



# Clinton City SCHOOLS

TRADITION OF EXCELLENCE

**Clinton City Schools 212 North Hicks Street  
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**Webpage [www.clintonschools.org](http://www.clintonschools.org)**

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# Message from the Director of Schools

*Dear Parents and Community Members,*

*We are pleased to present to you the 2018-2019 School Handbook. This document contains information about Clinton City Schools and the various laws and policies affecting public education. We hope that you will take time to carefully review this information and discuss it with your children so that they may have a successful school experience. Please check the school system's website, [www.clintonschools.org](http://www.clintonschools.org), for complete information on policies (as some are abbreviated) and updates during the school year. Also, please check out each school's handbook as it will offer more details on procedures at the school level. In partnership with the community, we pledge to provide the best possible climate for learning and to educate our students to become responsible and productive citizens.*

*Please feel free to call on me or any of the school staff at any time. The best education for students occurs when parents, community, and schools work together. Thank you for your continued strong support of the Clinton City Schools.*

*Kelly D. Johnson, Director of Clinton City Schools*

## **Beliefs**

- Change is a central characteristic of the future and demands major attention in education.
- Education is a partnership committed to excellence involving home, school, and community.
- A highly qualified, dedicated staff with the freedom and encouragement to pursue innovative ideas and strategies is necessary to enhance the learning process.
- Each student has a right to develop to his/her fullest potential.
- Education is enhanced when students are intrinsically motivated and actively engaged in learning.
- Education is a life-long endeavor.
- A positive and safe learning environment is essential for teaching and learning.
- Appropriate instruction and use of current technology should be provided to all students.
- Effective use of all available resources enhances a student's education

**Mission** Recognizing that the future is dependent upon today's students, the mission of the Clinton City Schools is to educate our students to achieve their potential by providing a safe and challenging academic environment where standards are high and learning is a priority.

**Vision** To provide a foundation for educational excellence.

## ***Attendance***

### **Attendance (School Board Policy 6.200)**

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include: 1. Personal illness; 2. Illness of immediate family member; 3. Death in the family; 4. Extreme weather conditions; 5. Religious observances; 6. College visits; 7. Pregnancy; 8. School sponsored or school endorsed activities; 9. Summons, subpoena, or court order; or 10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

**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 class, study hall or activity during the school day for which the student is scheduled. Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. In addition, the

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

### **Attendance of Non-Resident Students (School Board Policy 6.204)**

Students residing outside the boundaries of the school system may attend schools within the school system under the following conditions: 1. They must be approved by the director of schools. 2. They must pay a tuition fee established annually by the board. Annual tuition may not exceed per student, per annum, an amount equal to the amount of local funds actually used for school purposes by the school system per student during the preceding school year minus any funds received from the student's resident system. Tuition for out-of-state non-resident students shall be charged at the same rate as the average cost per student (state and local funds) in the system attended. 3. Non-resident students must make application at least two weeks prior to the first day of school. 4. Requests from students from adjoining states to attend school shall be considered on a case-by-case basis. 5. Students who become residents of the school system shall be refunded any unused portion of the tuition on a pro-rata basis. 6. When payment is not made on all or any part of the required tuition for a previous year, the student(s) shall be excluded from future attendance until all prior and current tuition is paid. 7. If a teacher of this school system has a residence outside the school system, his/her children may be allowed to attend if the appropriate tuition requirements are met, provided that there is available room and teaching capacity and other determinations made by the board according to applicable law.

### **Child Custody/Parental Access (School Board Policy 6.209)**

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court 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. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall submit a certified copy of the court order which curtails these specific rights. Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall receive a copy of the child's report card, notice of school attendance, names of teachers, class schedules, standardized test scores and any other records customarily available to parents. No school official 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.

### **Compulsory Attendance Ages (School Board Policy 6.201)**

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 their 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 2013-2014 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 this 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. The compulsory attendance law shall not apply to the following: 1. A student who is six (6) years or younger and whose parent or guardian has filed notice of intent to conduct home school with the director of schools.

### **Home Schools (School Board Policy 6.202)**

A "home school" is a school conducted or directed by a parent or parents or legal guardian or guardians for their own children. Home schools which teach K-12 where the parents are associated with an organization that conducts church-related schools (as defined by §49-50-801) are exempt from the following provisions, but must follow procedures issued by the State Department of Education. A parent wishing to conduct a home school shall meet the following requirements: 1. Provide annual notice to the director of schools before the commencement of each school year of the intent to conduct a home school; 2. Submit to the director of schools the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, qualifications of the parent/teacher; 3. Maintain attendance records, subject to inspection of the local director of schools; 4. Submit attendance records to the director of schools at the end of each school year; 5. Provide instruction for at least four (4) hours per day for the same number of instructional days as are required by state law for public schools; 6. Possess a high school diploma or GED; 7. Cooperate in the administration to home school students of appropriate tests by the Commissioner of Education, his/her designee or by a professional testing service in grade five (5); 8. Take actions according to state law if home school student falls behind appropriate grade level; 9. Submit proof to the director of schools that the home school student has been vaccinated as required by law; 10. Submit proof to the director of schools that other health services and examinations as required by law have been received by the home school student; and 11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent/teacher.

If one or more of these requirements are not met, the Board authorizes the director of schools to take formal action to bring the child into compliance with the compulsory attendance law, either in the home school or in a public, private or church-related school. It shall be the policy of this Board that public school facilities shall be available for home school instruction only when all of the following conditions exist: 1. Special needs courses are being taught which require services unavailable to the home school student; 2. These services cannot be provided through any means other than the public schools; 3. Requests for services are made known by the home school parent when notice is given to the director of schools of the intent to conduct a home school; 4. The director of schools investigates request and make recommendations to the Board; 5. No overcrowding, additional expenses, including providing transportation, or other special situations which interfere with the normal operation of the school system shall be incurred; and 6. Approval by the Board on a case-by-case basis.

The director of schools, through the attendance supervisor, shall have the attendance records of the home school inspected at least two (2) times each school year in order to provide assistance in implementing the Compulsory Attendance Law.

If a home school student falls more than one (1) year behind his appropriate grade level in his/her comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have taught the child at his/her grade level determines through appropriate means that the student is not learning disabled, the director of schools shall require the parents to enroll the child in a public, private or church-related school.

### **Release During School Hours (School Board Policy 6.208)**

The following procedure will be observed with regard to dismissal of students: 1. No student shall leave school prior to regular dismissal hours, except with the approval of the principal and parent. Students shall be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s). 2. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request or personally call for dismissal.

### **School Admissions (School Board Policy 6.203)**

Any student entering school for the first time must present: 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration; 2. Evidence of a current medical examination. There shall be a complete medical examination of every student entering school for the first time; and 3. Evidence of state-required immunization. The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed

by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth. A child whose care, custody and support have been assigned to a resident of the district by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the district office. A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school system. If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051(b), the parents/guardians and a school administrator of any school having previously received similar notice from the juvenile court or another source, shall provide to the school principal/designee, the abstract provided under TCA 37-1-153 or TCA 37-1-154 or other similar written information when any such student: (1) Initially enrolls in an LEA; (2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or (3) Changes schools within this state. This information shall be shared only with school employees who have responsibility for classroom instruction of the student and the school counselor, social worker or psychologist who is developing a plan for the child while in the school, and the school resource officer. Such information is otherwise confidential and shall not be released to others, and the written notification shall not become a part of the student's record.

### **Student Assignment (School Board Policy 6.205)**

TO SCHOOLS Students, including those in kindergarten, shall attend the school to which they are assigned. Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the assignment, make application to the Board for a hearing requesting a transfer to another school. TO CLASSES- The principal shall be responsible for assigning all students to classes. Students who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parents shall be kept advised.

### **Transfer Within System (School Board Policy 6.206)**

During the month of June each year, a parent/guardian may request that his/her child attend a school within the system other than the one to which the child is zoned.\*\* The director of schools or his/her designee shall review such requests and, if adequate space is available, grant such transfers unless a transfer would be adverse to the best interests of the child or the school system. If granted, the student must provide his/her own transportation to and from the school. Except within the first ten (10) days of a school year where a parent/guardian may appeal the assignment of a student to the Board, after a student has enrolled in one (1) school within the system, he/she shall not be permitted to transfer to another unless there is a change in residence of the student's parents or guardian outside the area in which the student enrolled. Any exception to this policy must be brought before the director of schools for evaluation and decision. Transfers may be revoked at any time during the year for failure to adhere to attendance or behavior expectations. Students whose families transfer their residence to another school area after the first month of school may complete the school year at their former school with the approval of the director of schools. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school area. The director of schools or his/her designee may grant other exceptions to this policy for good and sufficient reasons. Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered and graded by the principal or his/her designated representative.

### **Withdrawals (School Board Policy 6.207)**

The director of schools shall develop procedures and forms to ensure adequate notification and subsequent documentation of the withdrawal of students from school.

## ***Behavior***

### **Admission of Suspended or Expelled Students (School Board Policy 6.318)**

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 the imposed suspension/expulsion. If the action of the Board is to deny admission, the director of schools shall, on behalf of the Board of Education, notify the Commissioner of Education of the decision. A student may be dismissed if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.

### **Alternative School Placement (School Board Policy 6.319)**

The Board shall operate an alternative school program for students who have been suspended or expelled from school programs for more than ten (10) days.<sup>1</sup> Attendance in alternative school programs shall be mandatory, and students attending the alternative school shall provide their own transportation. Alternative school programs shall be operated in accordance with state laws and the rules of the State Board of Education, <sup>2</sup> and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's home school. The director of schools is authorized to develop appropriate procedures to implement this policy and to ensure compliance with relevant state laws and regulations.

### **Care of School Property (School Board Policy 6.311)**

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities. All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the director of schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian.<sup>1</sup> In addition, the district may withhold the grades of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages.<sup>2</sup> If a student and/or his/her parent dispute damages or the amount of damages, the director of schools shall meet with them to discuss the matter. Within five (5) days of the meeting, the director of schools shall notify the student and his/her parent of the final decision. When the minor and parent are unable to pay for the damages, the director of schools may meet with the parent in an attempt to reach an agreement. Upon payment or completion of an agreement between the director and a parent, the student's grades shall be released. Such sanctions shall not be imposed if the student is not at fault.

### **Code of Behavior and Discipline (School Board Policy 6.3)**

The Board delegates to the director of schools the responsibility of developing specific codes of behavior and discipline. The development of each code shall involve principals and faculty members and shall be consistent with the relevant policies as adopted by the Board.

### **Corporal Punishment (School Board Policy 6.314)**

Corporal punishment shall not be used as a disciplinary measure in any school. The director of schools shall be responsible for developing and implementing in-service training programs for teachers and staff in other alternative, positive measures of discipline.

### **Detention (School Board Policy 6.315)**

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 shall be given at least one (1) day of notice before detention; 2. Parents shall be informed before detention takes place; 3. Students in detention shall be under the supervision of school personnel; 4.

Detention shall not exceed one (1) hour 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.

### **Discipline Procedures (School Board Policy 6.313)**

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. Examples (not an exclusive listing):  Classroom disturbances  Classroom tardiness  Cheating and lying  Abusive language  Non-defiant failure to do assignments or carry out directions  Wearing while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment  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 Options:**  Verbal reprimand  Special Assignment  Restricting activities  Assigning work details  Counseling  Withdrawal of privileges  Issuance of demerits which might affect citizenship or department grades  Strict supervised study  Detention  In-school suspension

**MISBEHAVIORS: Level II** Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel. Examples (not an exclusive listing):  Continuation of unmodified Level I behaviors  School or class tardiness  School or class truancy  Using forged notes or excuses  Disruptive classroom behavior

**Disciplinary Procedures:**  Student is referred to principal for appropriate disciplinary action.  Principal meets with student and teacher.  Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.  Principal takes appropriate disciplinary action and notifies teacher of action.  Record of offense and disciplinary action maintained by principal.

**Disciplinary Options:**  Teacher/schedule change  Modified probation  Behavior modification  Social probation  Peer counseling  Referral to outside agency  In-school suspension  Transfer  Detention  Suspension from school-sponsored activities or from riding school bus  Restricting school related honors student is otherwise due  Out-of-school suspension (not to exceed ten (10) days).

**MISBEHAVIORS: Level III** Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. Examples (not an exclusive listing): Continuation of unmodified Level I and II behaviors  Fighting (simple)  Vandalism (minor)  Use, possession, sale, and/or distribution of tobacco, drugs, and/or alcohol  Stealing  Threats to others  Harassment (Sexual, Racial, Ethnic, Religious)

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

**Disciplinary Options:**  In-school suspension  Detention  Restitution from loss, damage or stolen property  Out-of-school suspension not to exceed ten (10) days  Social adjustment classes  Transfer  Expulsion

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

**Examples (not an exclusive listing):**  Unmodified Level I, II and III behaviors  Death threat (hit list)  Extortion  Bomb threat  Possession/use/transfer of dangerous weapons  Assault/Battery  Vandalism  Theft/possession/sale of stolen property Arson/Possession of unauthorized substances  Use/transfer of unauthorized substances  Harassment (Sexual, Racial, Ethnic, Religious)

**Disciplinary Procedures:**  Principal confers with appropriate staff members and with the student.  Principal hears accusations and permits offender opportunity to explain conduct.  Parents are notified.  Law enforcement officials are contacted.  Incident is reported and recommendations made to the director of schools.  Complete and accurate reports are submitted to the director of schools.  Student is given hearing before disciplinary hearing authority.

**Disciplinary Options**  Expulsion  Alternative schools  Other hearing authority or Board action which results in appropriate placement \* 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:**  A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.  A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.  A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.  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.  A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to: to pay any activity fee; to pay a library or other school fine; or to make restitution for lost or damaged school property.

### **Disruption and Interference of School Activities (School Board Policy 6.306)**

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 under school sponsorship or 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, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference, or obstruction of any school purposes while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall he/she urge other students to engage in such conduct. 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.

### **Dress Code (School Board Policy 6.310)**

Students shall dress in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. More specific guidelines shall be developed by the director of schools.<sup>1</sup> Principals and appropriate faculty shall be involved in the development of each set of guidelines. When a student is dressed in a manner which is likely to cause disruption or interference with the operation of the school, or in a manner that violates the developed guidelines, the principal shall take appropriate action, which may include suspension.

### **Drug Free Schools (School Board Policy 6.307)**

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Board will develop a plan for dealing with alcohol and drugs.<sup>1</sup> 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;<sup>2</sup> 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 shall not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school sponsored activity, function or event whether on or off school grounds.<sup>3</sup> This includes but is not limited to abuse of inhalants and prescription drugs. Disciplinary sanctions shall be imposed on students who violate standards of conduct required by this policy. Such sanctions shall be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution.<sup>4</sup> Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

### **Harassment, Bullying, Cyberbullying, Discrimination (School Board 6.304)**

The Clinton City Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited. This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

**DEFINITIONS** Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of: Physically harming a student or damaging a student's property; • Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property; • Causing emotional distress to a student or students; or • Creating a hostile educational environment. Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles. Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

**COMPLAINTS AND INVESTIGATIONS** Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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

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

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

**RESPONSE AND PREVENTION** School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the OCR Complaint Manager. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

**REPORTS** When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education. By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1. The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

**RETALIATION AND FALSE ACCUSATIONS** Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

### **Interrogations and Searches (School Board Policy 6.303)**

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely, or evasively or refusing to answer a question may be subject to disciplinary action, including suspension. If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s)/guardian(s).

**INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)** If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), and the principal or his/her designee shall be present during the interrogation. **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. The principal shall make reasonable effort to notify the parent(s)/guardian(s) of the interrogation unless circumstances require

otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal or his/her designee shall be present during the interrogation.

**SEARCHES BY SCHOOL PERSONNEL** In order to ensure a safe and secure learning environment, the director of schools shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law and regulations. The director shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.

### **Procedural Due Process (SB Policy 6.302)**

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. 1 The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto. 2 For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry into the incident is 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 shall refer the case to the disciplinary hearing authority.

### **Pupil Speech and Behavior**

A student shall not use vulgar language or behave in a manner considered by society to be vulgar, abusive, profane, or obscene. Any student exhibiting such language or behavior shall be referred to the principal's office at the teacher/staff member's discretion. Examples of this type of language or behavior include, but are not limited to, profanity, a defiant challenge to a staff member concerning class or school rules, or intimidating others to become disorderly.

### **Rights and Responsibilities of Students (School Board Policy 6.301)**

The Board expects all employees, 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. Be educated in a safe and secure environment; 4. Have an appropriate resources and opportunities for learning; 5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities<sup>1</sup>; and 6. Be fully informed of school rules and regulations. Each student has the responsibility to: 1. Know and adhere to reasonable rules and regulations established by the Board and school officials 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 would lead 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 the use of alcohol, illegal drugs and other unauthorized substances or materials; and 11. Possess on school grounds only those materials which are acceptable under the law.

### **Student Concerns and Complaints (School Board Policy 6.305)**

Decisions made by school personnel — such as aides, teachers, or assistant principals — which students' parents or guardians 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' parents or guardians will contact the principal and provide their name, the issue and the reason for their appeal. The appeal will usually be decided confidentially and promptly. However, if the principal does not make a decision within five (5) school days following the date of complaint, students' parents or guardians 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 five (5) school days and communicated in written form to the school principal and students' parents or guardians.

## **Student Disciplinary Hearing Committee (School Board Policy 6.317)**

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. 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 one (1) of whom shall be a licensed employee of the board, and such appointments are for 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. Set the time, place and date for each hearing; 2. Maintain order and structure during each hearing; and 3. Prepare, sign, and disseminate the minutes of each meeting. Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension. **The DHA may take the following disciplinary actions:** 1. Affirm the decision of the school principal; 2. Order removal of the suspension unconditionally; 3. Order removal of the suspension upon such terms and conditions as it deems reasonable; 4. Assign the student to alternative program; or 5. Suspend the student for a specified period of time. Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher or assistant principal may request a review by the Board, and the Board shall review the record. Following the review, the Board may grant or deny the request for a hearing or affirm or overturn the 24 decision of the DHA with or without a hearing. The Board shall not impose a more severe penalty than that imposed by the DHA without first providing an opportunity for a hearing before the Board. The notice of the hearing shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to the public. Note: Zero-tolerance offenses set forth in statute require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the director of schools.

## **Student Publications (School Board Policy 6.704)**

**STUDENT RIGHTS** A student shall be allowed to responsibly express and disseminate his/her views in writing.

**STANDARDS** School-sponsored publications shall adhere to commonly accepted community standards, and no printed material may be distributed which: 1. Is obscene 2. Is libelous 3. May create a material and substantial disruption of the normal school activity or appropriate discipline in the school.

**CONTROL AND SUPERVISION** Student publications shall be under the control of the principal.

**DISTRIBUTION** School authorities shall regulate the time, manner, place and duration for the distribution of publications on school grounds.

## **Student Suspension/Expulsion/Remand (SB Policy 6.316)**

**DEFINITIONS:** 1. **Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school. **Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion. Remand: assignment to an alternative school.

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

student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.

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

**PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION:** 1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. 2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. 3. The principal shall notify the parent or guardian and the director of schools or designee in writing: a. Of the suspension/expulsion and the cause for it; and b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/ expulsion. c. 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 between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, 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. 5. 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. The notice shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five days of receipt of the notice, any hearing will be closed to the public. All appeals must be filed writing within five (5) days after receipt of the notice. 6. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed by the Board. 7. 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.

## **Use of Personal Communication Devices and Electronic Devices (School Board Policy 6.312)**

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion. Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.

## **Zero Tolerance Offenses (School Board Policy 6.309)**

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

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

1. 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.

2 Violators of this section shall be subject to suspension and/or expulsion from school. Firearms (as defined in 18 U.S.C. § 921)

3 In accordance with state law, any student who brings or possess 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.

4 **DRUGS** In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.5 **ASSAULT** In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

5 **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. 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.

## ***Food Service Program***

The cafeterias serve nutritious, hot meals at breakfast and lunch. Students eating breakfast should arrive at school no later than 7:30 a.m. Free and reduced meal forms are available at student registration time and throughout the school year for students at Clinton Elementary School and South Clinton Elementary School. Please make requests at the principal's office if you need an application.

All students at North Clinton are eligible to eat breakfast and lunch free as part of the Community Eligibility Provision (CEP) Grant through the federal government. Because the schools receive additional federal funds through Title I, we will be asking all parents to fill out a quick income verification form at the beginning of the year.

### **Meal Prices for 2018-2019**

<b>MEAL</b>	<b>Students</b>	<b>Faculty</b>	<b>Visitor</b>
<b>Breakfast .30</b>	<b>\$1.60</b>	<b>\$2.25</b>	<b>\$2.50</b>
<b>Lunch .40</b>	<b>\$2.70</b>	<b>\$3.75</b>	<b>\$4.00</b>

**Special Meals (Christmas, Thanksgiving, and Cookouts) are \$5.00 for visitors.**

### **A La Carte Items**

Entrée \$1.00	Juice .50	Vegetables .50
Milk .50	Ice Cream .75	Fruit .50
Bread .50	Desserts .50	

### **Food Service Management (School Board Policy 3.5)**

The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods and will meet all state and federal and local requirements necessary for participation. The system's food service supervisor will oversee the program. All products and services necessary for the operation of the school nutrition department shall be procured using a procurement plan which must comply with federal and state purchasing procedures. School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and Vegetable Program, School Breakfast Program, Seamless Summer Option, and Afterschool Snack Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as defined by federal regulations. As required for participation in the School Nutrition Programs, the board agrees to the following: 1. Meals must be made available to all students in attendance. 2. Free and reduced-price meals/snacks must be made available to students who are determined eligible

for these benefits. Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from other students during food service. Students will be permitted to bring their lunches from home and to purchase allowable beverages and a la carte items at school. Procedures for implementing guidelines established by the State Department of Education, School Nutrition Program are on file in the district food service procedures manual. Students Requesting Modified Meals. The School Nutrition Program shall make reasonable modifications to accommodate children with disabilities. These modifications will be made on a case-by-case basis when supported by a written statement from a licensed healthcare professional who is authorized to write prescriptions under state law. The director of schools shall develop procedures for notifying parents/guardians of the process for requesting meal modifications, and arrange for an impartial hearing process to resolve grievances related to requests for modifications based on a disability. Competitive Foods. The sale of competitive foods must comply with all local procedures, but at a minimum must be as stringent as the current state and federal regulations concerning competitive foods. Charging Meals In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to charge the meal. The director of schools shall ensure that this policy is provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Collection of Unpaid Meal Charges The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to the end of the school year. Uncollected charges from the previous fiscal year shall be considered delinquent debt. The director shall establish reasonable methods and a timeframe for collection of delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board. Upon recommendation of the director, the board may classify delinquent debt as bad debt, which shall be considered uncollectable and categorized as an operating loss.

For your convenience, money may be put on your child's account for lunch and a la carte, either by sending in the money visiting <https://www.myschoolaccount.com/> to pay by credit or debit card.

### **Charging Meals (School Board Policy 3.5)**

In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to charge the meal. The director of schools shall ensure that this policy is provided in writing to all households at the start of each school year and to households that transfer to the school during the school year.

**Collection of Unpaid Meal Charges** The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to the end of the school year. Uncollected charges from the previous fiscal year shall be considered delinquent debt. The director shall establish reasonable methods and a timeframe for collection of delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board.

## ***General Information***

### **Accident Insurance**

All students are eligible to participate in the accident insurance programs offered through independent insurance agents. Participation in any of the programs is at the discretion of the parent or guardian.

### **Community Use of School Facilities**

The use of public school facilities for community activities is encouraged by the Clinton Board of Education. Applications for use of facilities are available at each school, but must be completed and submitted to Central Office two weeks prior to the event. A custodial fee may apply based on the event time and type. Use of facilities must be approved by the Director of Schools. Rental fees and custodial charges may be applicable under certain conditions.

### **Extracurricular Activities (School Board Policy 4.3)**

These activities are offered after school and in the summer. Other than a small fee charged for materials and/or field trips, this program is free of charge to students. Certain activities are available only at a specific grade level. Registration information for these activities will be sent home during the school year. Extracurricular activities include: after school tutoring, summer school instruction, language development program, and physical fitness and physical skills development. The following guidelines shall be followed in administering school-sponsored extracurricular activities: 1. The Board shall initially approve each extracurricular activity to ensure proper support and supervision. 2. Each student activity must be under the guidance and direction of a certified staff member. 3. All extracurricular activities and clubs must have the approval of the principal. 4. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal or his/her designee. 5. Secret organizations shall not be operated in any school. 6. A student shall not be required to attend an extracurricular activity that is scheduled at a time which conflicts with his/her religious practices. 7. Extracurricular activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events which cannot be

scheduled otherwise. 8. Student groups shall not participate in state or national activities which are not listed as approved activities by a regional accrediting association or the state and national principals' associations without the approval of the director of schools. 9. A student on out-of-school suspension shall not be permitted to participate in extracurricular activities. 10. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are strictly forbidden.

## **Family Involvement (School Board Policy 4.502)**

**GENERAL EXPECTATIONS FOR PARENTAL INVOLVEMENT** The Board is committed to increasing and ensuring the involvement of parents and other family members in the education of students. The Board shall implement the following as required by federal or state laws or regulations:

- The school district shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
- The school district shall provide the coordination, technical assistance, and other necessary support to assist individual schools with planning and implementing parental involvement activities.
- The school district shall involve parents with the development of required educational or improvement plans.
- The school district shall coordinate and integrate parental involvement strategies with those associated with other federal or state programs.
- The school district shall put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall ensure that activities and strategies are implemented to support this policy and included in the Tennessee Comprehensive Systemwide Planning Process (TCSPP).
- The TCSPP shall include strategies for parental participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline and higher education opportunities for students.
- The TCSPP shall include procedures to enable parents to learn about the course of study of their children and have access to all learning materials.
- The TCSPP shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to, organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes.
- If the school district's TCSPP is not satisfactory to parents, the school district shall submit parental comments regarding the plan to the State Department of Education as required.
- The school district shall ensure Title I schools are in compliance with the No Child Left Behind Act. The director shall develop and implement any procedures necessary to accomplish the goals of this policy.

**SCHOOL LEVEL POLICY** Each school shall submit to the director and Board, for review and comment, its Title I school parent involvement policy, which must meet state and federal requirements, including a school-parent compact. This school level policy shall be developed jointly with and distributed to parents of participating students. A copy of these documents shall be retained in the district office and made available on the school's (if applicable) and school system's website.

**SUPPORT FOR PROGRAM** If the Title I allocation is \$500,000 or more to the school system, then not less than one per cent (1%) nor more than five percent (5%) of that allocation shall be reserved for the purpose of promoting parent involvement. Parents of students participating in the Title I programs shall be consulted on the use of these funds.

**FAMILY-SCHOOL PARTNERSHIPS** Families and community members should be engaged in the education of students based on the following standards:

- Families are welcomed into the school community;
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic, and business resources are made available to strengthen school programs, family practices, and student learning.

## **Field Trips**

Field trips usually are scheduled during the regular hours of the school day and are considered an extension of learning. Field trips are considered a privilege, but students may lose their right to participate based on negative behavior and/or chronic attendance and tardiness. To be eligible to participate on a field trip, students must return a completed permission form. This must be signed by a parent/guardian before the student will be allowed to leave the school grounds. Should it become necessary to communicate special information to parents while children are attending a field trip, the Director of Schools will notify parents by phone using the electronic communication system. The rules for field trips are defined at the school. Please contact your child's teacher or principal if you have any questions about field trips.

### **(School Board Policy 4.302)**

The Board encourages field trips and excursions when the experiences are an integral part of the school curriculum and contribute to the Board's desired educational goals. The director of schools shall develop forms and procedures for submitting, reviewing, and approving requests for field trips. Board approval shall be required for any request for a field trip which requires students to stay overnight or travel one hundred (100) miles or more one way.

## **Gifts (School Board Policy 6.710)**

No school funds may be used to purchase gifts, including, but not limited to presents, donations, memorials, and flowers. The solicitation and/or collection of funds from students for the purpose of providing gifts for school personnel is prohibited.

## **Grading System (School Board Policy 4.600)**

### **Kindergarten**

E-Excellent  
S-Satisfactory  
N-Needs Improvement  
U-Unsatisfactory

### **First Grade**

E 92.5-100  
S 79.5-92  
N 64.5-79  
U 0-64

### **2nd Grade-6<sup>th</sup> Grade**

#### **TN Uniform Grading**

A 92.5-100  
B 84.5-92  
C 74.5-84  
D 69.5-74  
F Below 69

### **Special Area Classes**

E, S, N, U

### **Instructional Materials (School Board Policy 4.400)**

All classrooms and learning centers shall be equipped with the instructional materials needed to provide quality learning experiences for students. The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty, generate critical thinking, and support the educational programs. The director of schools shall develop procedures to review and reconsider instructional materials that are allegedly inappropriate. A list of instructional materials shall be revised annually by building administrators under the direction of the director of schools. Upon request, parents/guardians shall have the ability to inspect the following items: instructional materials; teaching materials; teaching aids; handouts; and tests after they have been given and graded, that are developed by their child's teacher. The director of schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.

### **Media Access to Students (School Board Policy 6.604)**

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Each year parents/guardians shall be given the option to withhold permission for public news media interviews or photographs of their child at school. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver shall be obtained from the student's parent/guardian. District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing personally identifiable information. Parents shall be advised of this policy at the time of the student's registration and each fall in the student/parent handbook.

### **One Call Now Electronic Communication Opt In**

For many years, Clinton City Schools has utilized an automated parent notification system to quickly and efficiently notify parents of important school and district information. This includes information such as school closures/delays, security alerts, cafeteria balances, upcoming school activities, and more. Recently, revisions were made to the Telephone Consumer Protection Act (TCPA) which requires all parents to "opt in" to receive automated communications on their mobile device. This means the parents must provide written permission to receive automated calls and/or text messages from the schools. The exception to this updated law is if the call or text is for emergency purposes, in which consent is not required.

Clinton City Schools uses a vendor called One Call Now to communicate important information to parents. Please take a moment to fill out this very important consent form so we can obtain your permission as well as your preferred contact number, to ensure that you are able to receive these messages. \*\*\*One Call Now does not have the ability to differentiate between an emergency message and an informative message. Therefore, please know that if you do not give consent to receive these phone calls, you will not receive notification via phone that schools have been closed due to inclement weather or other emergency situation.

### **Promotion and Retention (School Board Policy 4.603) Updated 2/2018**

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

**RETENTION** A student may be retained when, in the judgment of the student's teacher and/or the student's IEP team, such retention is in the best interest of the student. However, a student shall not be retained more than once in any grade.

## Registration

New student registration is completed at central office. The following information must be presented when registering: proof of residence (lease, utility bill, US mail), social security card, birth certificate, up to date TN immunization form (must say "Tennessee Immunization Record" at the top), health physical documentation, enrollment packet completely filled out, and court documentation if applicable. During summer months, students new to Clinton City Schools need to register at central office. This does not apply to children who completed kindergarten screening in April.

## Report Cards and Progress Reports (School Board Policy 4.601)

Student progress reports shall be provided at the end of every nine (9) weeks during the school year. Report cards shall be distributed on the fourth school day following the end of each period or the next school day if the fourth school day falls on a day that students are not present. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year. Each report shall be signed by the parents and returned promptly to the school. If a student has unpaid fines for lost library books and/or textbooks, report cards shall be withheld until such fines are paid. On the last day of school, all unclaimed report cards shall be turned in to the principal's office. Student progress reports shall indicate the students' conduct and include information on attendance, academic progress and other information necessary to communicate effectively with the parents. In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the educational progress of their children. Teachers shall consult with parents of students who are working at an unsatisfactory level or whose performance shows a sudden deterioration. Parents shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered.

**REPORTS OF WITHDRAWALS** The director of schools/attendance director shall be responsible for complying with state laws and regulations relating to the reporting of withdrawals of students, and the director of schools is authorized to develop procedures to ensure compliance.

\*\*Progress reports are sent home during the middle of each four grading periods except for kindergarten. Kindergarteners do not receive a progress report in the middle of the first nine weeks due to phase-in time.

## School Closings

In the event it is necessary for the Director of Schools to close schools, delay the start of the school day, or close schools early due to inclement weather or other emergencies, announcements will be made utilizing the electronic communication telephone calling system. If your telephone number has changed, contact the school office so the system information may be updated. The following radio and television stations and newspapers will also broadcast information notifications.

### Radio Stations

1380	AM	WYSH
107.7	FM	WIVK
100.3	FM	WNOX
97.5	FM	WJXB
103.5	FM	WIMZ
102.1	FM	WMYU

### Television Stations

TV-6	WATE
TV-8	WVLT
TV-10	WBIR

### Newspaper

Knoxville News Sentinel- A message will also sent out on the Knoxville News Sentinel Twitter feed as well. The public announcements will report one of the following messages:

#### **"All Clinton City Schools are Closed", which means:**

- Students do not attend school.
- All school sponsored activities are canceled.
- Any afterhours activities requiring use of the buildings are canceled.

## **“All Clinton City Schools to open one hour late”, which means:**

- Students report to school one hour later than the normal starting time.

Please pre-plan for these emergencies. Arrange for your child to secure a safe mode of transportation to your home. During time of emergency or adverse weather, we request that you do not call your child’s school or the central office as it is important to keep phone lines free for emergency calls. All stations listed are notified immediately after a decision is made. The school system has no control over the time and manner in which the information is reported by individual stations.

## **School Volunteers (School Board Policy 4.501)**

All volunteers must be approved by the principal and shall serve under the supervision and direction of the professional personnel of the school to which they are assigned. Volunteers shall assist professional personnel in the performance of their teaching and administrative responsibilities. They may not teach, but they may reinforce skills taught by the professional staff. The principal shall identify appropriate tasks for volunteers and shall be responsible for planning and conducting orientation programs and regular in-service training sessions. Volunteers shall serve without compensation but shall be insured by the Board against loss or damage in the performance of their duties. 1 The principal shall ensure that appropriate recognition of volunteer services is made annually. The director of schools shall develop procedures to require the appropriate background checks for volunteers who may work closely with students without much or any supervision of district employees.

## **Student Fines and Fees**

**FEES** The director of schools shall develop procedures regarding fees for school activities and programs. Such procedures shall comply with all state laws and regulations.

**FINES** The director of schools shall develop procedures regarding the assessing and collections of fines for the destruction or damage of school property. Such procedures shall comply with all state laws and regulations.

**Substitute Teachers (Board Policy 5.701)** Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies. Substitute teachers may be employed and paid directly by the board of education or by a third party public or private employer through an agreement between such third party employer and the board of education. Substitute teachers employed by third party entities shall be subject to the same unemployment benefit eligibility conditions as substitute teachers employed directly by the board of education. **APPLICATION/QUALIFICATIONS** Criminal history record checks and fingerprinting of applicants for substitute teaching are required. Applicants with revoked licenses or certificates according to the Department of Education shall not be hired. Qualifications for substitute teachers shall be determined by the director of schools in compliance with state laws and regulations. A list of substitute teacher(s) will be prepared by the Director of Schools who will maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

**COMPENSATION** If employed directly by the board of education, the compensation of substitute teachers shall be determined annually by the board. Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same as a retired substitute teacher with an active teaching license. This only applies to teachers who retired after July 1, 2011 through July 1, 2016.

**CERTIFICATION** When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught. When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule. Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement benefits and may substitute for additional days if the director of schools certifies in writing to the State Board of Education that no other qualified personnel are available to substitute teach.

**EMERGENCY NEEDS** All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day. Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.

**TRAINING AND ORIENTATION** The director of schools shall be responsible for ensuring that there are appropriate training and development programs for substitute teachers.

**RESPONSIBILITIES** Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not limited to, bus duty and playground supervision.

**RE-EMPLOYMENT/TERMINATION** On an annual basis, the director of schools, with input from the principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who

performed below an acceptable level shall not be re-employed. All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying the principal and/or third party employer if they wish to terminate their service as substitutes.

### **Textbooks (Board Policy 4.401)**

**SELECTION** The selection of textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with the local textbook selection committees subject to approval by the Board. The Director of Schools shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks prior to their final adoption including public notice of time and location at which textbooks may be examined. Once the proposed textbooks have been approved by the Board, the Director of Schools shall post the list of all approved textbooks and instructional materials on the school system's website and send a copy of the list to the Commissioner of Education.

**COMPLAINTS & RECONSIDERATION** The Director of Schools shall develop forms and procedures to enable citizens to file complaints regarding the selection or content of approved textbooks. Following the conclusion of this administrative process, a complainant may appeal an outcome to the Board.

**DISTRIBUTION** The Director of Schools shall designate an employee to be responsible for the purchase and distribution of textbooks in each school. The principal shall be responsible for seeing that each student receives the required textbooks at no cost to the student.

**CARE OF TEXTBOOKS** Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they shall be responsible for the textbooks received and used by their children. The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books: Age of Book Amount Collected  
1 - 2 years 100% of replacement cost  
3 - 4 years 75% of replacement cost,  
5 or more years 50% of replacement cost  
The Board shall approve and periodically review a schedule of fines for damaged books. In cases where the book is damaged to the extent it is no longer useable, the amount collected shall be the reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or parent damages, loses, or defaces the textbook either through willful intent or neglect.

Following an interview with parties and an investigation, if needed, the principal may assess the appropriate fine and notify the parents in writing. The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one of the following sanctions.

1. Refusal to issue any additional textbooks until restitution is made.
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.
3. Not allowing the pupil to take interim or final examinations or to earn course credit in the course for which the textbook is prescribed until restitution is made; or
4. Reducing the pupil's grade in the course for which the textbook is prescribed by one (1) letter grade or ten (10) percentage points until restitution is made.

The principal may waive the assessment of fines when in his/her judgement the student is the victim of uncontrollable circumstances and not responsible for the damages.

**INSPECTION** A list of textbooks used by the schools shall be revised annually by building administrators under the direction of the Director of Schools. Textbooks shall be available for inspection by parents/guardians upon request, and the Director of Schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.

### **Textbooks Adopted By Clinton City Schools**

The textbooks below have been adopted by Clinton City Schools as a resource to use in teaching the Tennessee State Standards. Most of the textbooks can be found online using your child's username and password. If your child cannot remember his/her password, please contact your child's teacher. They will assist you in getting this information. Because no textbook fully covers all of the TN State Standards, your child's teacher will utilize supplemental materials in the classroom as well. If you ever have questions or concerns regarding the instructional material being used, please contact your child's teacher or school administrator. They will be happy to assist you.

#### **Reading**

Houghton Mifflin Journeys Reading System

[www.k6.thinkcentral.com](http://www.k6.thinkcentral.com)

## **Math**

Pearson Envision Math Series

[www.pearsonsuccessnet.com](http://www.pearsonsuccessnet.com)

## **Science**

To Be Determined

## **Social Studies**

K-5: Social Studies Weekly

[www.socialstudiesweekly.com](http://www.socialstudiesweekly.com)

Social Studies standards are online at [Tennessee.gov](http://Tennessee.gov). The teaching of religion will be for educational purposes only, not to promote or advance a specific religion.

## **Electronic Reading Libraries**

Students also have access electronic libraries called **Big Universe**, **MyOn**, and **Raz Plus**. These books can be accessed at home using their username and password.

**i-Ready**- All students have access to iReady reading and mathematics at home using their i-Ready username and password.

Please contact your child's teacher if you need access to your child's username and password.

## **Transfer Students**

### **(Board Policies 6.204)**

Students residing outside the boundaries of the school system may attend schools within the school system under the following conditions: 1. They must be approved by the Director of Schools. 2. They must pay a tuition fee established annually by the board. Annual tuition may not exceed per student, per annum, an amount equal to the amount of local funds actually used for school purposes by the school system per student during the preceding school year minus any funds received from the student's resident system. Tuition for out-of-state non-resident students shall be charged at the same rate as the average cost per student (state and local funds) in the system attended. 3. Non-resident students must make application at least two weeks prior to the first day of school. 4. Requests from students from adjoining states to attend school shall be considered on a case-by-case basis. 5. Students who become residents of the school system shall be refunded any unused portion of the tuition on a pro-rata basis. 6. When payment is not made on all or any part of the required tuition for a previous year, the student(s) shall be excluded from future attendance until all prior and current tuition is paid. 7. If a teacher of this school system has a residence outside the school system, his/her children may be allowed to attend if the appropriate tuition requirements are met, provided that there is available room and teaching capacity and other determinations made by the board according to applicable law.

## **Transfers Within the System**

### **(Board Policies 6.206)**

During the month of June each year, a parent/guardian may request that his/her child attend a school within the system other than the one to which the child is zoned.\*\* The Director of Schools or his/her designee shall review such requests and, if adequate space is available, grant such transfers unless a transfer would be adverse to the best interests of the child or the school system. If granted, the student must provide his/her own transportation to and from the school. Except within the first ten (10) days of a school year where a parent/guardian may appeal the assignment of a student to the Board, after a student has enrolled in one (1) school within the system, he/she shall not be permitted to transfer to another unless there is a change in residence of the student's parents or guardian outside the area in which the student enrolled. Any exception to this policy must be brought before the Director of Schools for evaluation and decision. Transfers may be revoked at any time during the year for failure to adhere to attendance or behavior expectations. Students whose families transfer their residence to another school area after the first month of school may complete the school

year at their former school with the approval of the Director of Schools. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school area. The Director of Schools or his/her designee may grant other exceptions to this policy for good and sufficient reasons. Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered and graded by the principal or his/her designated representative.

### **Policy Guidelines:**

A student in kindergarten through sixth grades shall be considered a city resident, if her/his parent(s) or legal guardian(s) are domiciled within the city of Clinton. All other students will be considered transfer students. 2. Requests to enroll students in Clinton City Schools shall be made annually and in writing to Central Office. Transfer applications will be available in each school, in the Central Office, and on-line on the school system website. 3. Transfer students shall be enrolled in the school system and in the schools requested provided space is available. Parents will be contacted by July 1<sup>st</sup> with a letter indicating transfer status. 4. Preference for transfers shall be given to: Non-city resident students currently enrolled in Clinton City Schools, Siblings of non-city resident students currently enrolled in Clinton City Schools City and school system employees' children. 5. City resident students requesting school attendance zone exceptions will be considered prior to transfer requests. School attendance zone exceptions may be allowed for the following reasons if space is available: Documented medical reasons, childcare availability, an unexpected move to a different zone a student whose family has moved to a different zone after November 1, documented justifications related to the student's specific educational experience. 6. Parents of currently enrolled transfer students will be sent an application through their child's school to be returned in a specific time frame. 7. Applications for new transfer requests will be accepted on a specific date each year at the Central Office. Each completed application will be accepted with a specific date and time written on the application and will be processed in the order in which they were received. 8. Transfer student applications are to be on file with the Clinton City Schools attendance office, no later than May 5<sup>th</sup>. Names will be placed on a waiting list to be considered as space permits. A \$25 preregistration fee must accompany all applications. The one-time registration fee is nonrefundable. Transfer students applying for enrollment in grades one through six, must provide a copy of their current school report card documenting an appropriate record of behavior and attendance 9. Transfer student applications received during the school year, will require up to a five (5) school day period for consideration of acceptance. Students being considered for transfer must remain in their base school until the Clinton City School System determines eligibility. The school system shall have the right to reject any student requesting a transfer who has a history of inappropriate behavior or poor attendance. Students expelled or suspended from another school shall not be accepted. 10. There will be no obligation for Clinton City School System to provide transportation. 11. Transfer students will not be accepted if enrollment in the specific class or school is equal to or exceeds the required BEP (Basic Education Plan) student enrollment maximums as stated: **K-3** The classes can average 20 students per classroom, and the individual classrooms cannot exceed 25 students. **4-6** The classes can average 25 students per classroom, and an individual classroom can not exceed 30 students.

### **Denial or Revocation of Transfers**

Clinton City Schools shall have the right to deny any transfer request of a student whose parents exhibit a lack of a support for the Clinton City Schools' philosophy, School Board Policies, and/or state and local assessment expectations.

### **Visitors**

Visitors are welcome in the schools. Because of the number of persons entering the schools daily, all visitors are to stop at the office, introduce themselves, and sign-in. The visitor will be provided an identification badge to wear during the school visit. Upon completion of the visit, the badge will be returned to the office and the visitor will sign out. We ask the parents understanding and cooperation with this policy. A safe school environment is the goal of Clinton City Schools.

## ***Health/Medical Information/Student Welfare***

### **Acquired Immune Deficiency Syndrome (SB Policy 6.404)**

**LIABILITY AND NON-DISCRIMINATION** Students infected with HIV shall not be denied enrollment in school. The Board shall not prevent an HIV infected student from participating in the continuation of his/her education on the sole basis of HIV infection. To the extent practical with medical and educational needs, the student shall be subject to the same rules for class assignment, privileges and participation in any school-sponsored activities as all other students. The Board shall strive to maintain a respectful school climate for HIV infected students. Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV infection, shall not be a condition for school entry or attendance.

**ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY** If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that student shall be directed by procedures initiated by the director of schools. The director of schools shall be responsible for requesting medical records from the parent/guardian and a statement from the student's physician regarding health status of the student reported to have HIV/AIDS.

**CONFIDENTIALITY** No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other individual or group without the written consent of the parent/guardian. All medical information and written documentation of discussions, telephone conversations, proceedings and meetings shall be kept by the director of schools in a locked file. Access to this file shall be granted only to those persons who have the written consent of the infected student's parents/guardians. Under no circumstances shall information identifying a student with AIDS be released to the public.

**APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS** In determining the educational placement of a student known to be infected with HIV, school authorities shall follow established policies and procedures for students with disabilities. School authorities shall reassess placement if there is a change in the student's need for accommodations or services.

**HIV PREVENTION EDUCATION/CURRICULUM** The director of schools shall be responsible for developing instructional objectives to address each terminal objective in the state AIDS curriculum framework and provide each teacher responsible for teaching AIDS education with these objectives. Students shall further be taught universal precautions through the K-8 Healthful Living and Lifetime Wellness curricula and through the Board's HIV prevention education program. The state AIDS curriculum and related instructional objectives shall be used in grades K-12. Parents and guardians shall have convenient opportunities to preview all HIV prevention curricula and materials in accordance with the provisions of the Family Life Curriculum.

**INFECTION CONTROL** The director of schools shall develop an Occupational Safety and Health Administration (OSHA)-based infection control plan in which each school will provide for: 1) well-maintained and easily accessible materials necessary to follow universal precautions, and 2) designate first responders responsible for implementing infection control guidelines, including investigating, correcting, and reporting on instances of exposure. All schools shall further follow the most current Centers for Disease Control and Prevention (CDC) Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood borne Pathogens in Health Care Settings and the OSHA blood borne pathogens standard.<sup>4</sup> The director of schools shall develop procedures to implement this policy as well as the State Board of Education HIV/AIDS Policy for Employees and Students of Tennessee Public Schools.

### **Child Abuse and Neglect (SB Policy 6.409)**

Employees who are directly responsible for a student's education or who otherwise interact within the scope of their assigned duties may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.<sup>1</sup> Such employees may also intervene in a physical altercation between two or more students or between a student and an LEA employee. Reasonable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.<sup>2</sup> If an employee is unable to resolve the matter with the use of reasonable or justifiable force as required, the student shall be allowed to remain in place until such a time as local law enforcement officers or school resource officers can be summoned to relocate the student until such a time as a parent or guardian can retrieve the student. In the event that physical relocation becomes necessary, the teacher shall immediately file a brief report of the incident with the building principal. If the student's behavior constitutes a violation of the Board's zero tolerance policy, then the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the student's discipline record, and not become a part of that student's permanent record. The director of schools shall create procedures to implement this policy consistent with State law.

### **Communicable Diseases (SB Policy 6.403)**

No student shall be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease. Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees, and the infected student shall be taken.

No student with a communicable disease which may endanger the health of either himself/herself or other individuals shall enter or remain in the regular school setting. If a school principal has reason to believe a student has a communicable disease which may endanger the health of either himself/herself or other individuals in the regular school setting, the principal shall: 1. Assign the student to a setting which will protect other students, employees and the student himself; or 2. Exclude the student from school until certification is obtained from a physician or the County Health Department by either the parent or principal stating that the disease is no longer communicable. It will require confirmation from a physician or the County Health Department as to the student's condition. The principal may request that further examinations be conducted by a physician or County Health Department and may request periodic re-examinations after the student has been readmitted to the school. The names of all students excluded from school under this policy shall be forwarded to the office of the director of schools.

### **Emergency Allergy Response Plan (SB Policy 6.412)**

The director of schools shall develop and maintain an Emergency Allergy Response Plan that meets state guidelines for managing students with life-threatening allergies. The plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include, but are not limited to; education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens. Using the state food allergy guidelines plan as a guide, the director shall also develop a process to identify all students with food allergies and develop and implement an Individualized Health Care Plan (IHCP) with an Allergy Action Plan for each specific student.

### **Emergency Contact Information (SB 6.410)**

Parent(s) or guardian(s) of all students shall provide the schools with emergency contact information which shall contain the following information: 1. Parents' or guardians' location and phone numbers during the school day; 2. Information concerning a student's particular physical disability or medical condition. This information shall be required annually and shall be kept on file in the principal's office. If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to render first-aid or ensure that it is rendered. In the event of serious injury or illness to a student, the parent(s) or guardian(s) shall be notified as whether to pick up the child at school or meet the child at the hospital. If the parent(s) or guardian(s) cannot be reached, the student shall be transported to the hospital emergency room. Efforts to notify the parent(s) or guardian(s) shall continue until they are reached. Principals shall inform the director of schools immediately of any serious injuries suffered by students while under the jurisdiction of the school. The director of schools shall develop forms and procedures to implement this policy.

### **First Aid**

When a child is injured or becomes ill while at school, the office personnel will evaluate the child's condition and notify the parent or guardian as soon as possible. In cases needing emergency care, the parent will decide whether to pick up the child at school or to contact emergency transportation to transport the child to a designated hospital where the child will be met by the parent. If the parent or guardian cannot be reached and the student is in need of emergency medical care not available from school personnel, emergency services will be contacted. The child will be transported to the nearest emergency hospital, the Methodist Medical Center in Oak Ridge, Tennessee.

### **Health Screenings/Flu Shots/Vaccinations**

Health Screenings are completed each year for students in K, 2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> grades. The health screenings monitor hearing, vision, height, weight, BMI, color vision (2<sup>nd</sup> only), and blood pressure. Parents must sign a permission form for their child to participate. Dental screenings are provided to all students in Pre-K through sixth grade with a signed permission form. Students that require restorative work can receive dental services through the health department for no or minimal cost. The health department provides free flu shots to students with signed permission forms. These procedures take place during the school day as a preventative measure.

### **Medicines (SB 6.405)**

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: 1. Child's name; 2. Name of medication; 3. Name of physician; 4. Time to be self-administered; 5. Dosage and directions for self-administration (non-prescription medicines must have label direction); \*\*Prescription drugs must have paperwork completed by doctor. 6. Possible side effects, if known; and 7. Termination date for self-administration of the medication. The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. (i.e. students with asthma) Staff members trained by a registered nurse may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP). The administrator/designee will: 1. Inform appropriate school personnel of the medication to be self-administered; 2. Keep written instructions from parent in student's record; 3. Keep an accurate record of the self-administration of the medication; 4. Keep all medication in a locked cabinet except medication retained by a student per physician's order; 5. Return unused prescription to the parent or guardian only; and 6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed. The parent or guardian is responsible for informing the designated official of any change in the student's.

### **Meningococcal Meningitis**

Doctors call meningitis caused by the bacteria *Neisseria meningitidis* meningococcal meningitis. When someone has meningococcal meningitis, the bacteria infect the protective membranes covering their brain and spinal cord and cause swelling. The most common symptoms include: fever, headache, and stiff neck. There are often additional symptoms, such as nausea, vomiting, photophobia (eyes being more sensitive to light), and altered mental status (confusion). Newborns and babies may not have or it may be difficult to notice the classic symptoms of fever, headache, and neck stiffness. Instead, babies may be slow or inactive, irritable, vomiting, or feeding poorly. In young children, doctors may also look at the child's reflexes for signs of meningitis. CDC recommends vaccination with meningococcal conjugate vaccine for all preteens and teens. In certain situations, other children and adults could be recommended to get meningococcal vaccines.

### **Pediculosis (Head Lice) (SB Policy 6.4031)**

No student shall be denied an education solely by reason of head lice infestation and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). A letter shall be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment. Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include but not be limited to: (1) proof of treatment with a pediculicide product (head lice shampoo), or (2) satisfactory examination by a school health official. Treatment and prevention procedures shall be developed by the director of schools in consultation with the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to the parent/guardian of any child that has pediculosis. Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official. A student shall be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.

### **Physical Examinations and Immunizations (SB Policy 6.402)**

**PHYSICAL EXAMINATIONS** The Attendance Supervisor or designee shall ensure that there is a complete physical examination of each student prior to: Entering school for the first time; Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the principal's office. Screening tests for vision and hearing may will be conducted, and parents will be contacted if a medical referral is needed. In general, the school district will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question.

#### **IMMUNIZATIONS**

No students entering school, including those entering kindergarten or first grade, those from out-of-state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as determined by the Commissioner of Public Health. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school which the student is to attend. Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor excusing him from such immunization. Proof of exceptions will be in writing and filed in the same manner as other immunization records.

### **Promoting Student Welfare (School Board Policy 6.40)**

The director shall develop procedures, programs and plans to promote and protect the health and welfare of students. These should provide, at a minimum, for the following: 1. A student guidance program; 2. Student health services, including the administration of medications; 3. Student psychological service; 4. Student wellness plans; and 5. Student social services. The development of these programs and the scope of the services provided shall be consistent with state law and regulations

### **Safe Relocation of Students (School Board Policy 6.4081)**

Employees who are directly responsible for a student's education or who otherwise interact within the scope of their assigned duties may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.<sup>1</sup> Such employees may also intervene in a physical altercation between two or more students or between a student and an LEA employee. Reasonable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.<sup>2</sup> If an employee is unable to resolve the matter with the use of reasonable or justifiable force as required, the student shall be allowed to remain in place until such a time as local law enforcement officers or school resource officers can be summoned to relocate the student until such a time as a parent or guardian can retrieve the student. In the event that physical relocation becomes necessary, the teacher shall immediately file a brief report of the incident with the building principal. If the student's behavior constitutes a violation of the Board's zero tolerance policy, then the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the student's discipline record, and not become a part of that student's permanent record. The director of schools shall create procedures to implement this policy consistent with State law.

### **Student Suicide Prevention (SB Policy 6.415)**

The board is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students will be provided information regarding The National Suicide Prevention Lifeline – 1-800-273-8255 (TALK).

**PREVENTION** All district employees shall attend either the annual in-service training in suicide prevention or participate in other equivalent training approved by the director of schools. The training shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention. The director of schools shall identify a district suicide prevention coordinator responsible for planning and coordinating the implementation of this policy. Each school principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation.

**INTERVENTION** Any employee who has reason to believe that a student is at imminent risk of suicide shall report such belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a student self-refers. Upon notification, the principal or designee shall ensure the student is placed under adult supervision. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal or designee shall contact the director of schools or designee as soon as practicable. Prior to contacting the student's parent/guardian, the director of schools or designee shall determine if there could be further risk of harm resulting from parent/guardian notification. If parent/guardian notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children's Services shall be contacted.

If appropriate, the director of schools or designee shall contact the student's parent/guardian and provide the following information: 1. Inform the parent/guardian that there is reason to believe the student is at imminent risk of suicide; 2. Assure the parent/guardian that the student is currently safe or inform the parent/guardian that emergency medical services were contacted; 3. Ask the parent/guardian whether he/she is aware of the student's mental state; 4. Ask the parent/guardian whether he/she wishes to obtain or has obtained mental health counseling for the student; 5. Provide the names of community mental health counseling resources if appropriate.

The director of schools or designee will seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of 18 and the parent/guardian refuses to seek appropriate assistance, the director of schools or designee shall contact the Department of Children's Services. The director of schools or designee shall document the contact with the parent/guardian by recording: 1. The time and date of the contact; 2. The individual contacted; 3. The parent/guardian's response; and 4. Anticipated follow-up. The director of schools or designee shall ensure the student is under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety. Prior to a student returning to school, director of schools or designee and/or principal shall meet with the student's parent/guardian, and student if

appropriate. The parent/guardian shall provide documentation from a mental health care provider stating that the student has received care. The principal will identify an employee to periodically check in with the student to ensure the student's safety and address any problems with re-entry.

**POSTVENTION** Immediately following a student suicide death, the Crisis Team shall meet and implement the Crisis Management plan. At a minimum, the Crisis Management plan shall address the following: 30 1.

Verification of death; 2. Preparation of postvention response to include support services; 3. Informing faculty and staff of a student death; 4. Informing students that a death has occurred; 5. Providing information on the resources available to students; The Crisis Team shall work with teachers to identify the students most likely to be impacted by the death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty will immediately review suicide warning signs and reporting requirements. The director of schools or designee shall be responsible for all media inquiries.

## **Student Wellness Policy (SB Policy 6.411)**

The board recognizes the value of proper nutrition, physical activity, and other health conscious practices and the impact that such practices have on student academic achievement, health, and well-being. In order to provide an environment conducive to overall student wellness, this policy shall be followed by all schools in the District.

**COMMITMENT TO COORDINATED SCHOOL HEALTH** All schools shall implement the CDC's Coordinated School Health approach to managing new and existing wellness related programs and services in schools and the surrounding community based on State law and State Board of Education CSH standards and guidelines. The district's Coordinated School Health Coordinator shall be responsible for overseeing compliance with State Board of Education CSH standards and guidelines in the school district.

**SCHOOL HEALTH ADVISORY COUNCIL** A district school health advisory council shall be established to serve as a resource to school sites for implementing policies and programs and develop an active working relationship with the county health council. The council shall consist of individuals representing the school and community, including parents, students, teachers, school administrators, health professionals, school food service representatives, and members of the public. The primary responsibilities of the council include but are not limited to: 1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations as to physical activity and nutrition policies; 2. Ensuring all schools within the district create and implement an action plan related to all School Health Index modules; 3. Ensuring that the results of the action plan are annually reported to the council; and 4. Ensuring that school level results include measures of progress on each indicator of the School Health Index. The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used as guidance by the Council to make recommendations. The board will consider recommendations of the Council in making policy changes or revisions. Additionally, each school will have a Healthy School Team consisting of teachers, students, parents and administrators. The Team will hold Healthy School Team meetings during the school year to assess needs and oversee planning and implementation of school health efforts. The director of schools/designee will ensure compliance with the school Wellness Policy, to include an assessment of the implementation of the Wellness Policy and the progress made in attaining the policy goals. The assessment will be made available to the public.

**COMMITMENT TO NUTRITION** All schools within the District shall participate in the USDA child nutrition programs, which may include but not be limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After School Snack Program. Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged. All food including vending machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools. The school principal/designee shall be responsible for overseeing the school district's compliance with the State Board of Education Rules and Regulations for sale of food items in the school district.

**DISTRICT GOALS** The district will promote healthy nutrition through various activities, including nutrition related newsletters, informational links on the district website, healthy eating posters and bulletin boards in dining areas, and informational booths at various community functions. Nutrition Education will be offered as part of a standards based program designed to provide students with the knowledge and skills needed to promote and protect their health as outlined in the State Board of Education Health Education and Lifetime Wellness Standards. Nutrition Education will discourage teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with a healthy breakfast.

**COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION** The board recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program. Physical Education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education Standards. In addition to the district's physical education program, non-structured physical activity periods shall be offered as required by law. Schools shall continue to offer after

school sports and activities. Physical activity shall not be employed as a form of discipline or punishment.

**COMMITMENT TO CURRICULUM** All applicable courses of study should be based on State-approved curriculum standards. All schools within the district shall annually administer a baseline assessment on each of the three 3 recommended School Health Index modules. Results shall be submitted to the School Health Advisory Council and reported to the State Department of Education.

**RECORD KEEPING COMPLIANCE** The district's Coordinated School Health Coordinator shall ensure that records demonstrating compliance with community involvement requirements are maintained. The Coordinated School Health Coordinator shall additionally document that the school wellness policy and triennial assessments are made available to the public.

## *Notifications*

### **Asbestos Hazard Emergency Response Act (AHERA) Annual Notification**

All public and private schools are required by federal legislation under the Asbestos Hazard Emergency Act (AHERA, 1986) to develop an Asbestos Management Plan and provide annual notification of this plan to the public. The Asbestos Management Plan includes previous asbestos abatement projects, six months of air quality monitoring reports, location and condition of asbestos containing materials in our buildings, and abatement action(s) taken. The Clinton City Schools' Asbestos Management Plan is available for public review at Clinton City Schools' Central Office, 212 North Hicks Street, Clinton, TN 37716. Questions concerning the Asbestos Management Plan should be directed to: Scott Rhea, Asbestos Coordinator, 457-0159.

### **Basic Program (School Board Policy 4.201)**

The Board shall not discriminate on the basis of sex, race, national origin, creed, age, or marital status in its educational programs or activities. Educational materials that are utilized shall reflect the cultural and racial diversity which is present in the United States as well as the variety of careers, roles and life-styles open to women and men. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum shall foster respect and appreciation of the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society. The course of study shall include those subjects and topics required by state and federal laws and regulations. The Board reserves the right to add additional courses and to amend the content of prescribed courses as needed.

### **FAPE-Free Appropriate Public Education**

When a child has a handicap or any type of disability, the public school system is required by law to give that child a Free Appropriate Public Education (FAPE). This law falls under the Individuals with Disabilities Education Act (IDEA) and also the Rehabilitation Act. A Free Appropriate Public Education means that the child with disabilities will receive the same education as a child without disability or handicap. FAPE can be achieved by giving the child special services, usually written in an Individualized Education Plan (IEP). These services may include accommodations for children who use adaptive equipment, services for academic needs, speech and language services and modifications to make a learning environment more comfortable for disabled children.

### **Notice of Nondiscrimination Title VI of the Civil Rights Act**

The Clinton City School Board has adopted as Board Policy the following directive or Title VI of the Civil Rights Act. No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

If a student, parent or guardian has a complaint regarding the policy stated above as it relates to Clinton City Schools, he/she should first contact the teacher and then the principal. If not resolved, the matter may be appealed to the Director of Schools and ultimately to the Board of Education. Complaints must be reported within 180 days of the alleged discrimination. Complaints will be processed within 90 days of receipt.

In compliance with state and federal law, the Clinton City Schools will provide to each protected student with a disability, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability which

substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for “protected students who are disabled” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. Clinton City Schools does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Human Resource Department  
Clinton City Schools  
212 North Hicks Street  
Clinton, TN 37716  
865-457-0159

### **Notification of Parent Rights About Student Records (SB Policy 6.601)**

Within the first three weeks of each school year, the school system shall notify parent(s) or guardian(s) of each student's privacy rights.<sup>1</sup> For students enrolling after the above period, this information shall be given to the student's parent(s) or guardian(s) at the time of enrollment.<sup>2</sup> The notice shall include the right of the student's parent(s) or guardian(s) to: 1. Inspect and review the student's education records; 2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request; 3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records; 4. Obtain a copy of this policy and a copy of the student's educational records; 5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as “directory information.” Parent(s) or guardian(s) of students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student's parent(s) or guardian(s).

**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 number, e-mail address, photograph, date and place of birth, 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.

### **Notification of Parent Rights to Inspection and Correction Procedure (SB Policy 6.602)**

**INSPECTION PROCEDURE** Parent(s) of students may inspect and review the student's education records upon written request.<sup>1</sup> Parent(s) shall submit to the records custodian a request which identifies as precisely as possible the record(s) to inspect, and this inspection 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, the parent(s) may not inspect and review that information.

**FEES FOR COPIES** A reasonable fee for copies provided to parent(s) shall be determined by the director of schools. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.

**CORRECTION PROCEDURES** Parent(s) of students may seek to change any part of the student's record they believe to be incorrect. <sup>4</sup> The director of schools shall develop an acceptable procedure to establish an orderly process to review and potentially correct an education record.

### **Parent Notification of a Child Attending a Title I School**

Schools receiving federal funds through a program called Every Student Succeeds Act (ESSA), must provide parents certain notifications in order to ensure that parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents many different kinds of

information and notices in a uniform and understandable format and, to the extent practicable, in a language that parents can understand. Listed below are some of these required notices that must be made to parents by school districts or individual public schools.

- **Report cards on statewide academic assessment** – Each school district that receives Title 1, Part A funds must prepare and disseminate an annual report card. Generally, the state or district must include on its report card information about public schools related to student achievement, accountability, and teacher quality as well as any other information that the state or district deems relevant. These report cards must be concise and presented in an understandable and uniform format accessible to persons with disabilities and, to the extent practicable, provided in a language that parents can understand. In Tennessee, these requirements are met through our State’s report card.
- **Teacher qualification** – At the beginning of each school year, a district that receives Title I funds must notify parents that they may request information regarding the professional qualifications of their children’s classroom teachers. If a parent requests the information, it must include at least whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status; the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree. The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications. A title I school must also give timely notice that the parent’s child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
- **Individual achievement on state assessment** – A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken.
- **Safe and drug-free schools program** – A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity.
- **National Assessment of Education Progress** – Districts, schools, and students may voluntarily participate in the National Assessment of Educational Progress. Parent of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment, and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access to all assessment data (except personally identifiable information, questions and current assessment instruments).
- **School-wide programs** – A district must inform eligible schools and parents of school-wide program authority under which such schools may consolidate funds from federal, state, and local sources to upgrade the entire educational program of the school. The school must serve an eligible attendance area in which at least 40% of the children in the area or enrolled in the school are from low-income families.
- **Family Engagement Policy** – A district receiving Title I funds and each school served under Title I must jointly develop with, and distribute to, parents of children participating in Title I programs a written family engagement policy. If a school or district has a family engagement policy that applies to all parents, it may amend the policy to meet the requirements under ESEA. Schools must hold at least one annual parent meeting for Title I parents; offer a flexible number of meetings, involve parents in an ongoing manner in the planning, review, and explanation of the curriculum, forms of academic assessment and expected levels of student proficiency; if requested, provide opportunities for regular meetings to discuss decisions related to the education of their children; and develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement.
- **Military recruiter access to student information** – Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child’s name, address, and telephone number not be released to military recruiter without their prior written consent. Districts must comply with such requests.

- **Limited English proficiency programs** – A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must, no later than 30 days after the beginning of the school year, inform the parents of each child identified for participation or participating in such a program; the reasons for the identification of the child as limited English proficient; the child’s level of English proficiency, how that level was determined and the status of the child’s academic achievement; methods of instruction used in the program in which their child is participating and methods of instruction used in other available programs; how the program will meet the educational strengths and needs of their child; how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation; the specific exit requirements for the program; in the case of a child with a disability, how the program meets the child’s IEP objectives, and information about parental rights detailing the right of parents to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another available program or method of instruction. For a child not identified as limited English proficient prior to the beginning of the school year, the district must notify the parents with the first two weeks of the child being placed in such a program.
- **Homeless children** – To be eligible for funds, the school must provide written notice, at the time any child seeks enrollment in such school, and at least twice annually while the child is enrolled in such school, to the parent or guardian or unaccompanied youth that, shall be signed by the parent or guardian or unaccompanied youth; that sets forth the general rights provided; and specifically states – the choice of schools homeless children are eligible to attend; that no homeless child is required to attend a separate school for homeless children; that homeless children shall be provided comparable services, including transportation services, educational services, and meals; and that homeless children should not be stigmatized by school personnel; and provides contact information for the local liaison for homeless children and the State Coordinator for Education of Homeless Children and Youths; provide assistance to the parent or guardian or unaccompanied youth to exercise the right to attend their choice of schools as provided for in subsection (g)(3)(A); and coordinate with local education agency with jurisdiction for the school selected, to provide transportation and other necessary service. If the district sends a homeless child to a school other than the school of origin or the school requested by the parent or guardian, the district must provide the parents a written explanation for, including the notice of the right to appeal, the decision the information must also be provided whenever a dispute arises over school selection.
- **Student privacy** – A district must develop and adopt policies regarding the rights of parents to inspect third party surveys before they are administered or distributed to students; measures to protect student privacy when surveys as for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies. Districts must give parents annual notice at the beginning of the school of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information ; administration of surveys containing request for certain types of sensitive information; any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance and not necessary to protect the immediate health and safety of students.
- **Waiver request** – If a school district requests the U. S. Secretary of Education to waive any provision or regulation of the ESEA, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice.
- **21<sup>st</sup> Century Learning Centers** - A program or activity funded as part of a 21<sup>st</sup> Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward providing high quality opportunities for academic enrichment. If a district provides such programs or activities, it must notify the public that the results of any such evaluation are available upon request.

- **ESEA Flexibility Waiver** – Communicate to parents, including parents of students with disabilities and English learners, the implications of the SEA’s, ESEA flexibility plan for LEAs, schools, teachers, and students.

**Prayer and Period of Silence (School Board Policy 4.805)**

There shall be no school-sponsored or school-directed public prayer at any school-sponsored or school directed activity, but a period of silence may be observed. The teacher of the first class of each day shall call the students to order to observe a moment of silence. No other action shall be taken by a teacher other than to maintain silence during this time.

**Rights of the Non-Custodial Parent When the Child is Not in His or Her Possession**

These rights are to be set out in each custody order arising from divorce, separate maintenance, and annulment cases unless the court finds that it is not in the best interest of the minor child.

1. The right to unimpeded telephone conversations with the child at least twice each week at reasonable times and for reasonable duration.
2. The right to send mail to the child which the custodial parent will not open and will not censor.
3. The right to receive notice and relevant information as soon as practical (but not more than 24 hours) in the event of hospitalization, major illness, or death of the child.
4. The right to receive, direct from the child’s physician and other health care providers, copies of the child’s medical records. A written request must be made to the health care provider with a current mailing address and payment must be made for the reasonable cost of duplicating and mailing those records.
5. The right to receive, directly from the child’s physician and other health care providers, copies of the child’s medical records. A written request must be made to the health care provider with a current mailing address, and payment must be made for the reasonable cost of duplicating and mailing these records.
6. The right to be free of derogatory remarks made about the non-custodial parent and his or her family by the custodial parent to the child or in the child’s presence.
7. The right to unimpeded telephone conversations with the child at least twice each week at reasonable times and for reasonable duration.

**Tennessee Law/Student Custody**

**TCA 36-6-105**

Schools or day care centers---Change in physical custody of child.---No schools’ official shall permit a change in the physical custody of a child at such official’s school or day care center unless:

- (1) The person seeking custody of the child presents the schools official with a certified copy of a valid court order from a Tennessee court placing custody of such child in such person; and
- (2) The person seeking custody gives the school official reasonable advance notice of such person’s intent to take custody of such child at such official’s school or day care center.

**Title VI Complaints** Students, who have a complaint regarding Title VI of the Civil Rights Act of 1964, as stated below, shall follow the procedure for due process stated under Student complaints and Grievances.

*“No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”*

**Appointing Complaint Managers**

The Director of Schools shall appoint at least two complaint managers, one of each gender for each school. The Federal Program Supervisor, Lori Collins, also serves as a complaint manager at the district level. 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 definition and recognition of discrimination/harassment.

## **Learning Environment**

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.

Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic, or religious nature that:

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

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. Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate, or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school sponsored activity, on school- provided transportation, or at any official school bus stop immediately before entering and immediately following exiting the vehicle.

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.

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 Clinton City Schools Supervisor of Instruction. 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.

## **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 record (audio recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employee in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time, and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

### **Investigation**

Within twenty-four hours 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 (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 the identity of the complainant will not be disclosed except (1) as required by the law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary actions were taken. The investigation and response to the complainant will be completed within thirty (30) 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.

### **Decision and Appeal**

If the complainant is not in agreement with the finding of the fact as reported by the complaint manager, an appeal may be made within five (5) workdays to the Director of Schools. The Director of Schools will review the investigation, take any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the Director of Schools' findings of fact, appeal may be made to the School Board of Education within five (5) workdays. The School 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 a review of the facts presented and report their decision in writing to the complainant.

### **Transfer Options for Students Victimized by Violent Crime at School**

Under the Tennessee State Board of Education's Unsafe School Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Jamie Jordan at 865-457-0159.

### **Recognition of Religious Beliefs, Customs, and Holidays (School Board Policy 4.803)**

No religious belief or nonbelief shall be promoted or belittled by the school system or its employees. All 2 students and staff members shall be tolerant of the views of others and not discriminate against anyone for a religious viewpoint or lack of a religious viewpoint. Students and staff members shall be excused from participating in practices which are contrary to their religious beliefs.

**STUDENTS' EXPRESSIONS OF RELIGIOUS VIEWPOINTS** A student's voluntary expression of a religious viewpoint on an otherwise permissible subject shall be treated in the same manner as a student's voluntary expression of a secular viewpoint. Students may express religious beliefs in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. These assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate academic concerns. A student shall not be penalized or rewarded on account of the religious content of the student's work.

**RELIGIOUS HOLIDAYS** Observance of religious holidays shall be as follows: 1. The several holidays throughout the year which have both a religious and a secular basis may be observed in the public schools; 2. The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination; 3. Music, art, literature and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday; 4. The use of religious symbols that are part of a religious holiday are permitted as a

teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature; and 5. The school district's calendar shall be prepared so as to attempt to minimize conflicts with religious holidays of all faiths. All students and staff members shall be tolerant of the views of others. Students and staff members shall be excused from participating in practices which are contrary to their religious beliefs.

### **Religious Content of Courses (School Board Policy 4.804)**

Educational content which consists of religious themes shall be presented in a factual, objective, and respectful manner in accordance with the following guidelines: 1. Religious themes may be a part of the curriculum for school-sponsored activities and programs provided it is essential to the learning experience in the various fields of study and is presented objectively; 2. The inclusion of religion shall be for educational purposes only; 3. The emphasis on religious themes should be only as extensive as necessary for a balanced and comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish, foster, or demean any particular religion, religious tenets, or beliefs; and 4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated.

### **Student Equal Access (School Board Policy 4.802)**

**STUDENT MEETINGS** Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings. No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity. No student may be compelled to attend or participate in a meeting under this policy. A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date. The principal shall approve the meeting if he/she determines that: 1. The meeting is voluntary and student-initiated; 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees; 3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings; 4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and 5. Non-school persons will not direct, control or regularly attend.

**SCHOOL SPONSORED EVENTS** If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that: 1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject; 2. There is an appropriate method of selecting student speakers which is based on neutral criteria; 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indelicate, or promotes illegal drug use. To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees. Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

## ***Records***

**FERPA**-The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great

distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations; school; Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **Pupil Records/Transfers and Requests**

Pupil records are accumulated and maintained by teachers and other school personnel in accordance with the Tennessee Rules, Regulations, and Minimum Standards for Public Schools. "Any parent who does not have custody of a child, or in the case of parents having joint custody of a child, the parent not residing with the child, or in the case of a child in the custody of a legal guardian, both parents, may request in writing that a copy of the child's report card be furnished directly to such noncustodial or nonresident parent, and such request shall be accompanied by the parent's or parents' current mailing address and the local education agency shall send a copy of the report card to such address," [TCA 49-6-602]. If a student moves to another school system, parents must request in writing for student records to be transferred to the new school. Requests are to be sent to central office.

### **Student Records (SB Policy 6.600)**

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 shall be as shown on documents which are acceptable 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 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 to another school within the system, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school. When a student transfers to a school outside the system, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school. All records shall be remitted in accordance with the Family Education Rights and Privacy Act 16 (FERPA). **ACCESS TO STUDENT RECORDS** Student records shall be confidential. Authorized school officials shall 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: 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. Please consult [www.clintonschools.org](http://www.clintonschools.org) for complete policy.

## **Special Education Records**

Special education records are kept separate from cumulative records and are located with special education personnel in the school in which the student is enrolled. Records are considered confidential and are secured in a locked filing cabinet. Special education records include the access record to the folder, eligibility report, psychological report, evaluations by speech, occupational, physical, and vision therapists (when appropriate), pre-vocational checklists, the assessment plan, parental permission for assessment, notice of reevaluation, the initial referral form, and the individualized education plan. Parents, parent's representatives, and/or former students have the right to:

- Inspect and review the student's education records (both regular and special education records), and
- Seek to correct parts of the student's record believed to be inaccurate, misleading, or in violation of the student's rights.

If educational records include information on more than one student, a parent is allowed to inspect and review only the information pertaining to his/her child. If you have any questions about special education records, please contact:

Suzanne Oliver  
The Supervisor of Special Education  
865-457-0159

## ***Resources***

Public Chapter 585 requires school districts to include in student handbooks information on contacting child advocacy groups and information on how to contact the Tennessee Department of Education for information on student rights and services.

**ADFAC- Aid to Distressed Families of Anderson County** 1051 Oak Ridge Turnpike, Oak Ridge, TN  
Social Services- (865) 483-6028  
Affordable Housing (865) 481-3837

**Anderson County Child Advocacy Center**  
752 North Main Street, Clinton, TN 37716  
(865) 457-5502

**Anderson County Community Action Coalition**  
149 North Main Street Clinton, TN 37716  
(865) 457-5502

**Arc of Tennessee**  
44 Vantage Way, Suite 550, Nashville, TN 37228  
1-800-935-7077

**Center of Regional Excellence Office**  
2763 Island Home Blvd., Knoxville, TN 37290  
(865) 594-5691

**Legal Aid of East Tennessee**

502 S. Gay Street, Suite 404  
Knoxville, TN 37902  
(865) 637-0484

**Legal Aide Services of Middle Tennessee and the Cumberlands, Inc.**

Jackson Square, Oak Ridge, TN 37830  
(865) 483-8454

**Legal Services Division of Special Education,**

**Tennessee** Department of Education

710 James Robertson Parkway Andrew Johnson Tower, 5th Floor Nashville, TN 37243-0380  
Phone: 615-741-2851

**Tennessee Department of Education Contact Information**

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

These are a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services --- Disability Pathfinder Database.

<http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

On the web page, select your “county” and the “service” you desire from the drop-down lists and click “submit.

In addition, Community Resource Folders are available to all parents or guardians at Clinton City Schools Central Office.

## ***Services/Individual Needs***

### **Child Find**

Children from birth to age five are screened to identify those who may be eligible for special services. Parents, medical personnel, and other concerned individuals may call Suzanne Oliver at Central Office at 457-0159 to make a referral. Child Find is the first step toward providing appropriate services for children with disabilities.

### **English Language Learners (School Board Policy 4.207)**

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take reasonable actions to provide the student equal access to its programs. Students who are English learners (“EL”) shall be identified, assessed, and provided appropriate services. No child shall be admitted to or excluded from any program or extra-curricular activity based on the student’s surname or EL status. The director of schools shall evaluate the effectiveness of the district’s language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period of time.

**ENGLISH LANGUAGE INSTRUCTION PROGRAM** The board directs the administration to develop and implement language instruction programs that: 1. Appropriately identify EL students in a timely, valid, and reliable manner. 2. Determine the appropriate instructional environment for EL students. 3. Provide EL students with a language assistance program that is educationally sound and proven successful. 4. Annually assess the English proficiency of EL students and monitor the progress of students in order to determine their readiness for standard instructional program. 5. Monitor the progress of students that have exited the EL program.

**PARENTAL NOTIFICATION** Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year, or within the first two weeks of a student

being placed in a language instruction educational program (LIEP). At a minimum, the notice will include the following: 1. The reason for identifying the child as an EL student; 2. The child's level of English language proficiency, including how the level was assessed, and the status of the child's academic achievement; 3. Methods of instruction used in the program, methods of instruction in other available programs, and how they differ; 4. How the program meets the educational strengths and needs of the student, and how the program will help the student reach English language proficiency and meet academic standards; 5. Program exit requirements, rate of transition to a standard instructional program classroom, and expected rate of high school graduation; 6. How the program meets the goals of an EL student with an IEP; and 7. Information on the parents' right to withdraw the student from the program or choose another program or method of instruction if available. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

### **Homeless Students (School Board Policy 6.503)**

A homeless student shall have equal access to the same free, appropriate public education as provided to other children and youths. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. Homeless students include: 1. Students sharing the housing of other persons due to loss of housing, economic hardship, or 6 similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; students living in emergency or transitional shelters; or students abandoned in hospitals; 2. Students who have a primary nighttime residence that is a public or private place not designed 10 for or ordinarily used as a regular sleeping accommodations for human beings; 3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or trains stations, or similar settings; 4. Migratory students who are living in circumstances described above.

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

**PLACEMENT** For the purposes of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program. School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school or origin. Placement shall be determined based on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. When determining placement, student-centered factors, including but not limited to impact of mobility on achievement, education, health, and safety shall be considered. The choice regarding placement shall be made regardless of whether the student lives with their homeless parents/guardians or has been temporarily placed elsewhere. If it is not in the student's best interest to attend the school of origin, or the school requested by the parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the parent/guardian or unaccompanied youth. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law. Upon notice of an appeal, the director of schools shall immediately enroll the student in the school in which enrollment was sought pending a final resolution of the dispute, including all available appeals. Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student's living situation shall be treated as a student education record, and shall not be considered directory information.

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

### **Kindergarten Screening**

Screening and registration for all children who will be five on or before August 15, 2017, will be held at the Clinton Community Center in the spring. The exact time will be posted on Clinton City School System web page, as well as, being in the local newspaper. This screening is for all students who will be attending Clinton City Schools.

Appointments for kindergarten screening begin in April. Call the attendance office at 457-0159 to schedule appointments. The following information must be presented on the day of the student's scheduled screening:

- a state issued birth certificate,
- a physical examination record completed within the past year,
- a state certificate of immunization,
- the student's social security card, and
- proof of residence.

### **Migrant Students (School Board Policy 6.504)**

The Board directs the administration to identify migratory students in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory students the district will: 1. Identify migratory students and assess the educational and related health and social needs of each student. 2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, language programs and counseling programs etc. 3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all students are expected to meet. 4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff. 5. Provide parents an opportunity to participate in the program. If a migrant student is identified by the district, the director of schools or designee shall notify the Tennessee Department of Education and request assistance if needed.

### **Preschool/Special Education Program**

There is a Voluntary Pre-K class that can accommodate up to 20 students. Students are selected based on income, special needs, and other factors. This program is not based on first come first serve, but state regulations require student selection based on need. If you have any questions about the Voluntary Pre-K class, please contact Lori Collins at 865-457-0159.

The preschool special education program serves three and four year old children, some with special needs. The program is designed to strengthen each child's developmental skills through age- appropriate activities. Related services include speech and language therapy, occupational therapy, and/or physical therapy as needed. If you have any questions about the preschool special education program, please contact Suzanne Oliver at 865-457-0159.

## **Response to Intervention (RTI)**

Response to Intervention is a framework for teaching and learning aimed at providing high quality instruction to all students. Students that fall below the 25<sup>th</sup> percentile in reading, mathematics, or writing are supported with small group instruction based on their skill deficit. Students that fall below the 25<sup>th</sup> percentile receive Tier 2 support in small groups of 5-6 students. Students that score below the 10<sup>th</sup> percentile receive Tier 3 instruction with smaller groups and more intense support and programs. Students that receive RTI support are progress monitored (assessed) weekly or bi monthly using Easy CBM. RTI is not a Special Education Program. However, students that fail to respond to RTI intensive interventions may require special education interventions. As always, parents reserve the right to request an evaluation at any time. Students do not necessarily have to fall below the 25<sup>th</sup> percentile to receive RTI support. Small group instruction is used for any student needing additional support regardless of their percentile rank. All students in each grade level receive small group instruction in some format during RTI time. If you have any questions about your child's RTI group, please contact your child's teacher or principal. If you have any questions about your child's RTI group, please contact your child's teacher or principal. If you have any questions about the RTI process, please contact Jamie Jordan at (865) 457-0159.

## **Special Education (School Board Policy 4.202)**

The Board shall provide access to a free appropriate public education to all disabled children ages 3-21, inclusive, residing within the jurisdiction of the school system. The plan for implementation of appropriate instruction and special education services shall be in accordance with the current Rules, Regulations, and Minimum Standards of the State Board of Education, 1 and state 2 and federal 3 law. The Board shall develop and periodically update a local plan for providing special education services for disabled students. Specifically, the Board shall ensure the following: 1. All disabled children living within the school system receive a free and appropriate public education and the services to meet their unique needs; and 2. The rights of disabled children and their parents are protected. The plan shall seek to accomplish the following objectives: 1. To carry out a comprehensive screening and assessment plan emphasizing the early identification and evaluation of disabled students. 2. To use the Individual Education Program Team (IEP-Team) for reviewing assessment, formulating programming, and determining placement for every disabled student, including review of proposed suspensions when appropriate, in accordance with the State Board of Education Rules, Regulations, and Minimum Standards; 3. To ensure that placements are made to educate disabled children with non-disabled to the extent appropriate and with age-appropriate peers; 4. To provide each disabled child with an individual educational program (IEP) specifically designed to meet his unique needs; 5. To provide continuing evaluation of each disabled child's progress, including at least annual review of each IEP and complete re-evaluation at least every three (3) years; 6. To ensure that procedural safeguards required by state and federal laws are adhered to; and 7. To involve parents of disabled children in a meaningful dialogue with school personnel which will begin with an initial referral and continue throughout the student's educational career.

## **Special Education Students (SB Policy 6.500)**

Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the benefit of a free appropriate public education. These students shall be educated with the general student population to the maximum extent appropriate and should be placed in separate or special classes only when the severity of the disability is such that education in regular classes, even with the use of supplementary aids and services, cannot be accomplished satisfactorily. Eligibility standards and options of service for special education services shall be based upon the criteria specified in state regulations. Students receiving special education services may be restrained, as permitted by state law and regulations.

## **Special Programs (School Board Policy 4.206)**

**REMEDIAL INSTRUCTION** The remedial program shall concentrate mainly on improvement of reading and math skills for the most educationally needy students. Various materials shall be used to supplement the work being done in the classroom. Instructional assistants shall assist students in reading and math and work under the direction of the classroom teacher.

**HOMEBOUND INSTRUCTION** The Homebound Instruction Program is for students who, because of health impairments, are unable to attend the regular instructional program. To qualify for the Homebound Program, a student must have a health impairment of sufficient seriousness to anticipate that the student will be absent for a minimum of ten (10) consecutive school days. The student must be certified by a physician as being health-impaired and unable to attend the regular instructional program. The services provided to the homebound student shall be determined by the homebound instructor after consultation with appropriate professional staff of the student's assigned school.

## **Students in Foster Care (School Board Policy 6.505)**

The Clinton City School System shall provide all students in foster care, to include those awaiting foster care placement, with a free and appropriate public education. Students in foster care, to include those awaiting foster care placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency), or missed the district's application or enrollment deadlines.

**PLACEMENT** The district and the child welfare agency shall determine whether placement in a particular school is in a student's best interest. Other parties, including the student, foster parents, and biological parents (if appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school staff members shall participate in the best interest decision process. This determination shall be made as quickly as possible to prevent educational disruption. Placement shall be determined based on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained. For the purposes of this policy, school of origin shall mean the school in which the student was enrolled, including a preschool/pre-k program, at the time of placement in foster care or at the time of a placement change if the student is already placed in foster care. When determining placement, student-centered factors including, but not limited to, the following shall be considered: 1. Preferences of the student; 2. Preferences of the student's parent(s) or education decision maker(s); 3. The student's attachment to the school, including meaningful relationships with staff and peers; 4. Placement of the student's siblings; 5. Influence of the school climate on the student, including safety; 6. The availability and quality of the services in the school to meet the student's educational needs; 7. History of school transfers and how they have impacted the student; 8. How the length of the commute would impact the student; 9. Whether the student is receiving special education and related services, and if so, the availability of those required services in a school other than the school of origin; 10. Whether the student is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin. Transportation costs should not be considered when determining a student's best interest. If it is not in the student's best interest to attend the school of origin, the director or his/her designee shall provide a written explanation of the reasons for the determination. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the student to the district coordinator for children in foster care, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law. Until the dispute is resolved, to the extent feasible, the student shall remain in his/her school of origin.

**TRANSPORTATION** The district shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school or origin shall be provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care. The director of schools shall develop administrative procedures to provide for transportation of students in foster care. These procedures must ensure that: Students in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost-effective manner and in accordance with federal law; and 2. If there are additional costs incurred in providing transportation to the school of origin, the district will provide such transportation if: a. the local child welfare agency agrees to reimburse the district for the cost of such transportation; b. the district agrees to pay for the cost; or c. the district and local child welfare agency agree to share the cost. The district will ensure that a student in foster care, to include a student awaiting foster care placement, remains in his/her school of origin while any disputes regarding transportation costs are being resolved.

## **Support Services**

The Clinton City School System offers a continuum of services for exceptional students with certified disabilities. Programs include system-wide comprehensive development classes, and remedial resource, speech, language, and hearing services. Occupational, vision, and physical therapists are contracted through outside agencies as needed. Each qualifying student's Individual Educational Program (IEP) is determined by the Individual Education Program Team (IEP Team). Information regarding homebound instruction may be obtained from the central office. Please contact Suzanne Oliver if you have any questions at 457-0159.

## ***Technology***

### **1:1 Program in Grades 2-6**

Clinton City Schools has implemented a 1:1 technology program called “Technology for Learning” (T4L) which provides a Chromebook for each student in grades 2-6. This program is funded by the City of Clinton and Clinton City Schools. Through this program each student has the privilege of being issued a Chromebook in the

2<sup>nd</sup> grade that follows them through the end of their 6<sup>th</sup> grade year. This Chromebook is utilized as an instructional resource. At the end of the student’s 6<sup>th</sup> grade year, he/she may qualify to take the Chromebook home if they have been continuously enrolled in Clinton City Schools for grades 4, 5, and 6. These requirements were recommended and approved by both funding bodies.

### **Acceptable Use Policy of Electronic Media**

Internet access is available to students and staff in the Clinton City Schools District for the purpose of furthering the mission and educational goals of the district. Clinton City School District complies with the Children’s Internet Protection Act (CIPA). This policy is intended to prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communication; prevent unauthorized access and other unlawful online activity; prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

### **Children’s Internet Protection Act**

Clinton City Schools fully complies with the Children’s Internet Protection Act (CIPA) which took effect on April 20, 2001. Safety policies have been adopted and implemented to insure the safety and security of students using the internet and World Wide Web.

### **Children’s Online Protection Act**

The Children’s Online Privacy Protection Rule seeks to put parents in control of what information commercial websites collect from their children online. Most companies that run websites directed to children under 13 are aware of their responsibilities under the COPPA Rule. But if you run a site directed to a general audience or operate an ad network, plug-in, or other third-party service used by kid-directed sites, you may have COPPA compliance obligations, too. For detailed compliance resources, visit the FTC’s COPPA page. But here is some general information to help you determine if COPPA applies to you. Congress passed the Children’s Online Privacy Protection Act (COPPA) to put parents in the driver’s seat when it comes to information websites collect about their kids under 13. Congress directed the Federal Trade Commission (FTC), the nation’s consumer protection agency, to issue the Children’s Online Privacy Protection Rule. The Rule has been in place since 2000 and the FTC revised it, effective July 1, 2013.

### **Google Apps for Education**

Annually, each child will receive a Google Apps for Education document. Because Google Apps for Education is a commercial suite of tools, Clinton City Schools I required to parental permission for students under the age of 13 to utilize these applications. This requirement is governed by federal laws and local school board policies. Internet filtering is in place throughout the system for security purposes and to comply with CIPA and COPPA regulations. Signed parent permission is mandatory before students can be assigned a computer and a Google account. Students without these permissions will not be able to experience the array of learning activities that are provided through this technology in the classroom.

### **Internet Filtering and Inappropriate Usage**

Students and parents should be aware that some material accessible via the Internet might contain items that illegal, defamatory, inaccurate or potentially offensive. Therefore, students and staff must understand and practice proper ethical and legal use. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school district. The District will use technology protection measures to block or filter, to the extent practicable, access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by CIPA. Students will not access the Internet independently. While

the Internet is to be used for constructive education purposes only, students may try to find ways to access other materials as well. It is the user's responsibility not to initiate access to such material. Staff members shall make reasonable efforts to monitor student use of the District's network and equipment, but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

### **Rules of Network Etiquette**

Abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite at all times. Do not use hurtful, abusive, or gossip-type language. Use appropriate "school" language.
- Do not damage the computers, computer systems, or networks: or engage in other acts of vandalism, which is defined as "any malicious attempt to harm or destroy data of another user or any agencies or networks that are connected to the system." This includes but is not limited to, the uploading or creation of computer viruses.
- Do not use the computer to harass, intimidate, or bully anyone.
- Use resources wisely, such as paper and print cartridges r another student.
- Do not delete copy, modify, impersonate, other users or forge other users' names, emails files, or data.
- Respect copyright laws by not plagiarizing information and citing all sources.
- Do not use the network in such a way as to disrupt its use by others. Users will not use the network resources for non-academic purposes.

### **Use of the Internet (School Board Policy 4.406)**

The Board supports the right of staff and students to have reasonable access to various information formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following: 1. General rules and ethics of Internet use. 2. Prohibited or illegal activities, including, but not limited to: 1 • Sending or displaying offensive messages or pictures • Using obscene language • Harassing, insulting, defaming or attacking others • Damaging computers, computer systems or computer networks • Hacking or attempting unauthorized access • Violation of copyright laws • Trespassing in another's folders, work or fi les • Intentional misuse of resources • Using another's password or other identifier (impersonation) • Use of the network for commercial purposes • Buying or selling on the Internet

**INTERNET SAFETY MEASURES** Internet safety measures shall be implemented that effectively address the following: • Controlling access by students to inappropriate matter on the Internet and World Wide Web • Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications • Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line • Unauthorized disclosure, use and dissemination of personal information regarding students • Restricting students' access to materials harmful to them. The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to: • Utilizing technology that blocks or filters. Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students • Maintaining and securing a usage log • Monitoring on-line activities of students The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures.

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

**E-MAIL** Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail

communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

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

## **User Privileges**

Access to the District's technology resources is a privilege, not a right, and inappropriate use will result in the loss of those privileges. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including e-mail. Clinton City Schools reserves the right to review any material on user accounts and to monitor filespace in order to make determinations on whether specific uses of the network are inappropriate. Student's use of electronic media may be revoked, denied, or suspended at the request of the faculty or staff. All users are required to acknowledge receipt and understanding of the rules governing use of technology resources and will agree to follow these rules by signing an Acceptable Use of Electronic Media Agreement. The signed form should be returned to the student's homeroom teacher no later than two weeks after the beginning of the school year or date of enrollment.

## **Testing/Evaluation**

### **Testing Programs (School Board Policy 4.7)**

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

**WEIGHTING TCAP SCORES** TNReady and EOC scores will be included in students' final grades as follows: a) 2017-2018 school year - 15% b) 2018-2019 school year - 15% The cubed root methodology will be used to determine quick scores. 8 The director of schools may exclude these scores from students' final grades if results are not received by the district at least five (5) instructional days before the end of the course.

**TESTING INFORMATION AND PARENTAL CONSENT** Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians. Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures. No later than July 31st of each year, the board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include: 1. The name of the test; 2. The purpose and use of the test; 3. The grade or class in which the test will be administered; 4. The tentative date or dates that the test will be administered; 5. The time and manner in which parents and students will be notified of the results of the test; 6. How parents can access the questions and answers on their student's state-required tests; and 30 31 7. If a board mandated test, how the test complements and enhances student instruction and learning and how it serves a purpose distinct from state-required tests. 1 Testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis.

The Clinton City School District assesses students to guide instruction and to measure academic performance and growth. The yearly school assessment schedule and more assessment information will be located on the district webpage. Below are the assessments administered to Clinton City Schools' students:

- iReady- given in the fall, winter, and spring to all students in grades K-6. The purpose of iReady is to serve as an adaptive diagnostic tool to measure student abilities in reading and mathematics. Student results on these assessments are used to guide small group instruction and electronic lesson plans.

iReady is the CCS universal screener for RTI. Parents will receive a copy of the i-Ready reports for reading and math at each benchmark given in fall, winter, and spring.

- EASY CBM is given in the fall, winter, and spring to students that score below grade level in grades K-6 for reading and mathematics. The purpose of Easy CBM is to identify students needing RTI support. Easy CBM is also used to monitor student progress weekly or bimonthly if they qualify for Tier 2 or Tier 3.
- TNReady/TCAP Assessments are given in April each year to students in grades 3-6. These assessments are used to measure student growth and achievement in English/Language Arts, mathematics, science, and social studies. The TNReady assessment is given yearly to students as a way to measure their academic standing.
- Survey Level Assessments- Students that qualify for RTI support may need additional testing to identify their areas

### **Maintaining Test Security (School Board Policy 4.701)**

The Director of Schools shall designate a system testing coordinator who shall be responsible for administering, monitoring and maintaining security of all tests to be administered within the school system. The principal of each school shall serve as or designate a building testing coordinator who shall be responsible for the administering, monitoring and maintaining security of all tests given in his/her school. Test security procedures shall adhere to guidelines issued by the State Department of Education.<sup>1</sup> Any employee found to have not followed security guidelines shall be placed on immediate suspension, and such actions shall be grounds for dismissal, and such actions shall be grounds for revocation of state license.<sup>2</sup> The Director of Schools or designee shall report a breach of security to the State Department of Education's Office of Accountability and any testing irregularity to the Division of State Testing within 24 hours of such events.

## ***Title I Program/Family Involvement and Engagement***

### **Title I**

The Clinton City School System receives federal funds through the Title I Program to supplement classroom instruction in grades K-6. Families of students in Title I schools may request information about the qualification of teachers and paraprofessionals who instruct their child.

Under direction of the Title I Supervisor, the school system shall plan, design, and implement the Title I Program which includes the following:

- Family input into the planning, design and implementation of the Title I Program,
- Organized, systematic, ongoing, informed, and timely consultation in relation to decisions about the program, and
- 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 families of participating children have an adequate opportunity to participate in the planning, designing, and implementing of the Title I Program, the school system shall:

- Convene an annual meeting to which all families of participating children must be invited to explain the program and activities available under Title I;
- Provide families of participating children with reports on their child's progress at the end of each reporting period;
- Provide the opportunity at the end of each grading period, for a scheduled parent/teacher conference with the parents of each participating child to discuss the child's progress;
- Make educational personnel under the Title I Program, including student services personnel, readily accessible to parents;
- Permit families of participating children to observe Title I Program activities;
- Provide opportunities for regular meetings with families to formulate parental input into the program;
- Provide parent and family training through the newsletter Parents Make the Difference;
- Make parents aware of parental involvement requirements and other relevant provisions of the program;

- Provide measurable support for family involvement activities as parents may request;
- Coordinate family involvement activities with programs funded through Voluntary Pre-K.
- Develop a family school compact that outlines how families, the entire school staff, and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve high standards;
- To make available information on programs and activities in a language and form that families understand; and
- Annually assess through consultation with families, the effectiveness of the family/community involvement programs and determine what actions needs to be taken, if any, to increase family participation.

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