attendance and to require the student to attend school. The attendance supervisor shall oversee the entire attendance program which shall include:

- 1: Ensuring that all school age children attend school;
- 2: All accounting and reporting procedures and their dissemination;
- 3: Alternative program options for students who severely fail to meet minimum attendance requirements;

- 4: Develop, recommend, and support a Progressive Truancy Intervention Plan;
- 5: Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
- 6: 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.³

All absences, tardies, and early checkouts are recorded daily (and for every class in middle and high school). Absences shall be classified as either excused or unexcused as determined by the principal/designee. Written documentation for all absences must be presented on the first day a student returns to school.

Excused absences shall include:

1. Personal illness (doctor's statement required);
2. Illness of immediate family member (doctor's statement required);
3. Death in the family (limit of two days per incident; documentation required); Immediate family is defined as parents, grandparents, and siblings (including those by blood, marriage, or adoption);
4. Extreme weather conditions;
5. Religious observances
6. College visits (documentation required);
7. Pregnancy (doctor's statement required);
8. School sponsored or school endorsed activities;
9. Summons, subpoena, or court order (documentation required); or
10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

CCSD recognizes that occasions may arise when a student has an opportunity to participate in a unique, once-in-a-lifetime event that will result in school absences. Students and their families must meet with the principal in advance to determine if alternate educational plans/schedules are possible. Approval is at the discretion of the principal and his/her team. Family vacations do not meet the intent of this provision.

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; and
6. A School Progressive Truancy Intervention Plan is in place and followed.

TRUANCY

General

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be

counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. 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 parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation excusing those absences within adequate time, or request an attendance hearing, the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court. The director of schools/designee shall develop appropriate administrative procedures to implement this policy.

Progressive Truancy Intervention Plan

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Tier I

Tier I interventions will include a conference with the student and the student's parent/guardian; an attendance contract, based on the conference, signed by the student, the parent/guardian, and an attendance supervisor or designee; and 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 Tier II.

Tier II

Tier II interventions will include an individualized assessment of the reasons a student has been absent from school conducted by a school employee. This may result in referral to counseling, community based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful. These interventions shall be determined by a team formed at each school and shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee. If these interventions are unsuccessful, the student will be referred to the Student Attendance Board.

If the application of the tiered progressive truancy interventions fails to meaningfully address the student's habitual and unlawful absences from school, the director of schools or attendance supervisor shall report the student to the appropriate judge having juvenile jurisdiction.

MILITARY SERVICE OF PARENT/GUARDIAN

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-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 or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

MAKE-UP WORK

Procedures related to make-up work shall be at the discretion of school administration and shall be included in student handbooks. (see above)

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students

who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the End of Course Exam. Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade.

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 a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION

More than ten (10) consecutive or fifteen (15) reported unexcused absences 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 five (5) absences) or those in danger of credit/promotion denial, shall be referred to the Student Attendance Board to allow them the opportunity to address the panel and discuss the circumstances surrounding their absences. The student or parent/guardian shall be provided with written notification of the hearing. The student and/or parent/guardian shall be provided with a written statement of the action recommended by the panel regarding the excessive absences. Failure to appear before the Student Attendance Board indicates that the Progressive Truancy Intervention plan has failed, and the student may be referred to juvenile court. Students (or their parent(s)/guardian(s)) have the right to appeal the decision of the Student Attendance Board. This appeal must be made 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.

Legal References Cross References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TRR/MS 0520-01-03-.03(15); TCA 49-6-2904(b)(5)
6. TN Department of Education, Student Membership and Attendance Procedures Manual (2017)
7. TN Department of Education, Student Membership and Attendance Procedures Manual (2017); TCA 49-6-3007; Public Acts of 2018, Chapter No. 958
8. TN Department of Education, Student Membership and Attendance Procedures Manual (2017)
9. TCA 49-6-3021
10. TCA 49-6-3007; TCA 49-6-3009; Public Acts of

2018, Chapter No. 958
11. TCA 49-6-3019
12. TCA 49-2-203(b)(7)
13. TRR/MS 0520-01-02-.17
School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Students in Foster Care 6.505
Student Records 6.600

SCHOOL-WIDE DISCIPLINARY RULES AND CONSEQUENCES

While at school or school functions all students are expected to adhere to classroom and general school rules. Students who choose not to obey the rules will be subject to consequences that have been established by the teachers and administration. These consequences begin with a warning and end with the student going to the office after proceeding through the strike chart. Extremely negative behaviors on the part of students may override the use of the strike chart and lead to immediate referral to the office

We expect students to behave, learn and exhibit good manners, and to be responsible for their actions. Additionally, students are expected to respect and comply with any instructions given them by any member of the school staff. Students are to also respect textbooks, furniture, equipment, properties and facilities of the school. Student conduct includes not only a pride in personal conduct, but also a pride in the appearance of our campus. There will be no littering at school or on campus, and every effort should be made to keep the building and grounds clean. Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all.

GENERAL SCHOOL-WIDE AND CLASSROOM RULES OUR THREE GENERAL SCHOOL RULES ARE: BE RESPECTFUL - BE RESPONSIBLE - BE READY

It would be impossible to cover every situation in the brief space of our handbook, but we will address many of the common rules associated with our school with the expectation that unique situations and circumstances will be handled by school admin (or designees) with appropriate action. Our rules apply both at school or any school sponsored event on or off campus.

- 1: Students should be respectful of all school staff. Minor violations will be dealt with through conferences, timeouts, admin detentions, and ISS. Major or extreme incidents will result in OSS and possible referral to Student Discipline Hearing Authority (SDHA).
- 2: Hallway behaviors should be quiet and students should walk on right side of hallway and will be escorted to areas outside their designated area. No running, sliding, or horseplay is tolerated in the hallways.
- 3: Possession of or use of tobacco products of any kind are prohibited. Each offense will result in a citation to the Cheatham County Juvenile Court per Tennessee Code Annotated. Lighters and matches are not allowed at school.
- 4: Behaviors that constitute Zero Tolerance are explained in the Cheatham County Student Handbook and will result in automatic referral to SDHA. This includes drugs, drug paraphernalia, firearms, knives, other dangerous weapons, fireworks, etc. See board policy for other items.
- 5: Public displays of affection are inappropriate for school and are not allowed. Public Displays of affection include but are not limited to holding hands, kissing, and hugging. Consequence for violations will be strikes and ISS assignments for repeated offenses
- 6: Use of vulgar or profane language is inappropriate for school and is not allowed.
- 7: Fighting, bullying, threats, and verbal confrontations have no place in school and will not be tolerated.
- 8: Students who are involved in any of these will be subject to disciplinary action. Students that believe they are being provoked into a fight should notify school personnel.
- 9: Students who abuse or misuse school property or the property of another individual shall pay in full for all

damages.

10: Students should not bring large amounts of money, electronic game systems, cameras, trading cards, or toys, etc. to school. The school cannot replace personal items which are lost, broken, or stolen. If a personal item is taken up; it will be returned at the end of the school year or to the parents when they come to the school.

11: No chewing gum is allowed at school.

12: No shanking, mooning (pulling one's own pants down or another student's pants down), or similar behaviors are allowed. These acts are subject to out-of-school suspension.

13: Any student misuse of school internet service or searches for inappropriate content using school internet will face discipline procedures as a result

14: Cell phones are not allowed to be used per board policy unless granted explicit permission by a staff member. Students found using phones or with phones on are subject to disciplinary action without teacher permission. See board policy 6.312

Fighting

Fighting will result in stern disciplinary actions not only because we want our school to be a safe learning environment, but also because we wish our students to learn positive ways to solve conflicts in their future. The punishment for a fight will be determined by the degree of involvement of the individual students. Typically, suspension will almost always result for both parties: ISS usually for pushing-shoving fights, OSS usually results if punches are thrown. In addition, any student who actively encourages the fight or contributes to its developing stages may also be disciplined.

Instigating the Violation of Rules

Students encouraging or arranging the violation of school rules by other students are subject to any and all discipline consequences associated with the violation of the rule even if not directly involved at the time of the violation

Threatening or Intimidating Messages

Communication of threats or violence in any way are taken extremely seriously by HMS Administration and will be investigated fully in conjunction with the school SRO should these comments potentially interfere with the learning environment of HMS. These include comments transmitted from outside the school building through social media or other means.

Notification of In-School Suspension

When a student is to be placed in In-School Suspension (ISS) the parent/guardian will be notified in writing. The notice is not a request for permission to place a child in ISS, it is notification of what the school is going to do. The student is responsible to take the Notice of In-School Suspension home, have it signed, and return it to the person in charge of ISS the following. Failure to do so may result in additional time in ISS. Note that the length of time in ISS is at the discretion of the administration depending on the type and severity of the offense. **Should a student get in trouble in ISS they will be subject to suspension out-of-school (OSS). It should be noted that ISS is an alternative to out-of-school suspension. If a student will not behave, do their work, and follow the rules in ISS, they are choosing OSS instead. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.**

Suspension From School

Length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardians will be notified in writing of the action taken and will have complete custody and jurisdiction of their child during the suspension. School officials will attempt to notify a parent/guardian of suspensions when possible. However, time constraints may sometimes prohibit this. **A suspended student may not appear on school property or at any school sponsored activity at or away from school.** This includes students placed at Riverside Academy. A student will be re-admitted to school after a satisfactory solution to his/her conduct is agreed upon by parents and administration. The length of the suspension will reflect the severity of the infraction and the student's prior suspension record. Any principal or assistant principal (herein called principal) may suspend/expel any student

from attendance at school or any school-related activity on or off campus 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. **Please see Board Policy #6.316 for a list of possible reasons for suspension/expulsion.**

Students Awaiting the Student Disciplinary Hearing Authority (SDHA)

Any student referred to the SDHA will be placed in ISS or OSS prior to their hearing date. For more information refer to policy 6.317 at <http://www.boardpolicy.net/?DivisionID=19395&ToggleSideNav=>

Tape Recorded Meetings with Students

For purposes of clarity all meetings with students are subject to being tape recorded. The recordings will be treated as confidential files.

Habitual Offender Rule

Some students flagrantly violate rules over and over, especially gum and dress code. We have set limits on how many times you can violate a rule before you are considered a habitual offender. Once you are on that list and you break that rule—example gum—you automatically go to ISS the remainder of that day and all the following day. This process has been very effective in getting students to stop breaking that particular rule.

Police Action—Fighting, Drugs, Weapons...

Fights, threats, possession of drugs, weapons, or other serious matters are subject to investigation and reported to our School Resource Officer (SRO). Under laws that went into effect in 2008, schools may turn investigations and possible prosecutions over to the police. We will attempt to let parents know that the police are going to talk to their child if time allows, but according to the law a parent does not have to be present when the authorities interview students. Your child may be arrested and taken to juvenile. Students are subject to searches when drugs and other prohibited items are suspected. Please refer to school board policy 6.303

Harpeth Middle School Discipline Plan 2018-2019

For the 2018-2019 school year HMS will be operating under a “strike chart” system in order to consistently track discipline data throughout Office 365 system. All staff members will have complete access to the chart and will be able to collaborate across the school to intervene, when appropriate, to address situations.

The Strike Window

The strike window will be on an alternating two-week schedule between Group 1 (5th and 6th) and Group 2 (7th and 8th). New cycles will begin on Mondays and conclude on the following Friday for a span of two weeks. After the final day of the cycle, each student will receive a clean slate to begin the next cycle. .

A strike is a minor infraction as defined by the staff member giving it. Grade levels are free to develop their own scales and/or guidance systems to “calibrate” their strike process.

Strike Progression Over 2 Week Strike Window

Strike 1=Warning

Strike 2=Warning

Strike 3=Parent Contact, made by staff member giving the strike

Strike 4=Lunch ISS, referred by staff member giving the strike

Strike 5=Administrative Referral (typically 1 day of ISS)
Strike 6=Administrative Referral (2 days of ISS)
Strike 7=Administrative Referral (3 days of ISS)
Strike 8=Administrative Referral (4 days of ISS)
Strike 9=Administrative Referral (5 days of ISS)

*5 Referrals during the year will trigger a Behavior Support Plan

*10 Referrals will trigger a process of consideration to Student Disciplinary Hearing Authority

Types of Referrals and/or Removals from Class

Progressive Strike Referrals-referrals that come as a result of the student earning a 5th strike (or beyond) and receiving an office discipline referral.

Major Referrals-referrals that come as a result of an immediate and major discipline infraction that requires students to be removed from class and to be sent immediately to an administrator.

Strike Chart Discipline" and "Administrative Discipline" are mutually exclusive from one another. For example, should a student be given two days of OSS by an administrator for a fight, the student will return to the grade level after serving the suspension with the same amount of strikes as before. Strikes are designed to be assigned for minor infractions. An obvious exception could be if a quick accumulation of strikes (and no stop in the behavior) leads to a major referral situation.

Typical Major Referral Situations

*Fighting = Minimum 2 days OSS

*2nd Hand Facilitation of a fight=Minimum 1 day OSS

*Blatant Disrespect and Major Scene of Defiance = Minimum 1 day ISS

*Cheating on test/assignment = 1 day ISS for test / ½ day ISS for assignment

*Administrative Half-Day Referrals: These will be assigned by Mr. Philipp or Mr. Baker for moderate discipline issues in which a "Time Out" may not be appropriate

*Administrative Detention and Partner Time-Outs: Students may be sent the Admin Detention table in the Cafeteria for a 20 minute "cool down" period. Students will be required to sign in and out at the notebook on the table. Teachers will also coordinate with a partner to provide staff to staff time-out opportunities for students.

***Please note that every situation has considerations which may warrant more or less consequence. We will try to convey rationale to whatever extent reasonably possible if a situation warrants deviation from a typical consequence.

*Students who reach referral-triggering strike after ~10:00am on a given day will be assigned their subsequent punishment for the following day unless otherwise arranged. Any further strikes during the "waiting day period" (once a student is informed of their pending referral) will automatically advance to the next step in the strike progression and should result in separate referrals.

A reminder: Instigating, encouraging, or facilitating the violation(s) of a school rule may result in punishments equal to that of the primary offender(s).

Anonymous Text Number for Students: (615) 829-6072

-Students that feel unsafe during the school day may reach out to this number for bullying or safety concerns

-This number may also be utilized to report suspicious and/or dangerous activity of any kind to school administration

Failure to Report a Potentially Harmful Event

Many times, students are the first to hear other students that may be plotting/planning, boasting, writing down, or just generally talking about bringing or doing something at school that is potentially harmful, dangerous, or illegal. This might include such things as bringing weapons to school, bringing drugs/alcohol/tobacco or other illegal items, planning or talking about fighting, assaulting, or committing bodily harm on someone, theft, or any other types of illegal activity. **To have knowledge of any of these types of things and *not* report it leaves that individual open to school and legal punishment should an act be carried out that could have possibly been prevented.** We encourage students, parents and the community to help keep us informed of any potential for harm. The school has a responsibility to try to keep everyone safe. Individual names of those providing information will be kept confidential. Reports may be made anonymously. We thank everyone for their help.

Bullying Procedures for Harpeth Middle School 2018-2019

*Bullying results when a student engages in the act of intimidating and harassing another student in a scenario in which a power disadvantage exists.

*We are HMS want to know about all potential acts of bullying (whether or not the student reporting is sure if the situation represents bullying) so that we may intervene and take appropriate action

*Students are encouraged to immediately report bullying concerns at the following location

https://forms.office.com/Pages/ResponsePage.aspx?id=qmF0dn9znEScCOpe_cPQu_hGD37XFLdBkepf1wzBIIURFM2NkVBMTRUUUVIOSjVD0FNXN0ZHMjcxMC4u

*Bullying Reports are online only – accessible by school counselors and with all teachers in the building

*Staff members are readily available to assist students in the completion of reports

*Reports will be investigated thoroughly by administration in a timely manner

#1: Student or Teacher Initiated Bully Report

#2: Administration led Investigation

#3: Verbal Warning (entered into Skyward) if reports are substantiated **plus notification card home

#4: Official Bullying Letter signed by Parents if any behavior continues (entered into Skyward)

#5: 3 Day In-School Suspension Minimum + Behavior Contract

#6: 5 Day Out of School Suspension

#7: 10 Day Out of School Suspension

#8: Referral to SDHA

***These steps may be skipped and/or they may be increased in severity at the discretion of the administration*

***Parents/Guardians of victims will be notified if reports are substantiated*

***These steps continue for any bullying behavior towards any other students*

Anonymous Text Number for Students: (615) 829-6072

-Students that feel unsafe during the school day may reach out to this number for bullying or safety concerns

-This number may also be utilized to report suspicious and/or dangerous activity of any kind to HMS administration

-This text service is only active on school days from 7am-4pm. Sending texts outside of those hours will result in delayed receipt and/or response if one is needed.

SCHOOL BUS RULES AND REGULATIONS

Acceptable conduct on the school bus is developed by the cooperative effort of the transportation director, principals and bus drivers. All discipline is related to the primary concern for the safety of students. All school children being transported on a school bus are under the direct supervision and control of the school bus driver and shall be subject to the discipline of the bus driver and student's principal. The bus driver shall be firm but fair in dealing with students.

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

In order to assure each student safe transportation while on a school bus, the following rules, established by the transportation director and the transportation committee, must be adhered to:

1. Students will remain well back from the roadway while waiting for the bus.
2. Enter the bus in an orderly fashion and go directly to a seat and remain there until the destination is reached.
3. To ensure safety, the driver must be totally in charge, and passengers must respond promptly to all instructions given. All students will be assigned a seat at the beginning of the year.
4. The use of any tobacco products, gum, food or drink on the bus is prohibited.
5. Passengers must obey classroom conduct. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language or gestures is prohibited. Students shall conduct themselves in such a manner that they will not disturb other riders on the bus or the driver.
6. Students must maintain reasonable order so that the driver may be alert for various traffic hazards.
7. Keep aisles and step well clear at all times. If you must carry personal items on the bus with you, please hold them in your seat. No personal items will be allowed to take a student's seat. Items too large to be held in a student's lap or store under the seat will be denied.
8. Students must keep head, hands, arms, feet, and legs inside the bus at all times. Do not extend any portion of the body out of the bus windows.
9. Students shall enter or leave the bus with the consent of the bus driver at the front door only, except in an emergency. Emergency doors and exits are for emergencies only.
10. Students who must cross the street at a bus stop shall not do so until they receive a signal from the bus driver. When crossing a street is necessary, it shall always be done in front of the bus so that the driver may adequately observe them. This means that students shall be able to see the face of the bus driver. The driver shall hold his/her bus with warning lights flashing until the crossing has been completed.
11. In order that drivers may meet their time schedule, students are expected to be at the designated stop at the scheduled time. The bus cannot wait for tardy passengers. **Never** run to catch a bus. Be early.
12. Children who live close together are to come to a common bus stop in order to avoid as many unnecessary stops for the bus as possible. No stops will be closer than 600 feet.
13. Drivers will not unload passengers at places other than the regular stops near their homes, or at a school without an authorized bus pass approved by the transportation director and signed by the student's principal or his/her designee. A note signed by the parent to the driver will not suffice unless this child is one of your regular riders and is riding to another location on the same bus route.
14. A student shall become ineligible for pupil transportation when their behavior is such as to cause dissension on a school bus, or when they disobey state and local rules and regulations pertaining to pupil transportation.
15. Any principal may for good and sufficient reasons suspend a pupil from attendance at school or from riding a bus until the case is decided by the Board of Education (code 6.316, TSB Section 6, page 41, TCA 49-6-3401).
16. Any name calling that refers to religion, sex, or race will be written up.
17. Use of profanity in any form is prohibited. Any profanity directed to another person will be an immediate write up.
18. Students will not be allowed to bring knives or sharp objects of any kind, firearms, pets or other living animals on the bus. All students must put away their pencils before entering the school bus.
19. Students shall not tamper with any of the safety devices such as door latches, hatches, and fire extinguishers.
20. Use of aerosol sprays or cologne on the bus is strictly prohibited.

Failure to follow these regulations may result in suspension from Cheatham County School's Transportation. Parents must assume responsibility for the behavior of their children while their children are riding the bus. If permission to ride the bus is

revoked, the parent must provide transportation to and from school for the student until such time a reinstatement is made.

SUSPENSION OF BUS PRIVILEGES

Failure to follow any of the school bus rules and regulations shall be considered misconduct on the school bus and will be dealt with swiftly and fairly.

The category of misconduct will determine the discipline procedure taken. Any misconduct of violence or vandalism will result in an automatic suspension. The driver will take the student to the student's principal for immediate suspension. The driver does not send any paperwork to the BOE for these violations. The driver will write up the incident solely for his/her records. Any future misconduct on the bus by this student will also result from immediate suspension.

A safety violation suspension process is as follows:

- 1st Written Warning
- 2nd Minimum of 3 Day Bus Suspension
- 3rd Minimum of 5 Day Bus Suspension
- 4th Offense 10-30 Days Bus Suspension
- 5th Offense Referral to SDHA

Once a child has been suspended, the child will take a suspension letter home to the parent. The child is not authorized to ride any school bus during the time of suspension. Once the suspension is up, the child may return to riding the bus, provided that the suspension letter is given to the bus driver with the parent's/guardian's signature. If the child does not produce the signed letter, **the driver will not let the student ride the bus**

AFTER A CHILD HAS BEEN SUSPENDED FROM THE SCHOOL ONCE, DO NOT SEND ANY DISCIPLINE VIOLATION WRITE-UPS TO THE BOE. EACH SUCCESSIVE VIOLATION OF SCHOOL BUS POLICIES WILL RESULT IN AUTOMATIC BUS PRIVILEGE SUSPENSION IN ACCORDANCE WITH CCBOE POLICY

District Policy Handbook

Below are several board policies briefly described, for full policy and complete information please visit the county website where all policies can be found online in their entirety. <http://www.boardpolicy.net/?DivisionID=19395&ToggleSideNav=>

ZERO-TOLERANCE VIOLATIONS Policy# 6.309

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

Zero tolerance offenses include: 20 U.S.C. § 8921; TCA49-6-4216(b); TCA 49-6-3401(g)

1. Unauthorized possession on school property of a firearm, or anything designed, made or adapted for the purpose of inflicting death or serious bodily injury
2. Battery upon a teacher, principal, administrator, any other employee of a local education agency or school resource officer;
3. Unlawful possession, use, influence of, sale, distribution, or delivery of any drug including any controlled substance as defined in TCA 39-17-403 through 39-17-415, or legend drug as defined by TCA 53-10-101.
4. Any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention TCA49-6-4216(a)(2)(C)

DUTY TO REPORT Policy #5.106

In accordance with state law, a student already enrolled or one who enrolls in a Cheatham County School who has been convicted of a felony offense must report that offense to the principal at the time of enrollment or at the beginning of the school year. The parent has the same obligation if the child is under the age of 18.

It is a felony for any adult who has knowledge of a student having a firearm on campus not to report that fact to an administrator, a teacher, or other responsible adult.

Any student who becomes aware of a developing situation that can reasonably be expected to result in injury or harm to another person, student or adult, has a duty to report such knowledge to a teacher, administrator or responsible adult.

SMOKING AND TOBACCO FREE SCHOOLS Policy# 1.803

Students shall not use or possess any tobacco product nor smoking devices at school or any school function where they officially represent the school. Possession or use of any form of tobacco is in violation of Board policy. All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, and associated paraphernalia are prohibited in all of the school districts' buildings and in all vehicles that are owned, leased, or operated by the district. Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms. Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer.

RIGHTS AND RESPONSIBILITIES OF STUDENTS Policy #6.301

The Board expects all employees, 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. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities¹; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board and school officials
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.

VISITORS TO THE SCHOOL Policy #1.501

Except on occasions, such as school programs, athletic events, open house and similar public events; all visitors will report to the school office when entering the school and will sign a log book. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes shall be issued for all persons other than students and employees of the school.

ENGLISH LEARNERS Policy #4.207

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take reasonable actions to provide the student equal access to its programs. Students who are English learners ("EL") shall be identified, assessed, and provided appropriate services. No child shall be admitted to or excluded from any program or extra-curricular activity based on the student's surname or EL status. Paperwork can be found in the school office.

STUDENT DISCRIMINATION/HARRASMENT /BULLYING/INTIMIDATION Policy # 6.304

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

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

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

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

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

Hazing- An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

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

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

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

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

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

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

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. Within the parameters of the federal Family

Educational Rights and Privacy Act (FERPA) at U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

REPORTS

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

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending.

This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503. 21
Complaint forms may be found in the school office.

USE OF PERSONAL COMMUNICATION DEVICES IN SCHOOL Policy# 6.312

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls.

Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

Students and employees may only use electronic devices to photograph or record in an approved manner.

Unauthorized use or improper storage of a device will result in confiscation until the end of the school day. A student in violation of this policy is subject to disciplinary action

Policies and Notices Related to the Administration of Schools

ATTENDANCE Policy # 6.200

TENNESSEE COMPULSORY SCHOOL ATTENDANCE LAW

Every parent, guardian, or other person residing within the State of Tennessee, having control or charge of any child or children between the ages of six (6) and seventeen (17) years, both inclusive, shall cause such child or children to attend public or non-public school, and in the event of failure to do so, shall be subject to the penalties hereinafter provided. The meaning of the word, "inclusive," is that children must attend school from six (6) until eighteen (18) years of age.

Any parent, guardian, or other person who has control of a child or children, and who shall violate the provisions of this part, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be subject to a fine and court costs, as provided by law, at the discretion of the court. Each day's unlawful absence shall constitute a separate misdemeanor.

MEDICINES Policy # 6.405

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the

medication, only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations:

Written instructions **signed by the parent** or legal guardian 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 legal guardian of the student unless the medication must be retained by the student for immediate self-administration. (i.e. students with asthma).

Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP).

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent or legal guardian 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 order;
5. Return unused prescription to the parent or legal guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent or legal 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 of a request for long-term 3 administration of medication.

EQUAL EDUCATIONAL OPPORTUNITIES

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

Title VI prohibits discrimination on the basis of race. Title IX prohibits discrimination on the basis of sex. Inquiries about compliance may be directed to: Beth Batson (615)792-5664

The Cheatham County Board of Education acknowledges that it is desirable to resolve all allegations of discrimination through free and informal communications. A request for an informal conference must be made by the grievant within 10 calendar days after an alleged violation has occurred. A conference must be convened within five calendar days after receipt of the request.

PARENTAL/FAMILY INVOLVEMENT PROGRAMS Policy # 4.502

The school district shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

MIGRANT STUDENTS Policy# 6.504

The Board directs the administration to identify migratory students as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible.

NOTIFICATION OF FERPA RIGHTS

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.

One of these is the right to inspect and review the student's education records within 45 days of the day the System receives a request for access. Parents or eligible students should submit to the school principal 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.

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 System 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 System 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. If there are any additional questions relative to student records, they should be directed to the Director of Student Services or the Director of Schools.

CHILD FIND PROGRAM

In compliance with state and federal law Cheatham County School District states any disabled child ages 3 through 21 years of age must be served in an appropriate program to meet the needs of the child. The Cheatham County School District will provide 504 and Special Education services to any student with a disability without discrimination or cost to the student or family. If you know a child who may need special services, please contact the Director of Special Education at 615-792-5664 22

PARENTAL RIGHTS – SPECIAL EDUCATION

https://www.tn.gov/assets/entities/education/attachments/331816_notice_proc_safeguard_s.pdf

Parents of children who are suspected to need or identified as needing special education services have certain rights, which are guaranteed by state and federal law. Those rights and responsibilities are briefly outlined below. If you would like a full explanation of any of the items,

please contact the Special Education Supervisor, at 15-792-2070 or the Tennessee Department of Education district office.

Consent: You have the right to give or refuse consent for any actions initiated by the local school agency.

Notice: You have the right to a written notice within a reasonable time prior to any action requiring your consent.

Evaluation: You have the right to have a full evaluation of your child's individual educational needs to be administered by trained personnel.

Least Restrictive Environment: Your child has the right to be educated with his/her peers in the least restrictive environment appropriate for the student.

Student Records: Your child's records are confidential and may only be reviewed by you and other authorized persons.

Administrative Complaint: You have a right to file an administrative complaint with the Tennessee Department of Education, Division of Special Education, when you believe the LEA has failed to comply with state and federal regulations governing the education of children with disabilities.

ASBESTOS NOTIFICATION

An environmental engineering firm has completed a study to determine the presence and location of friable and non-friable asbestos materials in all buildings of the Cheatham County School District. All buildings were inspected in accordance with Environment Protection Agency guidelines for asbestos-containing materials. (i.e., 40 CFR PART 763). In most of the schools, the asbestos fibers are primarily confined to boiler rooms and pipe insulations to which students do not have access. If you have any questions or concerns, please contact the Maintenance Supervisor at 615-792-5664

NONDISCRIMINATION POLICY

It is the policy of the Cheatham County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (Sexual Harassment), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries regarding compliance with Title VI should be directed to:

Dr. Beth Batson of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Inquiries regarding compliance with Title IX should be directed to:

Dr. Beth Batson of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Inquiries regarding compliance with 504 should be directed to:

Stacy Brinkley of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C. 23

HOMELESS STUDENTS Policy #6.503

A homeless student shall have equal access to the same free, appropriate public education as provided to other children and youths.

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

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

MEDIA ACCESS TO STUDENTS Policy #6.604

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

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

SCHOOL VOLUNTEERS Policy #4.501

All volunteers must be approved by the principal and shall serve under the supervision and direction of the professional personnel of the school to which they are assigned. Volunteers shall assist professional personnel in the performance of their teaching and administrative responsibilities. They may not teach, but they may reinforce skills taught by the professional staff.

The director of schools shall develop procedures to require the appropriate background checks for volunteers who may work closely with students without much or any supervision of district employees.

Refer to school volunteer application procedures for specifics of process. You may contact adrian.baker@ccstn.org with any questions regarding this process

SCHOOL ADMISSIONS Policy #6.203

The Cheatham County School District requires three (3) current proofs of residence in the assigned school zone in the school district. The proofs should be on the following list of acceptable proofs:

- Mortgage document or property deed
- Apartment or home lease
- Driver's license
- Voter registration card
- Automobile registration
- Checking account

Any other documentation that will objectively and unequivocally establish that the parent or guardian resides in the assigned zone in the school district.

Additionally, any student entering school for the first time must present all of the following documents:

Birth Certificate or officially acceptable evidence of a date of birth at the time of registration.
Evidence of a current medical examination including evidence of state-required immunization.

DRUG-FREE SCHOOLS Policy #6.307

Students shall not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school- sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs. Disciplinary sanctions shall be imposed on students who violate standards of conduct required by this policy. Such sanctions shall 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 counseling and rehabilitation programs shall be made available through the school office.

PHYSICAL ACTIVITY LAW

The General Assembly recently approved legislation updating the physical activity law that was changed last legislative session. The new physical activity law requires 90 minutes of physical activity each full school week for middle and high school students. Physical activity may include: walking, jumping rope, playing volleyball or other forms of physical activity that promote fitness and well-being. Recess and free-play activities may be used to meet the requirements. Physical Education may count towards meeting the physical activity law, but the physical activity law shall not replace the current Physical Education program.

CONCERNS, COMPLAINTS AND GRIEVANCES Policy #6.305

SCHOOL LEVEL CONCERNS AND COMPLAINTS:

Decisions made by school personnel – such as aides, teachers, or assistant principals – which parents or student 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 parent or student will contact the principal's office of their student's school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two (2) school days. The appeal will usually be decided confidentially and promptly, preferably within ten (10) school days. A complaint form may be found in the school office.