



Morristown-Hamblen High School East

STUDENT HANDBOOK

One Hurricane Lane
Morristown, TN 37813

Phone: 423-586-2543

Fax: 423-585-3779

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This student handbook contains most of the school board policies that are relevant to high school students; however, it does not contain every policy approved by the Hamblen County Board of Education. For a complete listing of all approved school board policies, please visit the school system website at www.hcboe.net.

2018-2019
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Phone: 423-586- 2543
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School Colors: Orange and White School Name: Hurricanes School Mascot: "Storm" the Ibis

**2005 No Child Left behind—Blue Ribbon School 2008, 2009 & 2010 U.S. News & World Report—
Bronze Medal School**

ADMINISTRATOR GRADE LEVEL/STUDENT ASSIGNMENTS

Principal	Gary D. Johnson	A-G
Assistant Principal	Morgane R. Watkins	Freshmen
Assistant Principal	Bradley D. Hall	H-O
Assistant Principal	Patricia A. Sigler	P-Z

STATEMENT OF BELIEFS

1. Student learning is our primary goal and thus, guides all site-based decisions.
2. Student learning is enhanced by a safe and physically comfortable environment.
3. Students are valued as individuals with unique physical, social, emotional, and intellectual needs.
4. Students are empowered to learn when they are engaged in the learning process.
5. Students become more confident, independent learners when there is a commitment to continuous improvement.
6. A student's character is cultivated through positive relationships, mutual respect, and opportunities to perform leadership roles.
7. Student assessments provide a variety of meaningful opportunities for students to demonstrate their achievement and mastery of skills.
8. The participation of stakeholders (i.e. parents/guardians, local businesses, social workers, etc.) is imperative for the success of the school and the community.

COMMON MISSION

Morristown-Hamblen High School East (MHHSE) provides a comprehensive educational experience to help students become ethical, self-reliant, life-long learners who contribute positively to our local communities and our global society.

SHARED VISION

Morristown-Hamblen High School East (MHHSE) will be a paragon of excellence in the district, region, and state in academics, instruction, and the intellectual/social development of empowered lifelong learners.

SCHOOL BOARD COMMITMENT TO STUDENT ACHIEVEMENT

The Hamblen County Board of Education believes that improvement of student achievement is the most significant task of the school district. We affirm our intent and commitment to the improvement of student learning by:

1. Openly evaluating data on student achievement indicators;
2. Discussing processes that affect the instructional program;
3. Examining the impact of the district's course of study on learning;
4. Reviewing or revising district goals to focus on student progress; and
5. Striving to find methods to remove barriers to learning.

Furthermore, this board commits to informing district staff, students, parents, and community about student achievement in our schools and how our local data compares to common measurements in Tennessee, nationally, and with relation to other comparable school districts.

Therefore, the Hamblen County Board of Education resolves that:

1. Each student in our district is expected to participate in school for the ultimate purpose of academic scholarship;
2. Every employee of our public schools will devote his or her work toward ensuring and enhancing students' learning success;
3. The director of schools will recommend and implement initiatives and expenditures that clearly support and advance student learning success; and
4. The board of education will devote meeting time to topics that directly support and enhance student learning success.

MHHSE commends the Hamblen County Board of Education on its commitment to student achievement. The faculty and staff of MHHSE fully supports these initiatives and is likewise committed to ensuring the academic success of all students.

**HAMBLEN COUNTY DEPARTMENT OF EDUCATION
2018-2019 CALENDAR**

July 27	Optional In-service for Teachers**
July 30	Teachers Return to Work**
July 31	In-service for Staff**
August 1	Student Registration Day; 11:15 a.m. Student Dismissal
August 2	Administrative Day for Staff**
August 3	First Full Day of School
September 3	Labor Day Holiday*
October 8-12	Fall Break*
November 6	State Election Day Holiday**
November 21-23	Thanksgiving Holidays*
December 20	11:15 a.m. Dismissal
December 21 - January 1	Winter Break*
January 2	Return to School
January 21	Martin Luther King Day Holiday**
March 25-29	Spring Break*
April 19	Spring Holiday**
May 7	City Election Holiday*
May 15	Last Full Day of School
May 16	Administrative Day for Staff**
May 17	Grade Card Day and Graduation

* Holiday for students and staff

** Holiday for students; in service/admin. day for staff

CARE OF SCHOOL AND PERSONAL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students, who disfigure property, break windows or do other damage to school or personal property or equipment will be required to either pay for the damage or replace the item. Students should limit items brought to school to those items necessary for school activities. The administration is not responsible for items brought to school that are lost or stolen. Theft of items should be reported to the office, the SRO, or the School Security Officer.

GRADING SYSTEM

Grade reporting is done at the end of each nine (9) weeks. A progress report will be distributed at the mid-point of each (9) weeks. The following grading scale is used:

Grading Scale		Quality Points
A 93-100	Excellent	4.0
B 85-92	Above Average	3.0
C 75-84	Average	2.0
D 70-74	Below Average	1.0
F 69 and below	Failure	0.0

Credits are awarded based upon the final semester grade. Students are assigned to homerooms at the beginning of each school year based upon the number of credits earned.

The following minimum numbers of credits are used to determine the grade level of each student:

Sophomores	7 credits
Juniors	14 credits
Seniors	20 credits

Advanced placement courses with end-of-course exams will include the addition of 5 points to the grades used to calculate the term average. Honors courses and National Industry Certification courses will include the addition of 3 points to the grades used to calculate the term average. Advanced placement, National Industry and honors courses will be approved annually by the board.

Honors courses include:

Adv. Algebra/Trig. (H)	Civil Engineering (H)	Physical Science (H)
Aerospace Engineering (H)	Comp. Integrated Manu.(H)	Physics (H)
Algebra I (H)	Digital Electronics (H)	Precalculus (H)
Algebra II (H)	Engin. Design & Develop.(H)	Principles of Engineering (H)
Bioenergy Scientific Research (H)	English I—III(H)	Spanish III (H)
Biology I (H)	French III (H)	US Government/Econ. (H)
Biology II (H)	Geometry (H)	US History (H)
Chemistry I (H)	German III (H)	World Geography (9th only) (H)
Chemistry II (H)	Introd. to Engin. Design (H)	

Advanced Placement courses include:

AP Biology	AP French	AP Macroeconomics
AP Calculus IBC	AP German	AP Microeconomics
AP Calculus II	AP Government US	AP Psychology
AP Chemistry	AP Human Geography	AP US History
AP Environmental Science	AP Language/Composition	AP World History
AP European History	AP Literature/Composition	

STUDENT INSTRUCTIONAL FEES

Accounting.....cost of workbook	General Parking.....\$15
Activity/ID Card Replacement.....\$5	Locker Rental.....\$5
AP Courses.....\$10 & workbook	Marketing.....\$5
AP Calculus.....\$10 & workbook	CNA Exam.....\$93
Art I.....\$10	Math.....cost of workbook
Art II & III.....\$15	Project Lead The Way.....\$10
Chemistry.....\$10 & workbook	Science.....\$10
Computer/Business.....\$5	Theatre/Forensics.....\$5
Cosmetology.....\$15	Wellness.....\$5
Drafting.....\$5	Weight Training.....\$5
English.....cost of workbook	Human Services.....\$10
Welding II.....\$10	

DRIVERS EDUCATION

Drivers Education will be offered in the summer to students for a fee of \$80.00. There must be 12 students enrolled to offer the class. It will provide 5 hours of behind the wheel driving which will meet requirements of most insurance companies. Students will not receive school credit but a certificate will be awarded for insurance purposes.

INSURANCE

School accident insurance is offered at the beginning of each school year in homeroom and in the business office. Two plans are available:

School-time: insures the student for accidents occurring at school and on the way to and from school and home.

Twenty-four hours: covers accidents seven days a week, twenty-four hours a day.

Note: Students enrolled in Career and Technical Education must purchase school-time insurance or show proof of family coverage.

BELL SCHEDULE

Period	Advisory
1	8:00-9:18
Class Change	9:18-9:24
2	9:24-10:42
Class Change	10:42-10:48
STORM	10:48-11:33
Class Change	11:33-11:39
3/Lunches	11:39-1:34
Class Change	1:34-1:40
4	1:40-2:58

Lunch Schedule

First Lunch	11:33-12:03
Second Lunch	12:20-12:50
Third Lunch	1:04-1:34

LIBRARY

All students may use the library for academic work and pleasure reading. The library is open 7:20AM-4:00PM Monday through Thursday and 7:20AM-3:30PM on Friday. Occasionally the library will be closed after school for teacher meetings. Students may visit the library before and after school, during lunch with prior approval, or during class with a note signed by their teacher. Books and audiobooks are checked out for a period of two weeks and may be renewed upon request as long as they are not on hold for another student. Overdue fines are charged for late books at a rate of 10 cents per school day. Students can visit <http://mhhse.hcboe.net> and click the Library Search link on the left to search for books in the library as well as login to renew or request books. Visit the Reference Section link for access to information on all academic subjects as well as college, career, and ACT test prep information.

YEARBOOK

Applications for the yearbook staff are open to sophomores - seniors.

GUIDANCE

MHHSE has a well-equipped guidance office staffed by trained counselors. Students that need help in choosing their curriculum, planning their vocation, selecting a suitable college, or those who need advice on personal problems, are urged to consult their guidance counselor. Appointments may be made with any one of the counselors by stopping by the guidance office or calling (423) 586-6102.

GUIDANCE COUNSELOR ASSIGNMENTS

Mr. Bowlin	Mrs. Ely	Mrs. Collin
A—G	H—O	P—Z

TESTING

The guidance counselors administer standardized tests during the school year. These tests are given for the student's benefit in order to help them to have a better understanding of their abilities and interests, as well as to determine the correct placement in courses. All students are encouraged to do their very best on these tests. If the student does not put forth his/her best effort, the tests will be meaningless. The guidance department provides students with full information on tests, including college entrance examinations.

SCHOOL RESOURCE OFFICER

The SRO (School Resource Officer) program is a triad program of law enforcement officer, teacher, and counselor. The SRO is a law enforcement officer of the Morristown Police Department and/or the Hamblen County Sheriff's Department. His/her responsibilities include investigating criminal activities at the school involving students or faculty as victims or suspects. The SRO is also responsible for charging for criminal violations of the law. The SRO demonstrates a positive role model by fostering better relations between law enforcement and the school community through positive interactions. Classroom presentations on law and safety related matters are given upon request, as the SRO fulfills his/her role as a teacher. One of the most important contributions of the SRO is the area of conflict resolution, mediation, and counseling providing the school population with information concerning law and safety issues. You may contact the SRO at his/her office, located on the second floor.

AUDIO/VISUAL SURVEILLANCE

MHHSE buildings and grounds are protected by video and audio recording, and are under 24- hour surveillance by audio-visual equipment

STUDENT FINANCIAL OBLIGATIONS

A student is required to meet any financial obligations to the school before receiving his/her diploma or before any educational records can be released.

CONTACTS

QUESTIONS?	WHO CAN HELP?
ACT/SAT Information	Guidance Counselors
Admit to Class	Security Office
Athletic Director	Morgane Watkins
Athletic Tickets	Tina Parker
Attendance	Morgane Watkins
Band	Brandon Tilley
Baseball*	Matthew Ford
Basketball (Boys)*	Ryan Collins
Basketball (Girls)*	Michael Potts
Bus Referrals	Brad Hall
Bus Requests	Brad Hall
Business Office	Tina Parker
Cafeteria	Sue Martin
Cheerleading*	Suzanne Mills
Choir	Brandon Moore
Clubs/Organizations	Brad Hall
College Information	Guidance Counselors
Financial Aid Information	Guidance Counselors
Football*	Dewayne Wells
Free/Reduced Lunch Forms	Linda Brewer
Golf*	Michael Potts
Grade Cards	Tina Worthington
Guidance Secretary	Lara Lamb
Insurance	Brad Hall
Librarians	Kerri Courter & Amy Wheatley
Library Secretary	Phyllis Dalton
Lockers	Brad Hall
Lost and Found	Nurse Office
Main Office Secretaries	Kathryn Elliot Teresa Johns Tina Worthington (Freshman Office)
Newspaper	Robin Vannoy
Parking	Brad Hall
Schedules	Guidance Counselors
Scholarships	Guidance Counselors
Senior Items	Eddie Brown - Jostens
Soccer (Boys)*	Brent Carlyle

Soccer (Girls)*	Eric Wright
Softball*	Robin Vannoy
Swimming*	Sarah Caylor
Tardies	Morgane Watkins
Tennis*	Curtis Delias
Track*	Derrick Folsom
Volleyball*	Holly Drinnon
Wrestling*	Dale Johnson
Yearbook	Cathy McClellan
Cross Country*	Samantha McConeghey
Student Council	Cathy McClellan

*All athletes are subject to random mandatory drug testing.

ELECTRONIC DEVICES

IPOD'S, Walkman, radios, tape players, other electronic devices, and any sound producing device, which is deemed disruptive, should not be brought to school. Teachers and administrators have the right to confiscate such devices and hold them until a parent comes for them or until the end of the year. This is done not only because of the potentially disruptive nature of these devices, but also because these can be lost or stolen at school.

STUDENT PARKING/DRIVING ON CAMPUS

The control and supervision of the parking areas is required in order to maintain a safe and secure environment for the protection of students and staff. It is important that each student observe the following rules:

- Students are not to be in the parking areas without permission from an administrator, unless they're coming to or leaving school or involved in a school sponsored or approved activity which legitimately allows them to leave.
- Students must always be able to furnish proof of identity and proof of permission to leave or enter campus.
- Students who drive to school should leave their cars when they arrive at school and come into the building immediately.
- Students are not to loiter in the parking lots after school.
- Students must hold a valid TN driver's license and maintain current insurance coverage at all times.

Trespassers will be subject to arrest and prosecution. Please caution your friends that they may not be on campus during the school day without permission. Trespass warrants will be signed against those who have no legitimate business at MHSE and/or who are not authorized to be on campus.

Driving to Vocational School

Students are not permitted to drive to either vocational school. Bus transportation is provided by the Hamblen County Department of Education. The only exception would be if a student is enrolled in Auto Mechanics classes and there would be a need to work on his/her vehicle.

The procedure to receive permission is as follows:

- The student must have a signed and dated note from the instructor asking permission for the student to bring his/her vehicle and stating the reason the student would need to drive the vehicle.
- The student must have a signed and dated note from his/her parents giving permission for their child to drive their vehicle to vocational school.
- These notes must be presented to Mr. Hall, who will issue a pass for the student to drive his/her vehicle.

Students need to understand that parking on school property is a privilege afforded to students. Certain conditions are attached to that privilege. Students who fail to uphold these conditions will be subject to monetary fines, loss of parking privileges, and/or placed on an assertive discipline plan level. At no time shall a student park in the parking area behind the school, or in the church parking lot. Students are not allowed to sit in the car at any time during the day. Faculty and visitor parking will be in the Charles

Strange Wing parking lot or behind the school. UNAUTHORIZED PARKING IN THE FACULTY WILL RESULT IN A LEVEL ON THE ASSERTIVE DISCIPLINE PLAN. STUDENTS WHO MISS MORE THAN THREE DAYS IN A NINE WEEK GRADING PERIOD WITHOUT A MEDICAL EXCUSE OR DEATH IN THE IMMEDIATELY FAMILY WILL LOSE THE PRIVILEGE TO DRIVE AND PARK A VEHICLE ON EAST HIGH PROPERTY FOR 30 SCHOOL DAYS (cannot miss any school during these 30 days).

Parking and Vehicle Registration

All students who drive to school must purchase a parking permit tag at a cost of \$15. Parking permit tags must be purchased yearly. Parking will be on a first come-first served daily basis, and specific parking spots will not be assigned. Students must register the make, model, color, year, and license plate number of each vehicle driven on campus. However, students are required to purchase one (1) permit for display. **THE PERMIT MUST BE DISPLAYED IN THE VEHICLE YOU DRIVE ON CAMPUS.** You may buy more than one (1) permit. Failure to register your vehicle could result in loss of driving privileges, fine, or placement on an assertive discipline plan level. Student vehicles are subject to being towed if not parked in designated areas. Driving privileges may be revoked and/or the student may be disciplined if he/she parks illegally, drives in an unsafe manner, or uses his/ her vehicle to leave campus without permission. The vehicle is also subject to search at any time while parked on school grounds.

Parking Fines

First Offense - \$5.00 Second Offense - \$10.00

These offenses will be assessed by East High School and include but limited to, no parking tag, parking in teacher parking, parking in handicap parking, etc.

Closed Campus Policy

MHHSE operates with a closed campus policy. This means that students are not to leave campus during any part of the day unless permission has been given from the administration.

SCHOOL VISITORS

The Board of Education encourages parents and other citizens of the school system to visit the school and classrooms to observe the work of students, teachers, and other employees. The Board believes there is no better way for the public to learn what the school is actually doing.

All visitors will enter the building through the Front Office. All visitors will sign-in with the School Safety Coordinator and be issued a visitor's pass. All visitors should be prepared to present and leave a proper form of identification with the School Safety Coordinator. The School Safety Coordinator will then direct the visitor to the main office or give the visitor authorization to visit elsewhere in the building. Any person who is not authorized to be on school property will be escorted from the premises.

The principal or other authorized person has complete authority to exclude from the school premises any persons he has reason to believe are disrupting the teachers or children on the premises or are believed to be on the premises for the purpose of committing an illegal act. Law enforcement officials may be called if the situation warrants such measures.

Students may not bring out-of-town visitors or non-student brothers or sisters to school.

TRANSPORTATION

Hamblen County Schools provides bus transportation to all students. Bus routes and schedules are available from the Hamblen County Department of Transportation (586-2103).

PLAGIARISM AND CHEATING

At Morristown-Hamblen High School East, we believe that integrity and honesty in all work, but especially written work, is critical for developing exceptional character in young adults. Therefore, we take plagiarism and cheating on written and oral assignments very seriously. Plagiarism and cheating are defined as:

- Turning in an essay or other written piece of work, that someone else has written, as your own work.
- Copying word-for-word information from other sources (i.e. webpage, novel, newspaper, magazine,

- encyclopedia, etc.) for your own essay or work without properly quoting or citing the original source.
- Paraphrasing (or summarizing) information from other sources (i.e. webpage, novel, newspaper, magazine, encyclopedia, etc.) for your own essay or work without properly citing the original source.
- Copying your classmate's written work and turning it in as your own (i.e. answers to homework questions/problems, etc.).
- Copying your classmate's answers on a test or quiz.

NOTE: Putting something in your own words does not mean rewriting it with a few simple word changes. This is also considered plagiarism and cheating.

Plagiarism and cheating have very serious consequences and will result in an automatic zero on the assignment with absolutely no chance to make up the points or grade. It will also result in an office referral and a level on the Assertive Discipline Plan.

The same consequences will apply to any student who allows another student to copy (plagiarize) his/her work.

CAFETERIA

In order to protect property, maintain an orderly relationship among students, establish a clean eating environment, and make everyone's lunch a pleasant and enjoyable experience, we ask your cooperation with the following:

- Do not sit on tables or on the back of chairs.
- Do not "beat" on the tables or stand or walk on them.
- Put all trays, trash, and food scraps in their proper places once you have eaten.
- Cooperate with the cafeteria staff and follow instructions given by teachers and administration.
- Do not break or cut line.
- Use only appropriate language—no profanity or vulgarity.
- Students are not allowed to bring drinks in cans or bottles into the cafeteria or food from commercial restaurants.
- Do everything you can to make the lunch break pleasant and enjoyable for yourself and others.
- Food and drink are not permitted to be taken out of the cafeteria into the halls, and teachers and administrators have the authority to confiscate and throw away any food or drink seen in the halls.
- Students may not leave the cafeteria during their lunch period without permission.

Students are not permitted to bring food or drinks into the building upon arrival to school. This includes food or drinks from commercial restaurants, drinks in bottles or cans (not purchased from school vending machines), and drinks in containers such as travel mugs.

LOCKERS

Lockers are made available for student use. Therefore, students are not to take large bags, including backpacks and gym bags, into the classrooms. Lockers are the property of Hamblen County Schools and subject to search. Lockers are not to be shared. Each student is responsible for the care of his/her locker and liable for any damage. Students may go to their locker before school, between periods, and after school. Nothing is to be attached to the inside or the outside of the locker. Please do not stuff book bags, oversized notebooks, etc. into your locker, as this will cause the locker to jam and not open. All students are required to secure their locker with an approved combination lock furnished by the school.

All freshmen students are required to obtain a locker in the Freshman Academy. All sophomores and juniors are required to obtain a locker outside of the Freshman Academy.

STUDENT ORGANIZATIONS

Student Council

The Student Council represents the student body and gives them a channel through which their opinions may be expressed and considered in the policy making of the school. It is hoped that all students at MHSE will take an active part in the Student Council, either as a candidate, a campaigner, or as an interested voter. Be a concerned student and support your student government.

Clubs and Organizations

A variety of clubs and organizations are active on the campus of MHHSE. Each group encourages students to get involved and participate. Active involvement will enhance your high school career. Contact a member or sponsor to find out more about your participation.

Anime	FFA	Newspaper
Beta	First Priority	Pep Club
Book Club	Forensics	Scholars Bowl
Breakfast For Christ	German Society	SKILLS USA
DECA	HOSA	Spanish Club
FBLA	Mu Alpha Theta	Student Council
FCA	Magic Club	Video Game Club
FCCLA	NAC	Yearbook

BOOKSTORE

Marketing students will operate the bookstore. Hours of operation will be posted.

PARTIES

Parties are not permitted at MHHSE at any time during the regular school day, unless pre- approved by the principal.

CLASS RINGS

Sophomores may order a special school designed ring. A deposit of \$50 is required at the time of the initial purchase.

SCHOOL DANCES

MHHSE sponsors one dance per year, that being the Junior-Senior Prom.

Prom Dress Code

Inappropriate Attire for Ladies:

- Gowns that have a split from the hem to above mid-thigh.
- Neck lines that plunge below breasts or that are too revealing.
- Backs of dresses that fall below the waistline.
- Anything that is see-through or too revealing of body parts that should not be visible.
- Dresses above mid-thigh.

The top band of the skirt or pants must be within one half inch (1/2) of the navel (belly button) all the way around the waist. The band of the skirt/pants must be straight and not have cut outs or scallops that go below the one half inch (1/2) requirement from the navel.

Men's Attire

- Men must wear a tux or a suit with a tie, dress shirt, dress pants, dress shoes, and a jacket.
- No jeans of any color.
- No chains.
- Shirt and tie must remain on the entire night.
- The men's guest must adhere to the above ladies' guidelines even though she may not be a student of MHHSE.

TSSAA ATHLETIC REQUIREMENTS

- A student must earn five credits the preceding school year if less than 24 units are required for graduation or six credits the preceding school year if 24 or more credits are required for graduation. All credits must be earned by the first day of the beginning of the school year.
- A student must be enrolled before the 20th school day of the semester, in regular attendance, and carrying at least five full courses during the present semester.
- A student is permitted eight semesters of eligibility beginning with the ninth grade. Junior division students are permitted four semesters of eligibility beginning with the eighth grade.
- A student shall be ineligible in high school if he or she becomes 19 years of age on or before August 1 or in junior high if he or she becomes 16 years of age on or before August 1.
- Athletes must live at home with their parents.
- In order for a transfer student with an athletic record to be eligible at another school there must be a bona fide change of residence by the athlete's parents.
- All transfer students must be approved by the Executive Director of TSSAA before participating in any game.
- A student who engages in three or more days of practice—including spring practice—with a high school in which he or she is enrolled shall be ineligible in that sport for 12 months if the student enrolls in another school without a corresponding change in the residence of his or her parents.
- A student whose name is listed on the school eligibility report cannot participate in an independent game or meet until the season has closed in that particular sport. (This does not include golf or tennis.)
- A registered athlete cannot accept any money for athletic skills in any TSSAA sponsored sport.
- An athlete may accept a medal, trophy, high school letter, sweater, jacket, shirt, blazer or blanket for athletic participation but nothing else of commercial value, and these awards must carry the school's letter or other appropriate award emblem.
- All expenses to an athletic camp where specified instruction is offered must be paid by the athlete or his/her parents.
- When an athlete is charged tuition to attend a school, it must be paid by the parent or bona fide guardian or other family member.
- Any student repeating the 7th grade after having passed the 7th grade or repeating the 8th grade after passing the 8th grade shall not be eligible to participate in athletics during their 9th grade year.
- A student may not participate in an all-star game unless it is sanctioned by the TSSAA and unless he/she has completed high school eligibility in that sport.

Student Alcohol and Drug Testing (JBCDA 6.3071)

Students shall be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year.¹ Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

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

Upon receiving reasonable information, the principal shall take the following steps:

1. Call the student into the principal's office or another private place;
2. Summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding;
3. Inform the student of the substance of the information available to him/her that is the basis for the determination that a test is necessary;
4. Inform the student of the procedures that shall be followed in administering the test;
5. Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing before the disciplinary hearing authority;
6. Notify the parent or guardian of the student of the impending test.

The appropriate witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner that shall protect the privacy rights of the students and assure that the integrity of the specimen itself is not compromised. The type of specimen taken shall depend on the substance in question, and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number that in no way shall reveal the identity of the student.

The principal shall forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by the Board. Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:

1. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed.
2. If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the result. In addition, they shall receive referral information that shall include counseling, in-patient, out-patient, and community-based drug and alcohol treatment programs.

RANDOM DRUG TESTING

Due to the severity of the drug use problem, both locally and throughout the state, students involved in any voluntary extracurricular activities shall be subject to random drug tests. Parents and students shall be informed of this policy prior to participation and shall sign consent to the drug testing and release information as a condition of participation.

ATTENDANCE POLICY (JB)

Elementary, Middle, and High Schools

The Hamblen County Board of Education recognizes that absenteeism is a hindrance to the efficient education of students. Realizing that punctuality and regularity of attendance is necessary for progress of a student at school, the board has adopted the following attendance policy. The parents, guardians, or other persons having charge and control of a child are held responsible for the child's school attendance.

Attendance/Tardiness/Early Dismissal/Late Arrival

Our intent is to clearly establish teaching and learning tasks as the priority activity in Hamblen County Schools. This emphasis will mean that class interruptions must be limited only to emergencies. Any outside interference with the continuous progress of teaching and learning will be considered an interruption. Emergencies exist when conditions arise that make it impossible or impractical to delay class interruptions until the next change of classes.

Furthermore, in order for students to benefit from the strong emphasis on instruction, they must attend class regularly and be on time. Please review the attendance policy below.

I. Sign-out Procedures

All students will be allowed to sign out under the following conditions:

1. The parent or guardian may come to the office to sign the student out. Parents should take note of the times during which students may be dismissed for non-emergencies. Those times are during the change of classes or at the student's lunch period.
2. Parent call-ins are not accepted to sign a student out.
3. A note signed by a parent or guardian must be sent to the office with the following information on that note:
 - a. Student's name
 - b. Grade level
 - c. Phone number where parent/guardian can be reached so that the school official can confirm that the student has parental permission to leave. **ALL REQUESTS MUST BE VERIFIED. IF THE PARENT/ GUARDIAN CANNOT BE REACHED, THE STUDENT WILL NOT BE GIVEN PERMISSION TO SIGN OUT EARLY.** If students and parents will use this procedure; we can avoid both unnecessary class interruptions and parents having to wait on a student.

4. Students who are 18 years old or older must also have parental permission to leave school.

Every student is responsible for signing in/out with the main office staff immediately after returning from an absence, when arriving to school late, or when leaving school early. Failure to do so may result in an unexcused absence and a level on the Assertive Discipline Plan.

Excused and Unexcused Absences

Excused Absences. Following are listed the absences which are excused. An excused absence means that a student's absence was lawful, that he/she had a legitimate reason, according to the laws and regulations of the attendance policy, for missing school. However, even though an absence is excused, it may still be used to deny credit in a course.

1. Illness with doctor's excuse
2. Illness with parent's excuse (5 parent notes/call-ins for each 90-day term)
3. Death in family
4. Religious holiday
5. Medical/dental appointments
6. Court appointments (actual time in court only, documentation required)
7. Absence approved by principal (hardship)

Unexcused Absences. Following are listed the absences which are unexcused, along with the code letter which will be used in processing the absence. Unexcused absences are those which are not considered appropriate absences under the attendance laws and policies. Most of these absences are also unlawful. (Those absences marked with a "u" are, with some exception, always unlawful.) Unlawful absences may result in the student being denied credit due to excessive absences. IMPORTANT: Unlawful absences may also result in placement in an alternate learning program (ALP), out-of-school suspension (OSS), or referral to the juvenile court for judicial enforcement of the attendance laws.

- a. Truancy (U)
- b. Cutting class (U)
- c. Out of town
- d. No excuse submitted (U)
- e. Out-of-school suspension
- f. Not checking out in office (U)
- g. Missed the bus (unexcused because bus transportation is provided)
- h. Trouble with automobile (unexcused because bus transportation is provided)
- i. Check in (unexcused)
- j. Check out (unexcused)
- k. Day missed due to enrolling after first day of school (U)
- l. Absent with parent's permission (in some cases may be "U")
- m. Not checking in at office (U)

***These are unexcused because bus transportation is provided. Excused and Unexcused Tardies**

(Students are considered tardy if they arrive in the classroom after the bell rings.)

Excused Tardies

- A. Late bus
- B. Illness with doctor's note
- C. Death in family
- D. Religious holiday
- E. Medical/dental appointment

Unexcused Tardies (Grades 6-12)

Students who are tardy to first period will receive two warnings before penalties are assessed. Additional tardies for first period and all tardies for other periods will be assessed as follows.

Tardy #1 Teacher discretion

Tardy #2 Teacher discretion

Tardy #3 Teacher discretion

Tardy #4 Student will receive an office referral, no level and one day placement in ALP (parent contact required)

Tardy #5 Student will receive an office referral, no level Two days placement in ALP (parent conference required)

Tardy #6 Student will be subject to further ALP placements, office referrals, and/or juvenile court

Tardy #7 Student will be subject to further ALP placements, a level on the Assertive Discipline Plan, and/or juvenile court

Absences, Make-up, and Student Grading

A student will be considered present if the student is present at least 61 minutes of a high school class period, students must be present at least 32 minutes for STORM to be counted present. Any high school student who has a passing average, no more than two excused absences, no ALP, no OSS, no unexcused absences, no unexcused tardies, and no Alternative School placement during the nine weeks will have two points added to the nine weeks average in which they meet the previously stated criteria.

Any assignments missed due to any absence should be made up as quickly as possible. This will make the assignment most beneficial as it is completed in its proper context and scope. Further, it is most helpful to the teacher in making assessment of student progress. The number of days the student will be given to complete the assignment. For example, a student who misses Monday and Tuesday and returns Wednesday will turn in the work due on Monday and Tuesday at the beginning of a class on Friday. Failure of a student to turn in assignments within these guidelines will result in zeros being recorded for the missed assignments. These zeros cannot be waived in figuring a student's final grade and will count as much as the assignments would have counted. An exception to this is that a student on suspension must have missed assignments ready to turn in upon their return to class. Any high school student who is proven to be truant from a class or for the school day is not eligible to make up missed assignments or tests. Missed high school term exams may be made up only with a doctor's excuse or prior approval of the principal.

Students with a minimum average of 50 will be permitted to make up all work due to absences, with the exception of truancy. Make-up work will be graded as late work and will reflect the grade of 70/D.

Students who participate in recognized school functions or events are not to be counted absent, but they are responsible for work missed under the above guidelines of the make up policy.

At the end of each term, all high school students will take all exams. High school students who have a passing average, two excused absences or less, no ISS no OSS, no unexcused tardies, and no alternative school placement during the term will receive **two points** to be added onto their term average.

Student Responsibility

It is the student's responsibility to periodically check with teachers concerning his/her absences. Students are encouraged to keep record of their absences. Any error or discrepancies should be brought to the attention of the teacher immediately. The teacher's attendance record is the official record for consideration of credit or for determining perfect attendance. If a student receives a notice that he/she has lost credit due to excessive absences, he/she should obtain from that teacher a list of the days missed.

1. Students who have five absences in a class will be sent a letter informing the parents of the absences. Students who have more than 10 absences in a class per term will not receive credit for

the class. If students transfer from one class to another class, their attendance will follow the students.

2. Students who have more than 10 absences in a term may submit a written request to the school attendance review committee for an appeal. The only absences that will be waived are those with medical excuses that have not been altered in any way or those due to death in the immediate family. (Immediate family members include parents, brothers, sisters, and grandparents.)
3. If dissatisfied with the decision of the school attendance review committee, the student and parent(s) or guardian(s) may, within five days, make a written request for an appeal to the Hamblen County Attendance Review Committee (HCARC). (approved by the board of education annually in August).

Options of the HCARC are:

1. Referral to counseling and/or intervention programs if the absences are not due to extenuating or hardship circumstances.
2. Expulsion of the student for the remainder of the term, with loss of all credit.
3. Waiver of the absences due to hardship or extenuating circumstances.
4. ALP, OSS, or school functions are not counted toward the daily absentee count.
5. Students who have five or more unexcused absences within a 90-day term may be petitioned to juvenile court.

Every student is responsible for signing in/out with the main office staff immediately after returning from an absence, when arriving to school late, or when leaving school early. Failure to do so may result in an unexcused absence and a level on the Assertive Discipline Plan.

Procedures for Unexcused Absences

Any student 15 years of age or older who becomes academically deficient or deficient in attendance will be reported to the Tennessee Department of Safety for driver's license revocation. A student will be deemed academically deficient if he/she has not received passing grades in at least two full unit subjects or their equivalency at the end of the grading term. A student will be deemed deficient in attendance when he/she drops out of school or has 10 consecutive or 15 days total unexcused absences during a single term. Suspensions will be considered unexcused absences. A copy of the notice sent to the Tennessee Department of Safety by the attendance teacher or the superintendent will also be mailed to the student's parent or guardian.

Excessive Absences of Students 18 Years of Age

Although these students are no longer compelled to abide by the Compulsory School Attendance law, students who have reached the age of 18 will be in regular attendance. Students who are 18 years of age or older and whose attendance will prevent them from receiving credit will be referred to the HCARC.

Marketing/Co-op Work Attendance Requirement

All marketing/co-op students are required to be employed in order to be eligible for early school release. Failure to report dismissal or termination of employment within five school days will result in loss of work experience credit. The student must report back to school within five school days for appropriate placement.

RESIDENCE POLICY (JBCCB)

Due to high enrollment, MHHSE does not accept any out-of-zone students. When it is determined that a student is out-of-zone, the student's parent/guardian will be notified that he/she will have to transfer at the beginning of the next grading period.

No student whose custodial parent or legal guardian resides outside of Hamblen County will be permitted to enroll in Hamblen County schools (see JBCCA). The residence of a student is that of the custodial parent or legal guardian, and a power of attorney initiated by the Department of Children's Services or a court order is required to change custody from the custodial parent.

A parent of a minor child may delegate to any adult person residing in this state temporary care-giving authority regarding the minor child when hardship prevents the parent from caring for the child. This authority may be delegated without the approval of a court by executing in writing a Power of Attorney for

Care of a Minor Child. Hardships may include, but are not limited to:

1. The serious illness or incarceration of a parent or legal guardian.
2. The physical or mental condition of the parent or legal guardian of the child is such that care and supervision of the child cannot be provided.
3. The loss or uninhabitability of the child's home as the result of a natural disaster.
4. Military deployment of a parent.

Students attending school in Hamblen County may be required to provide two forms of documentation for proof of residence. This information is required at the time of student registration and will remain on file in the school administrator's office. Proof of residence may be requested by the school administration at any time during the school year.

Examples of documents acceptable for proof of residence include, but are not limited to:

1. Lease agreement (bearing date and length of agreement)
2. Cable bill (within past 30 days)
3. Telephone bill (within past 30 days)
4. Utility bill (within past 30 days)
5. Water bill (within past 30 days)

STUDENT BEHAVIOR

CLASSROOM ASSERTIVE DISCIPLINE PLAN

All students will be expected to adhere to the rules established under the Classroom Assertive Discipline Plan in each individual classroom.

Rules

- Follow directions first time given.
- Be in your seat with all required materials ready to work when the bell rings.
- Keep hands, feet, objects, and inappropriate comments to yourself.
- The teacher dismisses the class—NOT THE BELL.

Consequences

First Consequence—	Warning
Second Consequence—	15 Minute Detention
Third Consequence—	30 Minute Detention
Fourth Consequence—	Parent Contact and 30 Minute Detention
Fifth Consequence—	Office Referral

Severe Disruption the student will be sent immediately to an administrator (Severe disruption is defined as overt refusal to follow the teacher's instructions, fighting, vandalism, and behavior which prohibits the class from functioning.)

Rewards

Students who follow the class rules will receive positive feedback such as: homework passes, notes from teachers, parent phone calls, etc.

ADMINISTRATIVE ASSERTIVE DISCIPLINE PLAN

Explanation of Process of the Assertive Discipline Plan

To allow for flexibility and creativity between the teacher and the administrator, if adjustments need to be made in the hierarchy of punishment(s), they should be made only after consultation between the administrator and the teacher. If in the teacher's and administrator's opinion, a student's behavior requires special attention, the student may be put on a behavior contract.

If the teacher perceives that a student might be having a behavioral or academic problem that would

interfere with his learning or that of the other students, the teacher may refer the student to the appropriate counselor as an alternative to referral to an administrator.

Teachers are encouraged to make frequent parental contact concerning students with behavioral problems. Conferences with the student, the teacher, an administrator, and parents should be held as often as needed. The purpose of this plan is to establish a clear and consistent hierarchy of punishment to enable the administrator to deal promptly and fairly with students who violate school rules. It is also the purpose of this discipline plan to establish a safe and orderly school environment in which the rights of all students are protected, and the efforts of the teachers to maintain order and teach students are supported. The hierarchy of punishments ranges from the less severe, to the more severe, ultimately reaching the point where expulsion from school is recommended. It is the philosophy of the faculty and administration that although expulsion is a matter with serious implications for the student and his family, it is a step which circumstances necessarily dictate either because of the severe nature of the offense(s) committed or because of the habitual nature of the violations committed by the student.

Before the administrative discipline plan will take effect, the student will have to be referred to his grade level administrator. Most referrals come from teachers as a result of a violation of their classroom discipline plans. In order for a student to be referred to an administrator, as a result of a violation of the teacher's classroom discipline plan, one or two types of infractions would have occurred. Either the student would have committed a severe classroom disruption (consisting of an overt refusal to obey a teacher, fighting, vandalism, or any action which stops the classroom from functioning); or the student would have to commit five violations of the rules in one class period. At either of those two points, the student would be referred to an administrator.

1st Referral to an Administrator

On the first referral to an administrator, the student will be given either one (1) day ALP, OSS, or be recommended for placement in the Miller-Boyd Alternative School (depending upon the severity/nature of the offense). Additionally, the parent/guardian is contacted either by way of a conference, a phone call, or a copy of a letter sent home by regular mail. If a conference is required, the administrator is to set it up with the parent. If the parent fails to show, the student is then suspended out of school until the parent attends the conference. The student is also referred to a guidance counselor, and the teacher is urged at this point to also make contact with the parent. A behavior contract may be used at this point.

2nd Referral to an Administrator

Upon the second referral, the student will receive two (2) days ALP, OSS, or be recommended for placement in the Miller-Boyd Alternative School (again depending upon the nature/severity of the offense). A parent conference may be required at this point, and as with the first offense, failure to attend a conference will result in the student receiving OSS until a conference with the parent can be held. The parent/guardian will be notified by phone or letter. Referral to a guidance counselor is also required. A behavior contract may be used at this point.

3rd Referral to an Administrator

Upon the third referral to an administrator, the student will receive three (3) days ALP, OSS, or be recommended for placement in the Miller-Boyd Alternative School (again depending upon the nature/severity of the offense). A parent conference is recommended at this point, and as with the first and second offenses, failure to attend a conference will result in the student receiving OSS until a conference with the parent can be held. Referral to a guidance counselor is also required and a behavior contract may be used at this point.

4th Referral to an Administrator

Upon fourth referral to an administrator, the student will receive four (4) days OSS or placement in the Miller-Boyd Alternative School (again depending upon the nature/ severity of the offense). A parental conference is required. Referral to the guidance counselor is also required. The student will also be required to attend an orientation to the Miller-Boyd Alternative School.

5th Referral to an Administrator

Upon the fifth referral to an administrator, the student may receive ALP or OSS, or be enrolled in the Miller-Boyd Alternative School. The student may be expelled if he/she has already attended the

alternative school previously during their high school career.

The principal may suspend for longer than ten (10) days if the situation merits it. Such suspensions may be appealed to the Student Discipline Hearing Authority (SDHA) in writing within five (5) days.

ALTERNATIVE LEARNING PLACEMENT (ALP)

Student Responsibilities

All students assigned to alternative learning placement (ALP) will fully cooperate with the supervisor during the time they are in the room.

ALP Rules

1. All students will bring assignments, textbooks, and required materials with them to the ALP room.
2. The student must remain awake with his/her head up at all times.
3. Food, drinks, candy, snacks, and chewing gum will not be permitted.
4. Talking or communication of any type is not allowed.
5. The student will remain in his/her seat until given permission to move.
6. Vandalism of the desks, tables, or chairs will not be tolerated.
7. Lunch will be eaten in the ALP room
8. All students assigned to ALP must be present and on time to the ALP room, or they may be assigned make-up time.
9. Students assigned to ALP must serve a full day, even though they have early dismissal on their schedule. Students are responsible for making arrangements with their employers prior to their scheduled day.
10. Any student absent on the assigned day to ALP must make up that time before returning to regular classes. Failure to do so could result in an Out-of-School Suspension (OSS) or additional time in ALP and/or a level on the assertive discipline plan.
11. Students who fail or refuse to go to ALP may be sent home (Out-of-School Suspension) for the same number of days. More days may be added if the administration deems it appropriate.
12. All students assigned to the ALP understand that the student's failure to obey any of the above rules may result in an Out-of-School Suspension (OSS), parental conference, or recommendation for placement in the Miller-Boyd Alternative School. All students assigned to ALP further understand that any suspension resulting from the student's failure to obey the rules in the ALP room will be considered a separate suspension. An Out-of-School Suspension (OSS) is considered an unexcused absence.

SCHOOL-WIDE DISCIPLINE CLASSIFICATION OF OFFENSES

Punishment for the following violations will usually be according to this hierarchy of punishment: First occurrence—warning and/or detention with an explanation of future consequences. Documentation will be made in the discipline file. However, the administration may impose a stronger punishment if, in his/her opinion, the student's discipline history or the nature of the violation warrants it.

Second and all additional referrals for these violations will result in the student's punishment being placed on the administrative assertive discipline plan.

INFRACTION

Violation of dress code	Food/drink taken out of cafeteria
Inappropriate physical contact	Violation of parking rules/regulations
Missing vocational bus	Sitting on tables
Loitering	Excessive noise/disturbance
Food on campus without permission	Improper behavior at assembly/pep rally

Distribute/sell unauthorized material	Not sitting in assigned seat
Failure to sign in or out	Illegal parking
Gambling/card playing	Violation of hallway policy
No I.D. in possession	Out of cafeteria without permission
Littering	Cutting class

Punishment for the following violations will usually be according to this hierarchy listed under Administrative Assertive Discipline Plan.

INFRACTION

In parking lot without a pass	Stealing/theft
Cutting school all day	Destruction of school property
Cutting assembly/pep rally	Use of profanity
Violation of classroom plan	Profane or obscene gesture
Severe classroom disruption	Forging of parental excuse
Overt refusal to obey teacher	Forging of an administrative pass
Failure/refusal to attend ALP	Forging of a teacher pass
Physical abuse of a student	Forge/falsify official document
Physical abuse of a teacher/staff	Illegal walkout—class/school
Threatening a student	Bus violation—fighting
Threatening a teacher/staff	Bus violation—threats
Battery	Bus violation—other/explain
Disorderly conduct	Use/discharge—explosive
Blackmail	Trespass (while OSS)
Disrespect/insubordination	Possession of a dangerous instrument
Repeated violation of school rule	Failure to serve detention
Violation of behavior contract	Fighting
Presence of student is dangerous	Possession of a dangerous weapon
Disruption of school process	Commission of crime
Leaving school without permission	Possession, use or selling of drugs
Pulling fire alarm	Riding elevator without permission
Turning in any false alarm	Possession/use of tobacco products
Refusal to present I.D.	Violation of transportation parking plan
Refusing to identify self	Breaking/cutting lunch line
Throwing food	Failure to return tray
Vandalism	Falsify call in
Unauthorized driving to vocational school	Violations of safety rules
Sexual-harassment	Improper behavior of school function

The following violations can result in the police or other law enforcement authorities being called in and/or warrants being signed. This will be in addition to any other punishment provided under the policies of the school and district. Students should be aware that many of the violations listed in this handbook are violations because they are violations according to state law

INFRACTION

Severe classroom disruption	Destruction of school property
Fighting	Possession of alcohol
Physical abuse of student	Consumption of alcohol

Physical abuse of teacher/staff	Under the influence of alcohol
Threatening a student	Selling/distributing of alcohol
Threatening of teachers/staff	Possession of drugs
Assault	Under the influence of drugs
Disorderly conduct	Selling/distributing of drugs
Trespass (while OSS)	Bus violation—fighting
Possession of a knife	Use/discharge of an explosive
Possession of a gun	Disruption of school process
Possession of other weapons	Pulling fire alarm
Commission of crime	Turning in any false alarm
Blackmail	Vandalism

It is the philosophy and belief of the administration at MHHSE that the responsibility for dealing with student discipline violations rests with the parents, faculty, and administration. Thus, we will make every effort to handle such problems in house, according to the policies and procedures established by the board and the school. However, when violations of state law or municipal ordinances occur, or when students or parents refuse to work within the established policies of the board and the school, or where security of person or property appears to be in jeopardy, we will not hesitate to call the police and initiate arrest and prosecution proceedings.

The following violations have special policies.

INFRACTION

- Use of tobacco products—see Use of Tobacco policy
- Cutting class—see Class Cut policy
- Failure to stay for detention—see Detention policy
- Possession of a knife
- Possession of a gun Possession of a weapon
- Possession of alcohol—see Alcohol/Drug policy
- Consumption of alcohol—see Alcohol/Drug policy
- Under the influence of alcohol—see Alcohol/Drug policy
- Wearing obscene objects/clothes—see Dress Code policy
- Distribute/sell unauthorized material—see Distribution policy
- No I.D. in possession—see information on I.D. cards
- First (1st) unexcused tardy—see Tardy policy
- Second (2nd) and beyond unexcused tardy—see Tardy policy
- Possession of radio, Walkman, pager, cellular phone—see Electronic Equipment & Electronic Communications policies

Detention: If a detention is assigned by a teacher, it will be held after school. Staff members shall assure that students have one day’s notice before the assigned detention period so that students can arrange to be present for the detention. Teachers are not required to establish detention times for the convenience of the student. If a student is assigned detention and fails to serve, the time will be doubled and a second chance to serve will be given to the student. If the student still fails to serve his/ her detention, he/she will then be referred to an administrator to be disciplined according to the student’s placement on the Administrative Assertive Discipline Plan. When detention is assigned by an administrator, it will be served from 7:00- 8:00 AM in the main office.

Behavior Contracts: A teacher may, after discussion with the appropriate administrator, place a student on a behavioral contract. The contract will be stricter than the typical classroom plan. The typical behavior contract results in the student being referred to an administrator sooner than would occur under a classroom discipline plan.

Class Cut: A student that has cut a class will be given an hour Administrative Detention. A student that is guilty of cutting class a second time will be given a two- hour Administrative Detention. Students guilty of cutting class a third time will be placed on the Administrative Assertive Discipline Plan.

STUDENT CODE OF BEHAVIOR AND DISCIPLINE (JC)

The director of schools will be responsible for the overall implementation and supervision of the board's code of behavior and discipline. He will ensure that students at all schools are subject to a uniform and fair application of the code.

The principal (or designee) of each school will be responsible for implementation and administration in his school. He will apply the code uniformly and fairly to each student at the school without partiality and discrimination

Mandatory Discipline

It is generally understood to mean that certain student disciplinary infractions will result in mandatory discipline. Tennessee statutes include the following student misbehaviors which fall within these provisions:

1. Bringing to school or being in unauthorized possession on school property of a firearm as defined by federal law (see Policy JCBF); or
2. Unlawfully possessing any narcotic or stimulant drug, prescription drug, or any other controlled substance (see Policy JCBD); or
3. Committing battery upon any paid employee, contracted personnel, volunteer, or school resource officer of the local education agency.

The punishment for these offenses must be expulsion from school for one calendar year. The director of schools may, on a case-by-case basis, alter the mandatory expulsion based on individual circumstances, but not in an arbitrary manner. Special education students who violate the provisions of this policy will be disciplined in accordance with state and federal law.

HARASSMENT, SEXUAL HARASSMENT, & DISCRIMINATION (JCAD/GAO)

The Hamblen County Board of Education is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment, sexual harassment, and discrimination.

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, it is the policy of Hamblen County Schools to maintain learning and working environment that is free from harassment, sexual harassment, and discrimination of any type. The school system prohibits any form of harassment, sexual harassment, or discrimination based upon age, religion, disability, race, or national origin. It will be a violation of this policy for any student or employee of the school system to harass, sexually harass, or discriminate against a student or an employee through conduct or communication in any form as defined by this policy.

Harassment and Discrimination Defined and Prohibited

It is the policy of the board not to harass, sexually harass, or discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies as required by the herein referenced federal statutes. Any employee or student of this school system will be punished for infractions of this policy as provided for herein.

Sexual Harassment Defined and Prohibited

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conductor communication of a sexual nature when:
2. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
3. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or educational opportunities;

Or

1. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or has the purpose of creating an intimidating, hostile, or offensive employment or educational environment.

Any sexual harassment as defined, when perpetrated on any student or employee by any student or employee, will be treated as sexual harassment under this policy.

Sexual harassment may include but is not limited to:

1. Sexual advances
2. Verbal harassment or abuse
3. Subtle pressure for sexual activity
4. Touching of a sexual nature, including inappropriate patting or pinching
5. Intentional brushing against a student or an employee's body
6. Requests for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
1. Requests for sexual favors, especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
2. Graffiti of a sexual nature
3. Display or distribution of sexually explicit drawings, pictures, or written materials, including making or playing sexually explicit audio or videotapes
4. Sexual gestures, including touching oneself sexually or talking about one's sexual activities in front of others
5. Sexual or "dirty" jokes
6. Spreading of rumors about or rating of other individuals as to sexual activity or performance

Reporting Procedures

Persons who believe they have been the victim of harassment, sexual harassment, or discrimination by a student or an employee of the school system, or any third person with knowledge or belief of conduct that may constitute harassment, sexual harassment, or discrimination should report the alleged acts immediately to an appropriate school official as designated by this policy. Use of a formal reporting form is not mandatory; however, the school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the central office (GAO-Exhibit A).

In each school, the school principal is the person responsible for receiving oral and written reports of harassment, sexual harassment, or discrimination at the school level. A written report will be forwarded simultaneously to the complaint coordinator and the director of schools or his designee. If the report was given verbally, the principal will reduce it to written form within 24 hours. Failure to forward any harassment, sexual harassment, or discrimination report or complaint as provided herein will result in disciplinary action. If the complaint involves the school principal, the complaint will be filed directly with the complaint coordinator or the director/designee.

System-wide

The board hereby designates the Title IX coordinator as the complaint coordinator to receive reports or complaints of harassment, sexual harassment, or discrimination from any individual, employee, or victim and also from the school principals as out-lined above. If the complaint involves the complaint coordinator, the complaint will be filed directly with the director of schools. The school system will conspicuously post the name of the complaint coordinator, including a mailing address and telephone number (GAO-Exhibit B). Submission of a complaint or report of harassment, sexual harassment, or discrimination will not affect the reporting individual's present or future employment, grades, or work assignments.

Investigation and Recommendation

Upon receipt of a report or complaint alleging harassment, sexual harassment, or discrimination, the complaint coordinator will immediately undertake an investigation. The investigation will be conducted by the complaint coordinator, who will be assisted by the school principal if such complaint originates at a school site.

In determining whether alleged conduct constitutes harassment, sexual harassment, or discrimination, the

school system will consider all relevant circumstances, the nature of the sexual advances (if sexual harassment is alleged), relationships between the parties involved, and the context in which the alleged incidents occurred.

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

In addition, the school system will take immediate steps to protect the complainant, students, and employees pending completion of an investigation of alleged harassment, sexual harassment, or discrimination.

The complaint coordinator will make a final report, including findings and recommendations for disciplinary actions, if any, to the director of schools or his designee upon completion of the investigation.

School District Action

Upon receipt of a recommendation that the complaint is valid, the school system will take such action as appropriate based on the results of the investigation. The school system will keep the complainant informed of the status of complaints. The results of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school system. The report will document any disciplinary action taken as a result of the complaint.

The school system will take such other steps as are necessary to prevent recurrence of the harassment.

Reprisal

The school system will discipline any individual who retaliates against any person who reports alleged incidents of harassment, sexual harassment, or discrimination as well as any individual who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a harassment, sexual harassment, or discrimination complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment that creates a hostile environment.

Non-harassment/False Accusations

The school system recognizes that not every reported incident, advance, or communication containing sexual content constitutes harassment. Whether a particular action or incident constitutes a personal or social relationship having a discriminatory effect requires a determination based on all the facts and surrounding circumstances.

False accusations of harassment, sexual harassment, or discrimination can have serious detrimental effect on innocent parties. Any person who knowingly and intentionally makes a false accusation, for any reason that would be contrary to the spirit and intent of this policy, will be subject to immediate and appropriate disciplinary action.

Right to Alternative Complaint Procedures

These proceedings do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Tennessee Department of Human Rights, initiating a civil action, filing a complaint with the U. S. Department of Education Office of Civil Rights, or in certain instances seeking redress under state statutes.

Sexual Harassment as Sexual Abuse

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

Discipline

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

Policy Distribution

A copy of this policy and reporting procedure will be published in the school system policy manual, will be included in each student handbook published by the school system and will be posted in a conspicuous place in each school building. Postings of the policy will include the names of the persons to whom reports should be directed.

STUDENT CONDUCT (JCB)

The board of education believes that acceptable behavior is an essential ingredient of effective education programs. It expects students to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community, and their school.

The professional staff is expected to ensure student conduct that allows for an acceptable learning atmosphere both in and outside the classroom and to help students develop self-discipline and self-direction.

To this end, the staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee will have the authority to control any student's conduct while under the supervision of the school district. This authority to control student conduct will extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction, including school transportation.

Such measures include use of reasonable force to restrain or correct students and maintain order. The school-board-approved assertive discipline plan may be used to supplant the following student conduct policies when the site level school administrators deem appropriate. (Consequences for extreme physical contact and explicit sexual conduct are mandatory.)

Disrespect Policy

In cases of general disrespect:

Any Offense: Up to ten days placement in alternate learning program (ALP), or out of school suspension

In cases of severe disrespect or in the threatening of an employee:

First Offense: Minimum ten days out of school suspension and/or placement in the alternative school or expulsion and/or petition to court

Second Offense: Placement in the alternative school or expulsion

Any offense resulting in placement in ALP, OSS, or alternative school will result in a level on the assertive discipline plan.

Battery Policy

Any battery by a student on a paid employee, contracted personnel, volunteer, or school resource officer of the Hamblen County Board of Education will result in expulsion for one year. (See also Board Policy JC.)

According to T.C.A. 49-6-4301, any teacher observing or having knowledge of an assault and battery or vandalism which endangers life, health, or safety and which is committed by a student on school property is to report the action immediately to the principal of the school.

The principal who has knowledge of an assault and battery or vandalism endangering life, health, or safety committed by a student on school property or who receives a report of such action is to report such action immediately to the local police department or the sheriff's department. The report made to the law enforcement agency will include, if known, the name and address of the offender and the name and address of the victim, if any. The report will also contain a description of the action and whatever additional information is requested by the law enforcement agency.

The board, in exceptional cases and on a case-by-case basis, may consider the initiation of a petition to juvenile court when the board deems such a petition necessary to protect the interest of the board or its students, employees, or property. This policy is to be construed in conformity with all state and federal statutes, rules, and regulations relating to students with disabilities.

Electronic Communications Device Policy

Students may not possess pagers, cell phones, or similar electronic communications equipment in Grades K-5. Alternative school students in Grades 6-12 may not possess pagers, cell phones, or similar electronic communications equipment on school buses during student transportation to and from school nor in Hamblen County School facilities (or other facilities under the supervision of school officials) during school hours, with school hours defined as 7:50 a.m. to 3:00 p.m. or upon a student's morning entry into the facility.

With the exception of alternative school, students in Grades 6-12 may possess personal communication devices, such as cell phones, while on school property; however, the personal communication device must be in the off mode and must be kept in a backpack, purse, or similar personal carry-all and may not be used during school hours. The principal or his designee may grant a student permission to use a personal communication device at the principal/designee's discretion. A device used outside these parameters will result in confiscation of the device until such time as it may be released to the student's parent/guardian. A student in violation of this policy is subject to disciplinary action as outlined below.

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action as outlined below.

Personal electronic devices such as CD players, iPods, or MP3 players may be stored in backpacks, purses, or personal carry-alls; however, use of the devices during school hours is strictly forbidden. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the student's parent/guardian. A student in violation of this policy is subject to disciplinary action as outlined below.

- | | |
|-----------------|--|
| First Offense: | One-day ALP placement (commonly termed in-school suspension) (after 7 school days, device released to parent/legal guardian only; may be released prior to 7 school days for a fee of \$50.00) |
| Second Offense: | Three-day ALP placement (commonly termed in-school suspension) and alternative school orientation (after 14 school days. Device will be released to parent/legal guardian only; may be released prior to 14 school days for a fee of \$100.00) |
| Third Offense: | Placement in alternative school for 45 days |

Any offense resulting in placement in ALP, OSS, or alternative school will result in a level on the assertive discipline plan.

Fighting Policy

When students are involved in a fight, defined as an exchange of physical blows (hitting, slapping, pushing, shoving, grabbing, etc.), the aggressors will receive the following discipline:

- | | |
|-----------------|--|
| First Offense: | Three days out of school suspension and intake for alternative school, or recommendation for placement in the alternative school, or expulsion |
| Second Offense: | Placement in alternative school or expulsion |
| Third Offense: | Expulsion |

Incidents of this nature may require reporting to the appropriate law enforcement agency. The principal will consider the following criteria in determining whether the incident will be reported to law enforcement agencies:

1. Whether or not the student is a threat to persons or property
2. Any identified or suspected disability as defined by IDEA/Section 504

3. Previous student disciplinary record
4. Nature of the offense
5. Age of the student

Any offense resulting in placement in ALP, OSS, or alternative school will result in a level on the assertive discipline plan.

Hallways Policy

Students will not be in the hallways during class without a pass from their classroom teacher. Students out of class without a pass will be escorted back to their respective classes. Students should always ask the teacher to issue a pass prior to their leaving the classroom. Students should be in the hallway during class only in emergencies or while on official classroom business such as going to the library.

Students who violate this policy will receive the following discipline:

- | | |
|-----------------|-------------------------------------|
| First Offense: | One hour detention |
| Second Offense: | One day placement in ALP |
| Third Offense: | Three days placement in ALP |
| Fourth Offense: | Three days out of school suspension |
| Fifth Offense: | Referral to alternative school |

Any offense resulting in placement in ALP, OSS, or alternative school will result in a level on the assertive discipline plan.

Littering Policy

Students should take pride in an attractive campus, as it is conducive to learning. Students who litter will be reprimanded and be subject to the following disciplinary action:

- | | |
|-----------------|-------------------------------------|
| First Offense: | One hour detention |
| Second Offense: | One day placement in ALP |
| Third Offense: | Three days out of school suspension |

Any offense resulting in placement in ALP, OSS, or alternative school will result in a level on the assertive discipline plan.

Loitering Policy

Students are not allowed to sit in their cars at any time on campus. When arriving at school, they must exit their cars and enter the building. At dismissal time, the students (early dismissal, early bird, or regular) are to leave the campus. Loitering will not be allowed in the building, grounds, or parking lots. Failure to comply with these standards will cause the following penalties:

- | | |
|--------------------------------|--|
| First Offense: | Warning |
| Second Offense: | One-hour detention |
| Third and Subsequent Offenses: | Placed on hierarchy and loss of driving privileges for 6 weeks |

Physical Contact Policy

No inappropriate display of affection between students is permissible. Students who violate this policy will receive the following discipline:

- | | |
|---------------------------------|---|
| First Offense: | Warning, parent notification |
| Second and Subsequent Offenses: | Placement on assertive discipline hierarchy |

Extreme Physical Contact Policy

No extreme physical contact that simulates explicit sexual conduct is permitted. Students who violate this policy will receive the following discipline:

- | | |
|-----------------|---|
| First Offense: | 45 days placement in alternative school with referral for mandated consultation with school counselor |
| Second Offense: | One-year placement in alternative school with mandated consultation with school counselor |

Third Offense: One-year expulsion from school

Any offense resulting in placement in ALP, OSS, or alternative school will result in a level on the assertive discipline plan.

Explicit Sexual Conduct Policy

No explicit sexual conduct or sex act will be permitted. Students who violate this policy will receive the following discipline:

First Offense: One-year placement in alternative school with mandated consultation with school counselor

Second Offense: One year expulsion from school

Any offense resulting in placement in ALP, OSS, or alternative school will result in a level on the assertive discipline plan.

Profanity Policy

The use of profane or vulgar language is prohibited on the grounds of Hamblen County Schools.

First Offense: Warning and parent notification

Any Offense: Placement on assertive discipline hierarchy

USE OF TOBACCO (JCBC)

Tobacco-Free Schools

Except as specifically hereinafter permitted, all uses of tobacco and tobacco products, including smokeless tobacco, are prohibited on all school grounds, including property and/or buildings leased or commonly used by schools for educational and/or athletic events. For the purposes of this policy, "school grounds" means any building, structure, and surrounding outdoor grounds contained within a preschool, nursery school, kindergarten, elementary, or secondary school's legally defined property boundaries as registered in the Register of Deeds Office for Hamblen County, Tennessee, and any publicly owned or lease vehicle used to transport children to or from school or any officially sanctioned or organized school event.

Specifically included are Burke-Toney Stadium, Sherwood Park, and any other facility utilized as a home field for any athletic event of any school within the Hamblen County school system.

The building administrator at each school facility will see that signs are posted throughout the facility to notify students, employees, and all other persons visiting the school that the use of tobacco and tobacco products is forbidden. The following notice will be prominently posted (including at each ticket booth) for elementary or secondary schools sporting events:

"Smoking is prohibited by law in seating areas and in restrooms."

Where there is no building administrator (e.g. at the Burke-Toney Stadium and Sherwood Park) the principals of the schools using the facilities will assure that the appropriate notice is posted.

Adult staff members may be permitted to smoke in designated smoking areas outdoors, but not within 50 feet of any entrance to any building. The designated smoking areas will be established by the building administrator.

After regular school hours, adults will be allowed to smoke in designated smoking areas on property surrounding the building, but not blocking any entrance to any building. Such designated smoking areas will not include any public seating areas (including bleachers used for sporting events) or public restrooms.

Use and/or possession of all tobacco products by students are prohibited in all school buildings, on the school campus, and on school transportation vehicles during school hours. School hours will be interpreted to mean the period of time beginning with the first bus pickup and/or arrival at school in the

morning and ending with the last bus drop and/or departure from school in the afternoon. This policy also applies to all school bus trips. For the purpose of implementing the nonsmoking policy, no two or more persons will occupy a bathroom stall at any time.

VIOLATIONS

Students who violate this policy will receive the following discipline:

- ***Each offense will result in assignment of a level on the assertive discipline hierarchy and citation to juvenile court.***

ALCOHOL AND DRUG USE (JCBD)

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “drug-free” community, the board’s plan for dealing with alcohol and drugs will include the following:

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

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

Drugs

1. Developing and implementing appropriate curriculum on alcohol and drug education for students
2. Providing adequate information and training for all staff personnel as appropriate for their responsibilities
3. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events. Students will not possess, distribute, or be under the influence of illegal drugs (e.g., schedule drugs as defined by state law) or drugs for which they do not have a prescription in school buildings or on school grounds or in school vehicles or buses or at any school-sponsored activity at any time, whether on or off school grounds. Upon information that board policy has indeed been violated by a student, the principal will notify the student’s parent or guardian and the appropriate law enforcement officials.

Unlawfully possessing or being under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance, including but not limited to marijuana, will result in the student being expelled for one calendar year (see Policy JC). If found guilty of distributing and/or selling such substances, a student will be subject to extended expulsion. If a student violates this policy while assigned to the alternative school, he/she will be subject to expulsion from the school system for a minimum on one calendar year from the date of infraction.

Students will not possess, market, or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. The penalty for possession, marketing, or distribution of such substances will result in placement of the student in the alternative school.

Students will be in compliance with JGCD-Medicines concerning prescription and nonprescription medicines. Students who do not follow the provisions of JGCD will be subject to the provisions and guidelines of his/her school’s assertive discipline plan.

Alcohol

Students will not possess, distribute, or be under the influence of alcoholic beverages in school buildings or on school grounds or in school vehicles or buses or at any school-sponsored activity at any time, whether on or off school grounds. The penalty for first offense violation of the alcohol policy will be placement in alternative school for 90 days.

After completing 45 days in the alternative school, students may request, through the director of schools, admittance to the regular school program. The director/designee may reduce the placement to time served upon satisfactory proof of all the following:

1. Completion of the 45 "good" day alternative school program (see JCCE)
2. 20 hours community service (approved by alternative school principal)
3. An alcohol/drug counseling and education program that would include the effects and consequences of alcohol use on personal health and safety (approved by alternative school principal)

Parents/students will be responsible for any expenses for counseling and community service.

If a student violates the alcohol policy a second time or while assigned to the alternative school, he/she will be subject to expulsion from the school system for a minimum of one calendar year from the date of infraction.

SCHOOL BUS CONDUCT (JCBE)

In order to maintain conditions and atmospheres suitable for learning, no person will enter onto a school bus except students assigned to that bus or other persons with lawful and valid business on the bus. As a general rule, only authorized individuals are permitted on buses for such things as field trips and while acting as chaperones. Students whose parents or guardians violate this policy will be suspended from riding the bus for a minimum of 30 school days. A second occurrence will result in suspension of bus privileges for one year. Assault, confrontations, or violent acts are subject to prosecution.

In view of the fact that bus service is an extension of the classroom, the board expects students to conduct themselves on the bus in a manner consistent with the established standards for classroom behavior. Students are under the supervision and control of the bus driver while on his bus and all reasonable directions given by him/ her are to be followed. Any student arriving on school property by way of school bus, by automobile, or by walking is prohibited from leaving school grounds without administrative permission.

The principal of the student transported will 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 determined by the principal that his/her behavior is such as to cause disruption on the bus, or when he/she disobeys state or local rules and regulations pertaining to pupil transportation. The suspension of a student from riding the school bus will follow the same procedures as for any other school suspension.

It is the responsibility of the principal or assistant principal (or designee) to notify the bus driver of disciplinary action taken (the same day of occurrence if possible).

In the afternoon, any student who desires to get off the bus at any location between the school and the pick-up point must present the bus driver with a note granting permission from his/her parent/guardian and approved by the principal or designee (signature required) of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission with approval by the principal or designee (signature required).

Teachers are required to ride the bus with their students on all field trips and extracurricular activities under their supervision. While accompanying students on buses, teachers are required to sit apart about equal distance between each other, spread out from the front to the rear of the bus and provide behavioral supervision of students while in transit.

An attempt will be made to notify parents in person or by phone concerning any suspension and/or

expulsion of bus privileges. In addition, written notice will be mailed. The parent is required to discuss the matter with the principal or assistant principal before transportation privileges are restored. A first offense will result in five days suspension from the bus. A second offense that results in a suspension will be for 30 days. The third offense will result in expulsion from riding the bus for one calendar year.

When parties are held at school, teachers must allow students time to consume the food before entering the buses; no suckers, sucker sticks, candies, etc. are allowed for consumption by students on the buses.

Students will remain well back from the roadway while awaiting the bus.

Pupils will enter the bus in an orderly fashion, go directly to a seat, and remain seated until the destination is reached.

Students will keep their hands, arms, and heads inside the bus.

All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisle.

The emergency door must be used for emergency only.

Students who must cross the street at a bus stop will wait until they receive a signal from the bus driver. When students must cross a street to enter or upon leaving the bus, it will always be done in front of the bus far enough ahead of the bus so that the driver may adequately observe them. This means that students will be able to see the face of the bus driver. The driver will hold his bus with warning lights flashing until the crossing has been completed.

Transient students will be expected to abide by the discipline policies adopted by the Hamblen County Board of Education and rules adopted by the staff of their terminal school.

Students are not permitted to sell food products on school buses.

Eating on field trips while on the bus may be allowed due to the length of the trip; however, a time will be designated when students are permitted to eat (they are not permitted to eat continuously during the trip). The teacher(s) and students on the trip are responsible for cleaning up all waste.

VIOLATIONS

The first offense for fighting on a bus will result in the student's suspension of bus privileges for thirty (30) days. The second offense for fighting on a bus will result in expulsion of students from riding the bus for one (1) calendar year.

Use of tobacco in any form on school buses will result in the following penalties:

First Offense:	Suspension off the bus for five days
Second Offense:	Suspension off the bus for 10 days
Third Offense:	Suspension off the bus for one year

Assault by a student on a bus driver will result in expulsion from school for a minimum for one calendar year.

WEAPONS AND DANGEROUS INSTRUMENTS (JCBF)

Students will not possess, handle, transmit, use, or attempt to use any firearm or dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses, or off the school grounds at a school-sponsored activity, function including pocketknives, will be confiscated and held by the principal for parent pick up.

Students are further forbidden to use any substances such as chemicals or any instruments such as pencils, scissors, razors, or compasses when they are used or attempted to be used in a manner that renders the item dangerous or with the intent to do harm.

Upon information that a student is suspected of violating this policy, the principal of the school will be notified immediately. The principal will notify the student's parent/ guardian, and the appropriate law enforcement officials as required by law.

If, after appropriate inquiry and obtainment of the facts of the accusations, the student is found to be guilty, he/she must be expelled for not less than one year (see Policy JC, mandatory discipline).

According to the Gun Free Schools Act of 1994, any student who brings a firearm to school must be referred to the criminal justice or juvenile delinquency system in addition to the above stated procedure.

What Is A Weapon?

For the purpose of this policy, "weapon" or "dangerous instrument" will be defined as any dangerous instrument, firearm, or substance which is capable of inflicting any injury on any person; and this definition will be interpreted in accordance with

TCA 49-6-4202(1), Section 921 of Title 18 of the U. S. Code, and cases, regulations, etc., interpreting such sections. This includes:

1. Any weapon (including a starting gun) that shall, or is designed to, or may be readily converted to expel a projectile by the action of an explosive
2. The frame or receiver of any weapon described above
3. Any firearm muffler or firearm silencer
4. Any destructive device, which includes:
 - a. Any explosive (incendiary or poison gas):
 - Bomb
 - Grenade
 - Rocket having a propellant charge of more than four (4) ounces
 - Missile having an explosive or incendiary charge of more than one-quarter ounce
 - Mine
 - Similar device
 - b. Any weapon that shall or may be readily converted to expel a projectile by the action of an explosive or other propellant and has a barrel with a bore of more than one-half inch in diameter.
 - c. Any combination of parts either designed or intended for use in converting any device into any destructive described in the immediately preceding examples, and from which a destructive device may be readily assembled (fireworks and antique firearms are not included in the definition of weapon).
5. Items not defined as weapons: Students shall not possess a starter gun, toy gun, or water gun that resembles a real gun on school property, even though it may not be considered a weapon as defined above.

Students in Grades 6-12 who violate this policy shall be placed at the alternative school for a minimum of forty- five (45) days. Discretion may be used in dealing with students in Grades K-5 who violate this policy. (Students who bring OTHER types of water pistols to school shall be placed on the appropriate level for assertive discipline, and the instrument shall be confiscated and held by the principal for parent pick up.)

Laser light instruments shall be confiscated and held by the principal for parent pick up.

MANDATORY DISCIPLINE

It is generally understood to mean that certain student disciplinary infractions shall result in mandatory discipline. Tennessee statutes include the following student misbehaviors that fall within these provisions:

1. Bringing to school or being in unauthorized possession on school property of a firearm as defined by federal law (see school board policy 6.309); or
2. Unlawfully possessing any narcotic or stimulant drug, prescription drug, or any other controlled substance (see school board policy 6.307); or
3. Committing battery upon any paid employee, contracted personnel, volunteer, or school resource officer of the local education agency.

The punishment for these offenses must be expulsion from school for one (1) calendar year. The director of schools may, on a case-by-case basis, alter the mandatory expulsion based on individual

circumstances, but not in an arbitrary manner. Special education students who violate the provisions of this policy will be disciplined in accordance with state and federal law.

Items Not Defined As Weapons

Students will not possess a starter gun, toy gun, or water gun which resembles a real gun on school property, even though it may not be considered a weapon as defined above. Students in Grades 6-12 who violate this policy will be placed at the alternative school for a minimum of 45 days. Discretion may be used in dealing with students in Grades K-5 who violate this policy. (Students who bring OTHER types of water pistols to school will be placed on the appropriate level for assertive discipline, and the instrument will be confiscated and held by the principal for parent pick up.) Laser light instruments will be confiscated and held by the principal for parent pick up.

STUDENT DRESS CODE (JCBG)*

It is the goal of the Hamblen County Board of Education to provide a quality education for its students, in an atmosphere that is conducive to learning. It is the board's belief that a learning atmosphere is maintained when students wear clothing that is neat, modest, moderate, and decent, and that does not draw attention to the individual rather than the learning environment. In matters of opinion, the judgment of principals, exercised in a reasonable manner, will prevail.

STANDARDIZED DRESS, GRADES 6-12

Slacks, Blue Jeans, and Pants

- Leggings and stirrup pants will be permitted provided the top garment meets the guidelines outlined for skirts, dresses, or shorts (mid-thigh)
- Pants will be neat and worn at the waistline.
- Pants will be hemmed.

Skirts and Dresses

- Skirts and dresses will be a minimum length of mid-thigh and may include pleated, A-line, or straight styles.
- Skirts and dresses with a pleat or vent will be permitted if the top of the split or vent is no higher than mid-thigh.
- No wrap around skirts will be permitted.
- Skirts will be hemmed.

Shorts

- Walking shorts or Bermuda shorts will be permitted and will be a minimum length of mid-thigh.
- Shorts will be hemmed.

Shirts and Blouses

- Tank tops or halter tops will not be permitted.
- Shirts and blouses will not have written slogans or messages that contain advertisement of drugs or alcohol.
- Shirts and blouses will not contain vulgar or sexually explicit messages (direct or implied).
- Shirts and blouses will not contain any messages, slogans, or symbols that promote racial discord or are related to gang activity.
- Sleeveless shirts will cover the area from the base of the neck to the edge of the shoulder and will fit appropriately around the underarm.
- Shirts and blouses will be an appropriate length, coming to the top of pants, shorts, or skirts at all times.

Jackets

- Biker jackets, trench coats, and large bulky jackets will not be permitted.

Wind Suits and Warm-up Suits

- Wind suits of the nylon variety will be permitted.
- Cotton sweat pants and jammer-style slacks will not be permitted.

For All Apparel

- Clothing must be neat.
- No large or revealing holes, rips, or tears will be allowed in any wearing apparel.

- Clothing will fit properly and will not be unreasonably tight or unreasonably baggy.
- Students will wear appropriate undergarments.
- Women will wear a bra.
- Undergarments will not be visible.

Shoes

- All students will wear shoes. Flip flops are not permitted.

Hats

- No headwear of any type will be worn inside the buildings.
- Hair bows and barrettes will be permitted, provided they are of reasonable size and subtle color.

Hair

- Hair will be worn in a manner that does not disrupt the educational process and does not call attention to the individual.

Jewelry

- Facial jewelry will be limited to the ear.
- Three earrings per ear will be permitted.
- Tongue bars and tongue rings are not permitted.

Tattoos

- Tattoos will not contain vulgar or sexually explicit messages (direct or implied).
- Tattoos will not contain written slogans or messages that exhibit references to drugs or alcohol.
- Tattoos will not contain any symbol that promotes racial discord or is related to gang activity.

Symbolism

The board prohibits the display of any symbol on school property or on any object (such as a book bag, automobile, school locker, etc.) that promotes racial discord or is related to gang activity.

*Students who are not appropriately dressed, or students who are not following dress code, will be required to obtain a change of clothing that meets dress code standards. Students with facial jewelry, not including the ear, will be required to remove the jewelry and give it to a teacher or administrator to be held until it can be picked up by a parent/guardian.

HAZING (JCDB)

Hazing by students, acting alone or with others is strictly prohibited in Hamblen County Schools. Any organization that permits an initiation to go beyond the scope of activities planned and previously approved by the school principal will be suspended until reinstated by the principal. A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion, depending on the severity of the offense and the offender's prior record. Organizations that are not officially recognized or sanctioned by the school are prohibited from any hazing of students on school property.

TERRORISTIC THREATS (JGFAA)

It is the policy of the Hamblen County Board of Education to take all reasonable and necessary steps to provide a safe environment for students, staff, and administration. Any threat by any individual, group of individuals, or organizations of any kind directed toward another which, if carried out, would pose a potential danger to the safety of students, staff, faculty, or administration will be regarded as a serious matter and will be treated accordingly. The board will not tolerate terroristic threats made against anyone in the school community.

A student commits the offense of a terroristic threat when threatening to commit any crime of violence or when threatening to burn, damage, or destroy property with the purpose of:

1. Terrorizing another, or
2. Causing the evacuation of a school building, place of assembly, athletic facility, or school bus, or
3. Otherwise causing serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience.

Any student found guilty of terroristic threats will be subject to expulsion from the school system.

It will be a violation of the policies of the board for any person knowingly to furnish or disseminate through a computer or computer network any picture, photograph, drawing, or similar visual representation or any verbal description of any information designed to encourage, solicit, or otherwise promote terroristic acts as defined in paragraph one of this policy. Any student found guilty of disseminating such information will be subject to expulsion from the school system.

Any student who receives information concerning a terroristic threat or the dissemination of information regarding a terroristic threat must immediately report such information to a school administrator or other employee in a position of authority and/or the school resource officer. The failure of a student to report such information may be treated as a disciplinary matter and may subject the student to whatever penalty may be determined by the school administration.

NOTIFICATION OF UNSAFE SCHOOL CHOICE OPTION (JGFAAA)

Under the Tennessee State Board of Education's Unsafe School Choice Policy, as required by the federal *No Child Left Behind Act*, any public school student who is the victim of a violent crime as defined under *Tennessee Code Annotated 40-38-111(g)*, or the attempt to commit one of these offenses as defined under *Tennessee Code Annotated 30-12-101*, will be provided an opportunity to transfer to another grade- level appropriate school within the district.

Additional information regarding this option may be obtained by contacting:

Director of Schools
210 East Morris Boulevard
Morristown, TN 37813,
(423) 586-7700.

BULLYING/INTIMIDATION/CYBERBULLYING (JGFFA)

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. Harassment, bullying, and intimidation occurs if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop if the act either physically harms a student or damages his/her property or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, an act of harassment, bullying, or intimidation occurs if the act is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means.³

REPORTING/INVESTIGATION

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 shall 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 shall 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 shall itself be considered harassment and shall 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. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.