
Homestead Elementary School

3889 Hwy. 127 South, Crossville, Tennessee 38572

Phone: 931-456-8344

Fax: 931-456-8342

<http://hes.ccschools.k12tn.net>



STUDENT HANDBOOK 2017-2018

Student Information

Name: _____ Grade: _____

Address: _____

City, State, Zip: _____

Phone #1: _____ Phone #2 : _____

Our Mission:

We, at Homestead Elementary, take responsibility to be good citizens and to become lifelong learners.

Our Vision:

Homestead Elementary is committed to academic excellence. Our vision is not only to benefit students of today, but also to influence our community's future by empowering our students with the confidence and skills necessary to become key contributors in the 21st century.

Our Beliefs:

We believe the following elements are vital to accomplish our mission:

- A school environment that is safe, orderly, motivating, and interesting
- A school climate that is positive and reflects an atmosphere of cooperation that includes appropriate external and internal communication
- A dedicated and involved staff that promotes a school culture of excellence in all areas of learning
- A high degree of collaboration and communication among all stakeholders utilizing research based data that ensures quality policy and drives decision making
- A reasonable student-teacher ratio that fosters proficiency and beyond for all students
- Policies and procedures aligned that maintain a focus on achieving our school's goals for academic success
- A variety of remedial and enrichment opportunities offered based on the results of different assessment measurements that provide a high quality education for all students
- Staff Development activities that will maintain a high standard of achievement, promote a high performing learning culture, and enhance teaching skills

Welcome to Homestead Elementary School

Built in the late 1930's as part of the Works Progress Administration, this program was part of President Roosevelt's idea to stimulate the economy by providing work and homes to displaced miners and farmers. The school was originally set up for students in grades 1st-12th. In 1963, high schools in the county were consolidated, leaving grades 1st-8th. Today the school includes Pre K -8th grade students. Our school colors are Black & White and the Bulldog is our mascot.

A LETTER FROM YOUR PRINCIPAL

Dear HES Family,

As we move into 2017-2018, I am looking forward to a season of NEW BEGINNINGS! Life often brings difficulties and loss, but I believe something good is happening---even when we can't see it. Some of life's deepest and most productive work occurs during dormant seasons. Though the field may appear barren, and no flowers can be found, the future is being prepared beneath the surface. Even when things don't make sense, I am confident that some of life's greatest treasures may be hidden in the darkness.

Reflecting on the cycle of life, I see evidence of growth at HES. I've been reminded that part of growing also involves pruning. Yes, it's uncomfortable and can be fatal, but oh so necessary to help us grow. Based on an article I read, ("White Mountain Tree Care"), pruning helps maintain health, structure, beauty, safety, and may enlarge our view. Removing diseased, broken, weak or dead branches increases light exposure and air circulation within the "canopy" (our school). For young trees (novice teachers), pruning ensures a strong structure. Improper pruning, or lack thereof, may hinder growth and increase the risk of damage. Careful pruning may provide access to beautiful views that we would have otherwise missed.

Friends, let's embrace the times of rest that dormancy provides and yield to the "pruning" that encourages productive growth. Just as farmers "break up fallow ground", hoping for richer soil and a fruitful season, we, too, will "come up" much stronger and healthier and grow bigger and faster after a time of cleansing and preparation. There is so much in store for us, both blessing and reward, as we remain faithful to the task before us.

May we continue to cultivate hard work, integrity, and faithfulness in ourselves and our young 'uns. May we plow the new ground anticipating goodness to come. May we trust that we will reap an abundant harvest. I'm in it with you!

It is time,

Robin

STATEMENT OF NON-DISCRIMINATION: Homestead Elementary School complies with Title VI and VII of the Civil Rights Act of 1964, Title IX, of the Education Amendments of 1972 section 504 of the Rehabilitation Act of 1973, Executive Order 11,236, Americans with Disabilities Act of 1990, and the related regulations of each. Furthermore, Homestead Elementary school assures that it does not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. This student handbook is a compilation of the policies, procedures, and behavioral expectations that are intended to guide and assist students during the school term. Complete accuracy of information is the intended goal of this handbook. This handbook however, because of limited space does not precisely mimic the printed page of board policy. The school administration will defer to board policy in all questions arising concerning policies or procedures continued in this handbook. Please be aware that as a living document, board policy is subject to change. Please know that your school administration will make every effort to make students aware of changes if and when they occur.

Homestead Elementary School Compact 2017-2018

FAMILY AGREEMENT: I want my child to achieve success; therefore I will encourage my child by doing the following:

I will ensure that my child is on time and attends school unless he/she has an excused absence.

I will support the school in its efforts to maintain proper discipline.

I will establish a time for homework and assist my child when needed.

I will help my child be a responsible person by teaching him/her to return things to school, such as homework and library books.

I will teach social skills to promote positive interactions with others.

I am aware of the Zero Tolerance Policy and the consequences for not following the policy.

Signature

Date

STUDENT AGREEMENT: As a student, I will work hard and do the following to accomplish my goals:

I will ask for help at school and at home.

I will come to class on time, have all needed materials and assignments, and be prepared to work.

I will be a responsible student and will respect the rights of others to learn without distraction and disruption.

I will show respect for and will cooperate with all adults in the school.

I will complete all assignments to the best of my ability.

I will show respect for people and property by not using profanity, stealing, or vandalizing.

I will spend time at home daily studying or reading.

I will obey the rules set forth by the school, my teacher, and my parents/guardians.

I am aware of the Zero Tolerance Policy and the consequences for not following the policy.

Signature

Date

TEACHER AGREEMENT: I want my students to attain mastery and do his/her personal best; therefore, I will do the following:

I will help my students grow in knowledge and independence and make my students aware of their potential to succeed, learn, and grow.

I will provide an environment conducive to learning and display respect for all.

I will keep my student's family aware of their child's progress and behavior and encourage families to be involved in their child's education.

I will prepare engaging lessons and encourage students through positive reinforcement and praise.

I will assign homework that will reinforce skills practice and enhance learning.

I will develop a plan for learning that is fair and consistent for all students.

Signature

Date

PRINCIPAL AGREEMENT:

I support this school compact and will do the following to promote academic excellence in a safe, positive learning environment:

I will strive to provide a learning environment that is free from conflict and distractions.

I will ensure students have Highly Qualified instructors from whom they will learn.

I will provide an environment that allows for positive communication between the teacher, family, and student.

Robin Perry

August 3, 2017

Signature

Date

ACKNOWLEDGEMENTS

HANDBOOK: I have read and reviewed the information in the Handbook. I am aware of our families' rights and understand the responsibilities of the policies, rules, and regulations of Homestead Elementary School. I agree my child will be held accountable for the consequences of his or her choices at school and school sponsored and/or school related events. I understand that students may be subject to disciplinary action, up to and including referral for criminal prosecution for violations of laws. I understand that certain information about my child is considered directory information (including name, address, phone number, date and place of birth, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, and awards received in school, and the most recent school attended) and may be released to anyone who requests it unless I object in writing to the release of any or all of this information within ten days of the time this handbook is issued.

Student Name & Date

Parent's Signature & Date

CORPORAL PUNISHMENT: Please indicate your preference regarding this type of discipline:

____ I authorize the professional staff to administer corporal punishment (paddle) my child in accordance with TN Law and BOE Policy.

____ I DO NOT wish my child to be paddled.

Student Name & Date

Parent's Signature & Date

LIFE LEADERSHIP DEVELOPMENT PROGRAM CONSENT FORM 6TH-8TH GRADE

As a member of this program, your child will receive a high-quality, evidence based, and age appropriate education that supports adolescent health development. The purpose of this program is to provide growth, support, education, and guidance to adolescents regarding the development of healthy relationships, avoidance of drugs, sex, violence, and the development of character and leadership skills. Trained personnel will present the course material from Life on Point curriculum that is aligned to both state and national standards. The focus includes life skills, developing self-respect, discussions on puberty and the importance of avoiding sexual activity. Please contact the Coordinated School Health office for more information. If you would like to review the curriculum, please request by September 30 of the school year. We are eager to work with you and together guide your young person along this sometimes challenging, but exciting life journey. Throughout the program, assessments will be collected in an effort to evaluate and continue to improve the program, but students' names will never appear on any reported data. Participation in this program requires parental written consent. Please sign below and return.

____ **YES** or ____ **NO**, my student may/may not participate in the Life on Point Leadership Program as presented by our trained facilitators. I understand that anonymous statistical data will be collected to assist in evaluating the program.

Student Name & Date

Parent's Signature & Date

CONSENT/RELEASE FORM URINE DRUG SCREEN 7-8th Grade (BOE Policy 6.3071) FOR STUDENTS ENROLLED IN ANY EXTRACURRICULAR ACTIVITIES

STUDENT NAME: _____ DOB: _____ Circle: Male or Female

I understand that my child may be asked to undergo a random Urine Drug Screen to be eligible to participate in extracurricular activities (including 21st CCLC Before/After School, basketball, football, soccer, cheer leading, band, chess, etc.) in the Cumberland County School System. By signing this consent/release form I am authorizing BOE Designee to conduct the Urine Drug Screen and release the results, whether positive or negative, to the Cumberland County Board of Education school officials as outlined in the Cumberland County Board of Education's Policy.

- Tests will be administered at least twice each semester.
- Ten percent of students involved in each activity may be tested.
- Athletic teams will use the TSSAA eligibility list to determine eligible test subjects, out of season sports will use previous seasons eligibility.
- Other extra-curricular groups must submit a roster with all members listed before the group begins activities.
- Each student will be given an identification number to maintain confidentiality.
- The ID numbers for each activity will be selected at random.
- Students drawn will be brought to the testing area and will be required to give a urine sample. Students will be sent for individually to maintain confidentiality.
- Students will be brought to the office to receive the results of the test, and parents will be notified of the results.
- Once a student is selected, his/her ID number will be returned to the appropriate place before the next selection day.
- This test will be completed at no cost to students if negative.
- If positive the sample will be sent to an outside lab for more testing and this will be at the parents' expense. Students with a positive test will be subject to further testing at the school's discretion.
- Parents must sign a permission slip for drug testing before students can participate in any extracurricular activity.
- My child _____ may be tested for drugs in compliance with BOE Policy 6.3071.

Parent/Guardian (print and signature) _____

Date _____

ACCEPTABLE USE POLICY: BOE Policy 4.406; 4.407; 1.805

Technology Department and Student Network Use Agreement Cumberland County Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use. This policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources will result in disciplinary action.
- Cumberland County Schools makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the district network or other technologies shall alert IT staff immediately of any concerns for safety or security.

Usage Policies- All technologies provided by the district are intended for education purposes. All users shall use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access - Cumberland County Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email - Cumberland County Schools may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or un-trusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

Social/Web 2.0/Collaborative Content - Recognizing the benefits that collaboration brings to education, Cumberland County Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users will communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored. Users should be careful not to share personally identifying information online.

Mobile Devices Policy - Cumberland County Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users will abide by the same acceptable use policies when using school devices off the school network as on the school network. Users will treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users will report any loss, damage, or malfunction to IT staff immediately. Users will be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network will be monitored.

Personally Owned Devices Policy - In accordance with all district policies and procedures, students may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Because of security concerns, when personally owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally owned devices.

Security- Users are expected to follow standard safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or un-trusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads- Users **should not download or attempt to download or run programs or applications over the school network** or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, such files will be downloaded only from reputable sites, and only for education purposes.

Netiquette- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner insuring that content is appropriate. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism - Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety - Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating

over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyber bullying– Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use: I will...

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and other people.
- Help to protect the security of school resources.

Examples of Unacceptable Use: I will not...

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use unacceptable language online.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability - Cumberland County Schools will not be responsible for damage or harm to persons, files, data, or hardware. While Cumberland County Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Cumberland County Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy: Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

I have read and understand the Terms and Conditions of this agreement and give permission to issue a network/Internet account for my child.

Student Name & Date

Parent's Signature & Date

TRANSPORTATION NOTICE TO PARENTS: The first and foremost concern of the Transportation Department is the safety of your children. At no time during a school day is your child's safety in jeopardy more than while on the school 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 while on his/her bus, and all reasonable directions given by him/her shall be followed. The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends. This note will have to be verified by the office at the school. Someone will phone the parent/guardian to confirm and sign the note. Students should bring these to the office immediately in the morning to get approval and give time for the school to call. It is the student's responsibility to pick these up from the office before loading the bus in the afternoon. Any student wishing 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 enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school. When a student's conduct is such that it endangers the safety of other students, himself, or the driver can stop the bus, notify the Supervisor of Transportation and/or the Sheriff's Department, and refuse to transport the student until the situation is resolved. The driver will fill out a Bus Conduct report stating the details of the student's misconduct and take it to the Principal the following morning. We want to encourage you to impress upon your children that the bus must be taken care of in every way. It belongs to all of us – bought with tax money of Cumberland County and it must last for a period of at least fifteen years. The School Board furnishes transportation as a service; it is not a requirement. We hope no transportation problems of any kind occur, and this can be a very good and safe school year. If we can be of assistance to you in any way, please, call 484-6762 and ask for the Transportation Supervisor. It is very important we have your help and consideration in instructing your children to obey and to follow the School Board rules and state law:

- Understand riding a school bus is a privilege, not a right.
- Arrive at the bus stop five minutes prior to scheduled pick-up time. Stay at least ten feet off the road, yet visible to the driver, while waiting on the bus.
- Cross in front of the bus where you can see the driver and the driver can see you, and only after the driver has indicated it is safe to cross.
- NEVER run in front of or behind the bus, even if you have dropped something.
- Unsafe items (i.e. knives, sharp instruments) are not allowed on the bus.
- Cell phones and other electronic devices are permitted on the bus unless it becomes a distraction or problem.
- Hair spray, aerosol deodorant and/or perfume should not be used on the bus.
- The bus driver is the sole authority on the bus. Follow the driver's instructions the first time they are given.
- Absolutely no misbehaving, yelling, or moving out of seats while bus is in motion. This can be highly distracting to the bus driver and potentially hazardous to the safety of all passengers.
- Eating food or candy, chewing gum, drinking liquids, smoking and/or possession of illegal substances or obscene material is not allowed on the bus.
- Respect others' rights, comfort, and safety on the bus.
- Profane, abusive, or vulgar language, gestures, or threats will not be tolerated.
- Fighting, pushing, shoving and/or other inappropriate behavior will not be tolerated.
- The emergency door is to be kept obstruction-free and accessible at all times.
- Open windows with permission from the driver. NOTHING may be extended out a bus window. Shouting out the bus windows is not allowed.
- When the bus comes to a stop, keep hands, feet and other objects out of the aisle to ensure other passengers board/exit safely.
- Report any damage on the bus to the bus driver. Intentional damage will result in disciplinary consequences, including restitution

BUS DISCIPLINE GUIDELINES: All students may ride home on the day of the infraction. Modifications may occur due to the circumstances of the infraction as determined by the administration. Price of a bus seat due to vandalism is \$50.00.

- 1st Incident: Warning & parent phone call
- 2nd Incident: 3 days bus suspension & phone call
- 3rd Incident: 5 days bus suspension & phone call
- 4th Incident: 10 days bus suspension & phone call
- 5th Incident: bus suspension rest of semester

I have read the rules and regulations regarding bus transportation of my child/ren. I understand the important role I have in helping ensure bus safe for our children.

Student Name & Date

Parent's Signature & Date

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2017-2018 School Calendar

August 1 Teacher Inservice #1*
 August 2 Administrative Day #1*
 August 3 First Day for Students
 (10 a.m. dismissal, full day for all personnel)
 August 4 Administrative Day #2*
 August 7 First Full Day
 September 1 Teacher Inservice*
 September 4 Labor Day*
 October 9-13 Fall Break*
 October 16 Teacher Inservice*
 Nov. 22-24 Thanksgiving Break*
 December 19 Last Day before
 Holidays End of 1st Semester (10 a.m. dismissal)
 Dec. 20 – Jan. 3 Winter Break*
 January 3 Administrative Day #3*
 January 4 Students Return to School
 January 15 MLK, Jr. Day No School*
 February 19 Presidents Day – No School*
 March 23 Staff Development #1 – No Students++
 March 26-30 Spring Break*
 April 2 Staff Development #2 – No Students++
 May 22 Staff Development #3 – No Students++
 May 23 Administrative Day #4*
 May 24 Last Day (10 a.m. dismissal)
 ++ No School for Students *PROVIDED* we have missed 10 or fewer days due to weather
 * No School for Students

Attendance (BOE Policy 6.200): Attendance is a key factor in student achievement; therefore students are expected to be present each day school is in session. Students who are absent are at-risk for failure and must make up all work promptly and satisfactorily.

ABSENCE POLICY: A total of twenty-five (25) absences, without extenuating circumstances, during any school year may render an elementary student ineligible for promotion to the next grade and to retain a driver's permit or license, or to obtain such if of age. **Written excuses must be submitted for absences and tardies within five (5) school days after the student returns to school. Failure to submit an excuse will result in the absence or tardy being classified as unexcused. Students are allowed a total of five (5) written excuses by the parent/guardian PER NINE WEEKS.**

If a student is absent without sufficient reason or if no excuse note is returned, the student is considered truant for those days in question. **When a student accrues five (5) days of unexcused absences, a referral is made to the County Attendance Teacher and a Truancy Court appearance is required.** Written notification will be sent to parents of any student accruing five unexcused absences and again at ten unexcused absences. After fifteen (15) reported absences (excused or unexcused) during the year, a truancy board will be appointed by the principal who will conduct a hearing to determine if any extenuating circumstances exist and develop and sign a plan of action for remediation. After a total of twenty-five (25) reported absences (excused or unexcused) in a year, the principal will verify that the student has met attendance requirements that will allow him/her to pass the course, be promoted, or acquire/retain a driver's license.

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

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Recognized religious observances; or
6. Circumstances, which in the judgment of the principal, create emergencies over which the student has no control.

TRUANCY: Truancy is defined as an absence for an entire school day, a major portion of the school day, or activity during the school day for which the student is scheduled. Students who are absent five (5) days without adequate excuse shall be reported to the Director of Schools (DOS) or designee, who will, in turn, provide written notice to the parents/guardians of the student's absence. The DOS shall also comply with state law regarding the reporting of truant students to the proper authorities. Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised.

MILITARY SERVICE OF PARENT/GUARDIAN: School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

DROP OFF/PICK UP (Safety is our goal!) We respectfully request that you:

Drive slowly, take turns, and be courteous to other drivers. Do not use cell phones or leave cars unattended between 7- 8 AM and 2-3 PM. Park only in the parking lot and cross only at crosswalks. Drop all children in the lane by the sidewalk. Ask students to report to the café or assigned areas where students are expected to read, study, or complete assignments. In the afternoon, all students will remain on the sidewalk until directed and be loaded in the parking lot by the monitors.

EARLY ARRIVALS: Students arriving before 7:40 AM will not be allowed to wait inside or outside of the building without adult supervision. If the student arrives prior to this time they are to report to CCQCP, which is a paid before school care program. Information for CCQCP can be obtained in the office.

ABSENTEE PROCEDURES: **Each time a student is absent, please submit an excuse to the attendance office within five school days.** The note should include:

- Your name, date, and reason for absence
- Your parent/guardian's signature with phone number

ATTENDANCE HEARING: An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist, or to verify that the student has met attendance requirements that will allow students to pass the class or be promoted. The principal shall be responsible for notifying, in writing, the DOS or designee and the

parents of the student of any action taken by the school. Any administrative decision regarding attendance may be appealed initially to the DOS and ultimately to the Board. The appeal must be made in writing to the DOS within five days following the action or the report of the action. If you have five (5) unexcused absences for the school year, the school is required to turn your name in to the Attendance Office, who may refer you to the Truancy Board and juvenile court. **If, for medical reasons, you must be absent ten days or more at a time, it is advisable to consider temporary homebound assignment.** Contact the Attendance Office for additional information.

MAKE-UP WORK: Make-up work must be made up in a period of no more than three days nor greater than the number of days missed, if more than three. If this work is not completed with the time limits, students may receive a zero. Students may make up work in the after-school lab located in the library on Tuesday, Wednesday, or Thursday from 3:00-4:00 PM.

CHECKOUT PROCEDURES: Students are not allowed to leave the building during the day unless a parent or guardian signs them out. **Students may be released to another adult designated by the parents, only if a note is sent, signed by the parent or guardian.** We keep signatures on file and make every effort to verify signatures or telephone for verification. Parents or guardians will also be asked for identification in order to check out students. Teachers are not allowed to let students leave the classroom with parents or guardians without notification from the office. Students must be signed out in the office and called to the office or dismissal. Thank you for supporting HES by not checking students out between 2:15 PM and 2:45 PM.

UNAUTHORIZED LEAVING CAMPUS: Students who leave campus without permission will be suspended for a Parent Conference with additional consequences determined by the administration.

WITHDRAWAL PROCEDURES: Parents must come to the front office to withdraw students and to enroll in another school. A student is not withdrawn from a teacher's roll unless directed to do so from the office. When a student is withdrawn, teachers will initial the withdrawal form indicating that all books have been turned in or paid for, and all financial obligations have been addressed.

TARDY POLICY School hours are from 7:45 A.M. to 2:45 P.M. Students who arrive after 7:45 must report to the office to sign in and receive a tardy pass in order to be admitted to class. Early checkouts are also counted as tardy. Extensive tardies are considered truant. Excused tardies or early checkouts for doctor or dentist appointments must have a signed written excuse for the physician to be considered excused. School is in session until 2:45 P.M. Additional information regarding BOE policy can be found on the BOE website at <http://ccschools.k12tn.net>.

1. Students are allowed three (3) unexcused tardies per nine weeks period without penalty.
2. On the third unexcused tardy, a written warning will go home to be signed by the parent/guardian.
3. **After the fourth unexcused tardy, a parent/guardian conference is required with the school's attendance committee, and detention will be assigned for each subsequent tardy during a nine week period.**
4. A written plan to be followed will be put into place at the conference. This plan may include the student riding the bus to and from school and/or going back to zoned school after tardy #5 during the same nine weeks period.
5. Five unexcused tardies will equal one day of unexcused absence for the purpose of a referral to Truancy Court.

TRANSFER STUDENTS: Transfer students entering Homestead Elementary must provide a Tennessee certificate of immunization and proof of residence before registration can occur. Also, the student who does not reside in Cumberland County with his/her parents or court appointed guardian must present a current power of attorney and must prove the extenuating circumstances per state law. Upon registration, a transfer student may be required to present an official letter from the previous school stating any attendance or disciplinary problems encountered at the last school attended.

SERVICES

COUNSELING SERVICES: The counselor welcomes the opportunity to talk with students, parents, and teachers. Some services include: individual counseling, consultation with parents, teachers, administrators and the community at large,

classroom guidance, informal testing, and the coordination of educational-related programs. Classroom topics might include: developing a sense of self, dealing with anger, communicating with parents and others, feelings, conflict resolution, making decisions, values, responsibility, and career planning. Students and parents are encouraged to contact our counselor and faculty members for conferences. Students should feel free to request time with the principal, assistant principal or counselors for assistance in educational planning, vocational planning, personal problems or any other important matters.

MENTAL HEALTH: To address the mental health needs of our students, HES follows the mental health standards and guidelines adopted by the Cumberland County School System.

SPECIAL EDUCATION: Cumberland County Schools offer special education services to students with physical disabilities, emotional problems, learning disorders and speech, hearing, and visual impairments. Services are also provided for students in need of homebound. As defined by the Tennessee State department of Education "Intellectually Gifted means a child whose intellectual abilities and potential for achievement are so outstanding the child's educational performance is adversely affected, which means the general curriculum alone is inadequate to appropriately meet the student's educational needs. Eligibility for services as a gifted student is based on evaluation in each of the following component areas: educational performance, creativity/characteristics of intellectual giftedness, and cognition/intelligence.

504 – The Rehabilitation Act of 1973, commonly referred to as Section 504, is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. An eligible student under Section 504 is a student who (a) has, (b)has a record of having, (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks. If you believe your child qualifies for this program through any disability, which interferes with their learning, please contact the guidance office to speak with our 504 Coordinator.

“BULLDOG BLOCK” RTI2 (Response To Instruction and Intervention) All students will participate in Bulldog Block and receive additional instruction, remediation, or enrichment as needed. Services are also available for students identified as needing additional academic support. If students are identified as needing assistance, the RTI team will meet to develop a plan to provide academic intervention in specific areas of need. If students do not make appropriate gains even with targeted assistance and weeks of intervention, the student may be eligible for evaluation through special education services.

HOMEBOUND INSTRUCTION PROCEDURES: Homebound placement is instruction provided at home, hospital, or related site to children with disabilities. The purpose of homebound instruction is to provide medically involved students, both long-term and short-term, with a program of academic instruction. Such instruction is provided so that the student's time of confinement need not be a loss of educational experience, nor academic credit. For long-term illnesses, such instruction is made available so that the student may participate in a planned, sequential, educational program designed to meet his/her individual needs at home or in the hospital. The result should be an educational program parallel to the one provided in the school setting. Eligible students are provided instruction parallel to the instructional program currently offered in the typical classroom situation for his/her age and/or grade level as determined by the homebound teacher, parent, and school personnel. Adjustment in such curriculum and instruction will be made upon the recommendations of the homebound teacher in accordance with the individualized needs of each student. Homebound instruction is one of the most restrictive educational placements for school-age children and is only appropriate when a disabled student's physical or mental condition makes placement with other students prohibitive. Homebound instruction is not to be confused with home schooling. A homebound student is a child who has a medically diagnosed physical or mental disabling condition or health impairment that confines the child to a home or hospital and whose activities are restricted for a minimum of ten (10) consecutive school days. The following procedures will be followed for Homebound Services for Cumberland County School students: Homebound forms requesting homebound services for a student must be received from a doctor. Date of services can begin no earlier than date of doctor's signature on form. Any homebound forms received to schools should be faxed or sent to the Homebound/SPED office the day they are received. All forms must be complete and approved by Homebound Director, including parent signatures on the homebound application procedures form, prior to services being provided. A copy of all homebound forms will be sent back to the school attendance clerk. For students on an IEP, a copy of the homebound form will be sent back to the student's special education case manager to place with the current IEP. For Special Education Students, an IEP Team at the school will meet on an individual basis to determine what services a student needs after the following are met: only upon certification by a licensed doctor of medicine or osteopathy that a child with a disability needs a homebound placement, the child is expected to be absent from school due to a physical or mental condition for at least ten (10) consecutive school days, and the child can receive homebound instruction in a homebound placement without endangering the health of personnel providing it.

For students suspected of having a disability, the District will conduct an evaluation prior to determining eligibility for a 504 plan. If a student is determined eligible for a 504 plan while on homebound, a 504 plan will be developed by the homebound instructor, classroom teacher, parent, and school 504 coordinator. A copy of the 504 plan will be sent back to the home

school Section 504 Coordinator. Homebound services must be reviewed every thirty days and a new doctor's note received. Special Education students placed on homebound for behavior may only receive homebound services for one thirty day period in a school year. Prior to the student returning to school, another IEP meeting or 504 meeting will be held to transition the student back to school and determine if services or accommodations will be needed. 504 plans may be terminated at that time if no additional accommodations or services are needed. If the student continues to need a 504 plan, then it will be turned over to the school level 504 Coordinator. The school 504 Coordinator will be responsible for distributing the plan to teachers and scheduling an annual review of the 504 plan, or more frequent as needed.

REQUEST FOR DUE PROCESS: A parent/guardian who wishes to challenge Cumberland County Schools action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504, shall make a written request for due process hearing to Cumberland County School's Section 504 coordinator. If a request is received orally, it should be reduced to writing or the parent/guardian should be provided a form to reduce the request to writing. The written request must make clear that the parent is seeking a due process hearing under Section 504 before and impartial Section 504 hearing officer. The written request must be made on a form provided by Cumberland County Schools for that purpose. If the intent to seek a due process hearing is not clear from the face of the request, Cumberland County Schools Section 504 coordinator may contact the parent to clarify the request and ascertain whether the parent wishes to initiate a Section 504 due process hearing. The coordinator may also assist the parent in clarifying any questions regarding the due process rights under Section 504. Time lines for the appointment of a hearing officer will not begin until it is clear from the parent/guardians request for due process that the dispute at issue is regarding the Section 504 identification, evaluation or placement of the child. If after such communication, Cumberland County Schools is still unsure whether the parent is requesting a due process hearing under Section 504, Cumberland County Schools shall initiate due process procedures, and appointed hearing officer will hold a prehearing conference to decide whether the parent is seeking a due process hearing under Section 504, and whether the hearing officer has jurisdiction to entertain the claims and issues raised by the parent.

Department of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting: <http://www.state.tn.us/education/>

Tennessee Department of Education

710 James Robertson Parkway
Andrew Johnson Tower, 6th Floor
Nashville, TN 37243-0380

East Tennessee Regional Resource Center

2763 Island Home Blvd.
Knoxville, TN 37290
Phone 865-594-5691
Fax 865-594-8909

The ARC of Tennessee

151 Athens Way, Suite 100
Nashville, TN 37228
Phone 615-248-5878
Toll Free 800-835-7077
Fax 615-248-5879
www.thearctn.org

DRESS CODE (BOE Policy 6.310): Students shall dress and be groomed in a clean, neat and modest manner so as not to distract or interfere with the educational process or cause a safety hazard. Students are encouraged to adhere to the provisions of this code during school hours (whether on or off campus) and while in attendance at school-sponsored events.

Violations may result in the following consequences:

- **First violation:** the student will receive a written warning and the violation must be corrected.
- **Second violation:** Parent will be called, violation must be corrected, and a detention will be assigned.
- **Third violation:** Students will be suspended until parent conference.

The principal's judgment shall prevail in all matters regarding the application of these rules.

ALL STUDENTS Pre K-8

The following shall NOT be worn at school or school sponsored events during regular school hours:

- Clothing or accessories that denote affiliation with any gang associated with criminal activity, or safety hazard or security risk.
- Ill-fitting clothing such as saggy/baggy pants or oversized coats, sweaters, sweatshirts, etc.
- Spandex clothing or pajama type clothing
- Clothing with holes above the knees, ragged edges, or with patches of different colors or fabric.
- Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or advertisements for tobacco, alcohol or drug products.
- Caps, hats or headscarves, for boys or girls, will not be worn inside the building.
- Form fitting or body fitting clothes.
- Clothing with revealing necklines.
- Extreme hair color or style, makeup, and/or nail color.

The following rules will be enforced for ALL students:

- Any color or style of shoes, with the exception of "Heely" or bedroom slipper type shoes, may be worn to school.
- Leggings will be worn only with approved length dresses and skirts.
- Shorts/skirts/dress length will be no higher than four inches from the middle of the knee.
- Slits in skirts/dresses will be no higher than four inches from the middle of the knee.
- Pant legs must not drag flagrantly on the floor.
- No tinted glasses/sunglasses are permitted unless prescribed by a doctor.
- No body piercing jewelry, including spacers, except for earrings in the ear for boys and girls.
- Large heavy jewelry chains, and any jewelry that could be deemed dangerous, will not be permitted.
- Valuable clothing and jewelry are discouraged.
- Shirt and blouse length may not be longer than the bottom of the fingertips while standing, and may not be so short that students raising their elbows to the height of his or her shoulder exposes midriff.
- Tops, blouses and shirts must fit and must cover the shoulder so as not to reveal the torso or undergarments.
- All trench/duster style coats that fall below the knee are prohibited.
- Cargo pants are permitted.
- Bib overalls may be worn as long as galluses and side closures are fastened.

Special dress days may be designated by the principal to include but not limited to the following examples: field days, picture days, school spirit days, etc. If a student cannot comply with this standardized dress code because of religious beliefs or physical characteristics, the parent/guardian must provide a written explanation to the principal for possible relief from certain aspects of this dress code.

Discipline Policies

DISCIPLINARY PHILOSOPHY: It is the philosophy of Homestead Elementary that all students, parents, and school staff work together to create a school environment that promotes academic excellence while providing a physically and emotionally safe school. We strongly feel that all students can learn. Any inappropriate behavior/conduct that may prevent a child from achieving his/her maximum potential must be dealt with accordingly. At Homestead Elementary, established disciplinary measures are used to correct inappropriate behavior. Loss of privileges, student conferences, parent conferences, counseling, after school detention, in-school suspension, corporal punishment, suspension, community service, Saturday school, and alternative school are some disciplinary measure which may be taken in response to violations. The intent of any disciplinary action is to correct inappropriate behavior/conduct. If this does not take place, alternative measures must be taken. For example, after a student receives any of the above-mentioned disciplinary actions several times, it must be assumed that the particular action is not effective; thus, we will move to the next level of disciplinary progression from lesser to more severe consequences.

GENERAL BEHAVIOR: At Homestead Elementary School, all students are expected to conduct themselves properly at all times. Students should be mannerly and considerate of others during class, class changes, and lunch. "Consideration of others" includes your fellow students as well as faculty and staff members. All teachers will be on the alert for any student behavior that is in violation of school regulations. Students should behave in manner that will be a credit to themselves, their parents, and their school. Students are required to conduct themselves as ladies and gentleman at all times. Student behavior is also monitored at ball games, dances, and other extra curricular school functions. Our schools' reputation depends on what students do at school and in the public. To be safe, be on your best behavior at all times! **Inappropriate behavior/conduct will not be tolerated.**

CODE OF CONDUCT: The following guidelines will be in effect at all times for HES students. Special Area teachers may modify this plan because of the limited amount of time spent with each classroom of students.

RULES

1. Follow directions the first time they are given.
2. Raise hand and wait to be recognized before speaking.
3. Keep unkind words, hands, feet, and objects to yourself.
4. Respect others rights to learn and your teacher's rights to teach by staying on task and not disturbing class.
5. Come to class on time and be prepared with all necessary materials: pencils, paper, books, and completed assignments.
6. Obey all school rules.

CONSEQUENCES

1. Warning
2. Written work
3. Loss of privilege
4. Parent notification of disciplinary action
5. Office referral

*Severe Clause – Teachers reserve the right to immediately remove any student who is severely disruptive, uses profanity, is hostile towards others, or is destructive from the classroom.

RIGHTS OF THE STUDENT: The principal or principal's designee at the building level administers disciplinary actions. Students referred for a disciplinary violation are entitled to explain their side of the story and to place their conduct in what they consider to be the proper context. This is done in an informal administrative conference prior to administering any disciplinary action (except in an emergency situation). Tennessee Code Annotated (TCA 49-6-4301) gives a school principal or his designee the authority to suspend a student for various rule violations. When out of school suspension is used, the principal/designee will generally meet with the parent to develop a plan of improvement upon re-entry of the student. A written plan of improvement will always be developed if the suspension exceeds five school days. Students and parents may from time to time disagree with the action taken by the principal.

STUDENT WORK HABITS

- All students are to take their seats immediately upon entering the classroom.

- Students are to come to class with their textbooks and the necessary materials for participation in the activities of the class.
- All preparations for carrying out those activities are to be done before class begins (Example; pencils sharpened).
- Students are to be aware of and observe the rules their teachers set determining talking in class.
- The teacher determines when the instruction period is over. Students are to give the teachers their attention until instruction is finished.
- Students are expected to report to class on time.
- Cheating will not be tolerated. It is cause for disciplinary action.
- Students are answerable to every member of the staff. A teacher can, and is expected to, correct students for misbehavior even if he/she is not your assigned teacher.
- Students are expected to cooperate with the judgment of the staff members.

HOMEWORK: Homework is given to reinforce skills taught in the classroom. As a result, completion of homework is necessary to have success in various subjects. Your child's homework will depend on his/her grade level. Homework will provide: extra practice on skills; additional learning in areas covered in the classroom; an opportunity for students to develop good work habits, growth and responsibility, and for parents to be involved in the learning process. We think learning is important, and that learning should continue after school hours. Daily homework should not be viewed as punishment, but rather as a way to encourage and extend learning. Parents, you can do your part to improve homework when you:

- Cooperate with the school to make homework effective.
- Provide your child with suitable study conditions (desk or table, lights, books, supplies).
- Reserve a time for homework and turn off the television.
- Encourage your child, but avoid undue pressure.
- Show interest in what your child is doing, but do not do the work for them.
- Understand that the school expects homework to be completed and returned on time.

A student who studies well:

- Brings all necessary materials and supplies to class.
- Is an active participant in the classroom.
- Listens well.
- Plans his/her work and makes sure he/she knows the assignments for the following day.
- Strives to do his/her best, not just enough to get by. If the parent has any concerns regarding homework, please feel free to contact the teacher.

STUDENTS ARE TO REFRAIN FROM THE FOLLOWING

- Fighting or threatening other students
- Disrespect of teachers, staff, or others
- Loitering in hallways and bathrooms
- Bringing tobacco products, cigarette lighters, or matches to schools
- Rowdy behavior or running in the building
- Chewing gum
- Use of vulgar, profane language or gestures
- Throwing objects
- Defacing school property
- Possession of any material that might be considered inappropriate in a school setting

- All types of gambling are strictly prohibited
- Bringing personal music players and electronic games to school without teacher permission

DETENTION: Students may be assigned to detention by the teacher or by the principal. Classroom teachers will assign students work during the period. Parents are expected to pick up their children from detention at **4:00 P.M. Students are expected to serve detention when assigned.** Detention is a consequence for inappropriate behavior and is not planned at student or parent convenience.

IN SCHOOL SUSPENSION (ISS): In school-suspension is an alternative disciplinary action that if deemed appropriate by the school staff may be used in lieu of out of school suspension. Generally ISS is used for more serious offenses or situations that are recurring and isolation may be deterrent to subsequent behaviors.

TEXTBOOKS/CHROME BOOKS: The Cumberland County Board of Education supplies all textbooks for students. All books/Chrome books are numbered and recorded by the teacher with the condition noted. Each student is responsible for his or her textbooks/laptop. Lost or damaged books (including library books and laptops) **MUST** be paid for before another one can be issued, before school records can be transferred to another school, or before grade cards can be released.

Grading: The grading scale at Homestead Elementary School is as follows:

A: 93 – 100 B: 85 – 92 C: 75 – 84 D: 70 – 74 E: 60-69

- o Grades will be reported each nine- week period.
- o A student may receive an incomplete grade on his/her grade card for various reasons. These open or incomplete grades must be completed within 10 school days after grade cards have been issued or students will receive no credit.
- o Grade cards will be given out on scheduled days following the end of the nine-week period.
- o Prior to entering ninth grade, all students will develop a six-year plan of focused and purposeful study, centered around one of the programs of study. The student, parent, and the guidance team (as prescribed by law) will prepare this plan jointly. Failure of parents and/or students to prepare this plan requires that the guidance staff prepare the plan for the student.
- o An annual review will be provided for each student with the guidance staff.

PROGRESS REPORTS: Teachers send progress reports home on varying schedules. Some teachers may send home progress reports weekly, while some send home progress reports at the middle of each nine weeks grading period. All students who are in danger of failing any of their courses will receive a report of such deficiencies and a parent-teacher conference may be warranted.

STUDENT GRIEVANCE OR COMPLAINT PROCEEDURE: For a student who feels strongly that he/she has been treated unfairly or unjustly, discriminated against in anyway, or given too severe punishment or unreasonable assignments, there is a procedure for appealing. First of all, students should not have a confrontation with the teacher regarding the incident. The proper method of appealing is to put the complaint or grievance in writing, giving all details completely and truthfully. This should be dated, signed by the student, and given to the principal. Formal complaint procedures and documents are in the office for anyone wishing to obtain them.

Violations and Disciplinary Actions

Violation	1 st Offense	2 nd Offense
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Transferring, possession, use or under influence of drugs, intoxicants, and inhalants TCA 49-6-3401 <i>Zero Tolerance</i>	Expelled for a calendar year- may appeal through Disciplinary Hearing Authority (DHA); Director of Schools (DOS) may modify	
Possession, use, or threatened use of a firearm. TCA 39-17-1309; 49-6-3401 <i>Zero Tolerance</i>	Expelled for a calendar year- may appeal through DHA; DOS may modify this expulsion.	Long Term Suspension- may appeal through DHA
Possession, use or threatened use of other weapons and/or fireworks (not limited to knives, guns, pellet guns, stun guns, brass knuckles, or any weapon not inherent to the educational process).	Detention, In-School Suspension, Out-of School Suspension for Parent Conference or Long Term Suspension	Long Term suspension- may appeal through DHA
Committing physical battery upon any teacher, administrator, resource officer, or any employee. TCA 49-6-3401 <i>Zero Tolerance</i>	Expelled for a calendar year- may appeal through DHA; DOS may modify this expulsion.	
Vandalism of Property	Detention, In-School Suspension and/or Out of School Suspension, pay restitution and sign probation agreement	Long Term Suspension – may appeal through DHA
Fighting or Physical Assault	In-School or Out-of-School Suspension, Community Service, and Citation to Juvenile Court	Long Term Suspension and Cited to Juvenile Court
Abuse of Staff, Other Students and their Rights (verbal, physical, bullying, or harassment); Vulgar/profane language	In-School Suspension, Detention, Out-of School Suspension or Saturday School	In-School Suspension, Detention, Out-of School Suspension or Saturday School, or Long Term Suspension
Stealing	Detention, Restitution, In-School Suspension, Out-of-School Suspension	Added Out-of School Suspension, Restitution, or Long Term Suspension
Cheating, Plagiarism, Forged Notes	Zero on assignment and notify parent, possible suspension for Parent Conference	Zero on assignment, In-school Suspension, Saturday School, Suspensions, and Parent Conferences
Use/Possession of Tobacco or related products (i.e. lighters, rolling papers, etc.) TCA 39-17-1505	2 Days In-School Suspension, Parent Conference, Cited to Juvenile Court per TN law.	4 Days In-School Suspension, Parent Conference, Cited to Juvenile Court per Tennessee Law
Cell Phones and Personal Communication Devices (includes radios, MP3's, Ipods, CD's)– Must be out of sight and turned off from arrival until after school	Warning; Parent Pick up after school	Taken for 7 days and held for Parent Pick up after school **3 rd Offense – Phone taken until end of year Parent Pick up

WEAPONS AND DANGEROUS INSTRUMENTS (BOE Policy 6.3091) Students shall not possess, handle, transmit, use, attempt to use any dangerous weapon in school buildings, on school grounds at any time, in school vehicles and/or buses, off the school grounds at a school-sponsored activity, function or event.

Dangerous weapons for the purposes of this policy shall include, but not limited to “ . . . any firearm, explosive, explosive weapon, bowie knife, hawkbill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles . . . ”

Students who are found to have violated this policy shall be subject to suspension for a period of not less than one year. The director of schools shall have the authority to modify this suspension requirement on a case-by-case basis.

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.

Disciplinary Hearing Authority BOE Policy 6.317: A Disciplinary Hearing Authority (DHA) will conduct hearings for students who appeal a suspension. The director shall appoint members of the DHA which shall consist of five (5) members, (maximum number must not exceed total membership of Board) at least (3) of which shall be licensed employees of the Board, appointed to one (1) year terms and subject to reappointment. Board members shall not serve on the DHA. The director of schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties:

- Identify the members of the DHA assigned to hear each individual case.
- Prepare and disseminate the minutes of each meeting;
- Set the time, place and date for each hearing;
- Notify appropriate persons of each meeting within forty-eight (48) hours of receiving notification of the suspension/ expulsion; and
- Sign and maintain a copy of minutes of meetings.

Each hearing shall be conducted by at least three (3) members of the DHA, one of which must be licensed employee of the Board. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension/expulsion. Notification of the decision shall include a statement of the right of either party within five (5) days after receiving the decision to request a review by the Board. The DHA may take the following disciplinary actions:

- Affirm the decision of the school principal;
- Order removal of the suspension/expulsion unconditionally;
- Order removal of the suspension/expulsion upon such terms and conditions, as it deems reasonable;
- Remand the student to alternative placement; or
- Suspend/Expel/Remand the student for a specified period of time.*

If a review of the hearing is requested by either the student, parent/guardian or principal, the director shall either review the record and shall:

- Affirm the decision of the hearing authority; or
- Modify the decision of the hearing authority; or
- Grant a hearing before the Board.

If the Board chooses to grant a hearing, it may:

- Affirm the decision of the hearing authority; or
- Modify the decision of the hearing authority; or
- Impose a more severe penalty than that of the hearing authority.

*Note: Zero-tolerance offenses set forth in statute (firearms, drug possession and battery upon a school employee) require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the DOS.

GENERAL INFORMATION

ACADEMIC INTEGRITY: Students are expected to be honest in their work. Dishonesty in academic work, such as plagiarism and cheating, will result in a zero on the assignment. Any subsequent incidents will result in disciplinary action including possible detentions, suspensions, and parent conferences.

BOOK BAGS: Book bags must be left in lockers. No book bags, athletic bags, etc. should be carried in the halls or classrooms between 7:40 AM and 2:45 PM, unless a student is on his/her way to check in or out of school. Bags are subject to search at any time. Students who violate this policy will be assigned detention.

CAFETERIA: Breakfast is served in the cafeteria everyday from 7:00 AM to 7:35 AM. **Cost for students is \$1.00. Lunch is served for all students at a charge of \$2.10.** Free and reduced lunch applications are available from the homeroom teacher. Students may also bring their lunch if they choose, but they must eat in the cafeteria. Out of consideration of others, please do not skip line and please leave the tables clean. Students are to return all dishes, trays, silverware, and trash to the cleaning room upon completion of their meal. Failure to do so will result in work detail or detention. Students are not to consume foods or beverages inside the building except in the cafeteria. Snacks and drinks in a classroom may be consumed at the discretion of individual teachers.

CELL PHONES/PERSONAL COMMUNICATION DEVICES (BOE Policy 6.312): A student may possess a personal communication device such as a pager, cellular telephone, personal digital assistant (PDA), or any similar type device, in school, on school property, at after school activities and at school-related functions. **During school hours (arrival to dismissal) and while on a school bus route, the personal communication device will remain off and concealed from view unless authorized by school personnel.** Use of a personal communication device in an attempt to undermine instructional practices or violate an individual's privacy **will result in suspension.** A personal communication device shall not be used in any instructional setting as a calculator. Possession of a personal communication device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. Violations of this policy **will result in** the confiscation of the personal communication device **and possible disciplinary action.** Any student possessing a personal communication device shall assume all responsibility for its care. At no time shall Cumberland County School System be responsible for preventing the theft, loss or damage to personal communication devices brought onto its property.

CONDUCT: Students in leadership positions who exhibit any conduct that results in dishonor to a student or this school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality, or violation of the law will result in the forfeiture of the student's leadership role. Students are expected to complete all assignments and participate in all class work. Students will not be permitted to sleep in class or distract from the learning process.

Toward School Staff: Students are expected to cooperate fully with and to obey all instruction from any personnel assigned to our school. The staff includes teachers, custodians, cafeteria workers, clerks, security officers, bus drivers, substitute teachers, administrators, and other school support personnel. Students are to address all staff members with respectful words and tone. Students are responsible to all staff at all times while attending school activities or events. The school staff has supervisory responsibilities in all areas of the campus at all times and at school activities/events on other campuses.

Toward Official Visitors: Official visitors, whether observers, speakers, or entertainers, are considered to be honored guests and will be treated with courtesy and respect.

Toward Fellow Students: Each student is expected to show respect for the rights and feelings of his/her fellow students and to behave in such a way to draw the respect of others toward himself/herself. Courteous treatment is encouraged. Tolerance of differing beliefs and appearances is essential. Dangerous practices such as pushing, scuffling and "horse-playing" are forbidden.

HARRASSMENT/DESCRIMINATION (BOE Policy 6.304): Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination or harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination or harassment. Student discrimination or harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

- Unreasonably interfere with the student's work or educational opportunities; or
- Create an intimidating, hostile or offensive learning environment; or
- Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
- Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

BULLYING/INTIMIDATION (BOE Policy 6.304): Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following de-boarding. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305) The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the director of schools through the director of human resources. Any student disciplined for violation of the policy may appeal the decision in accordance with disciplinary policies and procedures.

EMERGENCY PROCEDURES: Each class has a specific plan to follow in the event of an emergency such as fire, tornado, or bomb threat and will be instructed by the classroom teacher. All drills are to be taken seriously. Students can be prosecuted for pulling fire alarms and could be required to do up to one hundred (100) hours of community service for pulling them. During any emergency drill, students are expected to be quiet and listen for teacher instructions or directions from the office. In the event of fire or bomb threat, students have a designated evacuation plan. For take cover (tornado) drills or emergencies, each class has a designated area to go to as quickly and quietly as possible. Video cameras are placed strategically throughout the building to promote a safe environment for our students.

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES (BOE Policy 4.802): Students are encouraged to participate in the wide variety of club, organizations and activities available at Homestead Elementary School. Some of these are:

Art Club	Band	Basketball	BETA	4-H Club
Cheerleading	Chess	Cross Country	Dance Team	Fellowship of Christian Athletes
Guys Read	Student Council	Tennis	Yearbook	21stCCLC

Any student or group of students wishing to form an organization must have permission from the principal. All sports activities and some others require that students must have good conduct and passing grades in order to participate with no more than one failing grade in a grading period. Participation in or attendance at any school activities requires students to obey school rules, regulations, and policies. (Any exceptions are noted.) **Note: each student should receive a practice/game schedule. Students should be picked up immediately following the activity. A student must provide proof of insurance and pass a physical before being allowed to participate.** Students must be in attendance at school at least half a day in order to be eligible to participate in extracurricular activities that day, including practice. Students not present on the day of scheduled extra-curricular events will not be eligible to participate at ball games, dances, etc. In other words, if you are too sick to be at school, you are too sick to come to after school activities. Also, students requiring disciplinary action on the day of extra curricular activities should not expect to be included in after school events, (i.e. ISS, suspension, etc.) Any assignments missed because of extra-curricular duties are due the following school day. Any student attending a dance will be expected to comply with both the Code of Conduct and the Dress Code as described in the Student Handbook. Students will not be permitted to leave the dance and return later. Once you have arrived, you may not leave until you leave for the evening. Dances and other events sponsored by Homestead Elementary are for HES students only. Any student not complying with the rules may be asked to leave the extra curricular event without refund of money, and may be subject to **further disciplinary action.**

HALLWAYS: Students must have a hall pass while in the halls during class time. Students should stay to the right side of the hall when changing classes. Students must not stop and block intersections in the halls between class changes or loiter in the restrooms.

LOCKERS: Each 6th, 7th, and 8th grade student will be assigned a locker for personal use. Students may bring a combination lock if they wish. Locks are recommended, but the school will not issue locks. Lockers are to be kept in such condition that the doors completely close and no articles are left hanging outside. Failure to do so may result in the loss of the locker privileges. **Lockers are school property and are subject to search.**

LOST AND FOUND: The Lost and Found department is located in the Front Office. All items that are found should be turned in to that office.

MEDICATION (BOE Policy 6.405): School personnel may administer medications when such long-term treatment is necessary for school attendance and cannot otherwise be accomplished. A school nurse or the principal's designee may administer prescribed medication. The medication (pill/tablets, inhalers/nebulizers, eye drops, or liquids) must be brought to school by the parent (not the student) in the original container appropriately labeled by the pharmacy or clinic. We encourage over-the-counter medication/preparations (Tylenol, aspirin, Benadryl, cough syrups or drops, lotions, or ointments) and short-term prescription antibiotics to be given at home. All medications must be supplied by the parent in original containers and require written consent annually even for intermittent use.

COORDINATED SCHOOL HEALTH (CSH) NOTIFICATION OF SERVICES: The CSH program conducts health screenings throughout the school year in order to identify students who may have a health risk. The Health Department, Lion's club, community health care providers, and trained school personnel assist with the free, confidential screenings. CSH checks for variations from normal levels in Body Mass Index, vision, height & weight, hearing & speech, dental, and blood pressure. You will be contacted if your child's screening differs significantly from the normal standards. **You may choose for your child not to participate in the free health screenings by contacting your school nurse.** Contact your CSH Coordinator, Marsha Polson at 931-484-6135 should you have any question about this free health service for your child.

STUDENT RECOGNITION: Throughout the school year we have opportunities to honor and recognize our students. When we do, we like very much to let the community share these occasions with us. We generally send pictures of these honors to the local paper. It is the **responsibility of the parent** to notify the school office or classroom teacher **in writing**, with the accompanying parent signature **each year** if you **do not** wish for your child's picture for academic, social or athletic accomplishments to be published.

REPORT CARD HOLD: Report cards, diplomas, transcripts, etc. may be held by Homestead Elementary School for those students who owe debts to the school. TRR/MS 0520-1-3.03 prescribes that "local schools may withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has incurred a debt to the school or a student who has taken property which belongs to a local school or any agency thereof until the student makes restitution".

BUS NOTES: Please turn in bus notes (requesting to ride a different bus) to the front office **before 7:45 am**. We will verify the notes and have them ready for student pick up after lunch.

SCHOOL RESOURCE OFFICER: The School Resource Officer is available to the students and faculty at any time for conflict resolution, law related classroom instruction, and confidential personal consultation. The SRO is a full-time law enforcement officer stationed in the school to assist the students, parents, and faculty in any way possible.

SICKNESS AT SCHOOL: If your child becomes to sick to remain at school or is injured, the nurse will contact families to recommend you pick up your child (teachers and students WILL NOT contact parents). Any child who has a contagious disease or condition such as pink eye, lice, chicken pox, or impetigo, will be sent home immediately and must remain out of school until the condition is corrected. If you are injured or become very ill:

- Report the problem to the nearest teacher and go directly to the school nurse.
- **DO NOT use your cell phone to call anyone.**
- DO NOT go to a restroom and stay if you are ill or injured.
- DO NOT leave the school grounds without approval from the administration.
- DO NOT take medication from anyone. Teachers cannot give any type of medication so please do not ask them.
- DO NOT bring prescription drugs or other over the counter medication to school. Medication must be brought with proper documentation by parent or guardian.

TELEPHONES: The school phone is for business purposes only. Students will be allowed to use the phone only in emergencies (illness/injury) and with a teacher phone pass. They should not use the phone concerning permission to go home with classmate, forgotten lunch money, items or work. Students are called to the phone and messages taken only in the case of emergency. Please communicate your after school plans before your child leaves home.

TEXTBOOKS: The Cumberland County Board of Education supplies all textbooks for students. Each student is responsible for his/her textbooks. Any lost or damaged textbook must be paid for in the bookkeeper's office. Grades, report cards,

transcripts and/or diplomas will be held until such payments are made. Students will also not be issued new textbooks until lost or damaged books are paid for.

SCHOOL VISITATION: Parents are encouraged to visit school frequently and actively participate in the education of their child. For the protection of our students, we ask all visitors to report to the office upon entering the building. Please do not go directly to the classroom. If you need to give your child a message, medication, homework, lunch money, or supplies, etc., please go to the office. **Interrupting class hampers valuable instruction time.** We request the parents avoid conferences with the teachers during these drop in visits. It is more productive to schedule a mutually acceptable time for parent conferences. Students from other schools are not permitted to visit classes.

PARENT-TEACHER COMMUNICATION: Parents are encouraged to contact the school whenever the need arises. Teachers may be contacted by note, email, class dojo, or telephone. If you call during the school day, the office will leave the teacher a note to return your call. If you wish to have a conference with your child's teacher, please call ahead and make an appointment, as teacher schedules do not allow time for drop-in visits. Cumberland County Schools schedule an opportunity for parent-teacher conferences once each semester, and parents are notified prior to the conference day. Conference days are usually scheduled the week after the first and second grading period grades are reported. Parents do not have to wait until these conferences and are encouraged to contact their child's teacher when necessary. A monthly calendar, school messenger, Face book, class dojo, and school marquee will be used to inform families and the community of upcoming events.

BULLDOG BACKERS: The purpose and nature of the Homestead Elementary School Bulldog Backers is to promote communication, involvement, cooperation and enthusiasm among the parents, teachers and students in the community of the School in the development and educational process of the children attending the school.

SEARCHES AND INTERROGATIONS (BOE Policy 6.303): Teachers or principals may question students about any matter pertaining to the operation of the school and/or the enforcement of school rules. Questioning must be conducted discreetly and under circumstances that will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension. If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warning.

INTERROGATION BY POLICE: If the principal has requested assistance by the police department to investigate a crime involving her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s), guardian(s) or legal custodians. The principal or her designee shall be present during the interrogation. The use of policewomen, if at all possible, or female staff members will be used for interrogations of a female student.

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

SEARCHES BY SCHOOL PERSONNEL: Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors, and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

- Evidence of any violation of the law;
- Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
- Any object or substance, which presents an immediate danger of harm/illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

- A particular student has violated policy,

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

USE OF ANIMALS (BOE Policy 6.303): When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.

SEARCHES BY POLICE: If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' automobiles for drugs, weapons or items of an illegal or prohibited nature. If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed. Anything found in the course of the search conducted in accordance with this policy, which is evidence of a violation of the law, or a violation of student conduct standards may be:

- Seized and admitted as evidence in any hearing, trial suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools.
- Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4204 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:

- Search any area of the school premises, any student or any motor vehicle on the school premises or
- Identify or dispose of anything found in the course of a search conducted in accordance with this policy

If deemed necessary by the principal, and if requested by the principal, any law enforcement officers may include and be facilitated by the use of dogs trained to detect illegal drugs and drug paraphernalia by odor. However, such dogs shall not be used to sniff the person of any student. Any discovery of illegal drugs or drug paraphernalia will be handled by the principal as a school matter, and thereafter, turned over to law enforcement officer for proper disposal. The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

Student Concerns, Complaints, and Grievances (BOE Policy 6.305) Decisions made by school personnel – such as assistants, teachers, or assistant principals – which students believe are unfair or in violation of pertinent policies of the Board of individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal’s office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within three (3) days. However, if the principal does not make a decision within three (3) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student’s name, the school and a description of the problem. An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and principal.

DISCRIMINATION/HARRASSMENT GRIEVANCE PROCEDURES: Filing a Complaint – Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

Investigation – Within twenty-four hours of receiving the student’s complaint, the complaint manager shall notify the complaining student’s parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student’s allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student’s advocate. After a complete investigation, if the allegations are sustained, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager’s file for one (1) year beyond the student’s eighteenth (18) birthday. The director of schools shall keep the Board informed of all complaints.

Decision and Appeal – If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director of schools’ findings of fact, appeal may be made to the Board of Education within five (5) workdays. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

PARENTAL NOTIFICATION

MISSION STATEMENT: The mission statement for the Cumberland County School System is to empower each student with the skills to be a productive citizen. Parents play a vital role in this mission. The Board encourages parental involvement and strives to keep parents informed of their rights.

The Cumberland County School System does not discriminate on the basis of race, sex, color, religion, national origin, age or handicap in the provision of educational opportunities, activities, or other administered programs. Parents have the right to request information pertaining to the professional qualifications of their child's teacher(s). Teaching certifications can be found by accessing the Tennessee Department of Education Teacher Licensing web site (www.state.tn.us/education/llchome.htm) or by contacting the Central Office at 931-456-8347. Parents:

- May also request the qualifications of a paraprofessional that provides educational assistance to their child.
- Must receive notification if his/her child is being taught for four or more consecutive weeks in a core curriculum subject by a teacher that is not highly qualified.
- Will have access to system/school report cards as developed by the State Department of Education and available (usually in late fall of each year) through the state department web site (www.state.tn.us/educ), at the school and/or the Central Office.
- Will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring. An explanation of what this means, reasons for the identification, academic comparisons with other schools in the district and state, steps being taken to improve achievement, and how the parents can become involved will be addressed.
- Will be given the option to transfer their child to another public school or to obtain supplemental educational services if the school fails to meet adequate yearly progress.
- Can visit the state's web site (www.state.tn.us) to access a description of the Tennessee Curriculum Standards assessment, and proficiency levels students are expected to meet.
- Will be notified in a timely manner of their child's level of English proficiency, their child's opportunity to participate in an ELL program, details of the program, and the right to waive participation.

Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participation in Title I programs. The parental involvement policy is printed in the school's handbook or a copy is available at the school's office. An annual meeting will be held to inform parents of the school's participation and status in programs funded under the No Child Left Behind Act. A school – parent compact that outlines the responsibilities of each party for improved student academic achievement will be distributed and agreed upon annually. Federal law affords parents and students, over 18 years of age, certain rights regarding educational records. The school board policy relating to student privacy and parental access to information is available in the school board policy manual located at each school and the Central Office. Students and parents are encouraged to participate in safe and drug free school programs/activities. If parents object to these programs/activities, they may submit a written request to the principal that their child does not participate. Information pertaining to the rights granted by federal law to students with disabilities may be obtained by contacting the Special Education Department of the Cumberland County School System at 931-484-3301. The Cumberland County School System has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years that are suspected of having a disability. Please contact the Special Education Director at 931-484-3301 with any questions or concerns. School health requirements, policies and procedures can be obtained from the Cumberland County Health Department, the school principal, or the school nurse. Students attending a persistently dangerous public school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, are provided the opportunity to transfer to a safe public school within the local education agency.

21stCCLC: A program or activity funded as part of a 21st Century Community Learning Center that provides before or after school activities must be evaluated to assess its effectiveness. The results of the evaluation(s) are available upon request at the Federal Programs Department at 931-456-8347.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) As authorized by the Family Education Rights and Privacy Act (FERPA), the Cumberland County School System reserves the right to disclose information without parental consent about students to school officials with legitimate educational interest, including School Resource Officers. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the school system receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect.
- The principal will make arrangements for access and notify the parents or eligible student the time and place where the records may be inspected. Parents may request a copy of records for a fee of 25 cents per page.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
- Parents of eligible students may ask the Cumberland County School System to amend their record. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
- If the school system decides not to amend the record as requested by the parent or eligible student, the school system will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent or not to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to the school officials with legitimate educational interests.
- A school official is a person employed by the school 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 school system has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the Cumberland County School System will disclose education records without parental consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the US Department of Education concerning alleged failures by the school system to comply with requirement of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

REQUIRED FEDERAL NOTICES: Parents may request, in accordance with public records policy, information about the professional qualifications of their child’s classroom teacher by contacting the Director of School office. If a child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district if the applicable offense is identified and defined in T.C.A. 40-38-111(g).

NOTICE OF DIRECTORY INFORMATION: The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Cumberland County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Cumberland County School System to include this type of information from your child's education records in certain school publication including yearbook, Honor Roll or other recognition lists (website and newspaper); graduation programs, or athletic sheets. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1956 (ESEA) to provide **SUSPENSION/EXPULSION/REMAND (CCBP6.316)**

Suspension: Dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

Expulsion: Removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a semester of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

Remand: Assignment to an alternative school.

REASONS FOR SUSPENSION/EXPULSION: Any principal or assistant principal (herein called principal) may suspend/expel any student from attendance at school, any school-related activity on or off campus, from attendance at a specific class or classes, or from riding a school bus, for good and sufficient reasons including, but not limited to:

- Willful and persistent violation of the rules of the school or truancy;
- Immoral or disreputable conduct, including vulgar or profane language;
- Violence or threatened violence against the person of any personnel attending or assigned to any school;
- Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
- Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
- Possession of a pistol, gun or firearm on school property;
- Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;
- Assaulting a principal or teacher with vulgar, obscene or threatening language;
- Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;
- Engaging in behavior which disrupts a class or school-sponsored activity;
- Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
- Any other conduct prejudicial to good order or discipline in any school.

IN-SCHOOL SUSPENSION: Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted. The principal shall notify the parent or guardian and the director of schools or designee in writing of the suspension/expulsion and the cause for it and request a meeting with the parent, student, and principal, to be held as soon as possible, but no later than five days following the suspension/expulsion.

Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.

If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, or fifteen (15) accumulative days in a semester, he/she may suspend/expel the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.

The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days or fifteen (15) days of accumulative days in a semester. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

The appeal from this decision shall be to a disciplinary hearing authority appointed by the director of schools and consisting of at least three (3) certificated employees. The hearing shall be held no later than the ten (10) school days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent of guardian and student by the principal.

After the hearing, the disciplinary hearing authority may:

- Order removal of the suspension unconditionally;
- Order removal of the suspension upon such terms and conditions as it deems reasonable;
- Assign the student to an alternative program; or
- Suspend the student for a specified period of time.

A written record of the proceedings, including summary of the facts and the reasons supporting the decisions, shall be made by the disciplinary hearing authority. The student or principal may within five (5) days of the decision request review by the director of schools.

After review of the record, the director of schools may affirm the decision of the hearing authority, modify the decision to a lesser penalty, or grant a hearing before the Board.

After the hearing, the Board may affirm the decision of the director of schools or modify the decision in any manner, including imposing a more severe penalty than that of the hearing authority, or director of schools.

If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete course of instruction for that semester, subject to conditions prescribed by the principal.

Students under suspension from one (1) school in the school system cannot enter another school in the system.

military recruiters, upon request, with three directory information categories -name, addresses and telephone listings- unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the Cumberland County School System to disclose information from your child's education records without your prior written consent, you must notify the District in writing as soon as possible. The Cumberland County School System has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed: Name, address, phone, email, photo, date/place of birth; attendance; grade level, participation in athletic activities, and honors received. Person to notify if you have a complaint: Federal Programs Director Dan Schlafer 931-484-6135

CHEWING GUM: Students are not allowed to chew gum any place on the campus. We insist on this policy because of the damage done to furniture, carpet, etc., as well as the lack of manners many times displayed by the gum chewer. Although, in and of itself, gum chewing is not a serious offense, the teachers and administration consider the disregard of a strict school rule disrespect toward authority. Students who chew gum will be disciplined. Continued disregard will result in a conference between the student, principal, and parent(s).

STUDENT-TO-STUDENT RELATIONSHIPS: All students are urged to avoid any behavior or action that might cause physical, mental, or emotional harm to any other student. Pushing, shoving, scuffling, or putting your hands on another student in any other manner can be the cause of the beginning of a confrontation with that student. "Keep your hands to yourself"! We feel that if this advice is followed, many serious confrontations between students can be avoided. Healthy student relationships are understood. Mutual respect is a policy that reflects maturity. HES adheres to the "hands-off" policy for student relationships. Violation of this policy will lead to disciplinary action.

BULLYING BEHAVIOR: BOE Policy 6.304 (Hotline Contact 456-6461): Bullying is not acceptable at HES. We respect and protect the dignity, safety, and well being of our students, parents, teachers, and community. Bullying happens when

someone with more power unfairly hurts someone with less power over and over again. Power may be physical strength, social skills, verbal ability, or other resource. Parents of students who engage in bully behavior, both verbal and non-verbal, will be contacted and involved in implementing a plan with the child to change this behavior. Incidents of bullying may be reported anonymously in Bully Boxes in the Café and outside the Guidance Office. Families can help us by reminding their children the difference between tattling and telling. **Tattling** is constantly reporting incidents regardless of their significance or deliberately looking for opportunities to get another person in trouble. **Telling** is reported very real concerns and ongoing bully behavior.

CUMBERLAND COUNTY BOARD OF EDUCATION EXPECTATIONS: The Cumberland County Board of Education expects parents and school staff will work in close cooperation to ensure student success, both academically and behaviorally. In order to achieve this goal, it is anticipated that staff and parents will communicate routinely, and definitely, whenever there is a concern regarding student progress. By establishing and maintaining close contact, parents and teachers can prevent or minimize discipline problems as well as maximize student growth.

DISCIPLINE Students with Disabilities under I.D.E.A., 504, and ADA: If a student is subject to the provision of IDEA, 504, and/or ADA, discipline not involving a change of placement for a period longer than ten (10) days may be imposed without regard to whether the behavior requiring discipline is a manifestation of the handicapping condition. Thus, in such cases, the principal may impose appropriate discipline not to exceed a ten (10) day suspension. It is recommended that appropriate disciplinary measures for such students be agreed upon and included in the student's individual education program or educational plans so that all concerned parties will be aware of what discipline will be imposed and that the most effective means of discipline can be chosen. A proposed exclusion of a handicapped student for more than ten (10) consecutive school days constitutes a change of placement. A series of suspensions that are each ten (10) days or fewer in duration may constitute a "change in placement". The determination of whether a series of suspensions constitutes a change in placement must be made on a case-by-case basis. To implement a change in placement based on discipline, it must be determined if the behavior is a manifestation of a handicap or not. If the behavior is a manifestation of a handicap, the school must address the behaviors through the IEP or Individual Education Plan. If the behaviors are not related to the handicap, then the student may be disciplined in the same manner as non-handicapped students. When the placement of a handicapped child is changed for disciplinary reasons, the procedural protection of IDEA, 504, and ADA is required. When disciplining handicapped students, please refer to Special Education Administrative Policies and Procedures and Section 504 Policies and Procedures. The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

- Have the School District advise you of your rights under federal law.
- Have your child receive accommodations, special education, and/or related services if he/she is found eligible under the Individuals with Disabilities Education Act, Americans with Disabilities Act, or Section 504 of the Rehabilitation Act.
- Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodations to allow your child equal opportunity to participate in school and school-related activities.
- Have evaluation, education, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options. If you feel the school's evaluation is unfair or inaccurate, you may request an independent evaluation by an outside agency or professional.
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- Receive written notice within a reasonable time prior to any action requiring your consent, such as when the School System either proposes or refuses to change identification, assessment, or educational placement.
- Receive a response from the School District to a reasonable request for explanation and interpretations of your child's records.

- Request medication or an impartial due-process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made in writing to Mrs. Stephanie Barnes.

Further explanation of student rights and child advocacy group contact information may be obtained by contacting the the Tennessee Department of Education 8th Floor, Gateway Plaza; Nashville, TN 37243-0390 (615-741-2851).

EXPLANATION OF STAFF ROLES AS RELATED TO DISCIPLINE: This section of the handbook attempts to clarify the roles of school staff related to the disciplining process. Key staffs in the disciplining process are identified at both the building and system-wide levels.

TEACHER: Plans and provides classroom activities and programs to develop each student's potential. Creates a positive learning atmosphere conducive to learning for all students. Manages the classroom environment so that the learning by all students is not disrupted by student misbehavior. Works closely with parents to prevent or minimize disruptive behavior. Employs positive consequences to reinforce appropriate behavior. Refers students for administrative discipline as appropriate.

COUNSELOR: Provides individual or group counseling, consults with parents about student's learning and social development and assists school personnel in planning programs to meet student needs. Assists students, parents, and staff in the development of behavior improvement plans.

SCHOOL RESOURCE OFFICER: A SRO is a police officer assigned by Crossville City Police Department or the Cumberland County Sheriff's Department to the Cumberland County Schools. These uniformed officers visit schools and interact with students in order to develop positive relationships, teach drug resistance and other similar pro-social programs. They help to establish a safe school tone by their visibility and presence. They are available to assist staff with emergency situations or investigate criminal activity.

ASSISTANT PRINCIPAL: Handles student discipline problems and mediates teacher-student conflict. He assists the principal in administering the school program including the discipline policy.

PRINCIPAL: Assumes responsibility for all school programs, students, and staff. This position has a duty to develop and maintain a safe and orderly school environment.

STUDENT SERVICES; DIRECTOR, SUPERVISORS/COORDINATORS: Assumes system wide responsibility for such areas as attendance, student discipline, student health services, and alternative school placement.

DIRECTOR OF SCHOOLS: Is responsible for the total educational program, which includes the development of the discipline code. Has authority to modify zero tolerance consequences on a case-by-case basis.

BOARD OF EDUCATION: When acting at officially called meetings, the Board collectively determines school policy and provides overall direction for school programs. The Board may act on appeal of disciplinary actions taken by the Cumberland County Schools Discipline Hearing Authority. However, consequences for zero tolerance offenses may only be modified by the Director of Schools.

RESPONSIBILITIES OF MEMBER OF A SCHOOL COMMUNITY: Each individual within the school community has rights and responsibilities related to enjoying the benefits of the learning environment. The expectations for each group are identified in this section.

TEACHERS, COUNSELORS, AND SUPPORT STAFF ARE EXPECTED TO:

- Work collaboratively with each other, parents, and students to improve student behavior and to maintain a positive, safe and orderly learning environment.
- Teach and model desired behaviors.
- Be knowledgeable of instructional techniques that enhance and improve student behavior.
- Provide appropriate consequences and reinforce appropriate behavior.
- Confront any student misbehavior whenever observed in all school settings.
- Use interpersonal skills, which permits the de-escalation of student-staff conflict.
- Contact and involve parents in dealing with disciplinary matters.
- Provide a flexible curriculum to meet individual needs.
- Inform the community, students, and school staff of policies relating to student conduct.

ADMINISTRATORS ARE EXPECTED TO:

- Protect the due process rights of teachers, students, and parents.
- Support other school personnel in the fulfillment of their disciplinary responsibilities.
- Contact and involve parents in dealing with disciplinary matters.
- Maintain a safe and orderly school environment.
- Inform the community, students, and school staff of policies relating to pupil conduct.

PARENTS ARE EXPECTED TO:

- Ensure that the child attends school and is on time.
- Communicate with school personnel about their child and be readily and easily accessible when the school needs to make contact.
- Know and follow school regulations and realize the extent of responsibility for the behavior of their child.
- Prepare their child to assume responsibility for his/her own behavior.
- Foster positive attitudes in their child toward self, others, school, and community.

CARE OF SCHOOL PROPERTY BOE Policy 6.31: Students shall help maintain the school environment, preserve school property and exercise care while using school facilities. All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate. School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the director of schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian.

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