

# Lincoln County Department of Education



## PreK-8 Comprehensive Handbook 2019-2020

**Mission Statement:** The mission of the Lincoln County School System, in partnership with parents, teachers, and the community, is to provide a safe, secure, and positive learning environment for all students.

Lincoln County School System

2019 - 2020 Calendar

Approved by Board November 5, 2018

Revised by Board June 3, 2019

July 31 In-Service (Countywide)

August 1 In-Service (Individual Schools)

August 2 Staff Development No School

August 5 Students Attend ½ Day

August 6 Students Attend Full Day

September 2 Labor Day Holiday No School

September 13 In Service No School

October 7-11 Fall Break No School

October 22 School Day Parent Teacher Conferences LCHS 4–7 p.m.

October 24 School Day Parent Teacher Conferences

Elementary Schools 4-7 p.m.

October 25 In Service No School

November 25-29 Thanksgiving Break No School

December 20 Students attend ½ day

January 3 Staff Development No School (TBD by School)

January 6 Students return for full day

January 20 Martin Luther King Jr. Day (Holiday) No School

February 11 School Day Parent Teacher Conferences

Elementary Schools 4-7 p.m.

February 13 School Day Parent Teacher Conferences LCHS 4-7 p.m.

February 14 In Service No School

February 17 President's Day (Holiday) No School

March 16-20 Spring Break No School

April 10 Good Friday (Holiday) No School

May 15 In Service No School

May 22 Last Day of School for Students (½ day)

<b>Grading Periods - Nine Weeks</b>	<b>Beginning Date</b>	<b>Ending Date</b>	<b>Progress Report</b>	<b>Report Card</b>
1st	August 5	October 4	September 5	October 17
2nd	October 14	December 20	November 19	January 9
3rd	January 6	March 13	February 6	March 26
4th	March 23	May 22	April 23	May 22

Welcome to the start of the 2019-2020 school year! The start of a new school year is an exciting time for students, families, and staff. In this spirit, it is our pleasure to welcome everyone back ready to grow academically, emotionally, and physically.

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

### **LCDOE Core Values**

- **We make decisions based on the best for the whole child, academically, physically, emotionally, and characteristically.**
- **We make decisions based on the best for the adults who impact the whole child, academically, physically, emotionally, and characteristically.**

As your Director of Schools, I look forward to working with each of you to build on the successes and high achievement of our students and school. With more than 30 years in education, the renewed sense of excitement for the start of this school year is still one of my favorite things because of the excitement and energy our students, staff, parents and community bring to our school community and all the possibilities that working together provide.

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

Dr. Bill Heath, Director of Schools  
Lincoln County Board of Education  
206 East Davidson Drive  
Fayetteville, TN 37334

**State Attendance Guidelines Rule 0520-01-02-.17 shall state the following:**

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

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

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

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

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

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

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

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

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

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

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

## STUDENT ATTENDANCE

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

**ATTENDANCE POLICY 6.200 Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The attendance supervisor shall oversee the entire attendance program which shall include:**

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

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

Absences shall be classified as either excused or unexcused as determined by the principal/designee.

Excused absences shall include:

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

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

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

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

### **Progressive Truancy Intervention Plan**

1. State Attendance Guidelines will be posted in the school office.

2. All parents/guardians will have access to information regarding the Lincoln County Attendance Policy - TN Code Annotated 49-6-3007  
<http://law.justia.com/codes/tennessee/2010/title-49/chapter-6/part-30/49-6-3007/>
3. School will keep a copy of parents/guardians signatures acknowledging they are aware of the Lincoln County attendance policy  
[http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6200\\_60.pdf](http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6200_60.pdf)
4. Tier 1 Immediately after the 3rd unexcused absence (in the school year) a 3 day letter is mailed to parent/guardian. The designated school personnel will contact parents/guardians of students who accumulate 3 unexcused absences to schedule a conference with parents/guardians and student. The attendance law will be given to the parents/guardians. An attendance contract will be signed by the parents/guardians, student and the designated school personnel. The contract will specify the school's attendance expectations for the student. The contract will specify the period of the contract (no less than 90 days). The contract will specify the penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court. The contract will specify regularly scheduled follow-up discussions to address the student's progress.
5. Tier 2 School personnel will send written notification to parents/guardians of students who accumulate 5 unexcused absences. Additional steps that will be taken for students who accumulate more than 5 unexcused absences include the following:  
  
The designated school personnel will work with the school counselor to develop an Individualized Assessment of the reason(s) a student has been absent from school.  
  
If a student accumulates 8 unexcused absences or 12 excused absences a STAR Team Meeting with student, parents/guardian, designated school personnel, counselor, Attendance Supervisor, Family Resource Director, and teachers regarding the Individualized Assessment. A plan to address the truancy issues will be developed.  
  
Follow up discussions will be scheduled to address attendance progress.



6. Tier 3 Students who accumulate 10 unexcused absences or tardies or a combination of 10 will be referred to Truancy Board (for first referral) or Court (if has been referred to Truancy Board).

The Truancy Board consists of a Juvenile Court Officer (Not the Judge), along with the Attendance Supervisor and Principals/Graduation Coach from the individual schools.

Students who continue to accumulate unexcused absences or tardies after Truancy Board will be referred to Juvenile Court.

7. Tardy Attendance: A student who arrives late to school or is dismissed early is considered Tardy.

Tardies must have a note with an excusable reason documented within (2) two days of return to school. If student uses a Parent Note for a Tardy it does count toward the (3) Parent Notes allowed per semester.

Contact parent/guardian regarding tardies when 5 unexcused are accumulated during the school year. Advise unexcused tardies can constitute referral to Juvenile Court. Document the contact.

### **ADMITTANCE TO CLASS PROCEDURES**

Any student who has been absent from school must have a note signed by a parent or guardian stating the reason for the absence, and a telephone number in which the parent/guardian may be reached to verify the absence. The principal will determine if the absence is excused.

### **CHECKING OUT OF SCHOOL**

Checking out of school is strongly discouraged. The parent/guardian must report to the office to ask for their child to be checked out of school. The student will then be called to the office. Do not go to your child's classroom. Students must sign in/out on the check in/out sheet. Principal or designee will determine if absence is excused. Students checking out with anyone other than their parent or guardian must have a note from their parent/guardian. Note will be verified before student will be allowed to leave. Students will not be allowed to leave early to go home with another student.

## **LEAVING CAMPUS WITHOUT PERMISSION**

Any student leaving campus without permission is subject to disciplinary action from school.

## **ILLNESS AT SCHOOL**

If your child experiences a mild, temporary illness, he/she will be allowed to rest in the clinic until he can return to class. However, you will be called if your child becomes seriously ill, has a personal problem, or is running a high temperature. The emergency form for your child should list relatives or friends to contact if you cannot be reached.

## **CHRONIC ILLNESSES**

The office needs to know of any chronic illness such as asthma, rheumatic fever, diabetes, allergies, etc. We need precise written instructions on file should an emergency arise.

## **MEDICINE**

ALL medications must be given according to the guidelines established by the state of Tennessee: An ADULT must bring medications to school. No medications are to be carried on a school bus by a student (except asthma inhalers and epi-pens). Medications ordered by a doctor must be in the original prescription bottle. The label should contain: the child's name, name of the medication, amount of medication to be given (we only give the amount on the bottle, if this is changed we must have a doctor's written order), time the medication is to be given name of the pharmacy with the phone number and the physician's name. A parent must fill out a written consent prior to the child taking the medication. Consent forms are available in the school office or on the [www.lcdoe.org](http://www.lcdoe.org) website. Students are not allowed to carry medication on them with the exception of inhalers for asthma and epi-pens for severe allergies. These medications must also have a consent form signed. Parents must bring non-prescription and prescription medications into the office and sign a consent form. The medications must be in the original container. We will NOT give medications sent to school in baggies, envelopes or wrapped in paper. These medications will not be returned to the student. You will have one week to pick them up, after that time they will be disposed of.

## **LINCOLN COUNTY SCHOOLS HEAD LICE POLICY**

We follow the CDC guidelines for handling head lice cases. If a student is found to have lice at school, the school nurse will follow up. The parent/guardian will receive written notification. Students must be rechecked by the nurse the morning after treatment before returning to the

classroom and must bring proof of the product used for treatment (box, receipt for treatment, etc.-only one required piece of evidence). The American Academy of Pediatrics discourages head lice screenings at school, which have not been proven to have a significant effect over time on the incidence of head lice in the school setting. Children should be checked only when demonstrating symptoms of head lice. At this time, we do not do school-wide, classroom checks. Parents must not rely on the school to do the primary head checks. We would like to recommend that you schedule weekly head checks at home for lice and/or nits (eggs). Parents need to join in partnership with the school to limit the spread of lice, reducing lice outbreaks depend on the cooperation we receive from parents.

### **OFFICE PROCEDURES**

**VISITORS:** All visitors and parents are welcome and are encouraged to visit the school. Everyone must stop by the office to state the nature of the visit and receive a pass.

**TELEPHONE:** Students will be allowed to use the phone only in emergency situations. A note from the teacher will be required. Students may not use the phone to routinely call home. Students and staff members will not be taken from class for a routine call. The caller will be asked to leave a message.

**CHANGE OF INFORMATION:** If you change your address, phone number, etc., please notify the school at the time of the change. Promptness is critical so that the appropriate changes can be entered into your child's records in case of emergency

**TEXTBOOKS:** The State of Tennessee furnishes all textbooks, which are to be kept clean and in good condition by the students. No final grade will be given until textbooks are returned or paid for in the case of damage or loss. If a student withdraws from school, all textbooks must be returned before records are forwarded.

**LOST AND FOUND:** If your student has lost an item, please contact your school's office for location of lost and found. At the end of each semester, remaining items are donated to charity.

**PLEASE LABEL JACKETS AND OTHER PERSONAL ITEMS WITH YOUR CHILD'S FIRST AND LAST NAME.**

### **BREAKFAST AND LUNCH**

Students may bring breakfast or lunch from home or buy it in the cafeteria. A well-balanced meal is prepared each day by the cafeteria staff under the standards of the National School Lunch and National School Breakfast Programs. Breakfast will be served at the start of the school day.

## **BREAKFAST PRICES:**

PreK-12:

Paid - \$1.25

Reduced - \$0.30

Staff - \$1.60

Visitor - \$1.60

## **LUNCH PRICES:**

PreK-8:

Paid - \$2.35

Reduced - \$0.40

9-12:

Paid - \$2.75

Reduced - \$0.40

Staff - \$3.50

Visitor - \$3.75

## **CHARGES**

Students may charge five (5) meals. All charges must be paid before report cards, field trips, field day, etc. Students who have a zero or negative balance on their school lunch account may not charge any al la carte items or extra meals.

## **CAR RIDERS**

All car riders must be dropped off and picked up at the designated area of the building. Parents should not park and come into the building to get children. This interferes with the bus-loading procedures and causes a breakdown in the scheduled flow of traffic. To ensure the safety of your

children, please do not check them out after 2:30 p.m. Car rider dismissal begins at 2:45-2:50 (depending on the individual school) p.m. Please be patient the first couple of weeks. It may take some time to get the line flowing smoothly and to acquaint the students with the procedure.

### **BUS RIDERS**

All buses load and unload at the front or side of the school. Each student should memorize his/her bus number and bus driver's name. A student who is not a regular bus rider should bring a note to the office advising he/she will be riding the bus on that day. A note will be given to the bus driver when the student gets on the bus. The note should include an address and parent/guardian phone number. Bus dismissal time will be provided by the individual school.

### **CHANGES IN TRANSPORTATION**

Please notify the office no later than 2:15 of any changes in your child's transportation (car or bus) for that day. This time is needed in order to ensure notification of your child and child's teacher.

### **BUS CONDUCT**

Students become the responsibility of the school system when they board the bus. The school bus is an extension of school activity; therefore, students shall conduct themselves in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver. The principal has the option of not allowing students to ride the bus in cases of chronic misbehavior. Bus drivers will observe our disciplinary procedure in dealing with student misbehaviors.

All bus riders will receive a group explanation and a copy of the following:

- **Group Warning:** All students will receive group warning of the consequences of misbehavior.
- **First Incident:** Warning issued to student and parent/guardian notified.
- **Second Incident:** Five days suspension from bus privileges; parent/guardian notified.
- **Third Incident:** Ten days suspension from bus privileges; parent/guardian notified.
- **Fourth Incident:** Suspension from bus privileges for remainder of school year; parent/guardian notified.
- **Anyone who throws objects or fights on the bus will receive an automatic five day suspension of bus-riding privileges.**
- **Any student who destroys seats or commits any other act of bus vandalism will be required to pay actual damages, according to the payment schedule agreed by the principal and parent/guardian, before the student will be allowed to ride the bus again.**

Restitution for damages will be required in addition to other consequences that the student has incurred.

- Special Education students will have a manifestation meeting after the first warning.

Fighting or throwing objects on the bus is an automatic five-day suspension. Students who damage seats or vandalize the bus will be charged a *minimum* of \$30 for damages. Students who transfer from bus to bus while in route to and from school are expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

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

Any student who gets off the bus at any point between pick-up and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.

Any student who wishes to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

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

The following list of rules should be displayed at the front of the bus and all riders are expected to obey each one.

- Observe the same conduct as in the classroom.
- Be courteous, use no profane language.
- Do not eat or drink on the bus. (driver's discretion)
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands and feet inside the bus.
- The Bus Driver is authorized to assign seats.

### **INCLEMENT WEATHER**

Listen to local radio stations for information and complete the Community Safe Automated Phone Notification System form from the school so parents will be notified when there is

inclement weather causing delays, early dismissals, or cancellations. You can also follow the LCDOE and individual schools' social media outlets for weather notifications.

## **ACADEMICS**

All schools in the Lincoln County Department of Education School District are committed to the academic achievement of all students. In order to accomplish this task, the following programs, policies, and procedures have been established: Speech and language therapy, Computer Lab K-8, Automated Library, Guidance Counseling, One-to-one devices 2-8, Special Education & Title Education, Before/After school tutoring (invitation only).

## **REPORT CARDS**

Report cards for grades K-8 will be sent home each nine weeks.

Grades K - 1 indicate progress with the following letter grades:

E-Excellent

G-Good S-Satisfactory

N-Needs Improvement

U-Unsatisfactory

Grades 2 - 8 use the basic grading system for the subject area grades.

The numerical equivalents are:

A (93-100)

B (85 - 92)

C (75 - 84)

D (70 - 74)

F (below 70)

\* Progress reports will be issued midway of each grading period.

## **HIGH HONOR ROLL**

To receive recognition for the High Honor Roll, a student must have a cumulative GPA of 92.5-100 with no grade below 85. High Honor Roll recognition begins in 3<sup>rd</sup> Grade. Only the 4 Core Classes will be included (No P.E., band, computer, etc).

### **HONOR ROLL**

To receive recognition for the Honor Roll, a student must have a cumulative GPA of 89.5 to 92.4 with no grade below 85. Honor Roll recognition begins in 3<sup>rd</sup> Grade. Only the 4 Core Classes will be included (No P.E., band, computer, etc).

### **TEACHER REQUEST POLICY**

Due to the TEAM teacher evaluation system, there will be no teacher requests.

### **DISCIPLINE IN THE CLASSROOM**

Teachers will send home their classroom/grade level procedures and rules.

### **HANDS-OFF POLICY**

Student relationships are to be private. The "hands-off" policy should be complied with during school hours and at all school activities and functions.

### **CIVIL RIGHTS**

Each student has the right not to be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities.

### **ZERO TOLERANCE POLICY**

The Zero Tolerance Policy, which has been mandated by the Tennessee State Legislature, informs each student and parent of our county's Code of Behavior and Discipline and its discipline procedures for drugs, weapons, and assault. Below is the board policy.

### **ZERO TOLERANCE BOARD POLICY**



In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated: WEAPONS & DANGEROUS INSTRUMENTS Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.<sup>1</sup> Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.<sup>2</sup> Violators of this section shall be subject to suspension and/or expulsion from school. Firearms (as defined in 18 U.S.C. § 921)<sup>3</sup> In accordance with state law, any student who brings or possess a fi rearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. 4 DRUGS In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>5</sup> ASSAULT In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>5</sup> ELECTRONIC THREATS In accordance with state law, 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 shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>6</sup> Lincoln County Board of Education 6.309 06/24/13 06/02/03 Zero-Tolerance Offenses 6.309 Page 2 of 2 NOTIFICATION When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

### **ELECTRONIC GAMES, RADIOS, PLAYING CARDS, TOYS, AND OTHER SUCH ITEMS**

These items are not permitted at school unless permission has been given by the teacher for a special situation or activity. The faculty, staff, and administration of LCDOE PreK-8 schools are not responsible for items lost, stolen, or damaged. If a student brings an item to school without permission, the item will be taken to the office and parents will be asked to come and pick up the item.

## **CELL PHONES AND OTHER PERSONAL COMMUNICATION DEVICES**

Students may possess personal communication devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. A student in violation of this policy is subject to disciplinary action. Unauthorized use or improper storage of a device will be taken to the office. Consequences for violations according to the Lincoln County Board of Education policy:

1st Offense: Warning (Parent pick up the cell phone and sign it out at the end of the school day, after school hours)

2nd Offense: 1 day of In-School Suspension (Parent pick up the phone and sign it out)

3rd Offense: 2 days of In-School Suspension (Parent pick up the phone and sign it out)

4th Offense: 3 Days of In-School Suspension (Parent pick up the phone and sign it out)

5th Offense: Parent Meeting set up by the principal and/or possible suspension from school

## **VIDEOS, CAMERAS, CAMERA PHONES AND OTHER ELECTRONIC RECORDING DEVICES**

These items are prohibited in locker rooms at all times. Cameras, camera phones and other electronic recording devices owned or operated by individuals may not be used to photograph, video, or record any student or staff without permission from the individual(s) being photographed, videoed, or recorded. School security cameras are not included in this restriction. Any student who violates the restrictions of this policy may have the device confiscated and may be subject to disciplinary action at the discretion of the principal. Any student who disseminates in any manner an unauthorized or misrepresented photograph, video, or recording for the purpose of embarrassing, demeaning, or discrediting the reputation of any student or staff, or that results in the embarrassment, demeaning, or discrediting of any student or staff, or results in any action or activity disruptive to the educational process shall be subject to disciplinary action up to and including suspension or expulsion at the discretion of the principal. The faculty, staff, and administration of Unity School are not responsible for items lost, stolen, or damaged.

## **SMOKING**

In an effort to demonstrate our dedication to modeling good health, all schools will adhere to a SMOKE-FREE environment. NOTE: This includes smokeless tobacco, electronic cigarettes, and associated paraphernalia. Student possession or use of these products at school will result in automatic court citation will be written for the offending student.

## **DISCIPLINE**

Any school system action taken pursuant to this policy shall be consistent with requirements of federal law, Tennessee statutes, and other school system policies. The school system shall take discriminating action necessary and appropriate, including warning, suspension, or immediate discharge to end harassment, sexual harassment, or discrimination and to prevent its recurrence.

## **POLICY DISTRIBUTION**

A copy of the foregoing policy and reporting procedure shall be published in the school system policy manual, shall be included in each student handbook published by the school system, and shall be posted in a conspicuous place in each school building. Postings of the Policy shall include the name(s) of the person(s) to whom reports should be directed.

## **DISCIPLINE POLICY**

Students in the Lincoln County Schools District are expected to conduct themselves as young ladies and gentlemen at all times. To have a good school, students must exhibit respect and courtesy for teachers, as well as for fellow students. Teachers will try to lead each child to do his/her best in attaining self-discipline. Major disciplinary problems are worked out with the teacher, the parent, and the principal. Suspensions of students from school will be conducted according to TCA 4001309. Cooperation between school, home, and acceptable behavior by students is essential for an effective school program.

Violations which could result in suspension from school are:

- Possession of illegal drugs.
- Possession of firearms, guns, pistols, knives, or pepper spray.
- Marking, defacing, willfully or maliciously damaging school property or property belonging to school personnel.
- Actions inciting, advertising, or counseling others to engage in any act disruptive to regular school activities.
- Theft of property belonging to students or personnel.
- Disorderly school bus conduct.
- Disrespectful attitude or behavior toward any personnel assigned to any school personnel.
- Devices that disrupt learning
- Actions deemed as Fighting.
- The use of gang writing, graffiti, signing, or clothing is strictly forbidden at school and will be punished by suspension or alternative school.

## **ZERO TOLERANCE OFFENSES**

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

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

### **WEAPONS & DANGEROUS INSTRUMENTS**

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings.

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

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

#### **Firearms**

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

#### **DRUGS**

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

#### **ASSAULT**

In accordance with state law, any student who commits aggravated assault<sup>5</sup> or commits assault that results in bodily injury<sup>6</sup> upon any teacher, principal, administrator, any other employee of the school, or school resource officer shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

## ELECTRONIC THREATS

In accordance with state law, 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 shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

## NOTIFICATION

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

## STUDENT CODE OF CONDUCT

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. The development of each code shall involve principals and faculty members of each level and shall be consistent with the relevant policies as adopted by the Board.

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to student conduct on school buses, on school property, and while students are on school sponsored outings.

### MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Non-defiant failure to do assignments or carry out directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)

### Disciplinary Procedures

- Staff member intervenes immediately.
- Staff member determines what offense was committed and its severity.
- Staff member determines who committed the offense and if he/she understands the nature of the offense.
- Staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

### Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- Corporal punishment
- In-school suspension

### MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

#### Examples (not an exclusive listing)

- Continuation of unmodified Level I behaviors
- School or class tardiness
- Using forged notes or excuses
- Disruptive classroom behavior

### Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and teacher.
- The principal hears the accusation made by the teacher and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the teacher of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

### Disciplinary Options

- Teacher/schedule change
- Modified probation
- Behavior modification
- Social probation

- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Corporal punishment
- Out-of-school suspension (not to exceed ten (10) days)

### MISBEHAVIORS: LEVEL III

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II behaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs, drug paraphernalia, and/or alcohol
- Stealing
- Threats to others
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)

#### Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and teacher.
- The principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action.
- The principal may refer incident to the Director of Schools and make recommendations for consequences.
- If the student's program is to be changed, adequate notice shall be given to the student and his/her parent(s)/guardian(s) of the charges against him, his/her right to appear at a hearing, and his/her right to be represented by a person of his/her choosing.
- Any change in school assignment is appealable to the Board.
- The record of offense and disciplinary action shall be maintained by the principal.

#### Disciplinary Options

- In-school suspension
- Detention
- Corporal punishment
- Restitution from loss, damage, or stolen property
- Out-of-school suspension not to exceed ten (10) days
- Social adjustment classes
- Transfer

- Expulsion

#### MISBEHAVIORS: LEVEL IV

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III behaviors
- Death threat (hit list)
- Extortion
- Bomb threat
- Possession/use/transfer of dangerous weapons\*
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer\*
- Aggravated assault\*
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- Possession of unauthorized substances (i.e. any controlled substance, controlled substance analogue, or legend drug)\*
- Use/transfer of unauthorized substances
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)
- Electronic threat to cause bodily injury or death to another student or school employee\*

#### Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- Complete and accurate reports are submitted to the Director of Schools.
- The student is given a hearing before the disciplinary hearing authority.

#### Disciplinary Options

- Expulsion
- Alternative schools
- Other hearing authority or Board action which results in appropriate placement



**CORPORAL PUNISHMENT** - In extreme cases of student misconduct, corporal punishment may be used.

**IN-SCHOOL SUSPENSION** - Assignments are made by the administration. In school suspension is used by the administration as a corrective measure in dealing with some cases of student misconduct. Much restriction is placed on the student, and special rules are applied in these situations. The student is isolated from the regular school program/activities and is under strict supervision at all times. All students will have assignments to cover the length of the suspension. All students must report to the assigned area with paper, pencil, and books. All assigned students will eat lunch in ISS.

**IN-CLASS SUSPENSION (In-class ISS)** - Assignments are made by the administration. In-class suspension is used as a corrective measure in dealing with some cases of misconduct. The student would remain in the classroom, but not be allowed to attend special activity classes and lunch with their peers.

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

1. Willful and persistent violation of the rules of the school
2. Immoral or disreputable violence against the person or any personnel attending or assigned to any public school
3. Violence or threatened violence against the person or any personnel attending or assigned to any public school
4. Willful or malicious damage to real or personal property of the school or property of any person attending the school
5. Inciting, advising, or counseling of others to engage in any of the acts herein before enumerated
6. Any other conduct prejudicial to good order and discipline in any public school No work will be made up for days or periods of time missed as a result of suspension, except as stated in Section 49-1309, Tennessee Code annotated and as approved by the principal. After such suspension by the principal, the student may make an application for readmission to school as provided by Tennessee State School Law.

### **INTERROGATIONS BY SCHOOL PERSONNEL**

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s), guardians(s) or legal custodian(s), and without giving the student constitutional warnings.

## **SEARCHES BY SCHOOL PERSONNEL**

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

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person. A student using a locker that is the property of the school system does not have the right of privacy for that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students, subject to inspection, access for maintenance, and search.

Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search. A student may be subject to physical search. A student's pocket, purse, or other container may be required to be emptied because of the results of a locker search or because of information received from a teacher, staff member, or other student (if such action is reasonable to the principal).

All of the following standards of reasonableness shall be met:

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

## **PROCEDURES WHEN DISCIPLINING CHILDREN WITH DISABILITIES AUTHORITY OF SCHOOL PERSONNEL 34 CFR §300.530**

This occurs as a case-by-case determination. School personnel may consider any unique circumstances on a case-by-case basis, when determining whether a change of placement, made in accordance with the following requirements related to discipline, is appropriate for a child with a disability who violates a school code of student conduct.

*General*

To the extent that they also take such action for children without disabilities, school personnel may, for not more than 10 school days in a row, remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting (which must be determined by the child's individualized education program (IEP Team), another setting, or suspension. School personnel may also impose additional removals of the child of not more than 10 school days in a row in that same school year for separate incidents of misconduct; as long as those removals do not constitute a change of placement (see Change of Placement Because of Disciplinary Removals for the definition, below). Once a child with a disability has been removed from his or her current placement for a total of 10 school days in the same school year, the school district must, during any subsequent days of removal in that school year, provide services to the extent required below under the sub-heading Services.

#### *Additional Authority*

If the behavior that violated the student code of conduct was not a manifestation of the child's disability (see Manifestation determination, below) and the disciplinary change of placement would exceed 10 school days in a row, school personnel may apply the disciplinary procedures to that child with a disability in the same manner and for the same duration as it would to children without disabilities, except that the school must provide services to that child as described below under Services. The child's IEP Team determines the interim alternative educational setting for such services. Services The services that must be provided to a child with a disability who has been removed from the child's current placement may be provided in an interim alternative educational setting.

A school district is only required to provide services to a child with a disability who has been removed from his or her current placement for 10 school days or less in that school year, if it provides services to a child without disabilities who has been similarly removed.

A child with a disability who is removed from the child's current placement for more than 10 school days must:

1. Continue to receive educational services, so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and
2. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not happen again.

After a child with a disability has been removed from his or her current placement for 10 school days in that same school year, and if the current removal is for 10 school days in a row or less and if the removal is not a change of placement (see definition below), then school personnel, in consultation with at least one of the child's teachers, determine the extent to which services are needed to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

If the removal is a change of placement (see definition below), the child's IEP Team determines the appropriate services to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

### *Manifestation Determination*

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct (except for a removal that is for 10 school days in a row or less and not a change of placement), the school district, the parent, and relevant members of the IEP Team (as determined by the parent and the school district) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:

1. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
2. If the conduct in question was the direct result of the school district's failure to implement the child's IEP. If the school district, the parent, and relevant members of the child's IEP Team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the child's disability.

If the school district, the parent, and relevant members of the child's IEP Team determine that the conduct in question was the direct result of the school district's failure to implement the IEP, the school district must take immediate action to remedy those deficiencies.

### *Determine that Behavior was a Manifestation of the Child's Disability*

If the school district, the parent, and relevant members of the IEP Team determine that the conduct was a manifestation of the child's disability, the IEP Team must either:

- Conduct a functional behavioral assessment, unless the school district had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or
- If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior.

Except as described below under the sub-heading Special circumstances, the school district must return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavioral intervention plan.

### *Special Circumstances*

Whether or not the behavior was a manifestation of the child's disability, school personnel may remove a student to an interim alternative educational setting (determined by the child's IEP Team) for up to 45 school days, if the child:

1. Carries a weapon (see the definition below) to school or has a weapon at school, on school premises, or at a school function under the jurisdiction of the State Educational Agency or a school district.
  
2. Knowingly has or uses illegal drugs (see the definition below), or sells or solicits the sale of a controlled substance, (see the definition below), while at school, on school premises, or at a school function under the jurisdiction of the State Educational Agency or a school district; or
3. Has inflicted serious bodily injury (see the definition below) upon another person while at school, on school premises, or at a school function under the jurisdiction of the State Educational Agency or a school district.

#### *Definitions*

- Controlled substance: a drug or other substance identified under schedules I, II, III, IV, or V in section 202© of the Controlled Substances Act (21 U.S.C. 812c)).
  
- Illegal drug: a controlled substance; but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law.
  
- Serious bodily injury: has the meaning given the term "serious bodily injury" under paragraph (3) of subsection 1365 of title 18, United States Code.
  
- Weapon has the meaning given the term "dangerous weapon" under paragraph (2) of the first subsection (g) of section 930 of title 18, United States Code.

#### *Notification*

On the date it makes the decision to make a removal that is a change of placement of the child because of a violation of a code of student conduct, the school district must notify the parents of that decision, and provide the parents with a procedural safeguards notice

#### *Annual Notice to Parents*

In compliance with state and federal law, Lincoln 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, grievance, or appeals procedures and provision of services to protected handicapped students, contact the School Counselor at your local school.

## **EXTRACURRICULAR ACTIVITIES**

Any student who is eligible and wishes to participate in a school sponsored extracurricular activity is encouraged to do so.

Any student suspended from school is also suspended from participation in extracurricular activities.

School rules for behavior, speech, and dress are in effect for extracurricular activities.

## **ATHLETICS 6-8**

TMSAA rules and regulations are followed for participation in Middle School sports. Players, cheerleaders, and student spectators represent our schools. Their conduct should give others a favorable impression at all times.

In order to participate in extracurricular activities, the student must be present in all classes the day of the activity or secure permission from the principal before being allowed to participate. If a student is absent from school all day, he/she may not attend practice that day. If absent for funeral, etc.-a student may attend.

## **LINCOLN COUNTY SCHOOLS STUDENT ACCEPTABLE USE POLICY**

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

### **A. Educational Purposes**

1. The Lincoln County School System is providing students with access to the district’s electronic network system, which includes Internet access. The use of this account must be in support of education and research and consistent with the educational objectives of the school system.

2. The Lincoln County School System's network use is limited to educational purposes. The term "educational purposes" includes classroom activities, student research, and career development. The network system will also assist the Lincoln County Schools in sharing information with the local community, including parents, social service agencies, governmental agencies, and business.

3. The Lincoln County School System's network has not been established as a public access service or a public forum. The school system has the right to place reasonable restrictions on the material you access or post through the network. You are also expected to follow the terms of the Acceptable Use Agreement and Board Policy.

4. You may not use the network for commercial purposes. This means you may not offer or provide products or services through the network or use the network for product advertising.

5. You may not use the network for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues.

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

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

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

D. Security - Security on any computer system is a high priority, especially when the system involves many users. If provided passwords, never share your password or account with anyone. You have full responsibility for the use of your account, and can be held responsible for any policy violations that are traced to your account. If you believe your account has been violated,

you should immediately notify the Technology Director or principal and change your password. No hacking or unauthorized attempts to access another computer or trespassing in another's folder, work, or file is allowed.

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

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

### **STUDENT DRESS CODE**

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

More specific guidelines appropriate for each level of school (elementary, middle, junior high and senior high) may be developed. 1 Principals, faculty members and students shall be involved in the development of each appropriate set of guidelines.

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

In matters of opinion, the judgment of the administration will prevail.

Students should observe the following: (NO VISIBLE UNDERGARMENTS)

	<b>ALLOWED</b>	<b>NOT ALLOWED</b>
<b>SHORTS/PANTS</b>	-4 inches or less above the knee, -at waistline	-more than 4 inches above the knee, -biking shorts, spandex, sleepwear, -slacking or have to be held in order to walk -No visible skin. NO FRAYS or holes more than 4 inches above knee



SKIRTS & DRESSES	-4 inches or less above the knee	-more than 4 inches above the knee
LEGGINGS, STRETCH PANTS, YOGA PANTS, ETC.	-top must cover derriere and be the same length in front and back	T-shirt above derriere region
VISIBLE PIERCINGS	-ears, nose retainer/clear stud 1.5mm or smaller	-other body parts -eyebrow, lips, etc. -nose rings
SYMBOLS	-patriotic, if worn appropriately	-promote/suggest drugs, tobacco, alcohol, sex, obscenities, violence, racial discord, gang activity, or any disturbing influence
HAIR	Natural Colors Only	Unnatural Colors (especially Neon Red)
HEAD COVERINGS	-none	-hats, caps, bandanas, other head coverings (unless for practicing religious purposes)
ACCESSORIES	-none	-spikes, bandanas, chains, blankets
SHIRTS & TOPS	-sleeveless that cover neck to shoulder and hemmed at arms	-see through, tank tops, halter tops, -clothing revealing chest, midriff, sides, or back -the “no-bra” look (No visible undergarments)

## BULLYING

All schools in the Lincoln County Department of Education School District believe in promoting a positive climate, school connectedness, relationship building, and resilience building. Bullying is not tolerated at any level in any schools in the Lincoln County Department of Education School District.

Bullying is defined as, “When someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.”

LCDOE Anti-Bullying Rules:

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

No form of bullying or harassment is accepted at any LCDOE school, and any incident confirmed by the administration will come to an immediate end. All LCDOE schools will comply with LCDOE BOE policy, “Student discrimination/Harassment and Bullying/Intimidation.” This policy, along with all board policies, may be accessed at <http://www.lcdoe.org>.

Although this policy takes place at school, we need your help too. You can talk about bullying and our school’s anti-bullying rules at home with your child or children. We want to work with you to prevent and stop bullying from happening in our school.

### **MISCELLANEOUS INFORMATION**

**NEW STUDENTS** - Students entering kindergarten are required to have a birth certificate and a current medical exam on the state form. Children entering any grade from an out-of-state school will require an up-to-date immunization record on the state form.

**TRANSFERRING STUDENTS** - Please give the school prior notice when transferring so the teachers and office will have time to complete all the necessary paperwork. All accounts must be paid in full and all books must be returned; charges must be paid for lost or damaged items before any records will be released.

**SCHOOL FEES** - The fees you pay for your child cover workbooks, art supplies, and room fees. Students must supply their own pencils, paper, etc.

**PHYSICAL EDUCATION** - Please help your child enjoy P.E. by having him/her properly dressed for safety and comfort. Tennis shoes are required. Due to safety concerns, do not allow your child to wear sandals, jelly shoes, high heels, flip-flops, crocs, Sperry’s, boots, or shoes without a back to P.E. This results in the student having to sit out and will reflect on his/her grade. Classes are held outside and inside the gym, depending on the activity planned. Therefore, students should bring a jacket, if needed, during cool weather. Please notify the P.E. teacher in writing of any ongoing medical problems your child may have. A written excuse from home is required in order for the student to be excused.

### **SEXUAL HARASSMENT POLICY**

The Lincoln County Board of Education is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment. The board prohibits any form of harassment based upon sex, age, religion, disability or race/national origin. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical contact, or communications of a sexual nature when:

1. Submission to that conduct or communications is made a term or condition, either explicitly or implicitly of obtaining an education;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or educational opportunities;
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment. Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

Sexual harassment may include but is not limited to:

1. Sexual advances;
2. Verbal harassment or abuse;
3. Subtle pressure for sexual activity;
4. Touching of a sexual nature including inappropriate patting;
5. Intentional brushing against a student or an employee's body;
6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
7. Demanding sexual favors especially when accompanied by implied or overt promises of preferential treatments with regard to an individual's employment /educational status;
8. Graffiti of a sexual nature.
9. Displaying or distributing sexually explicit drawings, pictures or written materials (including making and playing sexually explicit audio/video tapes);
10. Sexual gestures including touching oneself sexually or talking about one's sexual activities in front of others;
11. Sexual or "dirty" jokes; or
12. Spreading rumors about or rating other students as to sexual activity or performance.

Any person who believes he/she has been the victim of harassment or sexual harassment by a student or an employee of the school system or any third person with knowledge or belief of

conduct that may constitute harassment or sexual harassment must report the alleged acts immediately to an appropriate school system official as designated by this policy. Lincoln County Department of Education encourages the reporting party to use the report forms available from the principal of each school or from the Lincoln County Department of Education.

**In Each School:** The school principal is the person responsible for receiving oral and written reports of harassment or sexual harassment at the school level. A written report will be forwarded to the Complaint Coordinator and to the Director of Schools or his/her designee. If the report was given verbally, the principal shall reduce it to written form within 24 hours. Failure to forward any harassment or sexual harassment report or complaint as provided herein shall result in disciplinary action. If the complaint involves the school principal, the complaint shall be filed directly with the Complaint Coordinator of the Director of Schools or his/her designee.

**System Wide:** The school board hereby designates Linda Tallman as the Complaint Coordinator and Title IX Coordinator to receive reports or complaints of sexual harassment or discrimination from any individual, employee, victim, or principal, as outlined above. If the complaint involves the Complaint Coordinator, the complaint shall be filed directly with the Director of Schools.

Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's present or future employment, grades, or work assignments.

Use of formal reporting forms is not mandatory; however, a sample of the reporting form currently used in this system is available at the school. The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed, consistent with the school system's legal obligations and the necessity to investigate allegations or harassment and take disciplinary action when the conduct has occurred.

## **INVESTIGATION AND RECOMMENDATION**

Upon receipt of a report or complaint alleging harassment, sexual harassment, or discrimination, the Complaint Coordinator shall immediately undertake an investigation. If the principal received the original complaint or report, he/she will assist the complaint coordinator with the investigation. In determining whether alleged conduct constitutes harassment, sexual harassment or discrimination, the school system shall consider all relevant circumstances, the nature of the sexual advances (if sexual harassment is alleged), the relationship between the parties involved, and the context in which the alleged incidents occurred.

The investigation shall consist of (but not be limited to) personal interview with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed relevant by the Complaint Coordinator. In

addition, the school system shall take immediate steps to protect those involved with the investigation of alleged harassment, sexual harassment or discrimination.

The Complaint Coordinator shall make a final report including findings and recommendations for disciplinary actions, if any, to the Superintendent/Director of Schools or his/her designee upon completion of the investigation.

### **SCHOOL DISTRICT ACTION**

Upon receipt of a recommendation that the complaint is valid, the school system shall take such appropriate action.

A written report of the result of the investigation shall be reported to the complainant by the school system. The report shall document any disciplinary action taken as a result of the complaint. The school system shall take other steps as are deemed necessary to prevent recurrence of the harassment. The school system shall keep the complainant informed of the status of complaints.

### **REPRISAL**

The school system shall discipline any individual who retaliates against any person who reports or is involved in the investigation of alleged incidents of harassment, sexual harassment or discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment that creates a hostile environment.

### **NON-HARASSMENT/FALSE ACCUSATIONS**

The school system recognizes that not every reported incident, advance, or consent containing sexual content constitutes harassment. Whether a particular action or incident constitutes a personal or social relationship having a discriminatory effect requires a determination based on all the facts and surrounding circumstances. False accusations of harassment, sexual harassment, or discrimination can have serious detrimental effects on innocent parties. Any person who knowingly and intentionally makes a false accusation that would be contrary to the spirit and intent of this policy shall be subject to immediate and appropriate disciplinary action.

### **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These proceedings do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Tennessee Department of Human Rights, initiating

civil action, filing a complaint with the Office of the Civil Rights of the United States Department of Education, or in certain instances, seeking redress under state statutes.

### **SEXUAL HARASSMENT AS SEXUAL ABUSE**

Under certain circumstances, sexual harassment may constitute sexual abuse under Tennessee Law. In such situations, the school system shall comply with Tennessee statutory requirements regarding the reporting of suspected abuse to the appropriate authorities.

### **ASBESTOS COMPLIANCE PLAN AVAILABLE**

203 East Davidson Drive

Contact: Ricky Bryant 931-438-1486

7:00 AM – 4:00 PM

### **Disclaimer**

The Lincoln County Schools Student Handbook can be updated or amended at any time and parental notification will be given.