

Dear Parents and Students,

The administration, faculty, and staff at Lewisburg Middle School welcome you and encourage you to become an active part of our school. To successfully educate our students we must be partners.

Our goal is to create an environment in which students can learn and grow into a more complete person and be prepared for the demands of high school. We will attempt to accomplish this by offering a strong curriculum, extra curricular activities, and guidance designed to assist students in developing academically, socially, and physically. In addition, we expect our students to display proper behaviors and attitudes which will enhance their success at Lewisburg Middle School.

We provide this handbook to inform students and parents of rules and procedures used to operate our daily activities. Included are references to school board policy and state law which are guidelines for our policies. Please read this handbook carefully and use it for future reference. We will gladly discuss any questions you may have. We look forward to a great year here at Lewisburg Middle School.

Randy Hubbell, Principal

Dana Cordova, Assistant Principal

Lewisburg Middle School's Mission Statement

Lewisburg Middle School, in partnership with our parents and community, works to ensure our students gain necessary social and behavioral skills in conjunction with adequate academic progress as determined by state standards in order to achieve a successful transition from middle school to high school.

Lewisburg Middle School's Vision Statement

It is the vision of Lewisburg Middle School that all students will be challenged to reach their maximum potential. In order to achieve that, students will be provided a safe, disciplined environment that will foster academic pride and achievement, moral and ethical values, and decision-making skills, thus enabling students to become productive citizens of the academic community, and later, the world community.

2018-2019 Grading Periods

	ENDS	PROGRESS REPORTS	REPORT CARDS
1st 4 1/2 Weeks	September 5, 2018	September 10, 2018	
1st 9 Weeks	October 4, 2018		October 18, 2018
2nd 4 1/2 Weeks	November 8, 2018	November 15, 2018	
2nd 9 Weeks	December 20, 2018		January 10, 2019
3rd 4 1/2 Weeks ends	February 5, 2019	February 7, 2019	
3rd 9 Weeks	March 12, 2019		March 18, 2019
4th 4 1/2 Weeks	April 16, 2019	April 22, 2019	
4th 9 Weeks	May 23, 2019		May 23, 2019

**dates may change if school is out because of inclement weather.*

ICU

At Lewisburg Middle School, we have adopted a policy that ensures that all students complete all of their work and submit quality assignments. Through a shared, online document, teachers and staff are aware of each student's missing work at all times; those students will be reminded until the assignment is completed, and he or she is in good standing with all teachers. Our goal is to insist that all of our students complete all work because receiving a zero is not acceptable; we accept no excuses! Until a student completes all assignments, his/her name will remain on the shared document. Students on the list forfeit their eligibility for any and all extracurricular activities (including team sports).

DETENTION

Students who miss detention or have multiple detention assignments will be assigned to In-School Suspension.

INTERVENTION

During each school day, every child may be assigned to an intervention period. The purpose of our intervention is twofold: to re-teach students who are not mastering the state standards in their subject and to enrich and challenge the students who are meeting the standards. Every student will be able to spend an extra period every week in each core subject to enhance their knowledge and mastery of the subject. Students who are being enriched and challenged may be assigned such tasks as projects, research, lab experiences, and technology projects. Intervention is an extension of the regular class and all intervention grades will be used with class grades to determine final average.

Notice of Nondiscrimination

(See School Board Policy 1.802)

If any person believes the Marshall County School System or any of the staff has inadequately applied the principals and regulations of:

1. Title VI and Title VII of the 1964 Civil Rights Act
2. Title IX of the 1972 Educational Amendment Act
3. Individuals with Disabilities Education Act (IDEA)
4. Section 504 of the Rehabilitation Act of 1973
5. The Americans with Disabilities Act of 1990
6. Due Process Rights

Inquiries regarding compliance with the Notice of Nondiscrimination Policy may be directed to Marshall County School System, 700 Jones Circle, Lewisburg TN 37091

All policies and procedures listed in this handbook are subject to change according to new board policies and procedures adopted after April 08, 2017.

Contact Information

Lewisburg Middle School
500 Tiger Blvd.
Lewisburg, TN 37091

Phone: 931-359-1265
Fax: 931-270-0701
Web address: <http://lms.k12marshalltn.net/>

FEDERAL REGULATIONS

Notification of Unsafe School Choice Policy

Transfer Option for Students Victimized by Violent Crime at School

Under the Tennessee Board of Education's Unsafe School Choice Policy, 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 30-02-101, shall 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 the Director of Schools, Jackie Abernathy at 359-1581.

Notice of Rights under McKinney-Vento Act

Education of Children and Youth in Homeless Situations

The federal McKinney-Vento Act protects the rights of children and youth in homeless situations to attend and succeed in school, including pre-school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular and adequate residence, including children and youth who are staying with friends or relatives because they lost their housing; awaiting foster placement; or living in emergency or transitional shelters, motels, domestic violence shelters, campgrounds, inadequate trailer parks, cars, public spaces, abandoned buildings and bus/train stations. Children and youth in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there;
- Choose between the local school where they are living, the school they attended before they lost their housing, or the school where they were last enrolled;
- Enroll in school without proof of residency, immunizations, school records, or other documents;
- Get transportation to school;
- Get all the school services they need;
- Be free from harassment and isolation; and
- Have disagreements with the school settled quickly.

Additional information regarding your rights under the McKinney-Vento Act may be obtained by contacting Julie Thomas at (931)-359-1581, ext. 2010.

Notice of Parents Rights to Notification of Teachers' Qualifications

In compliance with new Federal Regulations, parents have the right to know the qualifications of their child's instructional staff. This information can be accessed from the State Department of Education website.

STUDENT MEETINGS: Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings. No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity. No student may be compelled to attend or participate in a meeting under this policy. A student or a group of students who wish to conduct a meeting under this

policy must file an application with the principal at least three days prior to the proposed date. The principal shall approve the meeting if he/she determines that:

The meeting is voluntary and student-initiated;

There is no sponsorship of the meeting or its content by the school, the Board, or its employees;

The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings; Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and

Non-school persons will not direct, control or regularly attend.

SCHOOL SPONSORED EVENTS: If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers.

The appropriate administrators shall ensure that:

The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;

There is an appropriate method of selecting student speakers which is based on neutral criteria; Student Equal Access (Limited Public Forum) 4.802.

Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

Student/Parent Information

Alternative School: There is an alternative school program for students in grades 7-12 who have been suspended or expelled from regular school programs. Attendance in alternative school programs shall be mandatory. If your child is assigned to the alternative school, you will be provided with all the necessary information. (School Board Policy 6.319)

Arrival – Students: Students must be in class by 7:45 a.m. Students should not arrive to school before 6:45 a.m. as supervision is not provided until this time. Students should be off school grounds by 3:30 p.m. as supervision is not provided after this time.

Athletic Program: Lewisburg Middle School Athletic programs are all affiliated with the Tennessee Middle School Athletic Association. Football, Volleyball, Boys' and Girls' Basketball, Girls' softball, Boys' Baseball, Girls' and Boys' Cross Country and Girls and Boy's Tennis are offered at Lewisburg Middle School. Students who fail to follow the school behavior code may lose the privilege of participating in athletic programs. **Athletes must maintain passing grades in all subjects in order to play.** School Board policy states that principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his /her designee will accompany an athletic team on trips. All athletes must purchase school insurance or provide proof of personal coverage for sports.

Attendance: (School Board Policy 6.2000)

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

1. All accounting and reporting procedures and their dissemination;

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

ABSENCES: Absences shall be classified as either excused or unexcused as determined by the principal or assistant principal. Professional documentation shall be required. Excused absences will be divided into three (3) categories:

I. Medical Excuses: Students must provide valid documentation for absences which details accurate dates of illness (this includes doctors, dentists, and/or health care agencies). Upon returning to school, a student has three (3) school days in which to submit a note. After three (3) days, the absence(s) will become permanently unexcused.

II. Personal Days: Secondary students (grades 7-12) will be allowed three (3) excused personal days per semester and elementary students (grades K-6) will be allowed five (5) excused personal days per semester. These days will cover the following types of absences; however, proper documentation must be presented to the office in order for the absence to be excused:

1. Personal illnesses, serious family illness or family emergency – (a note from the student's parent/guardian or legal custodian will be required for the student's returning to school). The note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a student has three (3) school days in which to submit a note. After three (3) days, the absence(s) will become permanently unexcused.

2. Driver's license (documentation is required).

3. Deaths:

- A. In the family – One (1) day will be excused. Additional days will be excused at the discretion of the principal (program or death notice is required upon return to school)

- B. Of others – The principal may excuse absences with appropriate documentation.

4. Religious Holidays/Retreats – Religious holidays will be excused with proper documentation from the parent. Religious retreats must be pre-authorized by the principal with documentation from religious church/agency sponsoring the retreat.

5. College visits must be pre-approved by the principal, and documentation from the college is required.

6. Appearance in court (documentation from a court official will be required as documentation).

7. Pregnancy (see policy 4.206 Special Programs).

8. Extreme weather conditions.

9. School sponsored or endorsed activities.

III. Extenuating Circumstances Principal's Discretion: Absences involving extenuating or unusual circumstances would may be approved or pre-approved by the principal on a case-by-case basis. Any absence without a note is automatically an unexcused absence.

TRUANCY: Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at

least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. **If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner (Early morning remediation).** A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court. Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Tier I: Tier I of the progressive truancy intervention plan is triggered at three (3) unexcused absences and shall include the following:

1. A scheduled/attempted conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

Tier II: If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II. Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III: This tier shall be implemented if the truancy interventions under Tier II are unsuccessful. Students will be cited to the Marshall County Schools Truancy Board. Interventions/Recommendations shall be determined by the Marshall County Schools Truancy Board. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee. After five (5) unexcused absences and the progressive truancy intervention have been attempted, the student/parent will be referred to Juvenile Court.

DRIVER'S LICENSE REVOCATION: More than ten (10) consecutive or fifteen (15) reported absences (unexcused) by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

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

CREDIT/PROMOTION DENIAL Credit/Promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion. However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.

2. Procedures in due process are available to the student when credit or promotion is denied. Out-of-School Suspension days are likewise unexcused absences. The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed; and
6. Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence.

The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. In addition, the principal/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student's attendance. Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to determine the appropriate services needed to improve the student's attendance. The principal/designee shall document all communication attempts and refine the attendance plan as needed. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

TARDIES, EARLY DISMISSALS AND DETENTION

1. Truancy is defined as an unexcused absence for an entire school day, a major portion of the school day or any portion of any class, study hall or activity during the school day for which the student is scheduled.
2. Any student who misses more than fifteen (15) minutes of a class period will be counted as absent.

RULES AND PENALTIES

1. A student must present documentation of his/her absence and receive a class admittance note before entering class. Documentation must be turned in within

three (3) school days from the date the student returns to school, or the absences will be unexcused.

2. All missed classwork and tests (whether from an excused or unexcused absence) may be made up if the student makes the request immediately upon returning to school and if class time is not taken. Requests for make-up work made prior to the first bell must be provided by the teacher(s) by 3:00 p.m. the same day. Make-up work must be completed and returned to the teacher within one day per absence.

3. Time spent in before-school or after-school detention is for disciplinary purposes and will not be construed as make-up time. Under no circumstances will detention time be substituted for class time and/or work missed.

4. If a student has an illness that requires hospitalization exceeding ten (10) school days, the student, or his/her parent/guardian may apply to the Special Populations Supervisor for a "homebound" teacher to provide instruction.

5. The principal shall be responsible for notifying in writing the director of schools and the parents of the student of any action taken by the school.

6. A student participating in a school-sponsored activity, whether on or off campus, will not be counted absent. The student will be eligible to make up all work missed and will receive full credit for the assignment upon completion of the work. To qualify as "school-sponsored", the activity must be school-planned, school-directed, and supervised by an approved sponsor.

7. Mass exodus, early dismissal, or late arrival of all students, or any segment of students, will not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.

8. Student attendance records will be given the same level of confidentiality as other student records. Only authorized school officials engaged in legitimate educational purposes may have access to student information without the express consent of the parent or guardian, if the student is a minor, or the student, if he or she has attained the age of eighteen (18).

9. Foreign exchange students will be dealt with on a case-by-case basis by the principal.

ATTENDANCE HEARING: Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee. The appeal shall be heard no later than ten (10) school days after the request for appeal is received. Within five (5) school days

of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final. The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

Asbestos: Asbestos containing floor tile has been identified in certain areas of Lewisburg Middle School. The floor tile is being maintained under an Operation and Maintenance Program. The management plan is available at the Central office and in the administration office of Lewisburg Middle School.

Behavior: Proper conduct is expected from all students. A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference, or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall he/she urge other students to engage in such conduct. The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while the students are under the supervision of the school system. This authority shall 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. Such measures may include the use of reasonable force to restrain or correct students and maintain order.

Bullying: (Policy 6.304) *Bullying/Intimidation/Harassment* - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS:

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged

violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reason why the investigation was not initiated within the required timeframe. The principal/designee shall notify the parent/legal guardian when a student is involved with an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

RESPONSE AND PREVENTION:

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

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.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Human Resource Coordinator. Any student disciplined for

violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS:

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA § 49-6-1016.

RETALIATION AND FALSE ACCUSATIONS:

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion. (School Board Policy 6.304)

Bus Conduct/Transportation: In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except:

1. Students assigned to that bus;
2. Parents of students who have prior permission to enter the bus (field trip, chaperone, etc.);
3. Marshall County School System employees; or
4. Other persons with lawful and valid business on the bus.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip. The Supervisor of Transportation shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. In the event that an incident takes place near a school, the principal may be called upon to assist. A student may be denied the privilege of riding the bus if the principal/designee

determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline. Bus Drivers will take and/or fax bus conduct forms which they have completed to the Supervisor of Transportation. The Supervisor will send the Discipline form to the school's principal/designee who will determine the appropriate discipline in accordance with Board Policy 6.313 before giving the form to the student. All bus riders will receive a group explanation of this procedure and a copy of this policy. Any student found destroying seats or committing any other act of bus vandalism will be required to pay for the actual damages, according to a payment schedule agreed upon by the principal and parent/guardian, before the student will be allowed to ride any Marshall County school bus again. Restitution for damages will be required in addition to other consequences that the student had incurred.

Special Education children will have an IEP-team meeting after the first warning.

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

A school bus driver should never put a child off the bus for disciplinary purposes at any point to and from school.

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

Any student wishing to ride a bus other than his/her designated bus must have written permission of parent or guardian and the written approval of the principal or his/her designee which includes the name, address, and phone number of where the child is to be taken.

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

Students should not be allowed to get off a school bus until they reach their destination, except in cases of emergency or when students have notes signed by the parents and principal, or when the parent appears in person to get the child.

The principal of a school will have jurisdiction over students from another school when they are waiting for transportation on his/her campus. He/She shall have the authority to discipline any of these students for misconduct while on the school grounds or in the school building. The principal taking action shall make written notification, as prescribed by the discipline policy and send a copy to the principal of the school which the student attends.

USE OF VIDEO CAMERAS: Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with the law. Video surveillance shall be used only to promote the order, safety and security of students, staff and property. The director of schools is directed to develop procedures for governing the

use of video cameras in accordance with the provisions of the law and established Board policies. (Policy 6.308)

School buses shall be maintained and operated in accordance with state law and State Board Rules and Regulations. Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper. To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall attempt to replace a certain number of buses each year on a rotating basis. All accidents, regardless of the damage involved, must be reported to the transportation supervisor, including incidents in which any part of the bus contacts any other object or vehicle. The director of schools shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.

TRANSPORTATION SUPERVISOR: The director of schools shall appoint a transportation supervisor for the system. He/She shall be responsible for the monitoring and oversight of transportation services for the district. The transportation supervisor shall complete a student transportation management training program upon appointment. Every year the transportation supervisor shall complete a minimum of four (4) hours of training annually. The director of schools shall ensure that training is completed and provide the state department of education with appropriate documentation.

COMPLAINT PROCESS: The following procedure will govern how students, teachers, staff and community members shall submit bus safety complaints: 1. All complaints shall be submitted to the transportation supervisor; and 2. Forms may be submitted in person, via phone, mail, or email. a. Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include: 1. The time and date the complaint was received; 2. The name of the bus driver; 3. A copy or summary of the complaint; and 4. Any prior complaints or disciplinary actions taken against the driver. Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint. An annual notice of this complaint process shall be provided to parents and students. This information shall be made available on the system's website for the 2017-2018 school year, and in the student handbook thereafter.

RECORDKEEPING: The transportation supervisor shall be responsible for the collection and maintenance of the following records: 1. Bus maintenance and inspections forms; 2. Bus driver credentials, including required background checks, health records, and performance reviews; 3. Driver training records; and 4. Complaints received and any records related to the investigation and complaints

Cafeteria: The price of lunch is TBA. The price of breakfast is \$ TBA. Free lunch information is provided to all students on opening day. If desired, application forms must be completed and returned by the first two weeks or the student is expected to pay full price for lunch until

completed, approved form is received. Students who lose or forget their lunch or breakfast money may charge up to five (5) days. When a student accrues three (3) days of charges, the cafeteria manager will inform the parent per the automated call system that payment of the charges must be made within two (2) days. The manager will also remind the parent of the availability of free and reduced lunch forms. The manager will then give the principal or his/her designee a list of the students; the principal/designee will inform the students' homeroom/first period teachers in order for the teachers to be aware and can, in turn, remind the students. In order to charge following the fifth charge, the student must get written permission from the principal/designee. Charges will not be permitted during the last two (2) weeks of school in order for collection of unpaid balances. Any losses arising from uncollectible accounts must be paid by the individual school. **No outside food, such as pizza deliveries or fast food, is allowed during lunch.**

Cameras: Students shall not bring video cameras or still picture cameras to school. The camera and video on cell phones are classified as same, and these policies apply. If there are special events that students would like to take pictures of, they must seek permission from administration. Students who bring cameras to school will have their camera confiscated and their parents will have to come to school and pick them up. Students who use their camera on their phone will use their privilege of having their cell phone at school for up to one nine weeks.

Care of Property: Students shall help maintain the school environment, preserve school property and exercise care while using school facilities. All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate. School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the director of schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian. In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages. Upon payment for the damages, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault (**School Board Policy 6.311**)

Cell Phones: Students may possess cell phones on school property so long as such devices are **turned off** and stored in backpacks, purses, or personal carry-alls during class time and programs. However, a teacher may grant permission for the use of cell phones to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work; however, all approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the Marshall County School System's (MCSS) guest network. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

The Marshall County School System/Marshall County Board of Education will not be responsible for damaged, lost, or stolen cell phones. (School Board Policy 6.312)

Check Outs/Early Dismissal: No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Telephone requests for early dismissal of a student will be honored only if the caller can be positively identified as the student's parent or guardian. Students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, or a person designated in writing by the parent or guardian. Students who are going to check out early will be required to bring a signed parent's note to the attendance window on the day of the check out. This will allow the office to notify teachers in advance of the student's departure. Any student who misses more than 15 minutes of any class period is counted absent per School Board policy. (6.2001)

Cheerleaders: Cheerleaders are selected in the spring of each year for the following year. Uniforms are provided, however, individuals are responsible for shoes, t-shirts and other costs outlined by coach. Students who fail to follow the school behavior code or fail to maintain passing grades may lose the privilege to participate in the cheerleading program. Cheerleading Coach has other policies that have to be followed in order to be a Lewisburg Middle School cheerleader. Please see coach for additional information.

Chewing Gum: According to teacher/team policy as long as it does not become a hindrance or maintenance issue.

Child Abuse/Neglect: Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately to the appropriate authority.

Classroom Materials: Students are expected to bring to each class, lined paper, a pencil, and all necessary textbooks and materials as designated by the teacher. Students who fail to come to class with proper materials and homework may be excluded from school events and social activities. Students must keep backpacks and purses in their lockers. **Students are not allowed to carry purses and backpacks to their classes.**

Communicable Diseases: If there is reason to believe a student has a communicable disease which may endanger the health of other individuals in the regular school setting, the principal/nurse will isolate the student and contact the parent to pick up the student.

Concerns/Complaints (by students):

Decisions made by school personnel – such as assistants, teachers, or assistant principals – which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal in writing at the school office within 24 hours (excluding weekends and holidays). If the principal does not make a decision within two (2) school days following the date of complaint, students or parents may appeal at that time by contacting the superintendent/director or designee at the central office. The information provided should include the student's name, the school and a description of the problem. An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal. If not resolved, the matter may then be appealed to the Board.

DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES: Filing a Complaint – Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information: Identity of the alleged victim and person accused; Location, date, time and circumstances surrounding the alleged incident; Description of what happened; Identity of witnesses; and Any other evidence available. Investigation – Within twenty-four hours (excluding weekends and holidays) of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate.

After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints. Decision and Appeal – If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director's findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant or designee at the central office. The information provided should include the student's name, the school and a description of the problem. **APPOINTING COMPLAINT MANAGERS** The director of schools shall appoint at least two complaint managers, one of each gender for the school system. The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for

educating and training their respective staff and students as to the definition and recognition of discrimination/harassment. COMPLAINT MANAGERS:

Tres Beasley, Support Services Supervisor
700 Jones Circle
Lewisburg, TN 37091
931-359-1581, ext. 12030
Ginger Tepedino, Student Services Coordinator
700 Jones Circle
Lewisburg, TN 37091
931-359-1581, ext. 12007
Julie Thomas, Special Populations Coordinator
700 Jones Circle
Lewisburg, TN 37091
931-359-1581, ext. 12010

Controversial Issues: The discussion of issues in the classroom which are politically, philosophically, or socially controversial shall be relevant to the subject matter being taught, related to educational objectives, appropriate for the age and maturity of students, and shall not materially or substantially disrupt or threaten to disrupt the discipline of the school.

Controversial Material: Parent(s) may request that a student not be required to read a boouse certain materials, or participate in an activity, provided that a written request is submitted on the appropriate form to the Director of Schools.

Corporal Punishment: Any principal, assistant principal or teacher with approval of the principal may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines: 1. Corporal punishment shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances; 2. The instrument to be used in administering corporal punishment shall be approved by the principal and the punishment shall take place in the principal's office or other such place out of the view of other students; 3. Corporal punishment shall be reasonable and administered in the presence of another professional employee; 4. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others; and 5. If a student has a disability, corporal punishment shall be administered only when the school has received written parental permission. The parental permission must include the type of corporal punishment that is allowed and the circumstances under which it is permitted. This information will be kept on file at the school. It may be revoked at any time; and 6. The principal shall notify the parent(s)/guardian(s) any time corporal punishment is used. A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present and the date and time of punishment.

Disciplinary records shall be filed in the school office and made available to parents or students, whichever is appropriate. (School Board Policy 6.314)

Courses: All seventh and eighth grade students will take math, reading/language arts, science, social studies, and physical education. Band and chorus are offered as elective courses. Band and chorus placement is determined by the band director and the chorus director.

Detention: Students may be detained before the school day as a means of disciplinary action. The student will be given at least one (1) day notice before detention so he/she can make arrangements with the parent. (School Board Policy 6.315)

Disaster Plan: A disaster plan covering fire, severe weather, and earthquake and building evacuation is practiced as required by law. Emergency plans are available in each room.

Discipline/Behavior Code: The director of schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code. The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination. The Board delegates to the director of schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely, elementary, middle and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board's Code. A copy of the Code shall be posted at each school and guidance counselors shall be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the Code. (See disciplinary procedures below) (School Board Policy 6.3000)

LMS Disciplinary Rubric:

Under the influence of drugs/alcohol	1 – Alternative School (Level 3), Court Petition, Notify Parent
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Possession of drugs	1- Zero Tolerance
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Bullying	1 – Warning, No Contact Order, Notify Parent 2 – 3 to 5 Days ISS, Notify Parent 3 – 3 Days OSS, Notify Parent 4 – Alternative School (Level 2), Court Petition, Notify Parent
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Display of Affection	1 – Warning, Notify Parent 2 – 2 Detentions, Notify Parent 3 – *3 Days ISS or Paddling, Notify Parent
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Dress Code	1 – Warning, Change Clothing, Notify Parent 2 – 2 Detentions, Change Clothing, Notify Parent
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	3 – *3 Days ISS or Paddling, Change Clothing, Notify Parent
Fighting	1 – 3 Days OSS, Court Petition, Notify Parent 2 – 5 Days OSS, Court Petition, Notify Parent 3 – Alternative School (Level 1 or 2), Court Petition, Notify Parent
Forged Note	1 – 2 Days ISS, Notify Parent 2 – 4 Days ISS, Notify Parent 3 – 3 Days OSS, Notify Parent
Incorrigible (10 Office Referrals)	1 – Alternative School (Level 1), Notify Parent 2 – Alternative School (Level 2), Notify Parent
Insubordination, Disrespect, Or Disruptive Conduct	1 – 2 Detentions, Notify Parent 2 – *3 Days ISS or Paddling, Notify Parent 3 – *5 Days ISS or Paddling, Notify Parent 4 – 3 Days OSS, Notify Parent
Leaving Class w/o Permission	## – If apparent emergency, warning only## 1 – 2 Detentions, Notify Parent 2 – *2 Days ISS or Paddling, Notify Parent 3 – *5 Days ISS or Paddling, Notify Parent 4 – 3 Days OSS, Notify Parent
Out of Assigned Area	1 – Warning, Notify Parent 2 – 2 Detentions, Notify Parent 3 – *3 Days ISS or Paddling, Notify Parent
Photographing/Videoining/ Recording to Embarrass or Harass	1 – 2 Detentions, Behavior Contract, Notify Parents 2 – 3 Days ISS, Notify Parent 3 – 5 Days ISS, Court Petition, Notify Parent 4 – Alternative School (Level 2), Court Petition, Notify Parent
Possession of a knife (as a tool) Possession of a knife as a weapon	1 - 5 days OSS 1 - Alternative School (Complete level 3)
Profanity	1 – 2 Detentions, Notify Parent 2 – *3 Days ISS or Paddling, Notify Parent 3 – 3 Days OSS, Notify Parent
Profanity towards teacher	1 – 3 Days ISS, Notify Parent 2 – 3 Days OSS, Notify Parent 3 – Alternative School (Level 2 or 3), Possible Arrest or Expulsion, Consult with Referring Teacher (depending on the severity of the incident), Notify Parent
Skiping School, Class, Detention, or	1 – 3 Days ISS, Notify Parent 2 – 5 Days ISS, Notify Parent

Leaving Campus	3 – 3 Days OSS, Notify Parent 4 – Alternative School (Level 1), Notify Parent
Tardy to School	1-2 – Warning, Notify Parent 3-6 – Detention for each 7-11 – 3 Days ISS for each, Parent Conference, Contact
Social Worker	12 – 5 Days ISS, Parent Conference, Contact Social Worker
Theft	1 – 5 Days ISS, Restitution made before return, Court Petition if more than \$20, Notify Parent 2 – 5 Days OSS, Restitution made before return, Court Petition if more than \$20, Notify Parent 3 – Alternative School (Level 1), Restitution made before return, Court Petition, Notify Parent
Tobacco	1 – *5 Days ISS or Paddling, Court Citation, Notify Parent 2 – 3 Days OSS, Court Petition, Notify Parent
Leaving Trays/Food/	1 – 3 Days Lunch Detention 2 – 5 Days Lunch Detention
Vandalism	1 – 5 Days ISS, Restitution made before return, Court Petition if damage is estimated more than \$20, Notify Parent 2 – Alternative School (Level 1), Restitution made before return, Court Petition, Notify Parent

***Student and Parents choice of paddling.** Before any student is paddled the guardian must be contacted and a Corporal Punishment Permission Form must be on file in the office. **Note: No Student will be paddled more than twice during the school year (ex. They may only choose Corporal Punishment two times. After being paddled twice the student will receive the stated consequence in the rubric.)**

Alternative School Levels:

- Level 1 = 18 Days minimum
- Level 2 = 45 Days minimum
- Level 3 = 78 Days minimum
- Level 4 = 121 Days minimum

Disciplinary Hearing Authority: A Disciplinary Hearing Authority (DHA)¹ will conduct hearings for students who have been suspended expelled/remanded for more than ten (10) school days. The Board shall appoint members of the DHA which shall consist of nine (9) members, (maximum number must not exceed total membership of Board) at least two (2) of which shall be licensed employees of the board, appointed to one (1) year terms and subject to reappointment. Board members shall not serve on the DHA. The

director of schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties: 1. Identify the members of the DHA assigned to hear each individual case; 2. Prepare and disseminate the minutes of each meeting; and 3. Set the time, place and date for each hearing. At the conclusion of each hearing, the chairman shall sign and maintain a copy of the minutes of the meeting. The DHA shall notify the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing. Each hearing shall be conducted by at least three (3) members of the DHA, one of which must be a licensed employee of the Board. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension/expulsion. Notification of the decision shall include a statement of the right of either party within five (5) days after receiving the decision to request a review by the Board. The DHA may take the following disciplinary actions: 1. Affirm the decision of the school principal; 2. Order removal of the suspension/expulsion unconditionally; 3. Order removal of the suspension/expulsion upon such terms and conditions as it deems reasonable; 4. Remand the student to alternative placement; or 5. Suspend/Expel/Remand the student for a specified period of time. If the student, principal, principal-teacher or assistant principal requests a review, 2. Modify the decision to a lesser penalty*; or 3. Grant a hearing before the Board. If the Board chooses to grant a hearing, it may: 1. Affirm the decision of the hearing authority; or 2. Modify the decision in any manner*; or 3. Impose a more severe penalty than that of the hearing authority. The notice of the hearing shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public. 2 * Note: Zero-tolerance offenses set forth in statute (firearms, drug possession and battery upon a school employee) require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the director of schools.

Discipline Procedures: (School Board Policy 6.313)

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

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

MISBEHAVIORS: Level I

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

Examples: (not an exclusive listing)

Classroom disturbances, Cheating and lying, Non defiant failure to do assignments or carry out directions, Wearing while on the grounds of a public school during the regular school day,

clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment, Victimization of any student (Harassment [Sexual, Racial, Ethnic, Religious], Bullying, Cyber-bullying, and/or Hazing), Classroom tardiness, Abusive language

Disciplinary Procedures:

Immediate intervention by the staff member, determine what offense was committed and its severity. Determine offender and that he/she understands the nature of the offense. Employ appropriate disciplinary options. Record of the offense, and disciplinary action maintained by staff member.

Disciplinary Options:

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

MISBEHAVIORS: Level II

Misbehaviors whose *frequency or seriousness* tend to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples: (not an exclusive listing)

School or class tardiness, Use of tobacco, Disruptive classroom behavior, Continuation of unmodified Level 1 behaviors, School or class truancy, Using forged notes or excuses, Victimization of any student (Harassment [Sexual, Racial, Ethnic, Religious], Bullying, Cyber-bullying, and/or Hazing)

Disciplinary Procedures:

Student is referred to principal for appropriate disciplinary action.

Principal meets with student and teacher, Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conducts, denying it or explaining any mitigating circumstances. Principal takes appropriate disciplinary action and notifies teacher of action.

Record of offenses and disciplinary actions are maintained by principal.

Disciplinary Options:

Teacher/schedule change, Behavior modification, Peer counseling, In-school suspension, Detention, Suspension from school-sponsored activities or from riding school bus, Restricting school related honors student is otherwise due, Out of school suspension not exceeding 10 days, Modified probation, Social probation, Referral to outside agency, Transfer, Corporal punishment.

MISBEHAVIORS: Level III

Acts directly against persons or property but whose consequences *do not seriously endanger* the health or safety of others in the school.

Examples: (not an exclusive listing)

Continuation of unmodified Level 1 and II behaviors, Vandalism (minor), Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs, drug paraphernalia, and/or alcohol, Threats to others, Fighting (simple), Stealing, Victimization of any student (Harassment [Sexual, Racial, Ethnic, Religious], Bullying, Cyber-bullying, and/or Hazing)

Disciplinary Procedures:

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

Disciplinary Options:

In-school suspension, Corporal punishment, Restitution from loss, damage or stolen property, Out of school suspension not to exceed 10 days, Social adjustment classes, Long term out of school suspension, Detention, Transfer, Alternative School.

MISBEHAVIORS: Level IV

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

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

Examples: (not an exclusive listing)

Unmodified Level 1, II or III behaviors, Extortion, Possession/use/transfer of dangerous weapons*, Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*, Aggravated assault, Vandalism, Arson, Possession of unauthorized substances (i.e. any controlled substance, controlled substance analogue, or legend drug)*Use/Transfer of unauthorized substances, Death threat (hit list), Bomb threat, Theft/Possession/Sale of stolen property, Victimization of any student (Harassment [Sexual, Racial, Ethnic, Religious], Bullying, Cyber-bullying, and/or Hazing)

Disciplinary Procedures:

Principal confers with appropriate staff members and the student.

Principal hears accusation by accusing party and permits offender opportunity of explaining conduct. Parent(s)/Guardian(s) are notified, law enforcement officials are contacted. Incident is reported and recommendations made to Director of Schools. Complete and accurate reports are submitted to the Director of Schools. Student is given hearing before disciplinary hearing authority.

Disciplinary Options:

Out of School suspension, Alternative School, Other hearing authority or Board action which results in appropriate placement.

*Suspension for a period not less than one (1) calendar year subject to modification by the Director of Schools on a case by case basis.

ADDITIONAL GUIDELINES:

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.

2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - a. pay any activity fee
 - b. pay a library or other school fine
 - c. make restitution for lost or damaged school property

Dress Code: (School Board Policy 6.310) In grades 7-12 or 6-12 depending on the grade configuration in each school, school administrators are responsible for enforcing the following standard school attire in a fair manner while applying common sense. Violations will be handled in accordance with this policy.

1. All shirts must have shoulders and sleeves – no cleavage or midriffs.
2. Shorts, skirts, dresses, and skorts must not be shorter than 4 inches above the knee.
3. Bottom wear must be worn securely around the waist – no sagging.
4. Clothing must be free of holes, rips or tears that show skin above the knee.
5. Visible undergarments (bras, underwear, etc.) are not allowed.
6. Shoes must be worn at all times.
7. Clothing must be size appropriate and worn in the manner it was designed to be worn.
8. Nothing is to be worn on heads.
9. Jewelry must not be excessive and/or disruptive – such as chains, spikes, etc.

SPECIAL DRESS: Schools may develop special dress days/special dress occasions for students at the discretion of the school administration (examples: cheerleaders, FFA, FHA, etc.).

SPECIAL SITUATIONS: If a student cannot comply with the standardized dress code based on religious beliefs, his/her parent or guardian may write a letter explaining the situation to the director of schools, with a copy to the school principal. Each case will be dealt with on an individual basis.

Dress Code:

STUDENTS DRESSED INAPPROPRIATELY WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES

AS OUTLINED BELOW:

1st Offense: Warning, call parent for replacement clothing or correction by principal, i.e. rope, belt, string for trousers.

2nd Offense: Two hours of detention, Parental Conference, replacement clothing or correction by principal, i.e. rope, belt, string for trousers.

3rd Offense: Defiance of Authority (refer to policy 6.313)

Dismissal: No students may be checked out after 2:30. All car riders must be picked up in the car rider line. Students may not walk to other areas (such as parking lot, Spot Lowe, or other schools) to be picked up by parents or others.

Drug Free Schools: Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school sponsored activity, function or even whether on or off school grounds. Sanctions will be consistent with local, state, and federal laws up to and including suspension/expulsion as well as referral for prosecution. (See Zero Tolerance) (School Board Policy 6.307)

Emergency Drills:

EARTHQUAKE DRILL: An earthquake drill is practiced. In the event of an earthquake, students will take cover under desks and tables. Following the quake everyone will be instructed to leave the building in a quiet and orderly manner. Students will remain outside the building with their designated teacher until the building is determined to be safe and until signal to return is given.

FIRE DRILL: A fire drill is conducted. When the alarm sounds, everyone will leave the building in a quiet and orderly manner. Students will remain outside the building with their designated teacher until the signal to return is given.

TORNADO DRILL: A tornado drill is conducted. When the notification occurs, everyone should seek shelter in the designated area as indicated on the plan posted in each classroom. If the electricity is off, students and staff will be alerted with short blasts from a bullhorn. Everyone will remain in the designated area until the signal to return is given.

LOCKDOWN DRILLS: A lock down drill may be conducted during the school year to prepare students and staff in case of an intruder in the building and/or a hostage situation. When the lock down notification occurs, students will follow the directions of the staff member who is in their immediate vicinity. The drill is conducted to allow the students and staff time to practice various situations and procedures which could occur.

Extracurricular Activities: Student activities offered at Lewisburg Middle School include Football, Volleyball, Basketball, Baseball, Softball, Tennis, Band, Chorus, Junior Beta Club, Student Council, Pep Club, Drama Club, D&D club, and Annual Staff. In addition, the parent club and student organizations may offer movies and dances at various times throughout the school year. Student activities must follow these rules: Each student activity must be under the guidance and direction of a Board-approved staff member. All student activities must have the approval of the principal. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal or his/her designee.

Fees: No fee will be charged any student as a condition to attending school, but students shall be responsible for normal school supplies such as paper, pens, pencils, and notebooks.

Fee Waivers: Students eligible for free and reduced lunch may request fee waivers. Applications for fee waivers must be on file in order to have fees waived. Forms are provided on request. There is a deadline for requesting fee waivers.

Field Trips: Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth and development are considered appropriate extensions of the classroom. Signed parental permission forms must be obtained for every student making an off-campus trip beyond the immediate vicinity of the school. The principal shall ensure that these forms are kept on file for the remainder of the school year. The form for parental permission must include purpose, date, time of departure and return, travel plans, destination, number of chaperones, personal expenses involved, rules of conduct and penalties for violation, and other facts necessary for parents to be fully informed. This information is to be completed by the school before the form is signed by the parent.

Students with failing grades, excessive absences, missing academic work, or who have received disciplinary actions may be banned from attending field trips or extra-curricular activities.

Fines: Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.

Fund Raisers: Fund raising activities shall be authorized by the Board and shall be for the purpose of supplementing funds for established school programs and not for supplanting funds which are the responsibility of the public.

Grading System: Subject area grades shall be as follows:

A - 93-100	B - 85-92
C - 75-84	D - 70-74
F – below 70	

Guidance: A guidance program for all students is available. The counselor helps students with personal, social, home, and school problems. Programs that enhance student self-esteem, prevent problems, and help students make positive healthy choices for themselves are offered. In addition, the counselor can assist students who are worried about a friend who may be experiencing problems. Conversations with the counselors are private unless a student shares something that is dangerous to him/herself or to someone else. A student or parent needing the assistance of the counselor should contact the counselor for an appointment.

Homeless Students: In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply: Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following: 1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals. 2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. 3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings. 4. Migratory students who meet one of the above described circumstances.

ENROLLMENT: Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency), or missed the district's application or enrollment deadlines. Parents/guardians are required to submit contact information to the district's homeless coordinator.

PLACEMENT: For the purposes of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program. School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school of origin. Placement shall be determined based on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. When determining placement, student-centered factors, including but not limited to impact of mobility on achievement, education, health, and safety shall be considered. The choice regarding placement shall be made regardless of whether the student lives with their homeless parents/guardians or has been temporarily placed elsewhere. If it is not in the student's best interest to attend the school of origin, or the school requested by the parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written explanation of the reasons for the determination, in a

manner and form that is understandable to the parent/guardian or unaccompanied youth. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law. Upon notice of an appeal, the director of schools shall immediately enroll the student in the school in which enrollment was sought pending a final resolution of the dispute, including all available appeals.

RECORDS: Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student's living situation shall be treated as a student education record, and shall not be considered directory information.

SERVICES: The director of schools shall ensure that each homeless student is provided services comparable to those offered to other students within the district, including transportation, special education services, programs in career and technical education (CTE), programs for gifted and talented students, and school nutrition. The director of schools shall designate a district homeless coordinator who shall ensure this policy is implemented throughout the district. The homeless coordinator shall ensure: 1. Homeless students are quickly identified and have access to education and support services, to include Head Start and district pre-k programs; 2. Coordination with local social service agencies and other entities providing services to homeless students; 3. Coordinate transportation, transfer of records, and other interdistrict activities with other school districts; 4. Coordinate transportation to the school of origin or choice for homeless students; 5. Refer homeless students and their families to health care services, dental services, mental health and substance abuse services, and housing services; 6. Assist homeless students in obtaining immunizations, medical or immunization records, and any additional assistance that may be needed; 7. Public notice of the educational rights of homeless students is disseminated in places frequented by parents/guardians of homeless students, including schools, shelters, public libraries, and soup kitchens; and 8. Unaccompanied youth are enrolled and informed of their status and independent students.

COORDINATOR: The Board designates the following individual to act as the district's homeless coordinator:

Federal Projects Supervisor
Marshall County Board of Education
700 Jones Circle
Lewisburg, TN 37091
phone: 931-359-1581 FAX: 931-270-8816

The director of schools shall develop procedures to ensure that homeless students are recognized administratively and that the appropriate and available services are provided for these students. The director shall ensure professional development is provided to school personnel providing services to homeless students.

Homework: Homework is an essential part of the learning process. Homework is assigned to reinforce the skill being taught. All homework **will** be completed as assigned. Assignments are posted daily in each classroom for students to copy and posted on the school website. Parents should familiarize themselves with their child's homework regularly. Steps to deal with poor study habits include parent notices, phone calls, parent conferences, and guidance referrals.

Inclement Weather: The decision to delay opening or cancel school because of inclement weather is made exclusively by the Director of Schools. As soon as it is possible, the decision is announced to the local radio and TV stations. When school is canceled due to inclement weather, all school events/activities/practices will also be suspended. If the weather conditions improve, these events/activities/practices may be rescheduled with the permission of the Director of

Schools and the extracurricular coach. The attendance of extracurricular participants at any rescheduled event/activity/practice will be the option of the participant/parent.

Immunizations: All students entering Lewisburg Middle are required to meet the state legal immunization standards. These requirements are:

- 4 doses DPT (diphtheria, pertussis, tetanus)
- 4 doses polio vaccine
- 2 doses measles vaccine
- 2 doses rubella vaccine
- 2 doses mumps vaccine
- 3 doses hepatitis B vaccine

*Verification of immunity to varicella (chicken pox)- 2 doses of vaccine or history of disease

*Tetanus-diphtheria-pertussis **booster** ("Tdap")

These immunizations may be made by the family physician or the health department. Failure to be legally immunized will result in suspension from school until such time as requirements are met. Exemption provisions are outlined in the School Board Policy Manual.

Interrogations and Searches: (School Board Policy 6.303)

INTERROGATIONS BY SCHOOL PERSONNEL: School personnel have a duty to report any reasonable suspicion that a student is carrying, or has carried, a weapon or is violating, or has violated, a provision of the Tennessee Drug Control Act to the principal, the principal's designee or, if the principal and the principal's designee are unavailable and the offense was committed on school property, to the appropriate authorities. Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension. If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST): If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation. The use of police women or female staff members is desirable in the interrogation of female students.

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

SEARCHES BY SCHOOL PERSONNEL: Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (Notice shall be posted in the school parking lot that

vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of: 1. Evidence of any violation of the law; 2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct; 3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person. A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search. A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met: 1. A particular student has violated policy; 2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug; 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students; 4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and 5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed. School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

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

USE OF METAL DETECTORS: In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects as follows: School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; or every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals. If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may conduct a metal detector check of the student's person and personal effects. A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension. The director of schools shall develop procedures for use of metal detectors.

SEARCHES BY POLICE: If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature. If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed. Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be: 1. Seized and admitted as evidence in any hearing, trial, suspension or

dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools. 2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to: 1. Search any area of the school premises, any student or any motor vehicle on the school premises; or 2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy. The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

Internet Use: The Board supports the right of staff and students to have reasonable access to various information formats and believes it incumbent upon staff and students to use this privilege in an appropriate and responsible manner. The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following: 1. General rules and ethics of Internet use. 2. Prohibited or illegal activities, including, but not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

INTERNET SAFETY MEASURES: Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them.

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
- Maintaining and securing a usage log
- Monitoring on-line activities of students.

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures. A written parental consent

shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

E-MAIL: Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

INTERNET SAFETY INSTRUCTION: Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. Parents and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

SOCIAL NETWORKING: 1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs, or inappropriate information that is likely to create a material and substantial disruption of classroom activity. 2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes. 3. The board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

VIOLATIONS: Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

Lice: Students suspected of having head lice will be checked by the school nurse. If it is determined that lice or nits are present, the parent or guardian will be notified. Nurse will counsel student and parents as to the types of treatment necessary.

Limited English Proficiency: If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students in a language minority (LM) or who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services.

Lockers: Students are responsible for the care of their assigned locker. They are to use that locker and only that locker (no sharing). Each student will be assigned a lock for their locker complete with the combination. This combination is not to be shared with any other student. There should never be a situation that would require the lock to be separated from the locker. Students who lose or destroy their locks will be charged a replacement fee of \$5.00. Lockers are to be organized and clean. Students may not keep backpacks in their locker unless the door can be closed without compromising the locker hinges.

Lost and Found: Any lost article that is found should be turned in to lost and found in the office. Items labeled with student's name will be returned. Periodically, items in lost and found that have not been claimed will be disposed of.

Make-up Work: When a student is absent, it is the student's responsibility to approach the teacher immediately for any assignments or tests missed and receive instructions for making them up.

Medical Screening: Screening tests for vision, hearing, scoliosis and lice will be conducted in assigned grade levels. Parents/Guardians will receive written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress.

Medicine/Medications: A student shall not possess any prescribed or over-the-counter medication at any time during the school day, at a school activity, or on school grounds. The purpose of administering medications in school is to help each student maintain an optimal state of health to enhance his or her education. Medications should be limited to those required during school hours and necessary to provide the student access to the educational program. This policy applies during the school day and at school-approved functions. The intent of this policy is to limit the number of medications given in school, yet assure safe administration of medications for those students who require them. A designated employee(s) will be assigned by each school administrator to assist in the self-administration by students of medications in school. Related in-service training will be provided. Tennessee Code Annotated 49-5-415 states that the Board may permit an employee "to assist in self administration (by students) of medication." Self-administration by the student with assistance of school staff shall be permitted under the following conditions: 1. The student must be competent to self-administer non-prescription or prescription medication with assistance; 2. The student's condition, for which the medication is authorized and/or prescribed, must be stable; 3. The self-administration of medication must be properly documented; 4. Guidelines, not inconsistent with this section, for the assistance in the self-administration of non-prescription and/or prescription medications by personnel in the school setting, developed by the Department of Education and approved by the Board of Nursing, must be followed; 5. The student's parent or guardian must give permission in writing for school personnel to assist with self-administration of medication. Such written permission shall be kept in the student's school records; and 6. Assistance with self-administration shall primarily include storage and timely distribution of medication. When a student is determined by the school administrator and a health care professional (a school nurse or the student's physician) to be incompetent to self-administer medications, this team shall develop and implement an appropriate plan of administration of medication. In determining competency, consideration will be given to mental and physical abilities as well as chronological age.

It shall be the duty of the principal of the school to adhere to the following procedures for students requiring self-administration of medication at school. This must be done in order to insure their safety and to avoid adverse reaction and legal repercussion.

LONG TERM PRESCRIPTION MEDICATIONS: (In excess of two weeks) 1. Written orders must be provided by a physician, dentist, or nurse practitioner (Health Care Provider) who has the legal right to write a prescription, detailing the name of the drug, dosage, and time medication is to be given. The Administration of Medication Request Form must be completed by both the Health Care Provider and the parent or guardian of the student in order that the school may comply with the Health Care Provider's order. 2. Medication must be transported to and from school in the original, pharmacy labeled container by a parent or responsible adult. 3. The person responsible for assisting in administering the medication must read the doctor's orders to become familiar with proper administration, taking care to note the dosage and time as well as the potential benefits and side effects of the medication. All medications given must be recorded on the Medication Record. 4. All medication must be kept in a secured area designated by the principal. 5. Renewal or changes. a. All long-term medication must be renewed at the beginning of the new school year. b. Any change in medication or dosage during the school year requires

new documentation. c. Changes in prescription medication shall have written authorization from the licensed prescriber and the parent. The change will be noted on the Medication Administration Form (MAR) without obliterating the previous information. Only a Registered Nurse or Licensed Practical Nurse employed by Marshall County Public Schools can make changes on the MAR. Changes can include but are not limited to: time, dose, addition, discontinuation, etc. 6. All original medication orders must be kept in the school office file and copy given to the teacher responsible for the student when necessary. 7. All medication documentation must be kept on file in the student's health record. 8. At the end of the school year, the parent must remove the remaining or unused medication, or it will be disposed of in an appropriate manner. If the medication order changes during the school year, the parent must pick up remaining or unused medication. 9. If a parent and physician agree that a student should self-medicate without assistance (e.g. 32 inhaler), this should be indicated on the Administration of Medication Report Form. 10. T.C.A. 49-5-415 was amended that under certain circumstances students can carry and self-administer inhalers for asthma. The LEA must permit possession and self-administration of prescribed, metered dose, asthma-reliever inhaler by any student with asthma if the student's parent or guardian provides a written statement from the doctor that the student suffers from asthma and has been instructed in self-administration of a prescribed, metered dose, asthma reliever inhaler. Items 1, 3, 5, 6, 7, 8 under "Long Term Prescription Medications" apply to inhalers. 4NOTE: School nurses will monitor storage and proper documentation of medications administered on a regular basis to insure that medications are handled properly

EMERGENCY MEDICATION: Emergency meds need to be available to the student immediately. A. The ability of a student to carry emergency medications should be determined by age, competency, and doctor's orders. B. All emergency medications will require a current doctor's order on file. C. Emergency meds include inhalers, epi-pens, and glucagon.

SHORT TERM PRESCRIPTION MEDICATION (Up to two weeks); In the event medication must be given during school hours, it must be sent in the original container (e.g. antibiotics) with a dosage spoon or cup and a signed note from the parent or guardian specifying student's name, dosage, and time to be given. Items 4, 5, 7, and 8 under "Long Term Prescription Medications" apply to short term prescription medications, also. Medications given must be recorded on the Medication Record.

OVER-THE-COUNTER MEDICATIONS (Non-Prescription): A student shall not possess any prescribed or over-the-counter medication at any time during the school day, at a school activity, or on school grounds. The school may assist in a student's self-administration of over-the-counter medications with the written permission of the parent/guardian. All non-prescription medication to be self-administered in school shall: A. Be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container; B. Require a written parental/guardian request, which shall include: a. Child's name b. Name and signature of parent/guardian c. Name of medication 1) Dosage 2) Route of administration 3) Frequency and time of administration d. Discontinuation date e. Reason medication is needed f. Parent's/Guardian's phone number in case of emergency C. Medication must be transported to and from school by a parent or responsible adult and given to a designated Marshall County Public School employee. D. No homeopathic or herbal medications shall be self-administered with assistance at school (these drugs are not standardized by the FDA). NOTE: Volunteer personnel, trained by the school nurses, may administer emergency medicines to a 36 student based on that student's Individual Health Plan (IHP)

BLOOD GLUCOSE SELF-CHECKS: Upon written request of a parent or guardian, and if included in the student's medical management plan and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in the clinic with the school nurse. Sharps shall be stored in a secure, but accessible,

location, including the student's person, until use of such sharps is appropriate. Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS: Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of both an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.

STUDENTS WITH ADRENAL INSUFFICIENCY: The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student's diagnosis. Once notified, the district shall observe the following procedure: 1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication. 2. The district shall maintain a record of all school personnel who have completed this training. 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication. The director of schools shall develop procedures on the administration of medications that treat adrenal insufficiency and recordkeeping per rules set forth by the State Board of Education. Procedures for implementing local board policies are on file in the district CSH procedures manual.

Passes: **STUDENTS ARE NOT TO BE IN THE HALLS DURING CLASS TIME WITHOUT A HALL PASS ISSUED BY THE OFFICE OR A TEACHER.** Students will not be issued passes to go to the gym lockers for any reason. Students found out of class without a pass will be subject to disciplinary action.

Parent Club: Lewisburg Middle School has an active parent volunteer organization. All parents are encouraged to join. The Parent Club assists the teachers, and administration with various extracurricular activities for the students throughout the year. They also provide insight into the strengths and weaknesses of existing programs and future needs to be addressed. They act as communication support system between the school and the community.

Parent Conferences: At least two (2) times during the school year (see calendar), conferences shall be scheduled in which parents and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student. Teachers are available to meet with parents throughout the year. Parents should call the school office and a meeting can be scheduled during the teacher's planning/conference time.

Personal Property: Students should have a lock for their P.E. locker and give the combination or an extra key to their P.E. teacher. It is suggested that expensive jewelry and large sums of money not be brought to school. The school cannot be responsible for these items.

Privacy of Records: By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Prayer: The school recognizes a student's right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional and/or other activity of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Promotion and Retention:

PROMOTION: The director of schools/designee shall promote students to the next grade level based on the successful completion of required academic work and on the satisfactory progress in each of the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and the ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. This requirement shall not apply to students who are participating in a board-approved, research-based intervention prior to the beginning of the next school year or to students who have an individualized education program (IEP). Students who have difficulty in achieving the requirements for promotion may be considered for retention. Factors used to identify students for retention shall include: 1. The student's ability to perform at the current grade level; 2. The results of local or state assessments, if applicable; 3. The overall academic achievement of the student; 4. The student's chance for success with more difficult material if promoted to the next grade; 5. Attendance; and 6. Social and emotional maturity. When a student is considered for retention, the student's parent/guardian shall be notified within fifteen (15) days, and an individualized promotion plan shall be developed to help the student avoid retention. This plan will be provided to the student's parent/guardian. The director shall develop procedures governing how decisions on retention will be made after the student begins work on his/her individualized promotion plan.

RETENTION: A student may be retained when, in the judgment of the student's teacher and/or the student's IEP team, such retention is in the best interest of the student. However, a student shall not be retained more than once in any grade. If a student is retained, the director of schools/designee shall develop an individualized academic remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the student's parent/guardian within ten (10) days of its development. This plan shall include at least one of the following strategies: 1. Adjustment to the current instructional strategies or materials; 2. Additional instructional time; 3. Individual tutoring outside of school hours; 4. Modification to the student's classroom assignment to ensure the student receives instruction from a highly effective teacher; or 5. Attendance or truancy interventions. The director of schools shall develop procedures to ensure proper monitoring of students who are retained and appropriate recordkeeping.

Progress Report: Student progress reports shall be provided at least once every four and one-half (4 ½) weeks during the school year. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year. Each report shall be signed by the parents and returned promptly to the school. Student progress reports shall indicate the student's conduct, attendance, and academic progress and other information necessary to communicate effectively with parents.

Remediation: Students who are failing in any grading period will be required to attend a remediation program conducted at 7:30 each morning in order to work on the skills needed to be successful. If parents are not available to bring students to school at this time, our buses have students on site by 7:30 each morning. **Based on a July 2011 TN law, TCA 49-3021, school systems can now require attendance to remedial programs before and after school or during the summer school. If a student is required to attend, days absent will count toward truancy the same as days during the school year.**

Rights and Responsibilities: (Board Policy 6.301) The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school. Each student has the right to:

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

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
7. Refrain from behavior which would lead to physical or emotional harm or disrupt the educational process; and 8. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities.

School Facilities: The community has made a financial commitment to update and upkeep school facilities. To ensure that school facilities can serve those for whom they are intended –both this year and in the coming years – littering, defacing, or damaging school property is not tolerated. Students will be required to make restitution for damages they cause and shall be subject to the disciplinary consequences in accordance with the student code of conduct.

School/Teacher Assignment:

School: Students are expected to attend the school to which they are assigned by virtue of their residence. Parents may elect to enroll their children in any school in the school system provided the parent provides transportation to and from that respective school and provided that such choice does not cause overcrowding in the chosen school. After a student has enrolled in one school within the system, he/she will be permitted to transfer only if given permission by the Director of Schools and principal of the receiving school. Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the assignment, make application to the Board for a hearing requesting a transfer to another school. Transfer student will meet the same enrollment requirements as new students.

Classes: Students are assigned randomly to classes taking into consideration an educationally balanced grouping approved by the principal. Students who enter the system from another school system will be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parents shall be advised.

School Resource Officer: A full time trained policeman/resource officer is on campus during the school day.

School Supplies: Parents are responsible for supplying a 3 ring (2 inch) notebook, white lined paper, several pencils, and subject dividers with pockets. Student supplies should be replenished regularly. It is recommended that student also purchase a zippered pencil bag, and a ruler. Special needs supplies may be required for certain subjects. (See counselor if there is a financial need)

Special Education: All disabled students between the ages of three and twenty-one (inclusive) shall receive the benefit of a free appropriate public education. This provides the assurance that these students will be educated with non-disabled students to the maximum extent appropriate, and should be placed in separate or special classes only when the severity of the disabled is such that education in regular classes cannot be achieved satisfactorily. Eligibility standards and options of service for special education services will be based upon the criteria for disabling conditions specified in Rules, Regulations, and Minimum Standards, Tennessee State Board of Education. Students receiving special education services shall not be restrained, except as permitted by law. (School Board Policy 6.500)

Student Clubs/Organizations: Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program. One or more staff members will serve as sponsors of each activity and will attend all meetings.

Student Records-Notification of Rights: The student's parents or the eligible student has a right to:

1. Inspect and review the student's education records
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records
4. Obtain a copy of this policy and a copy of such educational records
5. Exercise control over other people's access to the records, except when prior written consent is given or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as Directory Information. The records custodian will mark the appropriate student records for which Directory Information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent or eligible student.

Surveys: Surveys conducted for agencies, organizations or individuals must have the recommendation of the Director of Schools and the approval of the Board as to content and purpose. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Suspension/Expulsion:

DEFINITIONS:

Suspension: dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school. **Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

Remand: assignment to an alternative school.

REASONS FOR SUSPENSION/EXPULSION: Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to: 1. Willful and persistent violation of the rules of the school; 2. Immoral or disreputable conduct, including vulgar or profane language; 3. Violence or threatened violence against the person of any personnel attending or assigned to any school; 4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school; 5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated; 6. Possession of a pistol, gun or firearm on school property; 7. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property; 8. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language; 9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101; 10. Engaging in behavior which disrupts a class or school-sponsored activity; 11. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event; 12. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school; 13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and 14. Any other conduct prejudicial to good order or discipline in any school. If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action;

IN-SCHOOL SUSPENSION: 1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and 2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION: 1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. 2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted. 3. The principal shall notify the parent or guardian and the director of schools or designee in writing: a. Of the suspension/expulsion and the cause for it; and b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion. 4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum often (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school. 5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable. 6. The principal shall immediately

give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student. 7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed by the Board. 8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal. 9. Students who have been suspended Out of School, placed in In-School Suspension, or placed in Alternative School may not participate in any school related extracurricular activities until the end of the regular school day on the last day of the suspension.

Tardies: Students are expected to be at school on time each day. Students who are not in their classroom seats at 7:45 each morning will be counted as tardy. If a student arrives to school after 8:00, they will be absent for each class in which they miss more than 15 minutes. Students who are tardy 3 times will be assigned early morning detention for each tardy up to seven. On the seventh tardy, students will be assigned to ISS for 3 days for each tardy up to 12 tardies. On the 12th tardy, students will be assigned to ISS for 5 days for each tardy. District social workers will be contacted for each tardy after the student's third tardy.

Telephone: The office phone is a business telephone and is not to be used for personal calls. Students will not be allowed to use the phone **except in an emergency**. Leaving one's school supplies or athletic practice/game gear at home is not classified as an emergency. Students will not be called to the phone unless it is an emergency.

Testing Programs: The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to: 1. Assist in promoting accountability; 2. Determine the progress of students; 3. Assess the effectiveness of the instructional program and student learning; 4. Aid in counseling and guiding students in planning future education and other endeavors; 5. Analyze the improvements needed in a given instructional area; 6. Assist in the screening of students with learning difficulties; 7. Assist in placing students in remedial programs; 8. Provide information for college entrance and placement; and 9. Assist in educational research by providing data. The director of schools shall be responsible for planning and implementing the program, which includes: 1. Determining specific purposes for each test; 2. Selecting the appropriate test to be given; 3. Establishing procedures for administering the tests; 4. Making provision for interpreting and disseminating the results; 5. Maintaining testing information in a consistent and confidential manner; and 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary. State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.

WEIGHTING OF TCAP AND EOC SCORES Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8) shall comprise a percentage of the student's final grade for the spring semester in the subject areas of mathematics, reading/language arts, science, and social studies. In the 2017-2018 school year and thereafter, the percentage shall be fifteen percent (15%). The director of schools may exclude Tennessee Comprehensive Assessment Program scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the school year. The director of schools may exclude Tennessee Comprehensive Assessment Program scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the school year.

Students who do not take the TCAP or EOC test will be given a zero. They may appeal to the director of schools, who will determine if there are extraordinary circumstances which would warrant a summative test be given at grade level on the tested areas. This will be determined on a case-by-case basis. High School End of Course Exam scores will be included in students' final grades as follows: a) 2017-2018 school year – 15% of the student's final average. b) 2018-2019 school year - 15% of the student's final average. Raw scores will be converted to a percentage score using the cube-root methodology. Historically, the TDOE released quick score grades using the cube-root methodology, a fixed conversion factor. This methodology creates a 100-point grading scale using the raw score points earned. In grades 3-8, quarters one and two of the fall semester count 50% each of the student's first semester final grade. In the second semester, quarter three and quarter four each count as 42.5% of the student's grade, with the TCAP score calculated as 15% of the final grade for the spring semester. Both semesters are averaged to determine the student's final course grade. Grades 9-12 are on block schedule. In these grades, quarters one and two in the fall semester count 42.5% each, and the EOC score will factor as 15% of the student's final grade. The same formula is used for the second semester. The director of schools may exclude end-of-course (EOC) scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the course. Other tests may be given as requested by students, teachers or parents when approved by the principal.

TESTING INFORMATION AND PARENTAL CONSENT: Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians. Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures. No later than July 31 of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include: 1. The name of the test; 2. The purpose and use of the test; 3. The grade or class in which the test will be administered; 4. The tentative date or dates that the test will be administered; 5. The time and manner in which parents and students will be notified of the results of the test; 6. How parents can access the questions and answers on their student's state-required tests; and 7. If a board mandated test, how the test complements and enhances student instruction and learning and how it serves a purpose distinct from state-required tests. The testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis.

Tobacco: All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia, are prohibited in all of the school district's buildings. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms. The use of tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia, will be prohibited in all vehicles, owned, leased or operated by the district. District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia, while they are participants in any class or activity in which they represent the school district. Any student seventeen (17) or under who possesses tobacco products shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations. Any student eighteen (18) years of age or older who uses tobacco products on school property or possesses tobacco in any school building shall be subject to the following disciplinary action(s): 1st Offense - Five (5) days ISS/video and report 2nd Offense - Alternative School 3rd Offense - Recommendation of expulsion Parents and students shall be notified of this citation requirement

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

Videotaping of Students: Video/audio equipment may be used to monitor student behavior on campus. The administration may review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Visitors: Except on occasions such as school programs, athletic events, open house, etc... all visitors will report to the office, log in, and be issued a visitor's pass. Access to the building may be controlled by the principal or designee. Any adult wishing to visit classes must make an appointment through the main office and sign in upon arrival to receive a visitor's pass.

Withdrawals: Students shall notify their teacher(s) and/or principal when it is known that they will be withdrawing from school.

Zero Tolerance Policy: (School Board Policy 6.309)

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

WEAPONS & DANGEROUS INSTRUMENTS: Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Violators of this section shall be subject to suspension and/or expulsion from school. Firearms (as defined in 18 U.S.C. § 921) In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

DRUGS/2nd OFFENSE ALCOHOL: In accordance with state law, any student who unlawfully possesses any drug including any controlled substance, controlled substance analogue, or legend drug on school grounds or at school-sponsored event, shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. Offenses include possession, consumption or being under the influence.

ASSAULT: In accordance with state law, any student who commits aggravated assault or commits assault in bodily injury upon any teacher, principal, administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. **ELECTRONIC THREATS:** In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

NOTIFICATION: 7 When it is determined that a student has violated this policy, the principal of the school shall notify the 8 student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

*Student achievement recognitions are posted in the building and may be published in the papers or presented on radio or television. Parents NOT wanting their child to be recognized MUST provide written notice to the Principal of the school.

STUDENTS MUST HAVE THEIR AGENDAS WITH THEM AT ALL TIMES, UNLESS THEY ARE GOING TO AND FROM P.E. OR LUNCH. STUDENTS WHO LOSE OR DESTROY THEIR AGENDAS WILL HAVE TO PURCHASE A NEW ONE AT A COST OF \$5.00.



**MARSHALL COUNTY
GENERAL SESSIONS & JUVENILE COURT**

307 Marshall County Courthouse
Lewisburg, Tennessee 37091-3374

Phone (931) 270-8789

Fax (931) 359-0543

JUDGE LEE BUSSART

Dear Parent or Guardian:

The Juvenile Court assists the Marshall County School System in enforcement of the Compulsory School Attendance Law. As a parent or guardian of a student under eighteen (18) years of age, you are responsible for the school attendance of your child(ren).

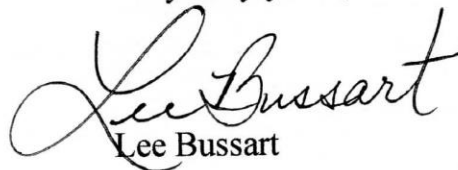
A child is considered truant after receiving five (5) unexcused absences. A truant child and his or her parent or guardian must appear before the Truancy Board. Failure to follow the Truancy Board's recommendation will result in an appearance before the Juvenile Court. Please carefully review the attendance policy to avoid court involvement.

I commonly advise parents and children that they must show up to succeed. If a child does not attend school, the child is more likely to fail. A child deserves every opportunity to succeed. Therefore, if a child is unlawfully truant, a parent should expect to be punished, including public service work or incarceration.

Thank you for your efforts in promoting school attendance in your family. I encourage your family to set a goal of perfect attendance this school year. With perfect attendance, you will afford your child every opportunity for success.

Best wishes to you and your family for a healthy and successful school year. Please feel free to contact the Youth Service Office for assistance at 359-4823.

Very truly yours,


Lee Bussart

Lewisburg Middle School Athletic Policies

All athletes at Lewisburg Middle School are expected to be leaders in the school community and shall follow these procedures and guidelines:

Eligibility:

1. All students will be required to meet the academic requirements of TMSSA which says students must be promoted (not placed) to the next grade in order to be eligible to participate in sports.
2. Athletes may not participate with any independent team in any manner (practices or games) during the time that they are on the roster of a LMS team. Students who violate this policy will be turned into the TMSAA and will be immediately dismissed from the LMS team.

Paperwork:

All paperwork must be complete and on file with the school in order to workout, practice, or play. Required paperwork includes: a sports physical form, a history form(part of the physical form), an emergency consent form (with insurance information included), a concussion form, and an athletic policies form.

Grades:

All students must be passing all 4 academic subject areas at the nine week report card time. If a student is failing any of the 4 academic subjects at a report card time that student will not be allowed to participate in any manner with any team during the next nine week period.

Behavior:

A student will not be allowed to participate in either team practices or games while he/she has In-School Suspension or Out-of-School Suspension. This will expire at 3:00pm of the last day that ISS or OSS is completed.

Transportation:

Students may ride home from away competitions with their parents if it is in accordance with the coach's/sponsor's policies. Parents must be present and sign the permission form from the coach/sponsor.

IMPORTANT

Each coach may have more specific procedures/policies that their players are expected to follow. Those rules will be provided by those coaches.

Student Signature _____ Date _____

Parent Signature _____ Date _____