

**MONROE COUNTY SCHOOLS  
2018-2019 SCHOOL CALENDAR**

**First Day of Class – August 8, 2018 – 10:00 a.m. dismissal with teachers working all day.**

**First Full Day – August 9, 2018**

**Last Day of Class - May 24, 2019 Students will be dismissed at 10:00 a.m.**

**STATE REQUIRED INSERVICE TRAINING DAYS – 5**

County-Wide	August 6, 2018
1 Administrative Day	August 7, 2018
3 Days	Principal Discretion

**BOARD DESIGNATED ADMINISTRATIVE DAYS – 4**

Administrative Days (school based in-service)	August 2 and 3, 2018
1 Day to Close School	May 23, 2019
Parent Conference	1 Day

**HOLIDAYS**

Labor Day (1 day)	September 3, 2018
Fall Break (5 days)	October 1-5, 2018
Thanksgiving (3 days)	November 21-23, 2018
Winter Break (10 days)	December 21, 2018 at 10:00 a.m. through January 4, 2019 (inclusive) Students return on January 8, 2019
Martin Luther King Day (1 day)	January 21, 2019
President’s Day (1day)	February 18, 2019
Spring Break (5 days)	March 25–29, 2019
Good Friday	April 19, 2019

**STAFF DEVELOPMENT** (Students do not attend these days)

August 31, 2018  
November 6, 2018 Election Day  
January 7, 2019 (May be used for make-up inclement weather day if more than 9 days are missed)  
February 15, 2019 (May be used for make-up inclement weather day if more than 9 days are missed.)

**ACTUAL DAYS TAUGHT PER MONTH**

August	18 days	January	18 days
September	19 days	February	19 days
October	18 days	March	16 days
November	19 days	April	21 days
December	<u>15 days</u>	May	<u>17 days</u>
TOTAL	89 days	TOTAL	91 days

**SCHOOLS WILL RECOGNIZE VETERANS DAY DURING NOVEMBER 2018**

State guidelines will be followed for make-up of inclement weather days.  
Semester exams will be given before winter break.

## SCHOOL FEES SCHEDULE

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

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

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

### ELEMENTARY AND MIDDLE SCHOOLS

1. Educational magazines such as Weekly Reader, Time for Kids, Scholastic News, etc. not to exceed \$10.00.
2. Workbooks to correlate with academic curriculum and basal textbooks, such as reading, math, phonics, social studies, or Spanish workbooks which range in cost from \$2.00 to \$15.00.
3. Class fees for consumable supplies such as paperback books, manuscript tablets, folders, tote bags, lab supplies, etc. not to exceed \$10.00 per student.
4. Art and music supplies and equipment such as take home projects, holiday projects, and music and art supplies not to exceed \$10.00.
5. Science Lab Fee \$10.00 Approved by School Board 7/13/00

### K-8 STATE MANDATED TESTS

#### **Tennessee Comprehensive Assessment Program (TCAP)/TNReady Schedule: 2018-2019 School Year**

Monroe County students will be participating in the following State tests:

All students in grades 2 through 8 will be assessed in the following subjects:

- English/language arts
- Math
- Science (grades 3-8)
- Social Studies (grades 5-8)

The tests will be produced and scored by Questar. Specific test times and dates will be shared with students and families as available.

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

## ATTENDANCE

### GRADES K-8

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

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

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

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

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

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. College visits;
7. Pregnancy;
8. School sponsored or school endorsed activities;
9. Summons, subpoena, or court order; or
10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:

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

# TRUANCY

## **General:**

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

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

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

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

## **Progressive Truancy Intervention Plan:**

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

### **Tier I:**

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

Tier I Requires:

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

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

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

## **Tier II**

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

## **Tier III**

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

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

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

## **MILITARY SERVICE OF PARENT/GUARDIAN**

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

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

## **MAKE-UP WORK**

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

## **CREDIT/PROMOTION DENIAL**

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

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

## **ATTENDANCE HEARING**

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardians(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the director of schools/designee.

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

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

The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.  
**(SBP 6.200)**

## **PERFECT ATTENDANCE CERTIFICATE**

Students having zero days absent during the school year, based on funding days, will be eligible to receive a perfect attendance certificate

## **TENNESSEE COMPULSORY SCHOOL ATTENDANCE LAW**

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

## **STUDENT SUSPENSIONS**

### **Reasons for Suspension**

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

### **Administrative Policy**

## **ZERO TOLERANCE OFFENSES**

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

### **Weapons and Dangerous Instruments**

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

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

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

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

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

### **Drugs**

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

### **Battery**

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

### **Notification**

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

**(SBP 6.309)**

## **TOBACCO-FREE SCHOOLS**

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

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

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

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

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

Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is prohibited by law in seating areas and in restrooms.*

**(SBP 1.803)**

### **RIGHTS AND RESPONSIBILITIES**

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

Each student has the right to:

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

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board and complemented by school administrators and teachers;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expressions;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;



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

**(SBP 6.301)**

### **PROCEDURAL DUE PROCESS**

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

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

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

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

#### **Administrative Policy**

### **INTERROGATIONS AND SEARCHES**

#### **Interrogations by School Personnel**

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

If a student is suspected or accused of any offense committed in a school during school hours or on school property at any time, the principal may interrogate the student, without the presence of parent(s) and without giving the student constitutional warnings.

#### **Interrogations by Police**

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

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

### **Police-Initiated Interrogations**

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

### **Searches by School Personnel**

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

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

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

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

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

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

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

**Administrative Policy**

**STUDENT CONCERNS, COMPLAINTS  
AND GRIEVANCES**

**Student Concerns and Complaints**

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

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

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

**Appointing Complaint Managers**

The Director of Schools has appointed the following complaint managers (male and female) at the individual schools to handle discrimination/harassment grievances of students.

Coker Creek School	Joey Debity & Shan Dalton
Madisonville Primary	Angie Kyle & Casey Davis
Madisonville Intermediate	Stephanie Lane & Penny Tipton
Madisonville Middle	Sheryl Debity & Brian Schrimsher
Rural Vale School	Dennis Hicks & Cassie Sanders
Tellico Plains Elementary	Robert Hooper & Laura Jones
Tellico Plains Jr. High	Ruthie Hunt & James Brannon
Vonore Elementary	Melissa Moore & Matt Barger
Sequoyah High School	Debi Tipton & Terry Harris
Sweetwater High School	Eric Weaver & Kim Vineyard
Tellico Plains High School	Russell Harris & Sharon McKinnon
Vonore Middle School	Matt Conley & Matt Barger

**(SBP 6.305)**

## **STUDENT DISCRIMINATION/HARASSMENT AND BULLYING/INTIMIDATION AND CYBERBULLYING**

**Discrimination/Harassment (Sexual, Racial, Ethnic, Religious)  
(SBP 6.304) (see attached)**

### **UNSAFE SCHOOL CHOICE POLICY**

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

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

### **DRUG-FREE SCHOOLS**

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

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

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

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

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

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

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

**(SBP 6.307)**

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

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

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

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

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

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

#### **Interrogations and Searches**

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

## **Disputes Between Students or Between Students and Staff**

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

**(SBP 6.300)**

## **BUS CONDUCT**

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

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

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

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

### **Bus Pass**

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

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

### **Use of Video Cameras**

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

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

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

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

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

**Level I Violations:**

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

**Level II Violations:**

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

**Level III Violations:**

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

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

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

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

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

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

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

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

## **SCHOOL BUS SAFETY**

### **Student Responsibilities**

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

### **Parent Responsibilities**

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

### **Bus Driver Responsibilities**

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

### **School Closing**

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

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



## **DRESS CODE**

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

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

### **Student Dress Code Guidelines (GRADES 6 – 12)**

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

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

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

*Approved by the Monroe County Board of Education*

*March 8, 2012*

## **DRESS CODE VIOLATIONS**

Discipline procedures for student violating the dress code:

- 1<sup>st</sup> Offense – Warning (Do not wear this type of clothing again.) and Prefer Clothing be Changed
- 2<sup>nd</sup> Offense – In-School Suspension
- 3<sup>rd</sup> Offense – 2 Days Out-of-School Suspension
- 4<sup>th</sup> Offense – Long Term Suspension (3-5 days)

## **CARE OF SCHOOL PROPERTY**

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

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

### **Administrative Policy**

## **CORPORAL PUNISHMENT**

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

1. Corporal punishment shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances;
2. The instrument to be used shall be approved by the principal;
3. Corporal punishment shall be administered in the presence of another professional employee; and
4. The nature of the punishment shall be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the student, and the influence of the student's example and conduct on others.

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

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

## **DETENTION**

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

### **Administrative Policy**

## **FREE COUNTY TEXTBOOKS**

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

## **ACCEPTABLE USE OF THE INTERNET**

The internet offers many fascinating opportunities for gaining new information. Along with these opportunities, however, there is the potential for misuse, abuse, and access to inappropriate or potentially dangerous material.

The Monroe County School System will make every effort to deny access to this material and students will be trained on the proper use of the Internet; however, it is impossible to restrict access to all controversial material. Therefore, it is the user's responsibility to abide by accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Do not use abusive or obscene language when communicating with others.
2. Do not reveal personal information about yourself or others. This includes personal addresses, phone numbers, or credit card information. The internet is not secure and other users can access this information.
3. Do not use the Internet to access inappropriate materials. This includes but is not limited to pornography, racism, sexism, unethical or illegal solicitation or materials, which could present a danger to yourself or others.
4. Do not download copyrighted material or software.
5. The potential exists for downloading files which are infected with a virus. Prior to downloading files, seek permission from your teacher. After downloading a file, it should be scanned for viruses before use.

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

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

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

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

## **PERSONAL COMMUNICATION AND/OR ELECTRONIC DEVICES (continued)**

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

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

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

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

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

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

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

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

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

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

## **ALTERNATIVE SCHOOL PROGRAMS**

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

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

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

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

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

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

Students found to be eligible for special education in related circumstances shall be placed and served.

**(SBP 6.319)**

### **HOMEBOUND INSTRUCTION**

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

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

**Administrative Policy TCA 41-10-101 thru 104**

### **STUDENTS WITH SPECIAL NEEDS**

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

## STUDENTS WITH SPECIAL NEEDS (continued)

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

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

### SCHOOL LUNCH AND BREAKFAST

The National School Lunch and Breakfast Program is offered at all schools in Monroe County. School breakfast ensures that all students have access to a healthy breakfast at school to promote learning readiness and healthy eating behaviors. Cafeterias also provide nutritious lunches and the opportunity to practice skills learned in classroom nutrition education. Students who eat nutritious meals show improved academic success, better test performance, higher attendance rates, and improved classroom behavior.

Parents must pay for school meals **or** file an application for free or reduced meals. Written notices will be given to students who owe money and parents are responsible for prompt payment. Excessive meal charging will not be allowed. Students meal accounts can be blocked for non payment.

The sale of competitive foods is limited in school cafeterias. Foods of minimal nutritional value are prohibited from these sales. Because of the competitive food policy, **students are not allowed to bring additional food items or drinks through the cafeteria line to eat with a school lunch.** Students who bring a lunch from home may bring any kind of food or drinks but are encouraged to pack a nutritious lunch.

Students who have a medical condition that requires special foods must bring a written document from a medical doctor so that the proper foods may be substituted if available. School cafeterias are not required to purchase or prepare foods for special diets. Parents are allowed to send medically necessary foods items from home.

School meal prices are as follows:

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

**(SBP 3.500)**

## SCHOOL HEALTH SERVICES

### **Communicable Disease**

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

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

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

**(Refer to SBP 6.403)**

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

## ACCIDENTS AND ILLNESSES

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

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

### **Administrative Procedure**

#### **Medication in the School Setting**

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

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

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

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

### **Medication in the School Setting (*continued*)**

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

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

**TCA 49-5-415**

### **Over the Counter Medications**

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

K-12 Over-the-counter medications such as Tylenol, Advil, Motrin, Ibuprofen, etc., taken during school hours will require written parental permission with a current Doctor's order to be kept on file in the school-based clinic. All medications provided by the student must be brought to school in its' original labeled container.

### **Administrative Policy**

#### **Discipline/Medication**

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

### **Administrative Policy**

## **SCHOOL BASED CLINICS**

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

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

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



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

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

### **Definition**

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

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

### **Coordinator**

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

### **Notice**

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

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

### **Complaint Procedure**

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

### **Due Process Hearing Procedures**

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

### **Written Request for Hearing**

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

### **Impartial Hearing Officer**

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

Office for Civil Rights  
U.S. Department of Education  
61 Forsyth St. S.W., Suite 19T10  
Atlanta, GA 30303-8917  
Telephone: 404-974-9406; TDD: 877-521-2172  
Email: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

### **Scheduling of Hearing**

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

### **Continuances**

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

### **Legal Representation at Hearing**

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

### **Pre-Hearing Conference**

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

### **Dismissals**

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

### **Hearing**

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

### **Recording**

Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

### **Witnesses**

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

### **Format of Presentation**

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

### **Submission of Exhibits**

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

### **Closing Arguments**

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

### **Decision**

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decision shall address all of the issues raised by the parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in

his/her decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

### **Review Procedure/Appeal**

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

**SBP 1.802**

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

Monroe County School System will:

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

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

The Monroe County Board of Education does not discriminate against any person for any reason, including persons with disabilities. If you wish to participate in any regular announced events held by the Board of Education and any Federal Program including Title VI and IX but have a disability and are in need of an accommodation in order to participate, please contact the Monroe County Board of Education, Lee Anne Strickland, ADA Coordinator, 423-442-7104.

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

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

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

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

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.  
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

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

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

Form F7.03-3

### **FERPA NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

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

The following information regarding students is considered directory information:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in official recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Diploma awarded
- Honors and awards

Directory information may be disclosed by this institution for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the

above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect in the central office located at 205 Oak Grove Road, Madisonville, Tennessee.

In the event a refusal is not filed, this institution assumes that neither a parent of a student or eligible student objects to the release of the directory information designated.

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

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

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

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

#### **Tennessee Department of Education Contact Information**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting

<http://www.state.tn.us/education/speced/indes.htm>

Legal Services Division  
Division of Special Education, TN Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, TN 27243-0380  
Phone: 615-741-2851  
Fax: 615-253-5567 or 615-532-9412

West Tennessee Regional Resource Center  
100 Berryhill Drive  
Jackson, TN 38301  
Phone: 731-412-5074  
Fax: 731-421-5077

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

## CHILD ADVOCACY GROUP CONTACT INFORMATION

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

A few of the organizations are listed below:

The ARC of Tennessee is on the Internet at [www.thearctn.org](http://www.thearctn.org)  
44 Vantage Way, Suite 550  
Nashville, TN 37228  
Phone: 615-248-5878 Toll-free: 1-800-835-7077  
Fax: 615-248-5879 or e-mail: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

Support and Training of Exceptional Parents (STEP) is on the Internet at [www.tnstep.org](http://www.tnstep.org)  
712 Professional Plaza  
Greenville, TN 37745

West Tennessee 901-756-4332 <a href="mailto:jenness.roth@tnstep.org">jenness.roth@tnstep.org</a>	Middle Tennessee 615-463-2310	East Tennessee 423-639-2464
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Tennessee Protection and Advocacy (TP&A) is on the Internet at [www.tpainc.org](http://www.tpainc.org)  
416 21<sup>st</sup> Avenue South  
Nashville, TN 37212  
1-800-287-9636 or 615-298-1080  
615-298-2471 (TTY) 615-298-2046 (FAX)

Tennessee Voices for Children is on the Internet at [www.tnvoices.org/main/htm](http://www.tnvoices.org/main/htm)

West Tennessee: Jackson Area 731-660-6365 731-660-6372 fax	Middle Tennessee: 1315 8 <sup>th</sup> Avenue South Nashville, TN 37203 615-269-7751 615-269-8914 fax 1-800-670-9882 or <a href="mailto:TVC@tnvoices.org">TVC@tnvoices.org</a>	East Tennessee: Knoxville Area 865-609-2490 865-609-2543 fax
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