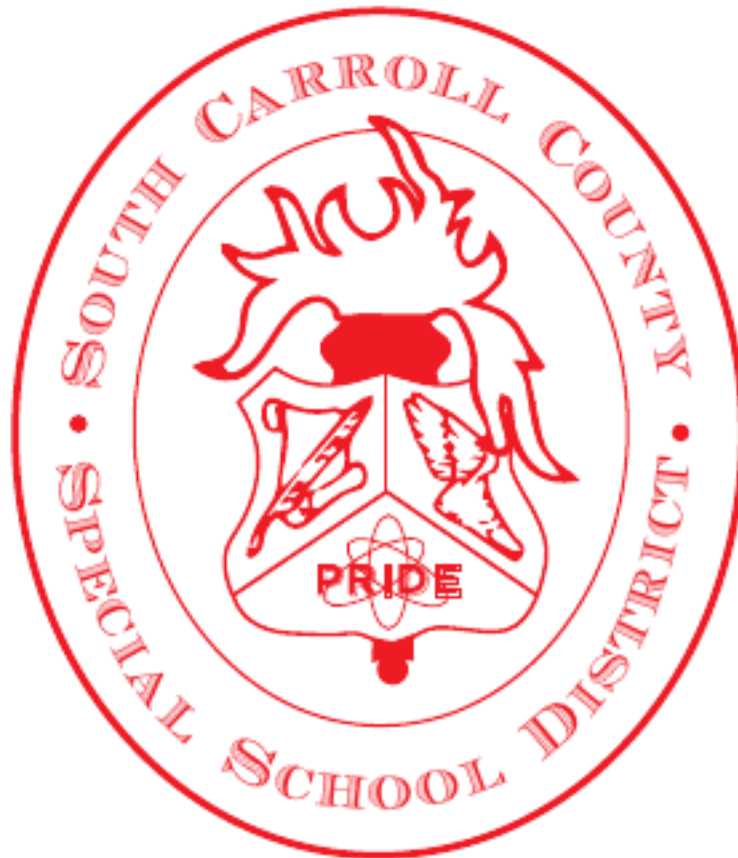


South Carroll County Special School District

**CODE OF ACCEPTABLE
BEHAVIOR AND DISCIPLINE
2014 - 2015**

Rights, Responsibilities, Rules and Procedures



Adopted by the Board of Education July 2014. Distributed to students, employees, parents and guardians.

SOUTH CARROLL COUNTY SPECIAL SCHOOL DISTRICT

South Carroll County Special School District
Clarksburg School P.R.I.D.E.
Preparing Responsible Individuals in a Dedicated Environment

WELCOME TO CLARKSBURG – A FAMILY FRIENDLY SCHOOL!

Dear Families,

We provide this handbook as a tool to the families to ensure that your child has the best possible experience at Clarksburg School. Clarksburg faculty/staff are committed to preparing responsible individuals in a dedicated environment. In our continuing efforts to improve our school, we participated in the Tennessee Family Initiative Training, High School and Middle School Summit, Common Core Instruction Workshops, Inclusion Workshops, and many other beneficial staff development trainings so that we can better meet the needs of our students.

Please visit our school website www.rocketsonline.org, which includes our school calendar, menus, faculty/staff e-mail directory, and a direct link to the State of Tennessee website.

Communication is the key to success. A language translator will be provided if you need this service. Several channels of communication that we offer to keep you informed are newsletters, notes, reports, surveys, emails, and our website.

We encourage you to become actively involved in your child's academic progress. Suggestions are welcome as to how we can enhance your involvement in the educational process of your student. Clarksburg "PRIDE" begins at home – "Where Families and Communities Matter". Thanks for sharing your child with us at Clarksburg School.

System Mission Statement

The mission of South Carroll Special School District is to commit its financial, personnel, and educational resources to the development of productive citizens who are mentally, physically, and emotionally fit, for the world of work and life-long learning by providing them with a variety of quality educational experiences that will continually form partnerships among students, families, and communities

School Mission Statement

Clarksburg School is dedicated to the success of all students. Our mission is the continuous academic growth and positive development of every child with professional educators, school staff, students, parents, and the community working together.

Beliefs and Vision Statements

We believe that:

- Every student can achieve success physically, socially, emotionally, and intellectually.
- High quality instruction with a variety of learning strategies to accommodate students' individual learning styles is essential.
- Effective instruction targets individual needs of each student and aims to close the achievement gap among our diverse population of learners.
- Quality education includes challenging academic and social expectations to prepare every student for success in college and/or career.
- Cooperation and commitment of students, parents, community and the school are essential to learning.

Handbook Purpose

The purpose of this handbook is to provide an outline of rights and responsibilities of students in the South Carroll County Special School District, parents/guardians, and the school personnel directly involved in the education process. The handbook does not address every possible offense, nor does it address every possible disciplinary action that could be taken by school personnel; instead, offenses and disciplinary actions are addressed in general categories. The handbook offers the administrator, teacher, parent, and student a guide to enable them to act in good faith and make just decisions about student conduct.

Student Expectations

We expect our students to:

BE RESPECTFUL

- Respect authority, give best effort, and work cooperatively with others.
- Respect self, peers, and all others.
- Respect the school facilities as an important part of your community and follow the rules of the South Carroll County Special School District.

BE PREPARED

- Arrive at school ready to learn and do your best.
- Understand the importance and role of formative assessments.
- Acquire skills to adjust to changes in the work environment and personal and social lives.
- Communicate effectively by reading, following directions, speaking and writing clearly and correctly.

BE RESPONSIBLE

- Take responsibility for actions while maintaining a positive attitude.
- Make smart and fair decisions.
- Act in a socially positive manner.

Philosophy of Rights and Responsibilities

Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his/her rights unless he/she also exercises the self-discipline and care to afford all others the same rights and not allow his/her actions to infringe upon the rights of others. In a social situation such as the public schools, all participants; students, parents/guardians, teachers, administrators and others in the educational process have the rights and responsibility to know the basic standards of conduct and behaviors which are expected.

Rights and Responsibilities

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 the school to 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 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. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;

7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior, which leads to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or use of alcohol, illegal drugs and other unauthorized substances or materials;
11. Possess on school grounds only those materials that are acceptable under the law and accept the consequences for articles stored in one's locker

Legal References: 1.20 USCA 1703 2. TCA 49-6-3401

In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the educational welfare of the students and ensure that no conflict exists with their actual duties.

Each staff member has the right to:

1. A work environment free from sexual, racial, ethnic and religious discrimination/harassment.
2. Academic freedom within the confines of state law and board policy in order to create an atmosphere of freedom in the classroom.

Each staff member has the responsibility to:

1. Familiarize themselves with and abide by the laws of the state as these affect their work, the policies of the Board and the procedures designed to implement them.
2. Adhere to the Code of Ethics of the Tennessee Education Association.
3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of his/her students and the students' right to know.
4. Be courteous and helpful in interacting and responding to parents, visitors and members of the public.
5. Keep all records and prepare and submit promptly all reports that may be required by state law, state board regulations, board policy and administrative procedures.
6. Wear appropriate dress for work according to board guidelines and local school rules.

Legal References:

1. 42 USCA 2000 E-E2; TCA 49-6-8002 through 8006
2. TCA 49-5-201
3. TCA 49-5-501(3)

Parents/guardians have the right to:

1. Send their child to a school with an environment where learning is prized.
2. Expect classroom disruptions to be dealt with fairly, firmly and quickly.
3. Enroll students in the S.C.C.S.S.D. where they shall attend classes regularly and promptly with minimal interruptions.
4. Expect the school to maintain high academic standards.
5. Review the child's academic progress and other pertinent information that may be contained in the student's personal records.
6. Address grievances concerning their child to teacher and/or principal and to receive a prompt reply for any alleged grievance.
7. Confer with the teacher on their child's progress.

Parents/guardians have the responsibility to:

1. Instill in their children the values of an education.
2. Instill in their children a sense of responsibility.
3. Help children understand that disruptions in the school are detrimental to the educational program for all students.
4. Become familiar with the educational program and procedures.
5. Inform children about the disciplinary procedures of the school and emphasize the importance of following it.
6. See that children attend school regularly and promptly.
7. Determine the facts of any situation before passing judgment.

8. Support the efforts of the school personnel.
9. Demonstrate respect for the teachers, administrators and school personnel at school and all school related activities.
10. See that children exhibit neatness and cleanliness in their personal attire and hygiene.
11. Request an appointment for a conference with teachers by going through the principal's office.

Principals have the right to:

1. Expect staff members to comply with policy and direction from the principal.
2. Suspend any student whose conduct disrupts the educational process.
3. Expect respect from students, parents/guardians, and staff members.

Principals have the responsibility to:

1. Help create and foster an atmosphere of safety, mutual respect and consideration among students, staff members and administration.
2. Administer discipline fairly and equally following the guidelines set forth herein.
3. Exhibit consistent exemplary behavior in action, dress, speech, mood, and maintain staff morale.
4. Communicate to his/her teachers and staff all information pertinent to school processes and operation.

Parent /Family Involvement in Educational Programs

The Board encourages the involvement of parents, both as individuals and as groups, to act as advisors and resource stakeholders in the following ways:

1. With specific talents to complement and extend the instructional services of the classroom teacher;
2. To serve as advisors on curriculum development projects;
3. To express ideas and concerns by responding to surveys and other information-gathering devices;
4. To be actively involved in parent-teacher groups; and
5. To serve on advisory committees.

Title 1 Involvement

Under the guidance of the Federal Projects Director, the school system shall provide the coordination and technical assistance to plan and implement the Title I Program according to the guidelines set forth in law which includes, but is not limited to, the following:

- Parent input into the planning, design and implementation of the Title I Program
- Meaningful consultation of parents of participating children in the planning, design and implementation of the Title I Program
- Organized, systematic, ongoing, informed and timely consultation in relation to decisions about the program
- The involvement of parents through activities and procedures, which are of sufficient size, scope and quality to give reasonable promise of substantial progress toward achieving the required goals.

To ensure that parents have an adequate opportunity to participate in the planning, design and implementing of the Title I Program, the school system shall:

- A. Use questionnaires, group meetings, and personal interviews to obtain parental input into the parent and school improvement plan. Committee members' names are on file in the Federal Projects Supervisor's office.
- B. Provide parents, including migrant students and limited English proficiency students, with individual reports and explanations of their child's progress and methods the parents can use to complement the child's instruction. Academic assessments and expectations for student achievement will be explained to parents at parent-teacher conferences in the fall and spring. Parents unable to attend these conferences or feel the need to consult with their child's teacher may make an appointment with the teacher during planning time or after and before school.

C. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed.Reg.71710, December 2, 2002).

D. Form standing committees, comprised of a cross-section of the parent population, to address concerns of: Technology, CTE, Safe and Drug Free, School Needs Extended Contract, Special Education, Pre-School, Family/Community, Schoolwide Title I, School Health, and school improvement plans. Committees will meet together annually.

E. Conduct Evaluation: Assessment observations, such as interviews, comments from meetings, questionnaires, and other means will be used to revise the parental involvement policies and to design strategies for school improvement at the fall annual meeting. Findings will be utilized to design strategies for more effective parental involvement

F. Specific strategies for parental involvement are:

- Newsletters to parents, school website, and parent grade portal
- Parent Orientation/Open House
 - Curriculum Updates
 - Homework Tips
 - Attendance Guidelines
 - Discipline Procedures
- Parent Teacher Conferences Fall and Spring Semester
- Parent Volunteer

G. Provide Accessibility: To the extent practicable, the school district shall provide unrestricted opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory and homeless children, including providing information and school reports in an understandable, uniform format; alternative formats upon request; and, to the extent practicable in a language parents understand.

Legal Reference:
1. P. L. 107-110 118

Code of Conduct and Discipline

**Be Prepared
Be Respectful
Be Responsible**

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 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, junior high and senior high. The development of each code shall involve the principal 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 the school and the school counselor shall be supplied a copy 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.

Legal Reference:
7. Student and Employee Safe Environment Act of 1996; TCA 49-6-4011, et.al.

Student 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 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.

A student shall not use violence, force, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference, or obstruction of the learning environment, or any 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.

Some expectations are: food and drink are allowed in cafeteria only. No personal contact is allowed among students (horseplay, hugging, kissing, etc.). A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

Care of School 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 conducted in cooperation with law enforcement officials when appropriate.

When the person causing damage or loss is identified and the cost of repair or replacement is 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/guardian.

School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board. In addition, the district will withhold the grades, diploma, and/or transcript of the student responsible for vandalism, theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages. When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Lockers

Lockers are available to all students at CHS and are assigned by grade level. **Students are responsible for their own valuables and/or books in the locker. The school does not assume responsibility for any lost or stolen articles. Students should carry valuable possessions with them or place them in a locked locker. Students should not bring valuables or large amounts of money to school.**

Lockers are school property and as such, are subject to search and inspection. Only the inside of a locker may be decorated. Do not decorate the outside of a locker in any manner.

Legal Reference:

1.TCA 37-10-101 through 103

Textbooks

The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books:

<u>Age of Book</u>	<u>Amount Collected</u>
1 – 2 years	100% of replacement cost
3 – 4 years	75% of replacement cost
5 or more years	50% of replacement cost

Dress Code

The school staff believes the manner in which a student dresses affects his or her learning environment. Because of this, students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. If either teacher or the administration considers a student's clothing to be either indecent or disruptive, that student will be required to change clothes and parents will be contacted. If improper dress continues, disciplinary action will be taken. The second violation will result in a detention, and a third violation or failure to change will result as in-school suspension.

Some examples of proper dress, but not limited to, are:

1. Shirts must be modest and **completely covering shoulders and cleavage**. Tops must extend to top of the pocket area on the pants.
2. Graphics on clothing should be appropriate for school or work environment.
3. Dresses, skirts, or shorts shall be no shorter than three (3) inches below the bottom of the fingers when the arms are fully extended to the sides.
4. Clothing must cover all underwear and **fit appropriately**.
5. Clothing without **holes or tears**.
6. Gym clothes can only be worn in the gym; i.e. sweat pants, tank tops, gym shorts
7. Heavy coats must be left in locker.
8. Special permission for **head or face coverings inside the building**. (Caps and sunglasses)
9. The only approved visible body piercing will be the ears.
10. Visible tattoos must be covered by clothing.
11. Accessories must not distract class instruction.

Attendance

Attendance is a key factor in student achievement. Students are expected to be present each day school is in session. To be counted present, students in grades 6-8 must be in class a minimum of forty (40) minutes, and students in grades 9-12 must be in class a minimum of sixty (60) minutes.

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

1. Absences accompanied by parent note; **(5 Parent notes per school year)**
2. Personal illness with doctor's statement;
3. Illness of immediate family member with doctor's statement;
4. Death in the family with funeral home statement;
5. Court appearance with corroboration from the court;
6. Extreme weather conditions, as confirmed by bus driver;
7. Religious observances with corroboration from religious leader; or
8. Circumstances, which in the judgment of the principal create emergencies over which the student has no control.

Attendance Hearing

After ten (10) consecutive or fifteen (15) total reported absences (excused or unexcused) by a student during any semester, an attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to verify that the student has met attendance requirements that will allow him/her to pass the course or be promoted.

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.

Any administrative decision regarding attendance may be appealed initially to the director of schools and ultimately to the Board. The appeal shall be made in writing to the director of schools within five (5) days following the action, or the report of the action whichever is later.

Truancy

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any scheduled class period.

Students who are absent five (5) days without adequate excuse will be reported to the director of schools. The principal will provide written notice to the parents/guardians of the student's absence.

Students participating in school-sponsored activities whether on or off-campus shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed and teacher-supervised. Mass exodus, early dismissal, or late arrival of all students or any segment of students shall 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.

Make-up Work

All missed class work or tests may be made up if the student makes the request immediately upon returning to school and if class time is not taken from other students.

Time For Time

Clarksburg School students in grades 9–12 are required to meet both grade and attendance requirements to receive course credit. The Time For Time program is designed to address the problems of absenteeism, tardiness, and high drop-out rate. In order to enforce any effective absentee policy, it is imperative that grades and credit be considered separately. Regardless of a student's grade in a course, he/she is required to be present a minimum number of hours in a class in order to receive a credit. IT IS THE RESPONSIBILITY OF THE STUDENT TO ARRANGE FOR MAKE-UP WORK AND TO SCHEDULE TIME FOR TIME WITH THE APPROPRIATE TEACHER. Credit will not be earned unless work is completed within the set time. Students must receive documentation verifying that time has been made up. In addition, the student must bring work and materials to Time for Time and behave in an appropriate manner in order to be allowed to earn credit for the time missed.

Time For Time Attendance

Students who accumulate more than six (6) absences (excused or unexcused) in a semester at Clarksburg School will not receive credit for that course unless time is made up in the Time For Time

program. When a student accumulates six (6) absences in any class, notification is immediately made by the teacher or principal designee to the student.

Assignment to Time For Time

1. The student must make-up time missed in excess of 6 days in any class.
2. School-sponsored and/or related activities will not count as part of a student's six (6) maximum absences for the semester. Out-of-school suspensions and/or expulsions are counted as part of a student's maximum six (6) days.

Tardies/Early Checkouts

A student is tardy if he/she is not in his/her classroom when the tardy bell rings. Three (3) tardies result in a detention. A student is counted as an early checkout if he/she signs out of school prior to the end of class. **Three (3) early checkouts is equivalent to one class absence and adds to learning labs.**

Attendance Accounting Procedures

For attendance accounting purposes, any student under the age of 18 is considered withdrawn after ten (10) consecutive or fifteen (15) total unexcused absences during any semester and is subject to all policies and procedures on truancy. This renders a student ineligible for promotion to the next grade and/or to receive credit toward graduation, and to retain a driver's permit or license, or to obtain such if of age.

Any student age 18 or over is considered a dropout after ten (10) days of unexcused absences, or if within these ten (10) days contact has been made and this person so informs the system that he/she is not returning and has not transferred to another school.

Parents or guardians are given written notice each time a student misses five (5) unexcused days (this means an aggregate of five (5) days during the school year and not five (5) consecutive days). Additional notices are sent after each successive accumulation of five (5) unexcused absences. 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.

It is the duty of the principal and/or teacher to report promptly to the director of schools the names of all children who have withdrawn from school, or who have been absent five (5) days (this means an aggregate of five (5) days during the school year and not five (5) consecutive days) without adequate excuse. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.

The director of schools shall thereupon serve, or cause to be served, upon the parent/guardian of the child (ren) absent from school, written notice that attendance of such child (ren) at school is required.

If it appears that, within three (3) days after receipt of the notice, the parent/guardian has failed to comply with the provisions of the compulsory attendance law, the principal shall report the facts of such unlawful attendance to the Juvenile Court Officer of Carroll County consistent with the provisions of TCA §37-1-132, §37-1-168, and §37-1-169.

If a student accrues ten (10) unexcused absences during the school year, the director of schools or his/her designee shall report the facts of such unlawful attendance to the Juvenile Court Officer of Carroll County.

Excused Absences

Students returning to school without documentation are considered as unexcused. Written notes from parents/guardians are accepted for five excused absences. In compliance with state law, after the fifth (5th) unexcused absence, parents/guardians are notified, and they will, at that time, be given the opportunity to provide evidence of the reason for their student's absence. Graduating high school seniors may be awarded credit earned during their senior year after the completion of 175 days of instruction. This waiver allows schools to prepare for and hold graduation after the 175th day of instruction. **Every student (including seniors) must have the opportunity to attend school 180 days. Students not in attendance during the last days of the school term must be counted absent.**

Legal References:

1. TRR/MS 0520-1-3-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017
3. TCA 10-7-504; 20 U.S.C. § 1232g
4. TRR/MS 0520-1-3-.03(15); TCA 49-6-2904
5. TCA 49-6-3007
6. Attendance Accounting Procedure Manual, Minimum Standards and Guidelines, State Department of Education
7. TRR/MS 0520-1-3-.06(2)
8. TCA 49-2-203(b)(7)
9. TCA 49-6-3017(c); Attendance Accounting Procedural Manual, Minimum Standards and Guidelines, State Department of Education

Compulsory Attendance Ages

Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school. A parent/guardian or legal custodian who believes that his/her child is not ready to attend school at the designated age of mandatory attendance may make application to the principal of the public school which the child would attend for a one (1) semester or one year deferral in required attendance. Any such deferral shall be reported to the Director of Schools by the principal. Under certain circumstances the Board may temporarily excuse students from complying with the provisions of the compulsory attendance law.

Any child residing within the state who is or will be five (5) years of age on or before August 31 for the 2013-14 school year and on or before August 15 for all school years thereafter, who makes application for admission, shall be enrolled in the school designated by the Board.

If a child will be five (5) years of age on or before September 30, such child's parent(s)/legal guardian(s) may request that the child be admitted into kindergarten. Upon a request, the director of schools shall administer an evaluation and examination. If the results indicate that the child is sufficiently mature emotionally and academically, then the child may be enrolled into kindergarten. The director of schools shall develop procedures and forms to implement the provisions of the policy.

No child shall be eligible to enter first grade without having attended an approved kindergarten program.

A child entering a special education program shall be no less than three (3) years of age.

A person eighteen (18) years of age or older who applies for admission must have the application approved by the principal and Director of Schools when:

1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
2. He/she has dropped out of school and wants to re-enter.

The compulsory attendance law shall not apply to the following:

1. A student who has received a diploma or other certificate of graduation;
2. A student who is enrolled and making satisfactory progress in a course leading to a GED;
3. A student who is six(6) years or younger and whose parent or guardian has filed a notice of intent to conduct home school with the director of schools; or
4. A student enrolled in a home school that has reached the age of seventeen (17).

Legal References:

1. TCA 49-6-3001(c)(1);
2. TCA 49-6-3001(c)(5)
3. TCA 49-6-3005
4. TCA 49-6- 201(b)(3); TCA 49-6-3001(b)(1)
5. TCA 49-6-20183)(d)
6. 20 USCA 5. 1400-1485
7. TCA 49-6-3001(c)((2)(A)-(D)

State-Mandated Tests

End-of Course and TCAP exams count 25% of total grade. Any student missing a scheduled state exam must take the exam at the next administration in order to receive a grade and credit for the course.

Community/Church/4-H Activity

It is the belief of this administration that community/church/4-H activities are very important parts of the educational process. Students are encouraged to participate in activities in their community and/or church. To receive an excused absence(s) for participating in community/church/4-H activities the following will be required.

1. Prior approval by the Principal, with a minimum of three (3) days notice in advance of the activity.
2. Sponsoring personnel shall provide a typed list of students involved in the activity from the community organization and/or church.
3. Written approval and signature of the parent/guardian.

School Hours

The school day for students begins at 7:50 and ends at 2:50. Students not in their homeroom class at 7:50 are counted tardy. If at all possible students should not arrive at school until 7:30. Students in grades 6 - 12 should report to the gym if they arrive at school before 7:45. Students who are not eating breakfast should not be in the cafeteria in the morning.

Student Check Out Policy:

Students are urged to be in school at all times. School officials understand that there are times when students must be away for part of the school day. Students may be allowed to check out of school for excusable reasons as determined by the principal. Students must receive permission from the principal or his designee before checking out. Students are allowed to check out a reasonable number of times during the year by presenting, to the office, a note signed by a parent/guardian with a phone number where that parent/guardian may be reached to verify the request. If abuse of this policy occurs, a student will only be allowed to leave if a parent/guardian makes personal contact with the office.

1. All requests are subject to verification. If the parent/guardian cannot be reached, the student will not be given permission to sign out early.
2. Students must never leave campus without checking with the principal or his designee and sign out in the office.
3. Teachers cannot release a student from class except on authorization from the administration. Any person asking for a student should be directed to the principal's office. A student cannot leave in the company of any

person other than a parent, legal guardian, school employee, or a person designated in writing by the parent/guardian.

Hall Passes

Students outside their class after the tardy bell sounds are expected to have a hall pass. Such passes are to be issued by teachers and other authorized persons. Any student out of class without a hall pass is considered truant from class and will be dealt with accordingly.

Communication and Communication Devices

Student Messages

1. **Students will not be called to the phone.**
2. We are unable to deliver messages to students except in cases of an emergency. We understand that parents may feel the need to contact students during the day, but we cannot stop the instruction of other students in the class for any reason other than an emergency.
3. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise making delay of the message impossible or impractical.
4. Arrangements for routine matters, such as rides to and from school, car and house key delivery, pickups, job times, and meeting places, etc., should be made before students arrive at school.
5. Any message that must be delivered will be done so at the end of the class period or can be picked up at the office between classes.

Use of Personal Communication Devices in School

Students are extended the privilege of possessing cell phones and personal electronic devices, including laptops and e-tablets, on school grounds; however, their use is limited to before the first bell at 7:45 a.m., after the last bell at 2:55 p.m., and during their lunch periods. Cell phones/electronic devices used during school hours (excluding lunch) will be confiscated, unless used under the direction of the teacher. The school is relieved of any liability for theft or damages.

First Offense: Student will be assigned detention, a minimum of two days and the cell phone/device is returned to the parent or guardian only.

Second Offense: Student is assigned to in-school suspension, a minimum of five days. The cell phone/device is kept until June 15 and returned to the parent/guardian only.

Third Offense: Student is assigned to alternative school, a minimum of five days. The cell phone/device is kept until June 15 and returned to the parent/guardian only.

Cell phones not picked up by July 15th will be disposed.

Use of cameras on phones and electronic devices is strictly prohibited on school property or at school functions. Students in violation of this policy will be subject to disciplinary action. Teachers or administrators may give students permission to use cameras.

During lunch, cell phones/ electronic devices are allowed for use. **Cell phones and electronic devices used during lunch are considered an open forum and can be checked for appropriate communication.** Any cell phone or electronic device used for purposes of harassment, profanity, or other inappropriate behavior will dictate consequences for students involved. No cell phone or electronic device used or brought to school may have any inappropriate content. Inappropriate content on phones or devices will result in consequences and are subject to court petitions. Cell phone and electronic device usage is not a valid reason for being tardy to class. Students who lock or remove batteries from cell phones/devices when a cell phone/device is checked or confiscated will be given consequences and a parent conference will be required before the cell phone or device is returned and privileges reinstated.

Use of the Internet

The Board supports the right of students to have reasonable access to various information formats and believes it incumbent upon students to use this privilege in an appropriate and responsible manner. The Director of Schools shall develop and implement appropriate procedures to provide guidance for teacher use of the Internet. Procedures shall address the following:

1. The Network and Internet Use Agreement.
2. Appropriate instruction of students in the responsible use of the Internet.
3. General rules and ethics of Internet access.
4. Prohibited and illegal activities.
5. Reporting misuse of the Internet.

The Director of Schools shall develop and implement appropriate procedures to provide guidance for student use of the Internet. Procedures shall address the following:

Prohibited or illegal activities, including, but not limited to:

- *Sending or displaying offensive messages or pictures
- *Using obscene language
- *Harassing, insulting, attacking others or cyber bullying
- *Damaging computers, computer systems or computer networks
- *Violation of copyright laws
- *Trespassing in another's folders, work or files
- *Intentional misuse or resources
- *Using another's password
- *Use of the network for commercial purposes
- *Revealing your personal address or phone number or that of another person
- *Chat rooms, horoscopes, or playing games

A written parental request is required prior to the student being granted independent 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 kept on file as a legal, binding document. In order to modify or 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. School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

School Website

www.rocketsonline.org

The South Carroll Special School System maintains a website. Every effort is made to include information helpful and timely to parents, students, and the community. We encourage parents, students, and community to utilize this helpful communication tool to stay informed regarding school performance, current events and student activities. To enhance our website appearance, provide visual enhancement, and recognize student accomplishment; we sometimes include photos of students, school events, and student activities. Every effort is made to provide our students safety and security. We do not post names or other identifying information with student photos. We will not include an individual student photo on our website if parents/guardians request that photos of their child not be posted on the Internet. Parents should notify the school principal to request student photos not be posted.

E-Mail

All computer hardware and software are property of the South Carroll Special School District, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

Note: The Internet should be used for structured educational purposes only, unless a teacher or administrator, who is directly supervising the student, grants permission to a student to use the Internet for other purposes. Students will not be allowed to use e-mail, or social networks on school computers.

Legal Reference: TCA 10-7-512

Parent Portal

Parent involvement in a child's education benefits our system and enhances the success of Clarksburg School. Parent Portal is an online resource that allows parents to be included in the education process. This tool can be accessed 24/7 from anywhere with internet access, even cell phones. Parent Portal allows parents a link to schedules, grades, attendance, assignments, test scores, discipline records, homework, course requests, transcripts, and graduation requirements.

Visitors

Parents and Visitors Entering During School Day

All parents and visitors entering the school building must enter the main foyer entrance and report to the principal's office before entering any classroom. All entrance doors except the main foyer doors will be locked at 7:50. If you wish for your child to be dismissed before 3:00, you must report to the office and obtain permission for the child to be dismissed from class. Office personnel will request that you sign your child out of school indicating the date, time, and reason for the dismissal. **High school students, recent graduates or not so recent graduates should not be visiting without good reason or special approval.**

Visitor Parking and Student Drop-Off Prior to the School Day

Visitor and parents/guardians parking is at the front of the school in the designated visitor parking only. **All visitors should park in a lined parking space in the front of the building. No visitors should park in the back of the building.** K-5 parents/guardians may drop students off at the rear entrance. Please do not park at the rear of the building and accompany students into the building. Grades 6-12 students should be dropped off at the front of the building at the gymnasium entrance. The front central foyer is not to be used by students except for late arrivals. **Note:** Preschool students will be picked-up and dropped-off at the back of the building. Preschool starts at 8:00am and ends at 2:00pm.

Driving Privileges

The Department of Safety shall deny a driver's license or permit to any person under the age of 18 who does not have a diploma or other certificate of graduation, or:

1. Who is not enrolled and making satisfactory progress in a course leading to a GED certificate, or already has such a certificate;
2. Who is not enrolled and making satisfactory progress in a secondary school in Tennessee or some other state, (satisfactory progress is defined as passing three (3) subjects at the conclusion of a semester).
3. Is not excused due to circumstances beyond his/her control.

Note: The Department of Safety will be notified of your failure to maintain satisfactory academic progress or attendance. The school will revoke your driving privileges on campus immediately.

Student Driving

Driving to school is a privilege, not a right, and will be extended to students only when proper procedures are followed. Students must fulfill the following requirements before being permitted to drive a car on campus:

1. Demonstrate safe driving behaviors at all times.
2. Obtain a parking tag from the principal.
3. The student must have a valid driver's license, license plate, car registration, and proof of liability insurance.
4. Students must be passing at least three out of four classes.
5. Students must maintain good attendance and abide by the Compulsory Attendance Law.
6. Unauthorized vehicles will be removed at the owner's expense.

Driver's License Revocation

More than ten (10) consecutive or fifteen (15) reported absences (excused or 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.

Juvenile Offender Act Denial of driving privileges by court

When a person, younger than eighteen (18) years of age, but thirteen (13) years of age or older, commits any offense or engages in any prohibited conduct at the time the person is convicted of the offense, or adjudicated a delinquent child, unruly child or status offender, the court in which the conviction or adjudication occurs shall prepare and send to the department of safety, driver control division, within five (5) working days of the conviction or adjudication, an order of denial of driving privileges for the offender. This section applies to any criminal offense, status offense, violation, infraction or other prohibited conduct involving the possession, use, sale, or consumption of any alcoholic beverage, wine or beer, or any controlled substance, or involving the possession or carrying of a weapon on school property. The denial of driving privileges authorized by this section applies when the prohibited conduct occurs before the offender is eighteen (18) years of age, regardless of when a conviction or determination occurs.
Legal Reference: TCA 55-10-701

Student Parking

All students must park in the west parking lot designated as student parking only and enter the building at the west entrance.

Discipline Procedures

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.

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.

Misbehaviors: Level II

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

Misbehaviors: Level III

Acts directed against persons or property, but whose consequences do not seriously endanger the health or safety of others in the 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, and action by the Board.

Examples (not an exclusive listing):

- classroom disturbances
- classroom tardiness
- cheating and lying
- abusive language to other students,
- non-defiant failure to do assignments or carry out directions,
- out of assigned area

Examples (not an exclusive listing):

- continuation of Level I behaviors,
- school or class tardiness,
- school or class **truancy**,
- use of tobacco,
- using forged notes or excuses
- disruptive classroom behavior,
- abusive language to a school employee

Examples(not an exclusive listing):

- continuation of unmodified Level I and II behavior,
- fighting
- vandalism (minor),
- stealing,
- threats to others,
- harassment: *sexual, racial, ethnic, religious*

Examples (not an exclusive listing):

- unmodified Level I, II, and II behaviors,
- extortion, bomb threat,
- possession / use / transfer of *dangerous weapons**,
- assault / aggravated assault*, vandalism, arson, electronic threat*
- theft / possession / sale of stolen property,
- possession / use of alcohol, or *transfer of unauthorized substances**,
- harassment: *sexual, racial, ethnic, religious*

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 Procedure (if teacher feels it necessary): student is referred to the principal, principal meets with teacher and student, principal will take appropriate disciplinary action and notify teacher, record of offense and disciplinary action taken will be maintained by the principal

Disciplinary Procedures: student is referred to the principal, principal meets with teacher and student, principal will take appropriate disciplinary action and notify teacher, principal may refer incident to the Director of Schools, record of offense and disciplinary action taken will be maintained by the principal

Disciplinary Procedures: principal confers with appropriate staff members and with the student parents are notified law enforcement officials are notified incident is reported and recommendations made to the director complete and accurate reports are submitted to the director, record of offense and disciplinary action taken will be maintained by the principal student is given hearing before a disciplinary hearing authority

Disciplinary Options (not an exclusive listing): verbal reprimand, special assignment, restricting activities, withdrawal of privileges, counseling, detention, corporal punishment, in-school detention

Disciplinary Options (not an exclusive listing): behavior modification, counseling, detention, corporal punishment, in-school detention, out of school suspension not to exceed ten (10) days, alternative school

Disciplinary Options (not an exclusive listing): Behavior modification, counseling, corporal punishment, in-school detention, out of school suspension not to exceed ten (10) days, alternative school, restitution for loss of property long term out-of-school suspension.

Disciplinary Options (not an exclusive listing): out-of-school suspension alternative school, other hearing authority or School Board action which results in appropriate placement suspension for a period of not less than one (1) calendar year

* Expulsion/Remand for a period of 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 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.
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; or
 - c. make restitution for lost or damaged school property.

Legal References:

1. TCA 49-6-4001 through 49-6-4105
2. TCA 49-6-3007 (1)

Discipline of students with disabilities will follow the requirements of the Individuals With Disabilities Education Act.

Corporal Punishment

Any principal, assistant principal or teacher 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;
3. Corporal punishment shall be reasonable. In no instance shall it be such severity as to cause bodily injury.
4. Corporal punishment shall be administered in the presence of another professional employee;
5. 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
6. In determining the use and degree of corporal punishment, consideration will be given to the age, sex, size, physical and emotional condition of the child.

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.

Legal References:

1. TCA 49-6-4103; *Ingraham v. Wright*, 430 U.S. 651 (1977)
1. TCA 49-6-4104
2. TCA 10-7-504(b)

Detention

Students may be detained before or after the school day as a means of disciplinary action.

The following guidelines shall be followed:

1. The student will be given at least one (1) day of notice before detention;
2. Parents will be informed before detention takes place;
3. Students in detention will be under the supervision of certified staff members;
4. Detention will not exceed ninety (90) minutes after the official closing of the school day but may be administered several days in succession; and
5. Teachers must have the approval of the principal before detaining a student.

Alternative School Programs

The Board shall operate an alternative school program for students in grades 6 - 12 who have been suspended or expelled from regular school programs. Attendance in alternative school programs shall be mandatory, and students attending an alternative school located other than at their home school shall provide their own transportation. Teachers in alternative schools shall be certified by the state and shall be selected on the basis of interest and ability to work in alternative situations. Student-teacher ratios shall be small enough to allow for adequate instruction but shall be determined by the age, behavior and academic achievement of students in the program.

The home school shall provide sufficient textbooks, equipment and supplies.

Alternative school programs shall be operated in accordance with the rules of the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's home school. All course work completed and credits earned in the alternative school shall be transferred to and recorded in the student's home school. Credit earned and progress made shall be granted as if the work were performed in the home school. No student may graduate based solely on attendance in alternative schools.

Except students who are eligible for special education, such change in a student's program shall be determined by the disciplinary hearing authority in accordance with the suspension policy of the Board and based upon recommendations from a team composed of the principal, the school guidance counselor and the student, with or without the parents being present.

The student shall be subject to all rules of the school and violations of such rules may result in the student's removal from the school for the duration of the original intended suspension or expulsion. Violation of school rules shall not constitute grounds for extension of time spent in the alternative school. The chief administrator of the alternative school shall make the final decision on such removal.

Students found to be eligible for special education in related circumstances shall be placed and served in accordance with the law and rules relating to special education.

Note: Any students attending alternative school must be provided with a copy of the Alternative School Rules.

Legal Reference:

1. TCA 49-6-3402; OP Tenn. Atty. Gen. 93-43 (May 12, 1993)

Suspension/Expulsion/Remand

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:

The principal or assistant 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 or truancy;
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 39-6-1701, on school property;
8. Assaulting a principal or teacher with vulgar, obscene or threatening language;
9. Unlawful uses 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. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
12. Any other conduct prejudicial to good order or discipline in any school.

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 class 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 In-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/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/guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
 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/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 of education 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.

Legal References:

1. TCA 49-6-3007(g)
2. TCA 49-2-203(a)(8); TCA 49-6-3401(a)
3. TCA 49-6-4216; TCA 39-17-1309; TCA 39-17-417
4. TCA 49-6-3401(b)(1)
5. TCA 49-6-3401(4)-(6); *Goss v Lopez*, 419 U.S. 565 (Ohio, 1975); Individuals with Disabilities Act Amendments of 1997§ 615

Admission of Suspended or Expelled Students

The Board may deny admission of any student (except those in state custody) who has been expelled or suspended from another school system in Tennessee or another state even though the student has established residency in the system in which he/she seeks enrollment.

After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding the suspension/expulsion from the former school system and make a recommendation to the Board to approve or deny the request. The Board shall not deny enrollment beyond the length of imposed suspension/expulsion.

Any school system that accepts enrollment of a student from another school system may dismiss the student if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.

Legal Reference: TCA 49-6-3401(f); 20 USCA 1232G(b)(4)(h)

Procedural Due Process

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.

For minor offenses where the classroom teacher takes corrective measures, no formal procedure is required. An inquiry into the incident to ensure that the offender is accurately identified, that he understands the nature of the offense, and that he/she knew the consequences of the offense for which he is accused.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she will take action and explain the referral process/request of disciplinary hearing authority to the parent.

Legal References:

1. *Ingraham v Wright*, 430 U.S. 651 (1977)
2. *Goss v Lopez*, 410 U.S. 565, (1975)
3. TCA 49-6-3401

Student Disciplinary Hearing Authority

A Disciplinary Hearing Authority (DHA) will conduct hearings for students who have been suspended/expelled/remanded for more than ten (10) school days. When necessary, the Board shall appoint members to the DHA which shall consist of three (3) 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;
3. Set the time, place and date for each hearing;
4. Notify appropriate persons of each meeting within forty-eight (48) hours of receiving notification of the suspension/expulsion; and
5. Sign and maintain a copy of minutes of meeting.

All three (3) members of the DHA shall conduct each hearing. 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 either the student or principal requests a review of the hearing, the Board shall either review the record or grant a second hearing. If the Board chooses to review the record it shall:

1. Affirm the decision of the hearing authority; or
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.

***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.**

Legal Reference:

1. TCA 49-6-3401(c)(4)

Zero Tolerance Offenses

In order to ensure a safe and secure learning environment, the following offenses will 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 USCA § 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

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

Assault

In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102 upon any teacher, principal, administrator, or any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Electronic Threats

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

Notification

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

Legal References:

1. TCA 39-17-1309
2. TCA 39-11-106(a)(5)(A)(B)
3. 18 USCA 921
4. 20 USCA 8921; TCA 49-6-4216(b); TCA 49-6-3401(g)
5. TCA 49-6-3401(g); TCA 49-6-4216(b)
6. TCA 49-6-4216(a)(2)(C)
7. TCA 49-6-4209; TCA 39-17-1312

Unsafe School Choice Policy

The Local Education Agency shall provide any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school. Every public school shall annually notify parents that if their child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district. If it has been determined that a student has been victimized, and within ten school days of the event, the Director of Schools shall offer the student and his/her parent(s) or guardian(s) safe school choice.

Interrogations and Searches

Interrogations by School Personnel

Principals or teachers may question students 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/dismissal.

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, but 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 policewomen 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, and 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, but 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.

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 student's lockers and desks, or students' or non-students' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

Anything found in the course of the search conducted in accordance with this policy, which is evidence of a violation of the law, or a violation of student conduct standards may be:

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.

Legal Reference:TCA 49-6-4202 through TCA 49-6-4212

Drug-Free Schools

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Board's plan for dealing with alcohol and drugs shall include the following:

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

Through the use of state guidelines the Director of Schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act;
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parents and students that compliance with this policy is mandatory.

Students will not consume, possess, distribute, sell or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

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

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

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

The principal and /or principal's designee shall transport the student to the hospital to collect a specimen from the student. The specimen shall be taken in a manner which will protect the privacy rights of the students and which will assure that the integrity of the specimen itself is not compromised. The type of specimen taken shall depend on the substance in question and the test performed on the specimen shall be appropriate for accurate detection of the substance in question.

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

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

Consequences

A student testing positive to a district drug testing will be subject to the following:

1. Zero Tolerance Determination
2. The student will be assigned Alternative School for a minimum of 2 weeks. After the assigned two weeks, parents may submit a private certified negative test for drugs and the student may return to Clarksburg School. The student will not be allowed back into Clarksburg School until the drug test results are negative.

3. A student with a second offense positive test will be assigned Alternative School placement for month. Parents must submit a negative certified drug test before the student returns to Clarksburg School.

4. In the event of a third positive drug test, the student will be assigned Alternative School for the remainder of the school year.

On return to school students and parents/guardians must meet with school administrator(s). All students with positive drug test results will be subject to periodic drug testing for one calendar year.

South Carroll County Special School District is concerned with the health, welfare, and safety of all students. The Board believes that the District in co-operation with families, community and law enforcement agencies, has a responsibility to:

1. Educate students in regards to alcohol and drug abuse; and
2. Ensure that students who possess, are under the influence of, or traffic in alcohol/drugs while under school supervision, receive appropriate consequences.

Information about drug and alcohol counseling and rehabilitation programs will be made available through the school office

Legal References:

- | | | | |
|----|-----------------------------|------------------------------|---------------|
| 1. | TRR/MS 0520-1-3.08(2)(d) | TCA 39-17-417; TCA 39-17-715 | TCA 49-6-4213 |
| 2. | 20 USCA 7116; 34 CFR 86.200 | TCA 49-6-4209; TCA 49-6-3401 | |

Medicines Policy

All medications must be brought to the school by the parent and if under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations:¹

Written instructions **signed by the parent** will be required and will include:

3. Childs' name;
4. Name of medication;
5. Name of physician;
6. Time to be self-administered;
7. Dosage and directions for self-administration (non-prescription medicines must have label directions);
8. Possible side effects, if known; and
9. Termination date for self-administration of the medication.

Legal References:

- 1 TCA 49-5-415

Cross Reference:

Student Health 6.401

Tobacco-Free Schools

All uses of tobacco and tobacco products, including smokeless tobacco, 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, will be prohibited in all vehicles, owned, leased or operated by the school district. District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participants in any class or activity in which they represent the school district.

The school principal/resource officer shall issue any student who possesses tobacco products a citation. 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.

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: (The law prohibits smoking in seating areas and in restrooms).

Legal References:

1. Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994
2. TCA 39-17-1601
3. TCA 39-17-1604 (6)(10); TCA 39-17-1605; TCA 39-17-1606, TCA 39-17-1505

Discrimination/Harassment of Students (Sexual, Racial, Ethnic, Religious)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

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

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor or building administrator. Allegations of discrimination/harassment shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances – 6.305).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student shall result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the high school principal. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

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.

Legal References:

1. Title VII; 29 CFR 1604.11

Title IX (20 USCA 1681-1686)

Student Concerns, Complaints and Grievances

Decisions made by school personnel, 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 on a printed form available at the school office within two (2) school days. The appeal will usually be decided confidentially and promptly, preferably within five (5) school days. However, if the principal does not make a decision within five (5) school days following the date of complaint, students or parents may appeal at that time by contacting the Director of Schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

Discrimination/Harassment Grievance Procedures

1. **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 the person accused.
 - *Location, date, time and circumstances surrounding the alleged incident.
 - *Description of what happened.
 - *Identity of witnesses, if there were any.
 - *Any other evidence available.
2. **Investigation:** Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the Director of Schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except:
 - A. as required by law or this policy.
 - B. as necessary to fully investigate the complainant.
 - C. 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 was 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 School Board informed of all complaints.

3. **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 orally or in writing, within five (5) workdays 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) workdays. The Board shall, within thirty (30) days from the date the appeal was received, review

the investigation and the actions of the Director of Schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

Es la póliza de South Carroll County Special School District de no discriminar en sus programas de educación o pólizas de empleo a base de: raza, color, sexo, origen nacional, grupo étnico, edad o discapacidad. Ésta póliza de no discriminar es estipulada por Titles VI y VII del Acto de Derechos Civiles de 1964, el Acto de Pago Igual de 1973 que les garantiza a los hombres y a las mujeres el mismo salario por el mismo trabajo, Title IX (las Enmiendas de Educación de 1972), Sección 504 del Acto de Rehabilitación de 1973 y el Acto de Estadounidenses con discapacidades. Si cualquier estudiante o empleado cree que ha sufrido discriminación o ha sido negado cualquier oportunidad por las razones que figuran en el párrafo anterior, debe notificarle a la administración de la escuela.

All complaints should be addressed to the complaint managers of the South Carroll County Special School District. Complaint managers are as follows:

Clarksburg School Principal
Clarksburg School
145 Clarksburg Road
P.O. Box 219
Clarksburg, Tennessee 38324-0219
(731) 986-3165

Federal Rights Coordinator
South Carroll County Special School District
145 Clarksburg Road
P.O. Box 219
Clarksburg, Tennessee 38324-0219
(731) 986-4502

Legal References:

1. Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et.seq.

Nondiscrimination Policy

The South Carroll County Special School District does not discriminate on the basis of age, sex, race, color, creed, homelessness, religion, national origin or disability in the operation of its educational programs and activities, including employment practices. If you have a complaint contact: Supervisor (731-986-4502).

Hazing

Hazing by students acting alone or with others is strictly prohibited. Any organization, which permits an initiation to go beyond the scope of activities planned and previously approved, will be suspended until reinstatement by the principal.

Legal Reference: 1. TCA 49-2-120; TCA 49-6-3401

Custody of Students

At the beginning of each school year, parents/guardians shall present a copy of court ordered custody papers to school officials setting forth any restrictions that have been imposed. During the school year, parents/guardians shall present a copy of court ordered custody papers to school officials each time a change in restriction occurs. The Board presumes, without a copy of court ordered custody papers, that the person who enrolls a student in school is the student's custodial parent/guardian. Unless a court order specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child. Parents or guardians shall have the right to receive information contained in school records concerning their minor child. The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to the entire student's educational records including but not limited to the student's cumulative file and the student's special education file, if applicable.

No principal or teacher shall permit a change in the physical custody of a child at school unless:

1. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child: and
2. The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school.

Student Records

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his/her school career.

The name used on the record of the student entering the school system must be the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent does not have, or cannot obtain a birth certificate, then the name used on the records of such student will be as shown on documents, which are acceptable to the system as proof of date of birth.

The name used on the records of a student entering the system from another school must be the same as that shown on the records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law. When a student transfers and his/her records are requested from a school outside of the district, the school shall keep the original records and send copies to the transfer school. Attendance records kept on each student become permanent property of the school system.

Student records shall be confidential. Only authorized school officials may have access to student information for legitimate educational purposes without the consent of the student or parent/guardian.

Legal References:

1. TRR/MS 0520-1-3-.03(12)(a)
2. TCA 10-7-504(4); USCA 20-1232g

Directory Information

“Directory Information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

Student directory information for students shall be made available upon request to local news media for recognition or persons or groups which make students aware of occupational and educational options, including official recruiting representatives of colleges and the military forces of the State and the United States. Parent/Guardian(s) have the right to request that their child’s name not be released to a military recruiter without prior written consent. Graduating GPA and rank is included in the biographical information released to the local press for student recognition as well as to scholarship organizations. Requests for non-release of information must be made in writing, and addressed to the school by August 15, 2013. Upon making this request your child will not be listed in any of the school material; yearbook, school calendar for sports, etc.

Note: The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student’s rights.

Legal References:

1. 34 CFR 99.7; TCA 10-7-504
2. 20 USCA 1232g(a)(5)(A)(B)
3. TCA 49-6-406
4. 20 USCA 1232g(2)(c)(d)
5. 20 U.S. C. 7908 (a) (2)

Student Records - Inspection & Correction Procedures

Inspection Procedure:

Parent(s) of students and eligible students may inspect and review the student's education records upon written request.

Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) that he/she wishes to inspect, and the records custodian will contact the same to discuss how access will best be arranged as promptly and practicable as possible. This inspection procedure must be completed within 45 days from the receipt of the request.

The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent does not have the authority under applicable state law governing guardianship, separation, and divorce. When a record contains information about students other than the parent's child or the eligible student, the parent(s) or eligible student may not inspect and review that information.

Fees for Copies

A reasonable fee for copies provided to parent(s) or the Director of Schools will determine eligible students. A maximum of three (3) copies of the transcript will be provided free of charge. If the fee represents an unusual hardship, the records custodian may waive it in part or entirely.

Correction Procedures

Parent(s) of students or eligible students may seek to change any part of the student's record they believe to be incorrect. The Director of Schools shall develop an acceptable procedure to establish an orderly process to review and correct an education record.

Legal References:

1. USCA 20-1232g
2. TRR/MS 0520-1-3-.09(5)(e)(3)
3. USCA 20-1232g; TCA 10-7-506
4. TRR/MS 0520-1-3-.09(5)(e)(6)

Student Records - Use of Records

Authorized school officials will have access to and permit access to student education records for legitimate educational purposes. A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s) or eligible student's prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure;
2. If the disclosure is an item of directory information;
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address and age of the child, the name and address of the person responsible for the care of the child, and the facts requiring the report;
4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the school system;
5. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the

studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;

6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code of 1954;
7. To accrediting organizations to carry out their accrediting functions;
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students or eligible students have a right to obtain copies of records transferred under this provision;
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid and to enforce financial aid agreements.
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness, of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.

Authorized school officials may release information from a student's education record if the student's parent(s) or the eligible student gives written consent for the disclosure. The written consent must include:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s) or eligible student;
5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The school system will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The system will maintain an accurate record of information it discloses and access it permits. The system will maintain this record as long as it maintains the student's education record.

The record will include at least:

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

Legal References:

1. USCA 20-1232g; TCA 10-7-503; TCA 10-7-504
2. TCA 37-1-403
3. TRR/MS 0520-1-3-.09(5)(e)(7)
4. 1979 Internal Revenue Code (1954 Amendment), Sections 151 and 170
5. TRR/MS 0520-1-3-.03(11)(e)

Annual Notifications

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

These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, contact the Supervisor of Instruction at (731) 986-3165.

According to the laws of the State of Tennessee, any teacher or school official must report any physical or verbal indication of child abuse to the Department of Human Services.

2. Title I of No Child Left Behind Act (NCLB) requires local educational agencies to notify parents of children in Title I schools at the beginning of each school year, their right to request information regarding the professional qualifications of the students' classroom teachers and any paraprofessionals providing support to the child. "This notice must be provided in an understandable and uniform format, and to the extent practicable, provided in a language that the parents can understand." No Child Left Behind Act of 2001, Pub. L. No. 107-110 1111 (h) (6) (C). The district must respond to such requests in a timely manner. Pursuant to 1111 (h) (6) (A) of NCLB, the information that the district is required to provide, at a minimum, to parents includes:

- (i) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or provisional status through which State qualifications or licensing criteria have waived.
- (iii) The baccalaureate degree major the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessional and, if so, his/her qualifications.

Special Notice to Parents When Teacher Does Not Meet Qualifications

Title I schools are responsible for providing "timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified." No Child Left Behind Act of 2001, Pub. L. No. 107-110 1111 (h) (6) (B). Pursuant to 1111 (h) (6) of NCLB, this notice must be provided in an understandable and uniform format, and to the extent practicable, provided in a language that the parents can understand.

For further information regarding a specific teacher's qualifications, school systems may refer parents to the Tennessee Department of Education, Teacher Licensing Web Site: http://www.state.tn.us/education/lic_home.htm

School Opening Alert

In 1982, the U.S. Supreme Court ruled in *Plyler v. Doe* [457 U.S. 202 (1982)] that undocumented children and young adults have the same rights as U.S. citizens and permanent residents to attend public primary and secondary schools. Like other children, undocumented students are required under state laws to attend school until they reach a legally mandated age. As a result of the *Plyler* ruling, public schools **may not**.

- Deny admission to a student during initial enrollment or at any other time on the basis of undocumented status;
- Treat a student differently to verify residency
- Engage in any practice that "chill" or hinder the right of access to school;
- Require students or parents to disclose or document their immigration status;
- Make inquiries of students or parents that may expose their undocumented status;
- Require social security numbers as a requirement for admission to school, as this may expose undocumented status.

Students without social security numbers should be assigned a number generated by the school. Adults without social security numbers who are applying for a free lunch and/or breakfast program for a student need only state on the application that they do not have a social security number.

Recent changes in the F-1 (Student) Visa Program **do not** change the *Plyler* rights of undocumented children. These changes apply only to students who apply for a student visa from outside the U. S. and are currently in the U. S. on an F-1 visa.

Also, the Family Educational Rights and Privacy Act (FERPA) prohibits schools from providing any outside agency—**including the Immigration and Naturalization Service (INS)**—with any information from a child's school file that would expose the student's undocumented status without first getting permission from the student's parents. The only exception is if an agency gets a court order—known as a subpoena—that parents can then challenge. Schools should note that even requesting such permission from parents could act to "chill" a student's *Plyler* rights. Finally, school personnel—especially building principals and those involved with student intake activities—should be aware that they are under no legal obligation to enforce U. S. immigration laws.

For more information, or to report incidents of school exclusion or delay, please call:

NCAS	Nationwide	1-866-603-8507	English / French / German / Spanish
META	Nationwide	1-617-628-2226	English / Spanish

Child Find

Clarksburg School continually seeks children who may need special education services. These services may include gifted, speech, developmentally delayed, physically challenged, learning disabled, intellectual disability, visual impairment, hearing impairment, emotionally disturbed, and other health impairments. This service is for individuals ages three (3) – twenty two (22), and the evaluations are free and confidential. For more information contact Teresa McDaniel at 986-4502.

Free and Appropriate Public Education (FAPE) §504

Educational Need

A substantial limitation on learning demonstrated by a serious academic deficit and/or serious behavior problems resulting from the student's disability and not from other causes.

FAPE (§504)

As student who is eligible under § 504 and has an educational need is entitled to FAPE. A Local Education Association (LEA) shall provide FAPE to each qualified handicapped person who is in its jurisdiction. The LEA shall provide regular or special education and related aids or services designed to meet the individual's educational needs. FAPE must be provided without cost, except for fees that are also paid by non-disabled students.

Legal Reference

P.L. 34 CFR § 104.33

Referral Process

Anyone, including the parent/guardian(s), or community professional may refer a student for screening and possible evaluation in writing or orally. Referrals should be made to the Supervisor of Instruction.

If you wish to challenge the actions of the LEA's Section 504 Committee in regard to your student's identification, evaluation, or educational placement, you should file an oral or written request for a due process hearing with the LEA's Section 504 Coordinator. 34 CFR § 104.7

Rights of Children with Disabilities

Contact information for the State Department of Education or child advocacy groups for information on student rights and services is as follows:

- * State Department of Education (1-888-212-3162)
- Tennessee Voices for Children (1-731-660-6365)
- Tennessee Protection Agency (1-800-287-9636)
- The ARC of Tennessee (1-800-835-7077)

Annual Notification of Rights

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are: (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (3) The right to consent to disclosures of personally

identifiable information contained in the student educational records, except to the extent the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. The parent has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with requirements of FERPA. The name and address of the office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Promotion and Retention

Students shall progress in sequential order from grade to grade. The professional staff shall place students at the grade level best suited for them academically, socially and emotionally. Retentions may be made when, in the judgment of the teacher, such retentions are in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and ability to perform 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 IEPs pursuant to 20 U.S. C. §1400 et.seq. Guidelines in Board Policy 4.603 Promotion and Retention will be followed.

After/Summer School

Grade PreK-8

Students at risk of retention have the opportunity for remediation through after/summer school programs as available. After/summer school programs are for students who need an extended period of time to master grade-level accomplishments. After/summer school programs may be available for students who are at risk of failing core academic subjects: language arts, reading, math, social studies, and science.

Grades 9-12

The Credit Recovery Program is for students who have failed a course. Students must have scored a minimum of 60 as a final grade in the course to be eligible for credit recovery. Students scoring below 60 must repeat the course. Priority for enrollment in this program is based on administrative and counselor recommendations. All Board policies addressing student conduct, including the District's Code of Acceptable Behavior and handbook, are enforced during summer school programs. Repeated infractions are grounds for dismissal from the summer school program.

Selection of Mr. and Ms. CHS

Eligible students are nominated by the senior class and selected by the high student body. Eligibility requirements are candidates must be seniors, have a 2.5 grade average, have no serious discipline infractions, have good attendance, have been a student at CHS for at least 1 full calendar year, and have participated in four recognized school organizations.

Graduation Requirements

Prior to the ninth (9th) grade all students will develop a four-year plan of focused and purposeful study. This plan will be developed by the student, parent(s) / guardian, and faculty advisor or school counselor when the student is in the eighth (8th) grade. The plan will be reviewed annually.

Graduation Requirements

Math	4
Algebra I, II, Geometry and a fourth higher level math course	
Science	3
Biology, Chemistry or Physics, and a third lab course	
English	4
Social Studies	3
Physical Education and Wellness	1.5
Personal Finance	0.5
Fine Arts	1
May be waived for students not going to a University to expand and enhance the elective focus	
Foreign Language	2
May be waived for students not going to a University to expand and enhance the elective focus	
Program of study in focused area	3
Electives	6
	<hr/>
Total credits	28

- II. Specialized Education Diploma - The specialized education diploma will be awarded to students who have satisfactorily completed an individualized education program, and who have satisfactory records of attendance and conduct.

Transfer Student Credit Calculation

1. Maximum number of credits allowable per year from the previous school.
2. Add remaining credits allowable per year at Clarksburg High School.
3. Subtract four (4). This will give the number of credits needed to graduate at Clarksburg High School. This takes into account transfer students from schools that are not on block scheduling.

Note: Transfer students should see the school counselor for an explanation of this formula and to determine the number of credits needed for graduation.

Dual Enrollment

Dual enrollment classes earning college credit are available to junior and seniors with a 3.0 GPA and 19 ACT in the content area. The college determines final eligibility and acceptance into the dual enrollment program. The class content is college content determined by the college. Some course content contains history/literature components that may explore various religions and their impact on history and/or society. Religious content is not a major part and certainly not the focus of any of the classes, however, students/parents should be aware; diverse religious and cultural views will be discussed as part of some of the courses. South Carroll County SSD does not control the content requirements of the college portion of the class. Lottery/Hope scholarship funding is available to assist with the costs of the courses; but parents/students are responsible for remaining tuition, fees, and textbook costs. All fees and costs associated with dual enrollment coursework should be paid directly to the college. Students must maintain a 3.0 GPA on their college transcript to continue to receive Hope Scholarship funds for subsequent dual enrollment classes.

Honors Classes

Honors classes meeting the State of TN requirements for honors designation are available to students meeting the academic requirements for advanced coursework. An additional three points is added to the course grade for meeting honors coursework standards. Currently, Biology 2, dual enrollment pre-calculus, advanced algebra/trig, statistics and dual enrollment English and US History are designated honors coursework. These courses are designed to increase rigor and student expectations. They will likely include extensive outside reading assignments, increased writing activities, long term research and project assignments, and advanced use of technology.

Graduation with Honors and Distinction

1. Students who score at or above all of the subject area readiness benchmarks on the ACT will graduate **with honors**.

2. Students will be recognized as graduating with "**distinction**" by attaining a B average and completing at least one of the following:

- (i) learn a nationally recognized industry certification
- (ii) participate in at least one of the Governor's Schools
- (iii) participate in one of the state's All State musical organizations
- (iv) be selected a National Merit Finalist or Semi-Finalist
- (v) attain a score of thirty-one (31) or higher composite score on the ACT
- (vi) attain a score of three or higher on at least two advanced placement exams
- (vii) successfully complete the International Baccalaureate Diploma Program
- (viii) earn twelve or more semester hours transcribed postsecondary credit

Rank priority is given to students with distinction.

TN Uniform Grading Scale

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

Report Cards

Grades 6 - 12: A report card will be issued to each student at the end of every nine (9) weeks. The report card must be returned, signed, to the homeroom teacher within three days. If the report card is not returned by the end of the third day, the student will be assigned one after-school detention. The office will be notified of any students who have not returned their report cards within the prescribed time. A duplicate report card will then be issued and provided to the parent/guardian.

Grades PreK - 5: A report card will be issued to each student at the end of every nine (9) weeks. The report card must be returned, signed, to the homeroom teacher within three days. Students will receive a progress report mid-nine weeks of each nine weeks reporting period.

Note: *Parents/ students should carefully review all posted grades each grade reporting period. Any grade discrepancies or reporting errors should be resolved with the teacher, counselor, or principal before the next grade report is published.

*Clarksburg School reserves the right to withhold the report card of any student who owes money to the school or has failed to return any educational materials.

Semester Examinations

All students in grades 6 - 12 will take semester examinations with the following exceptions:

Seniors will be exempt from exams in the final semester prior to graduation if they meet the following criteria:

- 1. If the student has an "A" average in a class and has been absent two (2) or less days in that semester they will be exempt from the semester exam in that class.
- 2. If the student has a "B" average in a class and has been absent one (1) or less days in that semester they will be exempt from the semester exam in that class.
- 3. If the student is passing a class and has perfect attendance in the class in that semester they will be exempt from the semester exam in that class.
- 4. If a student has three (3) or more absences in a class they must take the semester exam for that class.

Drop/Add Policy

Once a student has registered for a class at the beginning of a semester, the student is expected to continue in the class. If, for some reason, the student is unable to continue in a class, the student must consult with the school counselor to discuss the problem. To drop a class or make a schedule change the student must make the request to the school counselor within three (3) days after classes have begun during that semester. Students will not be allowed to drop classes or change schedules after school has been in session for three (3) days during that semester. The school retains the right to modify a student's schedule on a case-by-case basis.

School Rules

Lockers

Students are expected to keep lockers clean and organized. Hallways are to be free of locker contents (books, papers, backpacks and gym bags.)

Holidays

Parties will be allowed for PK - 3 for major holidays. *Valentine deliveries* should be made outside of school.

Food and Beverages

Student may bring lunch or breakfast from home in the morning. Outside deliveries of fast food for lunch are not allowed. All beverages brought in must be in the original **unopened** container.

Philosophies for School Departments

School Guidance and Counseling Program

The School Counseling Program is planned and implemented in accordance with the State of Tennessee Guidance and Counseling Program Framework and the American School Counselor Association Program Model. The mission of the SCCSSD Counseling Program is for all students to receive quality counseling services. Counseling services include preventive school guidance curriculum, individual student planning, responsive services, and school system support.

It is our goal to establish a cooperative spirit and working relationship with all parents and students. The school counselor keeps information confidential unless disclosure is required to prevent students or others from serious or foreseeable harm or when legal requirements demand that confidential information must be revealed. Counselor responsibilities to the school include the disclosure of information to appropriate officials in accordance with school policy of conditions that may be potentially disruptive or damaging to the school's mission, personnel, or property while honoring the confidentiality between the student and counselor. Counselors provide parents/legal guardians with accurate, comprehensive, and relevant information in an objective and caring manner, as is appropriate and consistent with ethical responsibilities to students.* For more information or to request counseling services contact the school counselor at 731-986-3165, or visit the school website for service and email contact information.

* Ethical Standards for School Counselors, American School Counselor Association

Special Needs

The basic goal of the Special Needs Program is to meet the needs of the students as indicated by students' needs assessment reports. This program will help the student to develop positive self-concept, career and educational awareness. Each student is unique and must be given assistance in the understanding of self. The students will participate in decision-making activities for goal setting and tentative career choice. The ultimate goal of this process is for the student to appreciate the worth and dignities of self-work, and then, in turn, make a positive contribution to society.

Agriculture

It is this department's feeling that every student needs a knowledge of agriculture. Agriculture is the state's number one industry as well as the nation's. Only two percent of the population farms while twenty-five percent of the population are employed in agricultural industries. Students encounter problems in their lives, whether sowing a yard, planting a garden or caring for animals. Students are given opportunities for and skill welding activities to gain hands-on experience. Students must also be influenced towards leadership, citizenship, and scholarship. In having an active FFA we can promote and encourage these qualities. Students have opportunities for awards, promotions and a choice to join in one of the largest youth organizations in the country. The student also promotes the school, community, and the field of agriculture.

Family and Consumer Science

The philosophy of the family and consumer science curriculum addresses the needs of the school community. The program addresses the societal concerns that have a great impact on the family. Some of the priorities are as follows:

- | | |
|---|-----------------------------|
| *teen pregnancy and parenting | *nutrition education |
| *family violence | *drug and alcohol awareness |
| *coping/managerial/communication skills | *positive parenting |
| *career awareness | *family health |
| *balancing work and family | |

If the student can make life better for themselves and function in society as a dual homemaker/wage earner, then the goals have been met.

Extended Learning Programs

Extended Learning Program is based on student needs and state guidelines submitted to the State Department in Nashville for funding. Our school receives funds for the Extended Learning Plan programs that our faculty provides before the school day, after the school day, and during the summer months for Clarksburg students:

- | | |
|---|--|
| *At-Risk Programs for students K-12 | *Pre K Summer Program for Students & Parents |
| *Tutoring Programs for students K-12 | *After School Detention K - 12 |
| *Technology Enrichment Programs K-12 | *Learning Lab 9 - 12 |
| *Testing Preparation and Readiness K - 12 | *Individual Student Planning 8-12 |

Library Rules & Policies

1. The library will be open for book checkout from 7:50 a.m. until 3:15 p.m. each school day except times when classes are in session.
2. The student checkout time period is for two weeks. Books may be renewed for no more than a total of three (3) consecutive checkout periods so that books will be available to all students.
3. Books will be checked out and returned at the circulation desk. The librarian or a trained assistant will handle book and fine transactions.
4. The checkout limit is (2) books per student.
5. Lost books must be paid for at current replacement price, plus a \$3.00 processing fee. All fees incurred must be paid before a report card will be issued.
6. The computer in the library is used for the Internet, CD-ROM educational programs, and the Accelerated Reader program. We ask that the printer be used sparingly due to the fact that accessories are expensive. Students are asked to take notes from the screen. Word processing is not a priority on the library computer; however, if allowed, it should be saved to disk and printed on a compatible computer. Necessary printing on the library printer will be \$.20 per page. Pictures and photos from CD-ROM programs should not be printed.
7. Students, other than assistants, may not enter the library workroom or office area.
8. The library is not an area to be used for game playing and socialization. Computers are to be used for research or teacher assigned purposes only. Students should be quiet and must study or read books or magazines.
9. Students that have lost library items will not be allowed to checkout books/items until they are returned or reimbursed.

Wellness Policy

The South Carroll County Special School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. Our school will not withhold food or beverages (including food served through school meals) as a punishment. For the complete wellness policy, visit the school's website.

Student Health Screening Notification

The State Department requires the following screenings. These health screenings will be conducted at your child's school before November 1st of this year at no charge to your child. The high school students will be screened in their Wellness class. Well child, Inc. and the school nurse will be conducting these screenings. Data does not include any identifying information. All information is private and confidential.

We will be screening to determine if your child has a health risk that:

- 1) needs medical attention, and / or
- 2) might affect his/ her classroom work.

The screenings that will be conducted are as follows:

- Vision – Grades PreK, K, 2, 4, 6, 8, 9, and any new students
- Hearing – Grades PreK, K, 2, 4, 6, 8, 9, and any new students
- Blood Pressure – Grades K, 2, 4, 6, 8, and 9
- Height and Weight – Grade K, 2, 4, 6, 8, and 9
- Scoliosis – Grade 6 only

TCA 49-6-5004
TCA 49-6-1404

You will be notified with a report with the results of your child's screenings after review by the school nurse. If there is a need for further evaluation by a physician a referral will be indicated. These screenings do not qualify as an examination and parents are encouraged to make sure your child has annual medical check ups as well as bi-annual dental check ups. Well Child, Inc. will be giving examinations to student who qualify.

If you have any questions regarding this free service, or if you wish your child excluded from any part of the Health screenings, please contact Ms. Patsy Smith, School Nurse at 986-3165.

Cafeteria

Lunch & Cafeteria Policy

At the start of the school year, parents and students will be encouraged to deposit money in their account so that adequate money is readily available to purchase school lunches and breakfasts. An amount of \$20 or more is recommended, so that students will be able to purchase at least five (5) lunches and five (5) breakfasts. This eliminates the need for the parent to send money with the student each day. This also helps increase the speed of the serving line so students have more time to eat lunch during their designated mealtime.

Clarksburg School recognizes that there are times when students forget lunch money. We may allow students to charge their lunch. This is a privilege that should not be abused. Students are expected to pay their charges in a timely manner, so these charges do not accumulate. To avoid excess cost to the school system the charge policy is to be followed: A student may charge a total \$20.00 (twenty dollars). The lunchroom manager will give a list of the charges to the homeroom teachers to be given to the students to advise them and the parents of the amount of charges. If a student has more than \$20.00 in charges, the parent will be informed of the amount from the principal. Each school principal is responsible for collection of lunch and breakfast charges. After thirty dollars of charges, the principal will contact the parents and inquire about the need for further charging. The principal will offer to help the parent/guardian fill out the free and reduced application. After forty dollars of charges the procedure will be repeated. The principal will then notify the Director of Schools of the excessive charged meals and give a written report of their efforts to collect the money. The Director of Schools will then decide the course of action in the best interest of the child and the school. No child will be denied to eat a meal due to the charge limit. Money can be paid in advance at your convenience.

A student may charge their lunch/breakfast until five (5) serving days before the close of the school year. All accounts must be settled before the end of the school year. Report Card/Diplomas will be held until all lunchroom charges are paid.

Clarksburg Rocket Café Prices

PreK-3 rd	Breakfast – 75 cents	Lunch - \$2.25
	Reduced – 30 cents	Reduced – 40 cents
4 th -12 th	Breakfast – 75 cents	Lunch - \$2.50
	Reduced – 30 cents	Reduced – 40 cents
Faculty/Staff	Breakfast – \$1.00	Lunch - \$3.00
Visitors	Breakfast - \$1.25	Lunch - \$3.75

A meal consists of a main entrée (meat), a choice of two vegetables, a choice of fruit and/or choice of milk. You must have three different items on your tray for meal price.

Prices for extra items beginning with the 5th grade:

Breakfast entrees 75 cents

Juice 50 cents

Extra milk – 40 cents

Meat - \$1.75 each serving

French fries, tater tots, onion rings, etc. – \$1.00

Vegetables – 75 cents each serving

Fruits – 75 cents each serving

Rolls – 25 cents each (only when available)

Tea – 50 cents

Outside Food Deliveries

Student may bring lunch or breakfast from home in the morning. Outside deliveries of fast food for lunch are not allowed. All beverages brought in must be in the original **unopened** container.

High School**Bell Schedule**

7:50-9:30	1st Block	90min
9:30-9:45	Break	10min
9:45-11:15	2nd Block	90min
11:15-11:45	Lunch	25min
11:45-1:15	3rd Block	85min
1:20-2:50	4th Block	85 min
Car Dismissal	2:55	

Students arriving before 7:30 should report to the gym.

Students arriving before 7:50 should eat breakfast or report to the gym

2014-2015 Class Sponsors

6 th Grade	Ms. Carden, Mr. McClerking
7 th Grade	Mr. Scott
8 th Grade	Ms. Stokes
9 th Grade	Ms. Partridge, Ms Woods, Ms. Foster
10 th Grade	Ms. Radcliff, Mr. Lowe
11 th Grade	Ms. Maloney, Ms. Birdwell
12 th Grade	Ms. Barger, Ms. Miller, Ms. Spears, Mr. Limbaugh, Ms. Davis

2014-2015 Clubs & Sponsors

Beta Club	Ms. Miller
Cheerleaders H.S./Jr. H	Ms. Espey and Ms. Woods
FBLA	Ms. Birdwell
FCCLA	Ms. Woods
FFA	Mr. Lowe
Interact (Hands of Hope)	Ms. Maloney, Ms. Woods
Spanish Club	
Newspaper	Ms. Radcliff
Yearbook	Ms. Birdwell
Student Council	Ms. Partridge
Jr. BETA Club	Ms. Yarbro

Contact persons if you need help or information concerning:

Athletics	Ms. Davis, Mr. Limbaugh
Buses	Ms. Wanda Williams - 986-3093
Career Planning/College	Ms. Barger
Checking Out of School	Ms. Johnson or Ms. Davis
Class/Individual Pictures	Ms. Birdwell
Illness at School	Ms. P. Smith
Library	Ms. Foster and Ms. Maddox
Lockers	Ms. Davis
Lost and Found	School Office
Lunch Program	Ms. Allen
Parking	Ms. Davis
School Attendance	Ms. Davis, Ms. Bartholomew, or Ms. Johnson
Special Education and Speech	Ms. McDaniel, Ms. Hlndman and Ms. C. Maloney
Title I	Ms. McDaniel
Career Technical Education	Ms. McDaniel, Ms .Davis, and Ms. Barger
Yearbook	Ms. Birdwell

SOUTH CARROLL COUNTY SPECIAL SCHOOL DISTRICT 2014 – 2015 CALENDAR

August 5, 2014	First Day of School (½ Day for Students)
September 1, 2014	Labor Day
September 22, 2014	Parent-Teacher Conference (3:00 p.m. – 6:00 p.m.)
September 22, 2014	Staff Development/Stockpile* (Required)
	No School for Students
October 13- 17, 2014	Fall Break (No School)
October 7, 2014	9 Week Report Cards
November 26 – 28, 2014	Thanksgiving Holidays
December 8 – 12, 2014	EOC Testing
December 19, 2014	End 1 st Semester (½ Day)
December 20, 2014 – January 2, 2015	Holiday Break
January 6, 2015	Students Begin 2 nd Semester
January 7, 2015	Semester Report Cards
January 19, 2015	Martin Luther King, Jr. Day
February 2-27, 2015	Writing Test Date
February 12, 2015	Parent-Teacher Conference (3:00 – 6:00)
February 16, 2015	Presidents' Day
March 17, 2015	9 Week Report Cards
March 3, 2015	ACT Test Date
March 30 – April 3, 2015	Spring Break
April 27 – May 1, 2015	TCAP Test Dates Window
May 4 – 8, 2015	EOC Testing
May 20, 2015	End 2 nd Semester (½ Day)

School Closing Information

When we have inclement weather and need to find out about school closings, the following radio and television stations will be notified first.

<u>Radio</u>		<u>TV</u>
100.9 FM - WVHR	105.5 FM – WAJQ	Channel 2 WKRN Nashville
99.3 FM - WWKF	103.1 FM – WMXX	Channel 3 WREG Memphis
95.9 FM - WRJB	94.3 AM – WILLI	Channel 4 WSMV Nashville
106.9 FM - WWYN	1410 AM – WCMT	Channel 5 WTVF Nashville
96 FM - KIX	1220 AM – WFWL	Channel 5 WMC Memphis
104 FM - WTNV	710 AM – WNWS	Channel 7 WBBJ Jackson
92.3 FM - WTJW	105.3 FM – WTTJ	
93.7 FM - WTKB	93.1 FM WWGM	
97.7 FM WTNE	101.3 FM WCMT	
95.1 FM WCDZ		

You may visit www.carrollschools.com and click on Weather Related Closings for postings. When Carroll County is closed, all public schools located in Carroll County are closed. Thank you for not calling school officials.

Radio and TV Stations will not announce that schools are open; therefore if you do not hear anything about Carroll County, you may assume that schools are open.

System Directory

South Carroll County Special School District

Dr. Tony Tucker Director of Schools
Ms. Teresa McDaniel Supervisor of Instruction
Ms. Stephanie Smith District Bookkeeper/Secretary
Ms. Myra Longmire District Bookkeeper/Secretary

School Board Members

Mr. Phillip Moore, Chairman
Mr. Kevin Hart, Vice-Chairman
Mr. Corey Bartholomew, Secretary
Ms. Christy Blount, Treasurer
Mr. Ricky Walker, Vice-Treasurer
Mr. Tom Miller (incoming)

Clarksburg School Administration and Secretary

Ms. Teresa Davis Principal
Ms. Angie Bartholomew Assistant Principal
Ms. Terri Johnson School Secretary

Faculty

Ms. Deborah Barger	Mr. Porsche McClerking
Ms. Kellie Birdwell	Ms. Jenny Miller
Ms. Holly Carden	Ms. Susan Partridge
Ms. Emma Espey	Ms. Stephanie Pearson
Ms. Kerri Foster	Ms. Patience Radcliff
Ms. Tena Halter	Mr. Brian Scott
Ms. Angela Hern	Ms. Cathy Spears
Ms. Felicia Hindman	Ms. Jeannine Stokes
Ms. Ms. Janice Lewis	Ms. Kayla Tharp
Mr. Michael Limbaugh	Ms. Vickie Todd
Mr. Kim Lowe	Ms. Tera Webb
Ms. Gena Maddox	Ms. Mary Woods
Ms. Christie Maloney	Mr. Roy Grant
Ms. Barbara McClure	

Staff

Ms. Kim Cobb
Ms. Linda Denning
Ms. Alicia Halter
Ms. Mary Elizabeth Hastings
Ms. Robin Simpson
Ms. Carol Limbaugh
Ms. Joan Parish
Ms. Rhonda Reed
Ms. Patsy Smith, LPN
Ms. Sarah Orr
Mr. Doug Jones
Ms. Kim Jones
Ms. Shelly Noble
Ms. Julie Smith
Ms. Carol Meggs

Lunchroom Staff

Ms. Tracy Allen, Food Service Manager
Ms. Dianna Kirby
Ms. Natelle Waugh
Ms. Pam Reeves
Ms. Carolyn Beacham
Ms. Mona Ballard

Bus Drivers

Ms. Amanda Phillips	#37
Ms. Karen Murphy	#62
Ms. Mary Elizabeth Hastings	#44
Ms. Amy Gooch Jones	#61
Ms. Janean Meggs	#14

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**These are Copies of Documents Requiring Parent Signatures
Retain these for your reference. DO NOT TEAR THESE OUT.
Signature Pages will be sent home.**

Student Access Release and Authorization

As a user of the South Carroll County Special School District computer network, I hereby agree to comply with the Acceptable Use Policy (AUP) Agreement. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken up to and including suspension/expulsion.

As the parent or legal guardian of the student, I grant permission for him/her to access the computer network and use services such as the Internet. I understand that he/she is expected to use good judgment and follow rules and guidelines in making the selections on the telecommunication network (e.g. the Internet). South Carroll County Special School District cannot be responsible for ideas and concepts that he/she may gain by his/her use of the Internet. **Students are not allowed to access chat rooms or e-mail unless the e-mail is a part of class instruction and being monitored by a teacher.**

**Bus Rules for Middle and High School Students
2014-2015 School Year**

Students have the privilege of bus transportation in Carroll County. In order to maintain that privilege, students are expected to abide by the rules of conduct. These rules apply while students are on the bus or on school property while waiting to board or transfer buses or while students are exiting the bus. More than one infraction may occur during one bus route. A student who is suspended from one bus is suspended from all county buses for transportation to and from school. The rules listed here are an outline of minimum consequences. Offenses will be documented and, if possible, parents will be notified. Students may not continue bus transportation upon the fourth violation of any sort.

A. ANY OFFENSE SUCH AS CARRYING A WEAPON OR OTHER OFFENSE DEEMED A SERIOUS ENDANGERMENT OR SERIOUS SEXUAL MISCONDUCT (SERIOUS AS DETERMINED BY THE PRINCIPAL) WILL RESULT IN SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE YEAR. ZERO TOLERANCE POLICIES WILL BE IN EFFECT.

B. POSSESSION OF TOBACCO PRODUCTS, SMOKING, POSSESSION OF MATCHES OR LIGHTERS, SEXUAL MISCONDUCT OR OTHER OFFENSE DEEMED AN ENDANGERMENT (BY THE PRINCIPAL), DESTRUCTION OF PROPERTY, THROWING OBJECTS, OR FIGHTING (AS DETERMINED BY THE PRINCIPAL).

1ST OFFENSE	PAYMENT OF PROPERTY DAMAGES AND 5 (FIVE) DAYS SUSPENSION FROM BUS TRANSPORTATION
2ND OFFENSE	PAYMENT OF PROPERTY DAMAGES AND 10 (TEN) DAYS SUSPENSION FROM BUS TRANSPORTATION
3RD OFFENSE	PAYMENT OF PROPERTY DAMAGES AND SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE SCHOOL YEAR

C. HORSEPLAY, NOT BEING SEATED, PROFANITY, OR POSSESSION OF FOOD OR DRINK

1ST OFFENSE	WARNING FROM THE DRIVER OR PRINCIPAL.
2ND OFFENSE	3 (THREE) DAYS SUSPENSION FROM BUS TRANSPORTATION
3RD OFFENSE	10 (TEN) DAYS SUSPENSION FROM BUS TRANSPORTATION
4TH OFFENSE	SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE SCHOOL YEAR.

D. LARGE ITEMS (18 INCHES) BALLOONS, AND GLASS CONTAINERS ARE PROHIBITED ON BUSES. BAND INSTRUMENTS MAY BE GIVEN TO THE DRIVER TO PLACE.

After a ten-day suspension or third offense, the student and his/her parents must meet with the bus driver, bus department representative, and the principal before the student begins to ride the bus to school again.

Bus Rules for Primary Students 2014-2015 School Year

Students have the privilege of bus transportation in Carroll County. In order to maintain that privilege, students are expected to abide by the rules of conduct. These rules apply while students are on the bus or on school property while waiting to board or transfer buses or while students are exiting the bus. More than one infraction may occur during one bus route. A student who is suspended from one bus is suspended from all county buses for transportation to and from school. The rules listed here are an outline of minimum consequences. Offenses will be documented and, if possible, parents will be notified. Students may not continue bus transportation upon the fifth violation of any sort.

- A. ANY OFFENSE SUCH AS CARRYING A WEAPON OR OTHER OFFENSE DEEMED A SERIOUS ENDANGERMENT (BY THE PRINCIPAL) WILL RESULT IN SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE YEAR. ZERO TOLERANCE POLICIES WILL BE IN EFFECT.
- B. POSSESSION OF TOBACCO PRODUCTS, SMOKING, POSSESSION OF MATCHES OR LIGHTERS, OR OTHER OFFENSE DEEMED AN ENDANGERMENT (BY THE PRINCIPAL)
 DESTRUCTION OF PROPERTY, THROWING OBJECTS, OR FIGHTING (AS DETERMINED BY THE PRINCIPAL).
 - 1ST OFFENSE PAYMENT OF PROPERTY DAMAGES AND 3 (THREE) DAYS SUSPENSION FROM BUS TRANSPORTATION.
 - 2ND OFFENSE PAYMENT OF PROPERTY DAMAGES AND 5 (FIVE) DAYS SUSPENSION FROM BUS TRANSPORTATION
 - 3RD OFFENSE PAYMENT OF PROPERTY DAMAGES AND 10 (TEN) DAYS SUSPENSION FROM BUS TRANSPORTATION
 - 4TH OFFENSE PAYMENT OF PROPERTY DAMAGES AND SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE SCHOOL YEAR.
- C. HORSEPLAY, NOT BEING SEATED, PROFANITY, EATING OR DRINKING.
 - 1ST OFFENSE WARNING FROM THE DRIVER OR PRINCIPAL.
 - 2ND OFFENSE 1 (ONE) DAY SUSPENSION FROM BUS TRANSPORTATION
 - 3RD OFFENSE 3 (THREE) DAYS SUSPENSION FROM BUS TRANSPORTATION
 - 4TH OFFENSE 5 (FIVE) DAYS SUSPENSION FROM BUS TRANSPORTATION
 - 5TH OFFENSE 10 (TEN) DAYS SUSPENSION FROM BUS TRANSPORTATION
 - 6TH OFFENSE SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE SCHOOL YEAR.
- D. LARGE ITEMS (18 INCHES), BALLOONS, AND GLASS CONTAINERS ARE PROHIBITED ON BUSES.

After a ten-day suspension or fourth offense, the student and his/her parents must meet with the bus driver, bus department representative, and the principal before the student begins to ride the bus to school again.

I HAVE READ THE SCHOOL BUS RULES AND WILL DIRECT MY CHILD(REN) TO FOLLOW THEM.

This is a COPY for your reference.

(LIST THE NAMES OF CHILDREN RIDING THE BUS.)

BUS #

DO NOT TEAR OUT

(PARENT'S SIGNATURE)

Copy for your Reference

Bus Change in Destination

State statute requires that students who are getting off the bus at an unaccustomed stop should have a parent/guardian fill out the Change in Destination Slip and give to a school official.

_____ **My child will be getting off the bus at**
Student Name

_____ **(911 address of the student's destination)**

_____ *** PARENT SIGNATURE**

_____ **date**

***Should a parent call a school official with a change of destination, the school official (or his/her designee) may sign the Change of Destination Slip and deliver to the bus driver. The school official may want to also note the time as well as the date when the parent called.**