

**Sycamore High School
Student Handbook
2018-2019**



Sycamore High School
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(615) 746-5013
Principal: Dr. Amy McWhirter
Assistant Principal: Ms. Aime Carter
Athletic Director: Mr. Toby Miles



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School Calendar

2018-2019

Please note: Events, times, and dates are tentative and subject to change. Please look for revised/new updates and events in newsletters, on the school website, or on the Skyward portal.

August

- 6- School begins for FRESHMEN only (1/2 day for students: No lunch served)
 - Open House for Freshmen and their Parents from 6:00 pm – 8:00 pm
- 7 – First Full Day for ALL SHS students
- 8 – Student pics for ID badges
- 16 - Open House for all SHS students and parents from 5:00 – 7:00 pm
- 28 - 9-11th grade school pics

September

- 3- Labor Day (no school)
- 5 – progress reports
- 10-14 – Homecoming Week
- 13 - Homecoming Parade and Bonfire
- 14 - Homecoming Football Game vs. White House
- 19- Early dismissal for students 11:45
- 27- Parent information Night @ SHS Theatre

October

- 2 - Senior ACT Retake
- 5 – Senior Night Football
- 8-12 – Fall Break
- 17- Report Cards
- 18 – STEAM contest/County-wide Science Fair
- 22 – Think Fast Assembly
- 25 – ARC Blood Drive @ SHS 8-1:30
- 29- Parent/teacher conferences 11-7pm
No School for Students

November

- 4 – Daylight Saving’s Time (Fall back)
- 6 - No school
- 9- Veteran’s Day program 1:00pm
- 14 – Progress Reports
- 21-23 – Thanksgiving break (no school)

December

- 13 – Band Concert
- 14 - Choir concert
- 19 - 21 – Exams
- 21- Half Day: 10:45 Dismissal
- 24 -31 – Christmas Break (no school)

January

- 1-7 – 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)
- 21 – 25 – Basketball Homecoming Week
- 25 – Basketball Homecoming vs WHH
- 31 – Talent Show Auditions

February

- 5 – Basketball Senior Night
- 6 – progress reports
- 7- CTE Open house for upcoming 8th graders 6-8 pm
- 15 – Talent Show
- 18- President’s Day (no school)
- 25 – 28 Read Across America Week

March

- 5 – Band Concert
- 7 - Night of the Arts
- 10 – Daylight Saving’s Time (Spring up)
- 12- ACT for Juniors and College Visits for 9th and 10th
- 13- Report Cards
- 14 – Choir Concert 6:30
- 25-29 – Spring Break

April

- 17 – Progress Reports
- 18- Early dismissal 11:45am
- 19 - No School

May

- 5 – Teacher appreciation Week
- 9 - - Band concert
- 10 - Choir concert
- 11 - PROM
- 14– Academic Awards Night
- 17 -Tentative Senior Walk
- 20-22 – Exams
- 22- Last Day for students
- 23- Graduation Practice Required for ALL graduating seniors
- 24- Graduation @ 10:00am
Report card day 8-11am 9th – 11th grade

Bell Schedule

Regular Bell Schedule

1 st –	7:45 – 8:38
2 nd –	8:43 – 9:33
3 rd –	9:38 – 10:28
4 th –	10:33 – 11:23
5 th –	11:28 – 12:52
	First lunch 11:28 – 11:58
	Second lunch 11:55 – 12:25
	Third lunch 12:22 – 12:52
6 th –	12:57 – 1:47
7 th –	1:52 – 2:45

Early Dismissal Days

September 19 and April 18

(Note: 5th period moves to the end of the day so we can serve a later lunch.)

Clubs	7:15 – 7:40
1 st –	7:45 – 8:06
2 nd –	8:11 – 8:32
3 rd –	8:37 – 8:58
4 th –	9:03 – 9:24
6 th –	9:29 – 9:50
7 th –	9:55 – 10:16
5th –	10:21 – 11:45
	First lunch 10:21 – 10:51
	Second lunch 10:48 – 11:18
	Third lunch 11:15 – 11:45

School Information

Activities

SHS offers a wide variety of activities. Among these are clubs, performance groups, and athletics. Because participating in extracurricular activities is a privilege, high standards are expected. For a list of clubs and organizations, please refer to the SHS website.

Arrival at school

Sycamore High School will open each day at 6:45. Students who arrive before 7:15 must remain in the front lobby or be under the supervision of an employee.

Clubs will meet and breakfast will be served between 7:15 a.m. and 7:40 a.m. All students are to be in first period by 7:45 am. Please remember that cars are not allowed in the bus loading/unloading lanes in front of the school between 7:00 a.m. and 7:40 a.m.

Attendance Policy # 6.200

Please refer to the Cheatham County Schools website for the complete Attendance Policy (#6.200).

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. The law also states that it is **the duty of the parent or guardian to monitor the student's school attendance and to require the student to attend school.**

Please note that Cheatham County Board of Education policy 6.200 classifies excused absences, with proper documentation, as the following:

Personal illness; Illness of immediate family member; Death in the family; Extreme weather conditions; Religious observances; College visits; Pregnancy; School sponsored or school endorsed activities; Summons, subpoena, or court order; or Circumstances which in the judgment of the principal create emergencies over which the student has no control. Additionally, Cheatham County Schools allows up to five (5) parent days per year.

All other absences, or absences without proper documentation, are considered to be unexcused and will be recorded accordingly. Five unexcused absences will result in a mandatory meeting with the Student Attendance Board.

Attendance Procedure 6.200.1

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 Attendance Policy 6.200 and the principal/designee.

Written documentation for all absences must be presented on the first day a student returns to school. If a parent or excuse notes are not submitted to the school within a reasonable amount of time following the absences(s), the attendance secretary will notify the principal/designee.

Immediate family is defined as parents, grandparents, and siblings (including those by blood, marriage, or adoption). Principals have discretion to include others within the family unit as warranted by individual circumstances.

Principals have the discretion to extend the number of bereavement days to more than two days if the situation warrants additional time.

Truancy

When a student accumulates five (5) unexcused absences, the school attendance secretary will send a letter to the parent/guardian and notify the principal/designee. Absences do not have to be consecutive. This procedure is followed for every accumulation of five (5) unexcused absences, even if they are not consecutive.

Progressive Truancy Intervention Plan

The principal of each school shall form a school-based attendance team and use the following structure to develop a specific, more detailed progressive truancy intervention (PTI) plan applicable to the unique characteristics and needs of her/his school and community. The plan shall be reviewed annually and a copy submitted to the attendance supervisor.

Each PTI plan must contain a minimum of three tiers. Additional tiers may be utilized if deemed beneficial by each individual school. Principals may add additional components to each of the tiers listed below, if needed. According to the law, any referral made in the PTI plan may include participation by the child’s parent or guardian, if necessary. A student progresses through the tiers of the PTI plan as their number of absences increase according to the following chart.

Tier Level	Number of Unexcused Absences	Total Percentage of ALL absences (excused & unexcused)	Classification
Tier I	3	Less than 5%	Satisfactory
	5	5% - 9%	At Risk
Tier II	7	10% - 19%	Moderate Chronic Absence
Tier III	10	20% or more	Severe Chronic Absence

Tier I

Tier I interventions are designed for students with who miss up to ten (10) percent of the number of school days. This includes the total of both excused and unexcused absences. Absences do not have to be consecutive. Tier I is triggered when a student accumulates three (3) unexcused absences and/or the total number of days missed (excused and unexcused) reaches five (5) percent.

Tier I must include:

- Documented attempts to contact parents/guardians
- A conference with the student and the student’s parent/guardian
- An attendance contract that is signed by the student (age appropriate), student’s parent/guardian, and a school attendance team member.

- The attendance contract must include school attendance expectations, the period for which the contract is effective (maximum 90 days or end of the semester), and consequences or penalties for further violations.
- Regularly scheduled follow-up meetings to discuss the student's progress
- Other school-designed interventions deemed beneficial for the student

Tier II

Tier II interventions are designed for students who miss more than ten (10) percent but less than twenty (20) percent of the number of school days. This includes the total of both excused and unexcused absences. Absences do not have to be consecutive. Tier I is triggered when a student accumulates seven (7) unexcused absences and/or the total number of days missed (excused and unexcused) reaches ten (10) percent.

Tier II must include:

- An individualized assessment of the reasons a student has been absent from school conducted by a member of the school attendance team
- Referral to the attendance supervisor
- If necessary, referral of the student to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems
- Other school-designed interventions deemed beneficial for the student

Tier III

Tier III interventions are designed for students who miss more than twenty (20) percent of the number of school days. This includes the total of both excused and unexcused absences. Absences do not have to be consecutive. Tier I is triggered when a student accumulates ten (10) unexcused absences and/or the total number of days missed (excused and unexcused) reaches twenty (20) percent.

Tier III must include:

- Referral of the student to the Student Attendance Board
- Referral to the attendance supervisor after each successive accumulation of five (5) absences (excused and/or unexcused)
- Other school-designed interventions deemed beneficial for the student

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.

Upon return from an absence, students should give the office a note from the parent/guardian.

Make Up Work

- Ask the teacher or other students what you missed.
- If you have questions about assignments, check with the teacher at an appropriate time. Do the work at home.
- If you missed a test because of an excused absence, inform the teacher and arrange a time to make up the test during or after school.
 - » You will have one day to make-up work for every day you are absent.

Students with an absence of any kind will be responsible to ask teachers for any work missed during the absence. The time for completion of the makeup work shall be from three (3) to fifteen (15) days at the discretion of the teacher(s), depending on the amount of time the student is absent. If the

parent/guardian or student feels that the completion time allowed by the teacher is insufficient, they may appeal the length of time to a school administrator.

Students who are not present or are more than 10 minutes late during first period will be added to the daily absentee list, and the absence will be sent through School Reach messaging. All absences are reported to the County Attendance Supervisor's office. Students who are frequently absent will be sent to the Truancy Board.

If students are late to school, they are required to sign in with the attendance secretary and receive an "admit slip" to class. **This does not exempt students from being counted as tardy.**

Cafeteria/School Nutrition

Nutritious breakfast and lunches are available from the cafeteria. The school cafeteria sets the price for school breakfast at \$2.00 and lunch at \$3.00 for all middle and high schools. Other food/beverage items may be sold A' la Carte for various prices in the cafeteria, depending on the specific item. Remember you may add payments online through the REVTRAK program (<https://cheathamcountyschools.revtrak.net>) to make payments. Directions for accessing this site are available on the SHS website. You may limit the amount of funds your child uses in his/her meal account online. You may access directions for this process on the SHS website. If meals have been charged, you should make financial arrangements to repay the amount quickly. All households are encouraged to complete a lunch application for free/reduced lunches. Letters are sent home with each student at the beginning of each year.

Students may bring their lunches from home, but glass bottles are not allowed in the building. **NO** food is to be removed from the cafeteria. **Outside food is prohibited from being brought in the cafeteria.** (Does not include sack lunches.) *If food is brought in from outside it may be picked up at the end of the school day, however, it will not be refrigerated and will not be delivered during lunch or class time.*

- **Students may not leave for lunch nor have outside food delivered to school for lunch.**
- Free and Reduced Applications for School Meals are available at each school and on the Board of Education website. **If you have any questions you may call the School Nutrition Department at 792-6885, Ext. 211.**

Meal Charge Administrative Procedure 3.500.1

Please refer to the complete document on the CCBOE online policies. Below are pertinent highlights.

General

Students who are unable to pay for their meals at the time of the meal service are allowed to charge:

- ✓ Breakfast
- ✓ Lunch

Students charging breakfast and/or lunch will receive reimbursable meals.

Charge limits

The number of charges allowed for all students is \$10.00. Once the student reaches the allowable \$10.00 in charges, negative balance notifications will be sent to parents to collect payments.

Household Notification

Low balance notification: Parents may enable low balance notifications through the Parent Portal in Skyward in order to receive automatic emails whenever the student's food service account balance falls below \$5.00.

Negative balance notification: The Cheatham County School District will notify households weekly of negative balances by calling parents and/or sending printed notifications home with the students. All parents are expected to make payments on their student's account. Actions may be taken to recoup any money owed.

Delinquent Debt

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable.

Repayment plans

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact Tracy Wright, (615) 746-1411, tracy.wright@ccstn.org for establishing a repayment plan.

Dismissal From School

Dismissal for students will be at 2:45 p.m. unless the school is operating on an adjusted schedule. Bus riders will dismiss to the front of the building, while car riders will dismiss to the back of the building. Cars are not allowed in the bus loading/unloading zone in front of the school between 2:30 p.m. and 3:10 p.m. All students who are not supervised should be out of the building and off campus by 3:15 p.m.

In order to be dismissed early, the student **must** bring a note to the attendance secretary before first period indicating the following:

- reason for dismissal
- time of dismissal
- and a valid telephone number where a parent/guardian can be reached. **Students will not be dismissed over the phone without prior written documentation.**

Duty to Report

- 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.
- 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.
- 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.

Exam Policy (Board Policy # 4.6001)

Examinations shall be administered to students in grades 9-12 at the end of the first and the end of the second semester in non-End of Course courses. The examination grade shall have a weight of 1/5th (20 percent) of the first semester grade for each course and second semester grade for non-End of Course courses. Any middle school student taking a course for high school credit must follow guidelines for the high school course. Teachers of CTE and fine arts courses have the option of assigning course projects in lieu of semester examinations. A mid-term/ final exam will be given each semester. Any student with a 93% average or higher in the year end average at the time of exam may be exempt from exam.

Exam Make-up Work Procedures

Students who are absent during an exam must make an appointment with the teacher to make up the exam.

When possible, the mid-term make-up exam can be taken during exam week at another testing time. If that is not possible, the mid-term make-up exam should be taken within one week of returning to school after break.

Final exams need to be made up during exam week if at all possible because we need to finalize grades before teachers leave for summer break. If make-up exams cannot be taken during Final Exam Week, then zeroes will be recorded until the make-up exam is taken, graded, and recorded in skyward. Students should contact their teachers during Final Exam Week to schedule a day for the exam. Teachers will then coordinate with Administration.

Grading

Grade Scale is as follows:

A- 93-100

B- 85-92

C- 75-84

D- 70-74

F-69 or Below

Progress reports and report cards will be distributed approximately every three (3) to four (4) weeks. Please call or e-mail the counseling center if you have questions concerning the progress reports.

Honor Policy

- Cheating is a serious offense. Any student who is caught cheating, aids another in cheating, and/or is found to be in possession of tests, quizzes, or any material that aids them in cheating will have their parent contacted and be subject to zero or alternate assessment (at the discretion of the teacher).
- The incident will be reported in Skyward. A student with Honor Policy violations may be subject to forfeiting any honors awarded for academic performance, including Honor Cords for graduation.
- Using material from the Internet or other sources without citing is plagiarism. Teachers will instruct students on how to appropriately use information from the Internet and will explain plagiarism.

Sycamore students shall embrace the courage to conduct themselves with INTEGRITY and HONESTY in every circumstance. We will treat all individuals with RESPECT and DIGNITY, celebrating the differences that make us unique.

Locks and Lockers

Each student may be assigned a locker. Students must provide their own combination lock. Students must provide the combination or a spare key to their first period teacher. Students should only use the locker assigned to them. Students are fully responsible for the contents of their lockers, with or without a lock. If access to a student locker is required, a student's lock may be cut or removed.

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: **Parents must have the form completed and signed by the doctor.**

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 school 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.

Prom

1. All SHS students attending the SHS Junior-Senior Prom must be in good academic standing, not credit deficient nor currently failing **any** course for the year.
2. Any student who has acquired 90 or more discipline points will have his/her record reviewed for permission to attend. **Note:** Non-SHS students will be subject to the same scrutiny.
3. At principal's discretion, severe behaviors could result in non-attendance at prom (may include but not limited to pranks, vandalism, threats, assault, cheating, etc.).
4. Any student who has 10 or more unexcused absences will lose the right to attend prom.
5. Any student who is assigned to the alternative school for any reason will lose the right to attend prom during that school year.

6. All non-student guests must be approved by administration on a form provided by the school, may not be over age 20, and must show ID at the gate at prom.
7. Students must sign a contract with the purchase of tickets.
8. Prom tickets will not be refunded.

School Fees

The following school fees are approved for the 2018-2019 school year.

2018-19 Cheatham County School District School Fees

Elementary School

Instructional \$25
 Maximum Allowable for Clubs \$10
 Music/Recorder Maximum \$12

Middle School

Instructional \$55
 Maximum Allowable for Clubs \$25
 Below are Maximum Allowable Amounts
 Choir- \$70
 Football- \$200
 Volleyball- \$175
 Soccer- \$175
 Basketball- \$325
 ;- \$135
 0
 Softball- \$175
 Baseball- \$200
 Cheer- \$750
 Dance- \$585

High School

Maximum Allowable for Class and Clubs- \$50
 Below are Maximum Allowable Amounts
 Marching Band- \$350
 Color Guard- 350
 Graduation- \$150
 Locker- \$5
 Parking- \$25
 Choir- \$150
 Baseball- \$450
 Basketball- \$300
 Cheer- \$950
 Cross Country- \$100
 Dance- \$700
 Football- \$300
 Soccer- \$400
 Softball- \$450
 Tennis- \$250
 Track- \$100
 Volleyball- \$200
 Wrestling- \$200
 EMS- \$120

Skyward

Parents/students can access grades and monitor academic progress via the Skyward portal found on the Cheatham County School Board website at <http://cheatham.k12tn.net/>. Access codes can be obtained through the Sycamore High School counseling center.

Student Driving/Parking on Campus

Driving on campus is a privilege. Beginning in the student’s sophomore year, students with a valid driver’s license, not a learner’s permit, may be given the privilege of driving on campus, as space and

other eligibility allows. Grades, behavior and attendance also determine eligibility of students. A student maintains eligibility unless one of the following things happen:

- 1) 5 or more unexcused absences and/or 15 or more tardies to school
- 2) Excessive Tardiness and absences as defined by the administration will be grounds for permanent revocation of the parking permit.
- 3) Failing 2 or more credited classes at the end of each quarter.
- 4) Suspended out of school more than once for any reason, or
- 5) Prosecuted or assigned to alternative school.
- 6) The principal may suspend or revoke a permit as a disciplinary sanction.

Parking passes will be issued on a first-come, first-serve basis. We will not reserve parking passes for any student: if a student cannot come to school the day passes are sold, a proxy may come instead as long as we have a picture of the student's valid driver's license, proof of insurance, and the signed application form. The application form must have parent/guardian signature and student signature, or else we cannot issue a pass. Each student parking on campus must abide by Sycamore High School driving policy, regulations, and guidelines.

Parking Pass Guidelines

1. An **annual parking pass will cost \$20**. After Spring Break, the cost of a permit will be \$15 for the remainder of the year.
2. Discounts will be honored for students who score 21 or higher on the ACT as follows:
 - a. Score of 21 – 23 = \$15.00 (\$5 off)
 - b. Score of 24 – 25 = \$10.00 (\$10 off)
 - c. Score of 26 – 27 = \$5.00 (\$15 off)
 - d. Score of 28 or higher = FREE
3. All student vehicles parked on campus must be registered with the SRO/ADMIN and SHS office personnel.
4. Parking passes must be displayed at all times. Vehicles without a permit may be issued a fine or towed at the owner's expense.
5. Parking passes are valid only for those students and vehicles listed on the parking pass application. If you need an emergency pass, please see the front office secretary, Admin or SRO.
6. Excessive Tardiness as defined by the administration will be grounds for permanent revocation of the parking permit.
 - **Tardy to school after 7:45:**
 - Student is docked on attendance for being tardy to school.
 - 15 tardies or 5 unexcused absences results in the loss of the parking pass for the remainder of the semester or 30 days (6 weeks) whichever is longer, and the student will need to find alternate transportation to and from school.
 - 30 tardies or 10 unexcused absences results revocation of the parking pass for the year, the student will find alternate transportation to and from school, and the student may not be able to attend prom.
 - **Late to 1st - 7th period class after the tardy bell:**

- Once a student is tardy 15 or more times to class between 1st and 7th period, parking passes may be revoked along with other disciplinary action at the discretion of administration.
- **Leaving campus without permission (student does not check out in the office)**
 - Points will be assigned, parking passes may be revoked along with other disciplinary action at the discretion of the administration.

When a parking pass is revoked, the student must turn in the parking pass to administration to keep until it is reissued. A meeting will be scheduled with the student to discuss goals and reasons for being tardy. If a student parks on campus during the time the parking pass is revoked, the vehicle will be towed at the owner's expense.

Driving Privileges

1. The student must come into the building immediately after parking (no loitering in vehicles or parking lot).
2. The student must not transport another student under the age of 18 without the knowledge and consent of that student's parents.
3. Students must always sign out at the front office and exit out the front doors when leaving campus.
4. The student must park only in the assigned parking spot.
5. Because parking on campus is a privilege, students are expected to maintain minimum standards in grades, behavior, and attendance. If a student is not meeting these standards, the administration reserves the right to revoke parking privileges without a refund of the fees.
6. Vehicles parked on campus without a pass or permission are subject to fines and may be towed at the owner's expense.

Fines/Violations

- Any violation of state law is subject to citation or other consequences.
- Repeated violations, moving violations, and/or failure to pay violation fees in a timely manner may result in suspension or revocation of a parking permit.

Examples of violations and resulting penalties (which are at the discretion of the principal or designee) include but are not limited to the following:

- \$5.00 fine: Failure to display permit or having an invalid permit
- \$10.00 fine: Parking in an unauthorized area or space
- \$20.00 fine: Moving violations including, but not limited to
 - Squealing tires
 - Speeding or driving too fast for conditions as determined by staff
 - Passing on campus
 - Failure to yield
 - Failure to follow directions
 - Having passengers in a pick-up truck bed
 - Using vehicle to leave campus without permission or for transporting students who are skipping school
 - Violations on campus reported by bus drivers
- \$30.00 fine: Failure to purchase a permit (parking on campus without purchasing a parking pass)

Please note:

- ❖ A student can lose his/her parking privilege as a result of truancy and/or disciplinary action. **Driving on campus is a privilege, not a right.** If students lose their parking privileges and continue to drive on campus, their cars will be towed at their expense.
- ❖ Vehicles parked on school property, by any person, are subject to search.
- ❖ Vehicles driven on campus without permission may be towed at the owner's expense.

Teacher Conferences

Your parent/guardian may leave a message for a teacher by contacting the front office. You may leave voice mail at the teacher's extension. While teachers will not be able to take calls during class time, calls will be returned during planning time, before, or after school. E-mail is often an effective tool for maintaining communication with faculty members. E-mail addresses can be found on the school web site.

Testing

Students will be required to participate in several state and local tests throughout the school year. The following chart details what tests will be administered, when, and which group of students will be participating. State/National tests are tentative dates from the TN Department of Education website.

Assessment Name	Student group	Semester	2018-2019 Administration Window
ACT Senior Retake (Optional)	12th graders Who took the ACT as Juniors	Probably Fall	October 2, 2018
SHS Semester Exams	All non-exempt students	Fall	December 19 – 21, 2018
ACT (Required)	All 11th graders	Spring	March 12, 2019 (Make up: April 2)
TCAP End of Course (Required)	Math I, II, III, English I, II, III, US History & Geography, Biology I, Chemistry I	Spring	TENTATIVE April 15 – May 3, 2019
SHS Final Exams	All non-exempt students	Spring	May 20 – 22, 2019

Textbooks

Textbooks provided by the Board of Education and/or school are on loan to students. Students are responsible for these items and will be held financially responsible for any lost or damaged textbooks.

Visitors (Policy #1.501)

1.501.1 School Visitor Management and Expectations

1. All visitors must utilize the buzz-in entry systems and enter through front of school buildings.
2. All visitors must be greeted through buzz-in entry system then state name and purpose of visit before being allowed entry.
3. It is requested that visitors call ahead to prepare school staff of arrival.
4. All visitors must go directly to school's front office and show Photo Identification then sign on school log.
5. NO visitors will be allowed to exit office and enter school building without valid Visitor Badge and/or staff escort.

6. Visitors are not allowed to photograph, video, or record any students, staff, or event on any electronic device that will interrupt the educational process during the day.
7. Before leaving school premises, visitors must sign out in front office.

No school age children are allowed to visit at any time during the school hours, unless special permission is authorized by the principal. Additionally, students are not permitted to bring their children to school.

Students may have a parent/guardian who is listed on the emergency card visit during lunch with permission from the principal or designee. **The cafeteria supervisor prohibits outside food to be brought in to the cafeteria (does not include sack lunches from home).**

Websites

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

The school has a Facebook page listed as: Sycamore High School's official site

The school Twitter account is @shs_sycpride

The county Twitter account is @ccboe

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

The student User Name for SHS computers and email is: FirstName.Lastname@students.ccstn.org.

Students may find their passwords by logging into Skyward and looking at the "OTHER ID" field. That number is their password.

The Skyward website is <http://cheatham.k12tn.net/>

Student Discipline

- ❖ **Under No Circumstances are Students to be in the building without permission and supervision.**

SHS Behavior Expectations

Sycamore High School has high expectations for student conduct any time the student is on campus or at a school activity. Every teacher and adult is expected to help maintain a safe and productive learning environment for you and all students. In order for this to occur, you should consider all teachers and adults “your authority” and respond accordingly when they ask you to comply with school rules.

1. Students are expected to abide by all school rules and board policies.
2. Fighting will not be tolerated. Fighting will result in a minimum of 3 days OSS and possible legal action.
3. Students will use appropriate language. They will not use profanity; express derogatory and inflammatory statements to others; nor raise their voices to a level that is disruptive. Racial or ethnic slurs or other words or material generally perceived to be demeaning, offensive, or inflammatory to a particular race, ethnic group, group or gender is not permitted.
4. Students will remain on campus and stay out of restricted areas. Students may only be in areas where adults are present, and they are under adult supervision.
5. Students will not be allowed behind the front office desk without permission.
6. Students will only be permitted to use the front doors to enter and leave the building from 7:45 AM – 2:45 PM or until dismissal. Students will not be allowed to enter or leave from any outside door during the school day for class change. In addition, students will not open these doors so that someone may enter then building.
7. The only appropriate display of affection at school is holding hands and/or a brief hug. Other behaviors may be deemed as PDA and subject to disciplinary action.
8. Students should take care of their learning environment and should not litter.
9. Students may not take food or drinks in to the computer lab, theater, or library.
10. Students will dress according to the guidelines listed under “Student Dress.”
11. Students will not abuse or destroy school property.
12. Any student who is assigned In School Suspension (ISS) or Out of School Suspension (OSS) is not permitted to attend any extra-curricular activities at the school or any other Cheatham County campus.
13. Students may not bring or ride skateboards inside the school building during or after school hours.
14. **Any student who is assigned to the alternative school for any reason will lose the right to attend prom or drive on campus during that school year.**
15. Any student who takes part in a school prank may lose the right to attend prom and may also result in further disciplinary action at the discretion on administration.

Alcohol and Drug Use/Testing (Policy #6.307)

- Students will not possess, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, school vehicles, or at any school-sponsored activity at any time whether on or off school campus.
- Students will not market or distribute any substance that is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance.
- Upon information that a student is suspected of violating this policy, the principal/designee shall be notified immediately. If it is determined that the policy has been violated, the

principal/designee shall notify the parent and appropriate law enforcement officials. The student shall be subject to the Zero Tolerance Policy and be subject to a one calendar year suspension.

Principals or their designee are authorized to order drug tests for individual students when there is a reasonable suspicion to believe:

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

Upon reasonable suspicion based on the criteria referenced above, the principal shall take the following steps:

1. Call the student into the principal's office or other private place;
2. Notify the parent or guardian of the student's impending test;
3. Summon a school health professional to the proceeding and to assist in furtherance of the proceeding;
4. Inform the student of the substance of the information which is the basis for the determination that a test is necessary;
5. Inform the student of the procedures which are followed in administering the test;
6. Give the student an opportunity to decline the test and inform the student that if the test is not taken, the penalty is suspension and a hearing before the Student Disciplinary Hearing Authority;

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

1. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that was ordered and the reasons therefore, shall be destroyed.
2. If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the result. In addition, they shall receive referral information which shall include in-patient, out-patient, and community-based drug and alcohol treatment programs. The principal shall recommend/take whatever disciplinary action he/she deems necessary under the circumstances and that is in compliance with state law and board policy.
3. The principal will notify law enforcement officials only after consultation with the Director of Schools.

Behaviors That May Have Legal Consequences

The following acts/violations will have serious consequences and could also have legal ramifications:

1. Materials advocating or supporting school sabotage or illegal activities are prohibited.
2. Threatening to do harm to or generally harassing other individuals is prohibited.
3. Students are prohibited from the use and possession of drugs, including rolling papers, smokeless tobacco, e-cigs/vape juice, or other imitation tobacco products. *State law requires that the principal file a citation when he/she sees evidence of a student under the age of 18 possessing or using tobacco products. This means that the student will have to go before the juvenile judge if caught with tobacco products. (See Cheatham County Schools website for BOE policies for Students. Many are cited later in this handbook.)*

4. Students may not possess firearms, ammunition for firearms, cross bows, knives, pellet guns, paint guns, or fireworks.
5. State law prohibits anyone from pulling a fire alarm when there is no emergency. Students who are caught pulling the fire alarm will face prosecution.

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.

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. Students will enter the bus in an orderly fashion and go directly to a seat and remain there until the destination is reached.
3. To insure 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. Students shall keep aisles and steps well clear at all times. (If you must carry personal items on the bus with you, please hold them in your seat.) No personal item will be allowed to take a student's seat. Items too large to be held in a student's lap or stored under the seat will be denied.
8. Students must keep head, hands, arms, feet, and legs inside the bus at all times. Students shall 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. Students 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.

These are three categories of student misconduct on school buses:

1. Violence
2. Vandalism
3. Safety
4. Disrespect

Procedures for suspension of a student's bus privileges shall be as follows, EXCEPT for zero tolerance offenses committed while riding a school bus. All zero tolerance infractions committed on a school bus shall be referred by the Transportation Director and student's school principal to the Student Disciplinary Hearing Authority (SDHA) for appropriate hearing and action. Penalty for such infractions may include expulsion from regular bus transportation as deemed appropriate by the SDHA:

A safety violation suspension process is as follows:

1st offense – The driver is to talk with student explaining why behavior was in violation of policy, completes the school bus discipline form of offense and warning for documentation and notifies parent/guardian and school administration.

2nd offense – The driver is to contact parent/guardian. Bus suspension is 1-3 days off the bus. Student must have bus suspension letter signed by parent and returned to bus driver before the student may ride the bus.

3rd violation – The driver is to contact parent/guardian. Bus suspension is 5 or more days off the bus.

Student must have bus suspension letter signed by parent and returned to bus driver before the student may ride the bus.

4th violation – The driver is to contact parent/guardian. Bus suspension is 10 days off the bus. Student must have bus suspension letter signed by parent and returned to bus driver before the student may ride the bus.

5th violation – The student will appear before the Student Disciplinary Hearing Authority (SHDA).

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.

SDHA Process expelle8 from the bus for the remainder of the school year and probation of thirty (30) days will occur at the beginning of the next school year if the expulsion happened after February 1st. If the expulsion occurred after March 1st, then probation will be sixty (60) days at the beginning of the next school year.

AFTER A CHILD HAS BEEN SUSPENDED ONCE, SUCCESSIVE VIOLATION OF SCHOOL BUS POLICIES WILL RESULT IN AUTOMATIC BUS PRIVILEGE SUSPENSION IN ACCORDANCE WITH CCBOE POLICY 6.308.

Cell Phones: 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 such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.

SHS Expectations

These are the expectations for Students by SHS Staff regarding electronic devices:

- All students will adhere to Board Policy 6.312.
- Upon entering the school building, students must silence the electronic device for the duration of the school day.

- Use of electronic devices IS NOT allowed in the classroom UNLESS such devices are used **under the direct supervision of the teacher and incorporated into a lesson plan**. If the teacher does not want electronic devices to be used, then students must put them away, out of sight.
- Students may silently use electronic devices during lunch time and outside of class as long as such use does not disrupt the safe school environment. If electronic use at these times becomes a disruption or distraction, then students will be considered in violation of appropriate use. Examples of inappropriate use include but are not limited to
 - Texting students who are in classes
 - Walking and texting, using device while ignoring your surroundings, etc.
 - Talking aloud (e.g. phone calls, skype, etc.)
 - Taking pictures of and/or recording students or staff without authorization.
 - Bullying, intimidating, and/or harassing students or staff
- The student who possesses an electronic device shall assume responsibility for the use and care of the device. At no time shall the school be responsible for preventing theft, loss, or damage to any electronic devices which are brought on school property.

Possible Disciplinary Action

Students in violation of this policy are subject to the following disciplinary action:

1st offense — The intact electronic device will be confiscated each day for three (3) consecutive school days and returned to the student at the end of the school day. Parent/guardian will be contacted by the teacher or administration. Disciplinary points and 2 days lunch detention will be assigned.

2nd offense — The intact electronic device will be confiscated each day for five (5) consecutive school days and returned to the student at the end of each school day. Parent/guardian will be contacted by teacher or administration. Disciplinary points will be assigned and student will serve 1 day of ISS.

3rd offense — The intact electronic device will be confiscated each day for seven (7) consecutive school days and returned to the student at the end of each school day. Parent/guardian will be contacted. Disciplinary points will be assigned. 3 days ISS will be assigned. Student will be placed on a Behavior Management Contract for appropriate cell phone procedures.

4th and subsequent offenses — Student and Parent/Guardian must meet with the principal or designee to discuss more significant measures.

Students assigned to ISS for any disciplinary reason will be required to submit all electronic devices to the principal/designee at 7:45am. Devices will be returned to students at the end of the day.

Discipline Points

At the discretion of the principal, the School Resource Officer (SRO) will be notified about student behaviors that warrant intervention and/or assistance. Based upon principal discretion, students will be assigned 5-25 discipline points for the below listed disciplinary infractions. Please note: This list is not a comprehensive list of all disciplinary infractions.

5 Points

- Dress Code
- Tardiness
- Violation of Electronic Device Policy

10-25 Points (not limited to)

- Repeated Violations of 5 point infractions
- Bullying
- Damage to Property
- Defiance/Insubordination
- Dishonest
- Disorderly Conduct
- Disrespect
- Disruption
- Forgery
- Harassment/Threats
- Lewd/Lascivious Conduct
- Misuse of Property
- Parking Lot/Driving Violations
- Physical Contact (Horseplay, PDA, etc.)
- Possession of Prohibited Items
- Sexual Harassment
- Skipping Class/Out of Pocket
- Theft
- Tobacco/Lighters/Matches/Electronic cigarettes
- Vandalism
- Leaving campus w/out permission

25-50 Points

- Fighting/Physical Aggression

Zero Tolerance

- Weapons
- Drugs
- Assault
- Electronic Threats

Discipline Points Accumulation

Disciplinary infractions may/will result in an accumulation of disciplinary points which will be cleared at the end of the semester and end of the year. Below are disciplinary measures that may/will be issued to students based upon point accumulation.

- 5 – 20 points possible lunch detention
- 25 – 35 points minimum of 1 day In School Suspension (ISS)
- 45 points minimum of 2 days In School Suspension (ISS)
- 55 points minimum of 3 days In School Suspension (ISS)
- 70 points minimum of 5 days In School Suspension (ISS)
- 85 points minimum of 3 days Out of School Suspension (OSS)
- 100 points minimum of 5 days Out of School Suspension (OSS)

NOTE:

- ❖ Any student who is assigned In School Suspension (ISS) or Out of School Suspension (OSS) is not permitted to attend any extra-curricular activities at the school or any other Cheatham County campus on the day of suspension.

- ❖ Disciplinary points in excess of 120 may result in referral to Student Disciplinary Hearing Authority (SDHA).
- ❖ If a student refuses ISS or leaves school at the time he/she is scheduled to serve ISS, he/she must serve the time when he/she returns to school.
- ❖ At the discretion of the principal, Out of School Suspension (OSS) may be assigned in lieu of the above disciplinary actions.

Interrogations by School Personnel

Students may be questioned by principals/teachers about any matter pertaining to the operation of a school. Questioning will be conducted in the following manner:

- Questioning will be conducted discretely and under circumstances that will avoid unnecessary embarrassment to the student.
- If a student is suspected or accused of any offense committed at school or during any school activity 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. If a student is a suspect or is accused of a crime not involving the operation of a school or if interrogation of a particular student is police-instigated, a parent shall be notified and constitutional warnings shall be given to the student by police before the interrogation begins.

Possession of Tobacco Products/Electronic Cigarettes Policy #6.3131

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.

1st offense: Violators will be placed in ISS for one day. Parents will be notified. Points assigned.

2nd offense: Violators will be placed in ISS for three days, and lose their driving privileges for the remainder of the school year. Parents will be notified. Points assigned.

3rd offense: Violators will be suspended from school for three days. Parents will be called in for a conference with an administrator. Points assigned.

4th offense: Points assigned. Violators will be referred to the Student Disciplinary Hearing Authority. Any student who possesses tobacco products shall be issued a citation.

Searches

Students, lockers, vehicles and all belongings may be searched when the principal or designee deems there is just cause. Students are also subject to random searches at any time. Students are to be searched in the presence of an administrator or their designee. Parents will be notified of searches conducted involving their student.

Student Discrimination/Harassment /Bullying/Intimidation Policy # 6.304

Social Cruelty or bullying is not acceptable in Cheatham County Schools and will not be tolerated. All allegations of bullying will be taken seriously and will be investigated. Students involved in allegations of bullying will be counseled. Those found by administration to be involved will face disciplinary action at the discretion of the principal.

“Bullying” is conduct that meets one or more of the following criteria: is an act directed at one or more students that is intended to harm or embarrass; is repeated over time; a one-time event where a “hostile” learning environment is created; involves an imbalance of physical, emotional, or social power; or adversely affects the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by

causing emotional distress. It is a pattern of behaviors over a period of time.

“Harassment” is conduct that meets one or more of the following criteria: is an act directed at one or more students that is received as harmful or embarrassing; substantially interferes with educational opportunities, benefits, or programs of one or more students; substantially affects the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; is repeated over time - is severe, persistent, and pervasive; or causes mental duress, or psychological trauma to the victim.

This policy does not deny the right of any individual to pursue other avenues of recourse which may include filing a complaint with the Office of Civil Rights within the Tennessee Department of Education or the United States Department of Education, or initiating a civil action in state or federal court.

Cyberbullying is defined as the use of information and communication technologies, – such as e-mail, cell phone text or picture messages, instant messaging, and defamatory personal Web sites, social networking sites, and online personal polling sites - to support deliberate, hostile behavior intended to frighten or harm others.

Three Ways to Report Bullying at SHS:

1. Text your name and information to 615-398-0192.
2. Ask any staff member to help you in completing a yellow bullying form to report the bullying at any time.
3. Complete your own statement on the yellow bullying form. You can get one from the counseling center. Turn it in to any teacher, your counselor, or to Mrs. Carter.

Tardiness

Each teacher will keep records of student tardies for each class period. Please note the following disciplinary consequences for tardies:

1st tardy - Student given warning.

2nd tardy - Student given warning and/or classroom discipline and teacher documents tardy on tardy record form. Teacher will also contact parent/guardian.

3rd tardy - Student given office referral and administrator will contact parent and counsel student. Student will be given 5 discipline points for each offense and will serve lunch detention. Repeated violations of this offense will result in 10 – 25 points and may lose parking privileges.

Note: As a student accumulates points for tardies, he/she will be subject to further disciplinary measures.

Zero Tolerance Policy #6.309

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons; any student who engages in the following behaviors will be subject to a suspension for a period of not less than one calendar year. The Director of Schools shall have the authority to modify the suspension requirement on a case-by-case basis.

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)].

Student Dress

Based on the need to address a standard and focus on academic learning, students' safety, and the workplace, Sycamore High School will enforce the following dress code. This dress code applies to all genders.

School Dress Code

1. For health and safety purposes, shoes must be worn at all times. This excludes shoes with spikes, cleats, or shoes to be worn as house slippers.
2. For security purposes, sunglasses are not permitted to be worn in the building, unless prescribed by a doctor.

To prevent distractions and indecency:

3. Hats or head gear may be worn in the hallways but in classrooms only at the teacher's discretion.
4. Undergarments are required and should not be visible. Cleavage and/or skin at the waist should not be visible at any time. (**Strapless tops or dresses are not permitted.**)
5. Sleeveless shirts and tank tops may be worn as long as they cover all undergarments and the opening does not expose the area between the armpits and hips.
6. Pants must fit around the waist and shall not be excessively baggy or allow undergarments to be exposed (Tennessee State Law).
7. Holes or visible frays in pants revealing skin that are in violation of the length requirement for shorts (see number 10 indicated below) are not permitted. Students must have appropriate undergarments under the pants, such as leggings or tights. (Duct tape, paper in the hole, etc. is not allowed.)
8. Leggings, yoga pants, and tight-fitting spandex pants are not permitted unless the skirt or top worn over them clearly covers the posterior and **must be the same length in the back, front, and sides**. Such pants should not be transparent or semi-transparent.
9. Blankets, pajama bottoms, and house slippers are not permitted.
10. Shorts, rompers, skirts and dresses must be no shorter than three inches above the knee. **This is the length from the front, side, and back.**
11. Clothing should have no inappropriate messages or graphics. (Included but not limited to: Hooters, Playboy, Confederate Flag, sexual graphics or innuendo, images or references to drugs, drug paraphernalia, alcohol, etc.)
12. Students are not allowed to wear gang, or racially/ethnically inflammatory style, or sexually explicit clothing, colors, symbols, jewelry, chains, etc.
13. Costumes or face paintings will not be permitted unless Principal-approved and then must conform to the dress code.

It is understood that the final decision will be at the discretion of the administration or designee.

Students will be asked to fix the dress code infraction. Refusal to do so or subsequent infractions will result in disciplinary action.

School Counseling Center

It is important that you keep informed of what you must do to earn a diploma. Trained school counselors are your best resource for reliable information. Your counselor will assist you in choosing classes for next year, assist you in qualifying for academic honors, advise you on vocational and academic concerns after you leave SHS, and counsel with you about any other problems or issues.

Mrs. Sheila Gaertner is the counselor serving students with last names A – L.

Ms. Kia Reaves is the counselor serving students with last names M – Z.

In order to give your problems their undivided attention and to ensure your privacy, counselors ask that you make an appointment if the situation is not an emergency.

Grade Level Classification

If you maintain satisfactory grade and attendance records, you may earn as many as seven credits a year. Your grade-level classification, freshmen, sophomore, etc., is determined by the following schedule:

To be a	you must have at least	and have passed
Sophomore	5 credits	English 1
Junior	13 credits	English 1 and 2
Senior	18 credits	English 1, 2, and 3

Student Schedules

As indicated on your registration form, schedule changes are rare and will only be granted in extenuating circumstances with administrative approval. All students are placed in courses based upon student achievement data and graduation requirement. If you should have any questions, please see your guidance counselor.

State Mandated Tests (from Policy # 6.200)

State Mandated Tests (itemized within the Attendance Policy):

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.

Additionally, all juniors are required to take the ACT, at school, on the state appointed day in the spring semester.

Year by Year Review

9th grade

- Monitor academic progress.
- Learn the requirements for the type of diploma you wish to pursue.
- Get involved in a wide variety of activities.
- Do your best to pass every course and get help if you begin to struggle.
- Begin keeping a portfolio of high school accomplishment or honors.
- Get to know your guidance counselor.
- Select 10th grade courses carefully.
- Start a college savings account.

10th grade

- Continue to monitor academic progress.
- Continue to be involved in a variety of activities and develop leadership skills.
- Consider taking dual-credit courses for next year.
- Carefully select courses for the 11th grade.
- Explore and discuss college options.
- Update your portfolio of accomplishments or honors.
- Plan summer activities that relate to a career you might be interested in.
- Add money to your college savings account.

11th grade (The junior year is when students begin to finalize their decisions regarding the college they plan to attend. Juniors should take college tests, make college visits, and start searching for scholarships)

- Continue to monitor academic progress.
- Continue to be involved and develop leadership skills.
- Consider taking the PSAT in September.
- Explore college options.
- Make sure you register for the ACT and/or SAT early in the spring.
- Make college visits.
- Carefully select 12th grade courses. Colleges look to see if students took challenging courses in their senior year.
- Look for scholarships.
- Update your portfolio of accomplishments or honors.
- Meet with the high school counselor to review your transcript and to discuss college planning.
- Plan summer activities that provide volunteer work in the field related to your intended major.
- Narrow the list of college choices.
- Establish a permanent e-mail address to use when communicating with colleges.
- Continue to save money in your college account.

12th grade

- Continue to monitor academic progress.
- Set up a calendar for the year. Meeting deadlines is crucial at this point in the progress.
- Sign up for the ACT or SAT, if necessary.

- Complete college applications are sent in well before the deadlines.
- Comprise a resume to give to teachers, guidance counselors, coach, or administrators when asking for a letter of reference.
- Complete financial aid and scholarship application forms.
- Complete FAFSA and apply for Hope Scholarship.
- Seniors will be given three transcript requests. Any additional transcripts will cost \$1.00. Students should request transcripts from the guidance office.

Cheatham County Board of Education Policies

The SHS Handbook is based on our implementation of BOE Policies. You've probably noticed that many of the Board Policies are cited with headings in the handbook. You may access all Board Policies in their entirety through the Cheatham County Schools website.

Several board policies are briefly described below. Some of these are repetitious in that they are previously cited within this handbook. The following policies are especially important for students' and parents' information:

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.

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.

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.

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.

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.

Visitors To The School Policy #1.501

During school hours, all visitors will report to the school office when entering the school and will sign a log book. This includes special events, programs, and conferences. 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.

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)

Policies and Notices Related to the Administration of Schools

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

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.

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.

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 students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, the 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.

If issues need to be appealed or grieved to the Board Office, contact Dr. Tara Watson or Dr. Beth Batson.

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.

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: Dr. Beth Batson or Dr. Tara Watson (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.

FERPA

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.

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.

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. (e.g. 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 administration of medication.

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.

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

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).

Physical Activity Law

The General Assembly 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.

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.

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.

Section 504

Annual Notice to Parents:

In compliance with state and federal law, the Cheatham County School System will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact your building level 504 coordinator.

Special Education Parental Rights

https://www.tn.gov/assets/entities/education/attachments/331816_notice_proc_safeguards.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 615-792-2070 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.