



# **Morristown Hamblen High School East**

## **MANUAL DEL ESTUDIANTE**

**Un huracán Lane  
Morristown,  
TN 37813**

**Teléfono: 423-586-  
2543**

**Fax: 423-585-3779**

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*Este manual del estudiante contiene la mayor parte de las políticas de la junta escolar que son relevantes para los estudiantes de secundaria; sin embargo, no contiene todas las políticas aprobadas por el Condado de Hamblen Junta de educación.*

*Para una lista completa de todas las políticas de Junta de escuela aprobada, por favor visite el sitio web del sistema escolar en*

***[www.hcboe.net](http://www.hcboe.net)***

2018-2019  
Morristown Hamblen High School East  
Un huracán Lane Morrístown, TN 37813  
Teléfono: 423-586-2543  
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Colores: Naranja y blanco escuela nombre: mascota de la escuela de los huracanes: "la tormenta del el Ibis

**2005 ningún niño se quede atrás — Azul cinta escuela 2008, 2009 y 2010 U.S. News & World Report —  
Escuela medalla de bronce**

#### **ASIGNACIONES DE NIVEL/ESTUDIANTE DE GRADO ADMINISTRADOR**

Principales	Gary D. Johnson	A-G
Asistente de Director	Morgane R. Watkins	Estudiantes de primer año
Asistente de Director	Bradley D. Hall	H-O
Asistente de Director	Patricia A. Sigler	P-Z

#### **DECLARACIÓN DE CREENCIAS**

1. Aprendizaje de los alumnos es nuestro principal objetivo y, así, guía todo basado en el sitio decisiones.
2. Aprendizaje de los estudiantes es reforzada por una caja fuerte y físicamente cómodo entorno.
3. Estudiantes son valor como personas con único física, social, emocional, y necesidades intelectuales.
4. Estudiantes están facultados para aprender cuando están comprometidos en el aprendizaje proceso.
5. Los estudiantes se convierten en alumnos más seguros e independientes cuando existe un compromiso con a continua mejora.
6. Carácter de un estudiante se cultiva a través de relaciones positivas, respeto mutuo, y oportunidades para llevar a cabo el liderazgo papeles.
7. Estudiante evaluaciones proporcionan una variedad de oportunidades significativas para que los estudiantes demostrar su logro y dominio de habilidades de.
8. La participación de los actores (es decir, padres, local empresas, social trabajadores, etc.) es imprescindible para la éxito de la escuela y la comunidad.

#### **MISIÓN COMÚN**

*Este de escuela secundaria Morrístown Hamblen (MHHSE) proporciona una experiencia educativa integral para ayudar a los estudiantes a ser ético, autónomo, permanente los alumnos que contribuyen positivamente a nuestras comunidades y nuestra sociedad global.*

#### **VISIÓN COMPARTIDA**

*Este de escuela secundaria Morristown Hamblen (MHHSE) será un modelo de excelencia en el distrito, región y estado en académicos, la instrucción y el desarrollo intelectual y social de aprendices de toda la vida empoderadas.*

### **CONSEJO ESCOLAR COMPROMISO DE LOGRO DEL ESTUDIANTE**

La Junta de educación Condado de Hamblen cree que la mejora de rendimiento de los estudiantes es la tarea más importante del distrito escolar. Afirmamos nuestra intención y compromiso con la mejora de aprendizaje por:

1. Evaluar abiertamente los datos en el logro del estudiante indicadores;
2. Discutir los procesos que afectan la instrucción programa;
3. Examinar el impacto del curso del distrito en aprendizaje;
4. Revisión o revisión de metas del distrito para centrarse en el progreso del estudiante; y
5. Tratando de encontrar métodos para eliminar las barreras al de aprendizaje.

Además, esta junta se compromete a informar a personal del distrito, estudiantes, padres y comunidad sobre logros de los estudiantes en nuestras escuelas y nuestros datos locales comparan las mediciones comunes en Tennessee, a nivel nacional y con relación a otra escuela comparable barrios.

Por lo tanto, la Junta de educación Condado de Hamblen resuelve:

1. Cada estudiante en nuestra distrito es espera a participar en school para la final fin de académico beca;
2. Todos los empleados de nuestras escuelas públicas dedicará su trabajo para garantizary aprendizaje éxito;
3. La director de escuelas le recomienda y implementar iniciativas y gastos que claramente apoyar y promover el aprendizaje de éxito; y
4. La Junta de educación va a dedicar tiempo a temas que directamente apoyan y mejorar el aprendizaje estudiantil éxito.

MHHSE felicita a la Junta de educación Hamblen Condado su compromiso con el logro del estudiante. El personal docente y MHHSE totalmente apoya estas iniciativas y asimismo se compromete a garantizar el éxito académico de los estudiantes.

### **DEPARTAMENTO DE EDUCACIÓN DEL CONDADO DE HAMBLEN 2018-2019 CALENDARIO**

27 de julio	Opcional servicio de profesores **
30 de julio	Profesores de volver al trabajo **
31 de julio	Servicio para personal **
1 de agosto	Día de la inscripción del estudiante; Despido de estudiante 11:15
2 de agosto	Día administrativo para personal **
3 de agosto	Primer día de escuela
3 de septiembre	Vacaciones día del trabajo *
Octubre 8-12	Vacaciones de otoño *
6 de noviembre	Día de las elecciones estatal vacaciones **
Noviembre 21-23	Fiestas de acción de gracias *

20 de diciembre	11:15 despido
21 de diciembre - 1 de enero	Vacaciones de invierno *
2 de enero	Regresar a la escuela
21 de enero	Martin Luther King día vacaciones **
25-29 de marzo	Spring Break *
19 de abril	Vacaciones de primavera **
7 de mayo	Vacaciones de elección de la ciudad *
15 de mayo	Último día completo de clases
16 de mayo	Día administrativo para personal **
17 de mayo	Graduación y día de grado para tarjetas

\* Vacaciones para alumnos y personal

\*\* Vacaciones para los estudiantes; servicio/admin. día para el personal

### **CUIDADO DE LA ESCUELA Y PROPIEDAD PERSONAL**

Los estudiantes son responsables de la atención adecuada de todos los libros, suministros y muebles sup-manejado por la escuela. Los estudiantes, que desfiguran propiedad, rompen ventanas o hacen otros daños a la escuela o propiedad personal o equipo deberá pagar por el daño o reemplazar el elemento. Los estudiantes deben limitar elementos traídos a la escuela a aquellos artículos necesarios para las actividades escolares. La administración no es responsable de traer a la escuela que se extravían o son robados. Robo de artículos debe ser comunicado a la oficina, el SRO o el oficial de seguridad de la escuela.

### **SISTEMA DE CLASIFICACIÓN**

Reporte de grado se realiza al final de cada nueve 9 semanas. Un informe será distribuido en el punto medio de cada uno (9) semanas. Se utiliza la siguiente escala de calificación:

<b>Escala de clasificación</b>	<b>Puntos de la calidad</b>
A 93-100 excelente	4.0
B 85-92 por encima medio	3.0
C promedio de 75-84	2.0
D 70-74 por debajo medio	1.0
F 69 y por debajo de la falta	0.0

Créditos se conceden basados en la calificación final del semestre. Los estudiantes son asignados a salones de clases al inicio del año escolar, basado en el número de créditos obtenidos.

El siguiente número mínimo de créditos se utiliza para determinar el grado de cada

uno estudiantil: estudiantes de segundo año 7 créditos

Jóvenes 14 créditos

Las personas mayores de 20 créditos

Cursos de colocación avanzada con los exámenes de fin de curso incluyen la adición de 5 puntos a los grados utilizados para calcular el promedio de plazo. Cursos de reconocimientos y certificación de la industria nacional se incluyen la adición de 3 puntos a los grados utilizados para calcular el promedio de plazo. Advanced placement, industria nacional y cursos de honores se aprobarán anualmente por la Junta.

**Cursos de honores incluyen:**

ADV. álgebra/Trig. (H)	Ingeniería civil (H)	Ciencias físicas (H)
Ingeniería Aeroespacial (H)	Compartimiento integrado Manu. (H)	Física (H)
Álgebra I (H)	Electrónica digital (H)	Precálculo (H)
Álgebra II (H)	Engin. Diseño y desarrollo. (H)	Principios de la ingeniería (H)
Investigación científica de la Bioenergía (H)	I—III(H) Inglés	Español III (H)
Biología I (H)	Francés III (H)	Gobierno de los Estados Unidos/econ. (H)
Biología II (H)	Geometría (H)	Historia de Estados Unidos (H)
Química I (H)	Alemán III (H)	Geografía mundial (9 solamente) (H)
Química II (H)	Introd. a Engin. Diseño (H)	

**Cursos de colocación avanzadas incluyen:**

Biología AP	Francés de AP	Macroeconomía AP
Cálculo AP IBC	Alemán de AP	Microeconomía AP
AP cálculo II	AP gobierno U.S.	Psicología del AP
Química AP	Humanos de AP geografía	AP historia de Estados Unidos
Ciencia ambiental AP	AP lengua/composición	Historia mundial AP
Historia Europea AP	AP literatura/composición	

**INSTRUCCIÓN DE LOS ESTUDIANTES TARIFAS**

Contabilidad... costo del libro	General Parking... \$15
Reemplazo de la tarjeta de actividad/ID... .. \$5	Alquiler de Locker... \$5
AP los cursos... \$10 y libro	Marketing... \$5
Cálculo AP... \$10 y libro	Examen CNA... \$93
Arte I... \$10	Math...cost del libro
Arte II y III... .. \$15	Proyecto liderar el camino... \$10
Química... \$10 y libro	Ciencia... \$10
Equipo negocio... \$5	Theatre/Forensics...\$5
Cosmetología... \$15	Bienestar... \$5

Redacción... \$5	Pesas... \$5
Costo del libro en ingles...	Humanos servicios... \$10
Soldadura II... \$10	

### CONTROLADORES DE EDUCACIÓN DE

Controladores de educación se ofrecerán en el verano a los estudiantes para una tasa de \$80,00. Debe haber 12 estudiantes para ofrecer la clase. Ofrecerá 5 horas detrás del volante de conducción que satisfagan necesidades de las empresas más seguros. Los estudiantes no reciben crédito de escuela pero se otorgará un certificado de seguro fines.

### SEGURO

Seguro de accidente escolar se ofrece al principio del año escolar en el aula y en la oficina de negocios. Existen dos planes:

Tiempo de la escuela: asegura el estudiante para accidentes ocurridos en la escuela y en el camino a la escuela y el hogar.

Veinticuatro horas: cubre accidentes siete días a la semana, veinticuatro horas al día.

**Nota: Los estudiantes matriculados en la carrera y educación técnica debe adquirir un seguro de tiempo de la escuela o presentar prueba de cobertura familiar.**

### HORARIO DE CAMPANA

Período de	Asesor
1	8:00-9:18
Cambio de clase	9:18-9:24
2	9:24-10:42
Cambio de clase	10:42-10:48
TORMENTA	10:48-11:33
Cambio de clase	11:33-11:39
3/almuerzos	11:39-1:34
Cambio de clase	1:34-1:40
4	1:40-2:58

### Horario de almuerzo

Primer almuerzo	11:33-12:03 33
Segundo almuerzo	12:20-12:50
Tercer almuerzo	1:04-1:34

### BIBLIOTECA

Todos los estudiantes pueden utilizar la biblioteca para el trabajo académico y la lectura de placer. La biblioteca está abierta 7:20 AM-16:00 el lunes al jueves y 7:20-15:30 el viernes. De vez en cuando la biblioteca se cerrará después de la escuela para las reuniones de profesores. Los estudiantes pueden visitar la biblioteca antes y después de la escuela, durante el almuerzo o durante la clase con este manual firmada por su profesor. Libros y audiolibros están extraídos por un período de dos semanas y pueden ser renovado a petición siempre y cuando no están en espera de otro estudiante. Multas atrasadas se cargan para libros finales a una tasa de 10 centavos por día. Los estudiantes pueden



visitar <http://mhhse.hcboe.net> y haga clic en el enlace de la biblioteca de búsqueda de la izquierda para buscar libros en la biblioteca así como el inicio de sesión para renovar o solicitar libros. Visite el enlace de la sección de referencia para el acceso a la información sobre todos los temas académicos así como Universidad, carrera y acto de prueba información prep.

## ANUARIO

Aplicaciones para el personal del Anuario están abiertos a estudiantes de segundo año - las personas mayores.

## DIRECCIÓN

MHHSE tiene una oficina bien equipada integrada por consejeros. Los estudiantes que necesiten ayuda en la elección de su plan de estudios, planificación de su vocación, elegir un colegio adecuado, o aquellos que necesiten consejos sobre problemas personales, se insta a consultar con su consejero.

Las citas pueden hacerse con cualquiera de los consejeros pasáros por la oficina de dirección o llamando al (423) 586-6102.

## TAREAS DE CONSEJERO DE ORIENTACIÓN

<b>La Sra. Eversole</b>	<b>Mrs.Ely</b>	<b>La Sra. Coyle</b>
A — G	H — O	P-Z

## PRUEBA

Los consejeros administran pruebas estandarizadas durante el año escolar. Estas pruebas se dan para el del estudiante beneficio en orden a ayuda les a han un mejor comprensión de sus habilidades y intereses, , así como determinar la correcta colocación en los cursos. Todos los estudiantes son alentados a hacer lo mejor en estas pruebas. Si el estudiante no hacer su mejor esfuerzo, las pruebas carecerán de sentido. El Departamento de orientación proporciona a los estudiantes toda la información sobre pruebas, incluyendo pruebas de acceso Universidad.

## OFICIAL DE RECURSOS ESCOLARES

La SRO (oficial de escuela) es un programa de la tríada de oficial de la policía, maestro y consejero. El SRO es un oficial de la ley de la policía de Morristown y Departamento del Sheriff del Condado de Hamblen. Sus responsabilidades incluyen investigar las actividades delictivas en la escuela con los estudiantes o profesores como víctimas o sospechosos. El SRO es también responsable de la carga por violaciones penales de la ley. El SRO muestra un modelo positivo fomentando la mejor las relaciones entre la policía y la comunidad escolar a través de interacciones positivas. Presentaciones de clase de derecho y seguridad relacionados con la materia se da previa solicitud, el SRO cumple su función profesor de asa. Una de las más importantes contribuciones de la SRO es el área de resolución de conflictos, mediación y asesoramiento proporciona información sobre temas de derecho y seguridad de la población escolar. Usted puede contactar el SRO en su oficina, ubicada en el segundo piso.

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## AUDIO Y VIDEO VIGILANCIA

Terrenos y edificios MHHSE están protegidos por la grabación de vídeo y audio y están bajo vigilancia las 24 horas por equipo audiovisual

## OBLIGACIONES FINANCIERAS DEL ESTUDIANTE

Un estudiante es necesario para cumplir con obligaciones financieras a la escuela antes de recibir su diploma o antes de los registros educativos pueden ser liberados.

### CONTACTOS

¿PREGUNTAS?	¿QUIÉN PUEDE AYUDAR?
Información de ACT/SAT	Consejeros de orientación
Reconocer a la clase	Oficina de la seguridad
Director atlético	Morgane Watkins
Athletic entradas	tina Parker
Asistencia	Morgane Watkins
Banda	Brandon Tilley
Beisbol *	Matthew Ford
Baloncesto (hombres) *	Ryan Collins
Baloncesto (niñas) *	Michael Potts
Referencias de autobús	Brad Hall
Solicitudes de autobús	Brad Hall
Oficina de negocios	tina Parker
Cafetería	Sue Martin
Cheerleading *	Suzanne Mills
Coro	Brandon Moore
Clubes y organizaciones	Brad Hall
Información de la Universidad	Consejeros de orientación
Información de ayuda financiera	Consejeros de orientación
Fútbol *	Dewayne Wells
Formas de almuerzo gratis o reducido	Linda Brewer
Golf *	Michael Potts
Tarjetas de grado	tina Worthington
Secretaria de dirección	Lara Lamb
Seguro	Brad Hall
Bibliotecarios	Kerri Courter y Amy Wheatley
Secretario de biblioteca	Phyllis Dalton
Armarios	Brad Hall
Perdido y encontrado	Oficina enfermera
Secretarias de la oficina principal	Kathryn Elliot Teresa Johns tina Worthington (Oficina del estudiante de primer año)
Periódico	Robin Vannoy
Estacionamiento	Brad Hall
Horarios	Consejeros de orientación
Becas	Consejeros de orientación

Elementos mayores	Eddie Brown - Jostens
Fútbol (muchachos) *	Brent Carlyle
Fútbol (femenino) *	Eric Wright
Softbol *	Robin Vannoy
Natación *	Sarah Caylor
Tardanzas	Morgane Watkins
Tenis *	Curtis Delias
Pista *	Torre de perforación Folsom
Voleibol *	Holly Drinnon
Lucha libre *	Dale Johnson
Anuario	Cathy McClellan
Cruz de país	Samantha McConeghey
Consejo de estudiantes	Cathy McClellan

\*Todos los atletas están sujetos a pruebas al azar de drogas obligatorio.

### DISPOSITIVOS ELECTRÓNICOS

De IPOD, walkman, radios, reproductores de cintas, aparatos electrónicos y cualquier sonido que produce el dispositivo, que se considera perjudicial, no deben ser traídos a la escuela. Maestros y administradores tienen el derecho a confiscar tales dispositivos y mantenerlos hasta que un padre para ellos o hasta el final del año. Para ello no sólo debido a la naturaleza potencialmente disruptiva de estos dispositivos, sino también porque puede ser perdidos o robados en la escuela.

### ESTUDIANTE DE APARCAMIENTO COCHE EN CAMPUS

El control y supervisión de las áreas de estacionamiento es necesaria para mantener un ambiente seguro y seguro para la protección de los estudiantes y el personal. Es importante que cada estudiante observa las reglas siguientes:

- Los estudiantes no son en las áreas de estacionamiento sin la autorización de un administrador, a menos que vienen o dejando escuela o participar en una escuela patrocinado o aprobado actividad que legítimamente les permite licencia.
- Los estudiantes siempre deben ser capaces de proporcionar prueba de identidad y del permiso de salidao entrar en campus.
- Los estudiantes que coche a escuela debe deja su coches cuando llegar en escuela y ven en edificio inmediata mente.
- Los estudiantes no deben perder el tiempo en el estacionamiento después de escuela.
- Estudiantes mantendrá la licencia de conducir válida TN y mantener la actual cobertura en todo momento.

Intrusos se someterán a arresto y enjuiciamiento. Por favor atención a tus amigos que no puede ser en el campus durante el día escolar sin el permiso. Órdenes de allanamiento se firmará contra aquellos que no tienen ningún negocio legítimo en el MHHSE o que no están autorizados a estar en el campus.

### Conducir a la escuela de formación profesional

Los estudiantes no se permiten a cualquier escuela de formación profesional. Transporte de autobús es proporcionado por el

Departamento de Educación de Hamblen Condado. La única excepción sería si un estudiante está matriculado en las clases de mecánica automotriz y habría necesidad de trabajar en su vehículo.

El procedimiento para recibir el permiso es el siguiente:

- El estudiante debe tener una nota firmada y sellada de la instructora pide permiso para el alumno traer su vehículo e indicando la razón el Estudiante tendría que conducir el vehículo.
- El estudiante debe tener una nota firmada y sellada de sus padres dando permiso para que su hijo para conducir su vehículo a profesional escuela.
- Estos notas debe ser presenta a el Sr.

Hall, que le tema un pasar para el estudiante a unidad de su vehículo.

Los estudiantes necesitan entender que el aparcamiento en la propiedad escolar es un privilegio que brinda a los estudiantes. Ciertas condiciones se unen a ese privilegio. Los estudiantes que no para mantener estas condiciones estarán sujetas a multas monetarias, pérdida de privilegios, de estacionamiento o colocan en un nivel del plan de disciplina asertiva. En ningún momento será un parque de estudiante en la zona de aparcamiento detrás de la escuela o en el estacionamiento de iglesia. Los estudiantes no puedan sentarse en el coche en cualquier momento durante el día. Facultad y estacionamiento para visitantes será en el estacionamiento del ala extraña Charles o detrás de la escuela. **ESTACIONAMIENTO NO AUTORIZADO DE LA FACULTAD DARÁ LUGAR A UN NIVEL EN EL PLAN DE DISCIPLINA ASERTIVA. Estudiantes que MISS más de Disculpa de tres días en un período sin un médico de calificaciones de nueve semanas o muerte en La inmediatamente familia le perder la privilegio a DRIVE y Parque A vehículo en Oriente alta característica para 30 días (no te pierdas cualquier escuela durante estos 30 días).**

### **Estacionamiento y matrícula**

Todos los estudiantes que en coche a la escuela debe comprar un parking permitan de etiqueta a un costo de \$15. Etiquetas de permiso de estacionamiento debe ser comprado anualmente. Estacionamiento será primer orden servido diariamente, y no se asignarán plazas de aparcamiento específicas. Estudiantes deben registrar la marca, modelo, color, año y número de placa de cada vehículo conducido en el campus. Sin embargo, los estudiantes deben comprar uno 1 permiso para la exhibición. **EL PERMISO DEBE MOSTRARSE EN EL VEHÍCULO QUE CONDUCE EN EL CAMPUS.** Usted puede comprar más de uno (1) permiso. Para registrar su vehículo podría ocasionar la pérdida de los privilegios de conducir, bien, o la colocación en un nivel del plan de disciplina asertiva. Vehículos de estudiantes están sujetas a ser remolcados si no estacionados en las áreas designadas. Privilegios de conducir pueden ser revocada o el estudiante puede ser disciplinado cuando parques ilegalmente, conduce de una manera insegura o utiliza su vehículo para salir del plantel sin permiso. El vehículo también está sujeto a la búsqueda en cualquier momento mientras estacionado en la escuela.

### **Multas de aparcamiento**

Primera ofensa - segunda ofensa \$5,00 - \$10,00

Estos delitos serán evaluados por el East High School e incluyen pero limitado a ninguna etiqueta de aparcamiento, aparcamiento en maestro aparcamiento, aparcamiento en el aparcamiento de minusválidos, etcetera.

### **Política de campo cerrado**

MHHSE opera con una política de campo cerrado. Esto significa que los estudiantes no deben salir de la escuela durante cualquier parte del día a menos que el permiso ha sido dado de la administración.

## **VISITANTES DE LA ESCUELA**

La Junta de Educación anima a los padres y otros ciudadanos del sistema escolar para visitar la escuela y las aulas para observar el trabajo de los estudiantes, maestros y otros empleados. La Junta cree que no hay mejor manera para el público aprender lo que realmente está haciendo la escuela.

Los visitantes entrarán el edificio a través de la oficina. Los visitantes se muestra en el Coordinador de seguridad escolar y emitidos un pase de visitante. Todos los visitantes deben estar preparados para presentar y dejar una forma de identificación con el Coordinador de seguridad escolar. El Coordinador de seguridad escolar entonces dirigir al visitante a la oficina principal o dar la autorización de visitante

para visitar otros lugares en el edificio. Cualquier persona que no está autorizado para estar en la propiedad escolar será acompañado de las instalaciones.

El Director u otra persona autorizada tiene completa autoridad para excluir del plantel está perturbando cualquier persona tiene razón para creer los profesores o los niños en las instalaciones, o sean believeo en las instalaciones con el fin de cometer un acto ilegal. Funcionarios encargados de hacer cumplir la ley pueden ser llamados si la situación lo amerita este tipo de medidas.

Los estudiantes no pueden traer visitantes fuera de la ciudad o no estudiante hermanos o hermanas a la escuela.

## TRANSPORTE

Escuelas del Condado de Hamblen provee transporte en autobuses a todos los estudiantes. Horarios y rutas de autobús están disponibles desde el Hamblen Condado Departamento de transporte (586-2103).

## PLAGIO Y ENGAÑO

En Morristown Hamblen High School East, creemos que la integridad y honestidad en todos los trabajos, pero especialmente escrito de trabajo, es crítica para el desarrollo de carácter excepcional en los adultos jóvenes. Por lo tanto, tomamos el plagio y el engaño en las tareas orales y escritas muy en serio. Plagio y engaño se definen como:

- En un ensayo u otro escrito pedazo de trabajo, que alguien ha escrito, como su propio trabajo.
- Copiar palabra por palabra información de otras fuentes (por ejemplo, Página Web, novela, periódico, revista, enciclopedia, etcetera.) para su propio ensayo o trabajo sin bien citando a o citando la original fuente.
- Parafraseando (o resúmenes) información de otras fuentes (es decir, Página Web, novela, periódico, revista, enciclopedia, etc.) para su propio ensayo o trabajo sin citar adecuadamente la original fuente.
- Copiar su de classmate trabajo escrito y girar se en como su propio (es decir, respuestas a preguntas de tarea / problemas, etcetera.).
- Copiar respuestas de tu compañero en una prueba o quiz.

**Nota: Poner algo en tus propias palabras no significa escribir con unos cambios simples de la palabra. Esto también se considera plagio y el engaño.**

Plagio y engaño tienen consecuencias muy graves y dará como resultado un cero automático en la asignación con absolutamente ninguna posibilidad de recuperar los puntos o grado. También resultará en una referencia a la oficina y un nivel en el Plan de disciplina asertiva.

Las mismas consecuencias se aplicarán a cualquier estudiante que otro alumno copia (plagio) su trabajo.

## CAFETERÍA

Para proteger la propiedad, mantener una relación ordenada entre los alumnos, establecer un ambiente de comer limpio y hacer de todos una experiencia placentera y agradable, el almuerzo pedimos su colaboración con lo siguiente:

- No se sienta en mesas o en la parte posterior de sillas.
- No "beat" en las mesas de pie o caminar sobre ellos.
- Poner todos bandejas, basura, y comida desechos en su adecuada lugares una vez le han come.
- Cooperar con la cafetería personal y instrucciones dado por maestros y administración.

- No romper o cortar línea.
- Uso apropiado sólo lenguaje, sin palabras soeces o vulgaridad.
- Estudiantes son no permitido a poner bebidas en latas o botellas en la cafetería o comida de comerciales restaurantes.
- Hacer todo le puede a hacer la almuerzo rotura agradable y agradable para ti y otros.
- Alimentos y bebidas no pueden tenerse fuera de la cafetería en los pasillos, y profesores y los administradores tienen la autoridad para confiscar y desecho cualquier alimento o bebida en el salas.
- Los estudiantes no podrán abandonar la cafetería durante su periodo de almuerzo sin permiso.

**Los estudiantes no pueden traer alimentos ni bebidas en el edificio a su llegada a la escuela.** Esto incluye alimentos o bebidas de restaurantes comerciales, bebidas en botellas o latas (no se compra en máquinas expendedoras de la escuela), y bebidas en recipientes tales como tazas de viaje.

## ARMARIOS

Taquillas estarán disponibles para uso de estudiante. Por lo tanto, los estudiantes no deben llevar bolsos grandes, incluyendo mochilas y bolsas de gimnasio, en las aulas. Los armarios son propiedad de escuelas del Condado de Hamblen y sujeto a la búsqueda. Armarios no deben ser compartidos. Cada estudiante es responsable de cualquier daño y responsable para el cuidado de su armario. Los estudiantes pueden ir a su armario antes de la escuela, entre los períodos y después de la escuela. Nada debe colocarse en el interior o el exterior del armario. Por favor, no la materia mochilas, Cuadernos grandes, etc. en su armario, ya que esto causará el armario a mermelada y no abre. Todos los estudiantes están obligados a garantizar su armario con una cerradura de combinación aprobada por la escuela.

### **Todos estudiantes de primer**

**año estudiantes son requiere a obtener un armario en el primer Academia. Todas estudiantes de segundo año y jóvenes están obligados a obtener un casillero fuera de la Academia de primer.**

## ORGANIZACIONES ESTUDIANTILES

### **Consejo de estudiantes**

El Consejo Estudiantil representa el cuerpo del estudiante y les da un canal a través del cual sus opiniones pueden ser expresadas y considerar en las decisiones de la escuela. Es de esperar que todos los alumnos de MHHSE tomará parte activa en el Consejo Estudiantil, un candidato, un defensor, o como un elector interesado. Ser una cuestión yourstudent estudiante y ayuda ir fuera.

### **Clubes y organizaciones**

Una variedad de clubes y organizaciones son activas en el campus de MHHSE. Cada grupo anima a los estudiantes a involucrarse y participar. Participación mejorará su carrera de la high School secundaria. Póngase en contacto con un miembro o patrocinador para averiguar más sobre su participación.

Anime	FFA	Periódico
Beta	Primera prioridad	Club de Pep
Club del libro	Medicina forense	Tazón de fuente de eruditos
Desayuno para Cristo	Sociedad alemana	HABILIDADES USA
DECA	HOSA	Club de Español
FBLA	MU Alpha Theta	Consejo de estudiantes
FCA	Club mágico	Juego de video Club
FCCLA	NAC	Anuario

## **LIBRERÍA**

Estudiantes de marketing que funciona la librería. Horas de operación se publicarán.

## **PARTES**

Las partes no son permitidas en MHHSE en cualquier momento durante el día escolar, salvo previo aprobado por el director.

## **ANILLOS DE CLASE**

Estudiantes de segundo año pueden ordenar un anillo escuela especial diseñado. Un depósito de \$50 se requiere en el momento de la compra inicial.

## **BAILES ESCOLARES**

MHHSE patrocina un baile por año, que siendo el Junior-Senior Prom.

### **Código de vestido de fiesta**

*Traje inadecuado para las señoras:*

- Vestidos que tienen una división desde el dobladillo arriba mediados de-muslo.
- Cuello líneas que paso por debajo de los senos o que son demasiado revelando.
- Partes posteriores de los vestidos que están por debajo de la cintura.
- Nada que es transparente o demasiado que de cuerpo piezas que debe no ser visible.
- Vestidos arriba mediados de-muslo.

La banda superior de la falda o el pantalón debe estar dentro de una media pulgada (1/2) del ombligo (ombligo) todo el camino alrededor de la cintura. La banda de las falda/pantalones debe ser recta y no han cortado salidas o vieiras que van debajo de la media pulgada (1/2) requisito desde el ombligo.

### *Vestimenta de los hombres*

- Hombres debe use un tux o una juego con un lazo, vestido camisa, vestido pantalones, vestido zapatos, y una chaqueta.
- No jeans de cualquier color.
- No las cadenas.
- Camisa y corbata deben permanecer en todo el noche.
- El hombre invitado debe adherirse a la sobre señoras directrices incluso aunque ella puede no ser un estudiante de MHHSE.

## **REQUISITOS ATLÉTICOS TSSAA**

- Un estudiante debe ganar cinco créditos el año escolar anterior en caso de menos de 24 unidades para graduación o seis créditos del anterior año escolar si 24 o más créditos se requieren para la graduación. Todos los créditos deben ser ganados por el primer día de la principio de la escuela a año.
- A estudiante debe ser matriculados antes de el 20 escuela día de la semestre, en regular asistencia, y llevar al menos cinco cursos completos durante el presente semestre.

- Un estudiante es permitido ocho semestres de inicio de la elegibilidad con el noveno grado. Junior se permitieron a los estudiantes de la división cuatro semestres de inicio de la elegibilidad con el octavo grado.
- A estudiante deberá ser en alta escuela si o ella se convierte 19 años de edad en o antes de agosto 1 o adentro junior alto si él o ella se convierte en 16 años de edad en o antes de agosto 1.
- Los atletas deben vivir en su casa con su padres.
- En orden para un transferencia estudiante con un atlético récord a ser derecho en escuela hay debe ser un auténtico cambio de residencia por el atleta padres.
- Todos los estudiantes de transferencia deberán ser aprobados por el Director Ejecutivo de TSSAA antes de participar en cualquier juego.
- Un estudiante que participa en tres o más días de práctica, incluyendo prácticas de primavera, con un alto escuela en la que participa será inelegible en ese deporte durante 12 meses si el estudiante se inscribe en otra escuela sin un cambio correspondiente en la residencia de sus padres.
- Un estudiante cuyo nombre aparece en el informe de elegibilidad de la escuela no puede participar en un juego independiente o conocer hasta que ha cerrado la temporada en ese deporte concreto. (Esto no incluye golf o tenis.)
- A atleta registrado no puede aceptar cualquier dinero para atlético habilidades en cualquier TSSAA patrocinado deporte.
- Un atleta puede aceptar una medalla, trofeo, carta preparatoria, suéter, chaqueta, camisa, chaqueta o manta para participación atlética pero nada de valor comercial y estos premios debe llevar carta de la escuela u otros Premio apropiado emblema.
- Todos los gastos a un campo deportivo donde se ofrece la instrucción especificada deben ser pagados por el atleta o su padres.
- Cuando un atleta es cargo matrícula a asistir a un escuela, debe ser pagado por la padres o bona fide tutor o resto de la familia miembros.
- Cualquier alumno que repitió el 7<sup>o</sup> grado después de haber pasado el 7<sup>o</sup> grado o repetir el grado 8<sup>o</sup> después de pasar el 8<sup>o</sup> grado no será elegible para participar en el atletismo durante su 9<sup>o</sup> año de grado.
- A estudiante puede no participar en un All-Star juego a menos que es sancionado por el TSSAA y a menos que él o ella ha completado secundaria elegibilidad para que deporte.

### **Estudiante Alcohol y drogas (JBCDA 6.3071)**

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

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

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

1. Call the student into the principal's office or another private place;
2. Summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding;
3. Inform the student of the substance of the information available to him/her that is the basis for the determination that a test is necessary;



4. Inform the student of the procedures that shall be followed in administering the test;
5. Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing before the disciplinary hearing authority;
6. Notify the parent or guardian of the student of the impending test.

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

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

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

#### **RANDOM DRUG TESTING**

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

#### **ATTENDANCE POLICY (JB)**

##### **Elementary, Middle, and High Schools**

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

##### **Attendance/Tardiness/Early Dismissal/Late Arrival**

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

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

##### **I. Sign-out Procedures**

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

1. The parent or guardian may come to the office to sign the student out. Parents should take note of the times during which students may be dismissed for non emergencies. Those times are during the change of classes or at the student's lunch period.
2. Parent call-ins are not accepted to sign a student out.

3. A note signed by a parent or guardian must be sent to the office with the following information on that note:
  - a. Student's name
  - b. Grade level
  - c. Phone number where parent/guardian can be reached so that the school official can confirm that the student has parental permission to leave. **ALL REQUESTS MUST BE VERIFIED. IF THE PARENT/ GUARDIAN CANNOT BE REACHED, THE STUDENT WILL NOT BE GIVEN PERMISSION TO SIGN OUT EARLY.** If students and parents will use this procedure; we can avoid both unnecessary class interruptions and parents having to wait on a student.
4. Students who are 18 years old or older must also have parental permission to leave school.

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

### **Excused and Unexcused Absences**

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

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

**Unexcused Absences.** Following are listed the absences which are unexcused, along with the code letter which will be used in processing the absence. Unexcused absences are those which are not considered appropriate absences under the attendance laws and policies. Most of these absences are also unlawful. (Those absences marked with a "u" are, with some exception, always unlawful.) Unlawful absences may result in the student being denied credit due to excessive absences.

IMPORTANT: Unlawful absences may also result in placement in an alternate learning program (ALP), out-of-school suspension (OSS), or referral to the juvenile court for judicial enforcement of the attendance laws.

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

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

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

**Excused Tardies**

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

**Unexcused Tardies (Grades 6-12)**

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

Tardy #1 Teacher discretion

Tardy #2 Teacher discretion

Tardy #3 Teacher will record

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

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

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

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

**Absences, Make-up, and Student Grading**

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

Any assignments missed due to any absence should be made up as quickly as possible. This will make the assignment most beneficial as it is completed in its proper context and scope. Further, it is most helpful to the teacher in making assessment of student progress. The number of days the student will be given to complete the assignment. For example, a student who misses Monday and Tuesday and returns Wednesday will turn in the work due on Monday and Tuesday at the beginning of a class on Friday.

Failure of a student to turn in assignments within these guidelines will result in zeros being recorded for the missed assignments. These zeros cannot be waived in figuring a student's final grade and will count as much as the assignments would have counted. An exception to this is that a student on suspension must have missed assignments ready to turn in upon their return to class. Any high school student who is proven to be truant from a class or for the school day is not eligible to make up missed assignments or tests. Missed high school term exams may be made up only with a doctor's excuse or prior approval of the principal.

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

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

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

### **Student Responsibility**

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

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

Options of the HCARC are:

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

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

### **Procedures for Unexcused Absences**

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

**Excessive Absences of Students 18 Years of Age**

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

**Marketing/Co-op Work Attendance Requirement**

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

**RESIDENCE POLICY (JBCB)**

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

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

A parent of a minor child may delegate to any adult person residing in this state temporary care- giving authority regarding the minor child when hardship prevents the parent from caring for the child. This authority may be delegated without the approval of a court by executing in writing a Power of Attorney for Care of a Minor Child. Hard- ships may include, but are not limited to:

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

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

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

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

**STUDENT BEHAVIOR****CLASSROOM ASSERTIVE DISCIPLINE PLAN**

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

**Rules**

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

### **Consequences**

First Consequence— Warning

Second Consequence— 15 Minute Detention

Third Consequence— 30 Minute Detention

Fourth Consequence— Parent Contact and 30 Minute Detention

Fifth Consequence— Office Referral

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

### **Rewards**

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

## **ADMINISTRATIVE ASSERTIVE DISCIPLINE PLAN**

### **Explanation of Process of the Assertive Discipline Plan**

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

If the teacher perceives that a student might be having a behavioral or academic problem that would interfere with his learning or that of the other students, the teacher may refer the student to the appropriate counselor as an alternative to referral to an administrator.

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

Before the administrative discipline plan will take effect, the student will have to be referred to his grade level administrator. Most referrals come from teachers as a result of a violation of their classroom

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

### **1st Referral to an Administrator**

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

### **2nd Referral to an Administrator**

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

### **3rd Referral to an Administrator**

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

### **4th Referral to an Administrator**

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

### **5th Referral to an Administrator**

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

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

## **ALTERNATIVE LEARNING PLACEMENT (ALP)**

### **Student Responsibilities**

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

### **ALP Rules**

1. All students will bring assignments, textbooks, and required materials with them to the ALP room.
2. The student must remain awake with his/her head up at all times.
3. Food, drinks, candy, snacks, and chewing gum will not be permitted.
4. Talking or communication of any type is not allowed.
5. The student will remain in his/her seat until given permission to move.
6. Vandalism of the desks, tables, or chairs will not be tolerated.
7. Lunch will be eaten in the ALP room

8. All students assigned to ALP must be present and on time to the ALP room, or they may be assigned make-up time.
9. Students assigned to ALP must serve a full day, even though they have early dismissal on their schedule. Students are responsible for making arrangements with their employers prior to their scheduled day.
10. Any student absent on the assigned day to ALP must make up that time before returning to regular classes. Failure to do so could result in an Out-of-School Suspension (OSS) or additional time in ALP and/or a level on the assertive discipline plan.
11. Students who fail or refuse to go to ALP may be sent home (Out-of-School Suspension) for the same number of days. More days may be added if the administration deems it appropriate.
12. All students assigned to the ALP understand that the student's failure to obey any of the above rules may result in an Out-of-School Suspension (OSS), parental conference, or recommendation for placement in the Miller-Boyd Alternative School. All students assigned to ALP further understand that any suspension resulting from the student's failure to obey the rules in the ALP room will be considered a separate suspension. An Out-of-School Suspension (OSS) is considered an unexcused absence.

**SCHOOL-WIDE DISCIPLINE CLASSIFICATION OF OFFENSES**

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

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

**INFRACTION**

Violation of dress code	Food/drink taken out of cafeteria
Inappropriate physical contact	Violation of parking rules/regulations
Missing vocational bus	Sitting on tables
Loitering	Excessive noise/disturbance
Food on campus without permission	Improper behavior at assembly/pep rally
Distribute/sell unauthorized material	Not sitting in assigned seat
Failure to sign in or out	Illegal parking
Gambling/card playing	Violation of hallway policy
No I.D. in possession	Out of cafeteria without permission
Littering	Cutting class

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

**INFRACTION**

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

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

### INFRACTI ON

Severe classroom disruption	Destruction of school property
Fighting	Possession of alcohol
Physical abuse of student	Consumption of alcohol
Physical abuse of teacher/staff	Under the influence of alcohol
Threatening a student	Selling/distributing of alcohol
Threatening of teachers/staff	Possession of drugs

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

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

**The following violations have special policies.**

#### **INFRACTION**

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

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

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

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

## **STUDENT CODE OF BEHAVIOR AND DISCIPLINE (JC)**

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

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

### **Mandatory Discipline**

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

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

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

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

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

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

### **Harassment and Discrimination Defined and Prohibited**

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

### **Sexual Harassment Defined and Prohibited**

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

Or

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

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

**Sexual harassment may include but is not limited to:**

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

**Reporting Procedures**

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

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

**System-wide**

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

**Investigation and Recommendation**

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

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

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

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

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

**School District Action**

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

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

**Reprisal**

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

**Non-harassment/False Accusations**

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

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

### **Right to Alternative Complaint Procedures**

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

### **Sexual Harassment as Sexual Abuse**

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

### **Discipline**

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

### **Policy Distribution**

A copy of this policy and reporting procedure will be published in the school system policy manual, will be

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

## **STUDENT CONDUCT (JCB)**

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

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

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

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

### **Disrespect Policy**

In cases of general disrespect:

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

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

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

to court Second Offense: Placement in the alternative school or expulsion

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

### **Battery Policy**

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

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

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

address of the victim, if any. The report will also contain a description of the action and whatever additional information is requested by the law enforcement agency.

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

### **Electronic Communications Device Policy**

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

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

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

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

First Offense: One-day ALP placement (commonly termed in-school suspension) (after 7 school days, device released to parent/legal guardian only; may be released prior to 7 school days for a fee of \$50.00)

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

Third Offense: Placement in alternative school for 45 days

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

### **Fighting Policy**

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

First Offense: Three days out of school suspension and intake for alternative school, or recommendation for placement in the alternative school, or expulsion

Second Offense Placement in alternative school or expulsion

Third Offense: Expulsion

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

1. Whether or not the student is a threat to persons or property
2. Any identified or suspected disability as defined by IDEA/Section 504
3. Previous student disciplinary record
4. Nature of the offense
5. Age of the student

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

### **Hallways Policy**

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

Students who violate this policy will receive the following

discipline: First Offense: One hour detention

Second Offense: One day placement in ALP

Third Offense: Three days placement in ALP

Fourth Offense: Three days out of school suspension

Fifth Offense: Referral to alternative school

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



**Littering Policy**

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

First Offense: One hour detention

Second Offense: One day placement in ALP

Third Offense: Three days out of school suspension

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

**Loitering Policy**

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

First Offense: Warning

Second Offense: One-hour detention

Third and Subsequent Offenses: Placed on hierarchy and loss of driving privileges for 6 weeks

**Physical Contact Policy**

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

First Offense: Warning, parent notification

Second and Subsequent Offenses: Placement on assertive discipline hierarchy

**Extreme Physical Contact Policy**

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

First Offense: 45 days placement in alternative school with referral for mandated consultation with school counselor

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

school counselor Third Offense: One year expulsion from school

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

**Explicit Sexual Conduct Policy**

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

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

Second Offense: One year expulsion from school

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

**Profanity Policy**

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

First Offense: Warning and parent notification  
Any Offense: Placement on assertive discipline hierarchy

## USE OF TOBACCO (JCBC)

### **Tobacco-Free Schools**

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

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

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

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

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

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

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

Use and/or possession of all tobacco products by students are prohibited in all school buildings, on the school campus, and on school transportation vehicles during school hours. School hours will be interpreted to mean the period of time beginning with the first bus pickup and/or arrival at school in the morning and ending with the last bus drop and/or departure from school in the afternoon. This policy also applies to all school bus trips. For the purpose of implementing the nonsmoking policy, no two or more persons will occupy a bathroom stall at any time.

### VIOLATIONS

Students who violate this policy will receive the following discipline:

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

### ALCOHOL AND DRUG USE (JCBD)

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

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

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

### **Drugs**

1. Developing and implementing appropriate curriculum on alcohol and drug education for students
2. Providing adequate information and training for all staff personnel as appropriate for their responsibilities
3. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events.

Students will not possess, distribute, or be under the influence of illegal drugs (e.g., schedule drugs as defined by state law) or drugs for which they do not have a prescription in school buildings or on school grounds or in school vehicles or buses or at any school-sponsored activity at any time, whether on or off school grounds. Upon information that board policy has indeed been violated by a student, the principal will notify the student’s parent or guardian and the appropriate law enforcement officials.

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

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

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

### **Alcohol**

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

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

1. Completion of the 45 “good” day alternative school program (see JCCE)

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

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

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

### **SCHOOL BUS CONDUCT (JCBE)**

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

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

The principal of the student transported will be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if determined by the principal that his/her behavior is such as to cause disruption on the bus, or when he/she disobeys state or local rules and regulations pertaining to pupil transportation. The suspension of a student from riding the school bus will follow the same procedures as for any other school suspension.

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

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

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

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

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

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

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

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

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

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

The emergency door must be used for emergency only.

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

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

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

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

## **VIOLATIONS**

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

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

First Offense: Suspension off the bus for five days

Second Offense: Suspension off the bus for 10 days

Third Offense: Suspension off the bus for one year

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

## **WEAPONS AND DANGEROUS INSTRUMENTS (JCBF)**

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

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

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

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

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

### **What Is A Weapon?**

For the purpose of this policy, "weapon" or "dangerous instrument" will be defined as any dangerous instrument, firearm, or substance which is capable of inflicting any injury on any person; and this definition will be interpreted in accordance with TCA 49-6-4202(1), Section 921 of Title 18 of the U. S. Code, and cases, regulations, etc., interpreting such sections. This includes:

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

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

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

### **MANDATORY DISCIPLINE**

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

1. Bringing to school or being in unauthorized possession on school property of a firearm as defined by federal law (see school board policy 6.309); or

2. Unlawfully possessing any narcotic or stimulant drug, prescription drug, or any other controlled substance (see school board policy 6.307); or
3. Committing battery upon any paid employee, contracted personnel, volunteer, or school resource officer of the local education agency.

The punishment for these offenses must be expulsion from school for one (1) calendar year. The director of schools may, on a case-by-case basis, alter the mandatory expulsion based on individual circumstances, but not in an arbitrary manner. Special education students who violate the provisions of this policy will be disciplined in accordance with state and federal law.

### **Items Not Defined As Weapons**

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

### **STUDENT DRESS CODE (JCBG)\***

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

### **STANDARDIZED DRESS, GRADES 6-12**

#### **Slacks, Blue Jeans, and Pants**

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

#### **Skirts and Dresses**

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

#### **Shorts**

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

#### **Shirts and Blouses**

- Tank tops or halter tops will not be permitted.

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

#### **Jackets**

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

#### **Wind Suits and Warm-up Suits**

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

#### **For All Apparel**

- Clothing must be neat.
- No large or revealing holes, rips, or tears will be allowed in any wearing apparel.
- Clothing will fit properly and will not be unreasonably tight or unreasonably baggy.
- Students will wear appropriate undergarments.
- Women will wear a bra.
- Undergarments will not be visible.

#### **Shoes**

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

#### **Hats**

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

#### **Hair**

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

#### **Jewelry**

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

#### **Tattoos**



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

### **Symbolism**

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

\* Los estudiantes que no están apropiadamente vestidos, o los estudiantes que no están siguiendo el código de vestimenta, se requerirá obtener un cambio de ropa que cumple con las normas de vestimenta. Los estudiantes con joyería facial, no incluyendo el oído, deben quitarse las joyas y darle a un maestro o administrador que se celebrará hasta que pueden ser recogido por un padre o tutor.

### **NOVATADAS (JCDB)**

Novatadas de los estudiantes, actuando solos o con los demás está prohibido en escuelas del Condado de Hamblen. Cualquier organización que permite una iniciación para ir más allá del alcance de las actividades previstas y previamente aprobado por el director de la escuela será suspendida hasta reintegrados por el principal. Un estudiante culpable de mal comportamiento puede recibir castigos que van desde amonestación verbal hasta la suspensión o expulsión, dependiendo de la gravedad de la infracción y antecedentes del infractor. Organizaciones no oficialmente reconocidas o sancionadas por la escuela se prohíben cualquier novatadas de los estudiantes en la propiedad escolar.

### **AMENAZAS TERRORISTAS (JGFAA)**

Es la política de la Hamblen Condado Junta de educación a adoptar todas las medidas razonables y necesarias para proporcionar un ambiente seguro para los estudiantes, personal y administración. Cualquier amenaza por cualquier individuo, grupo de individuos u organizaciones de cualquier tipo dirigidos hacia otro que, si lleva a cabo, supondría un peligro potencial para la seguridad de los estudiantes, personal, Facultad y administración se considerará como un asunto serio y será tratados en consecuencia. El Consejo no tolerará amenazas terroristas contra cualquier persona en la comunidad escolar.

Un estudiante comete el delito de amenaza terrorista cuando amenaza con cometer cualquier crimen de violencia o amenaza con quemar, dañar o destruir bienes con el fin de:

1. a otro, o
2. Causar la evacuación de un escuela edificio, lugar de Asamblea, atlético instalaciones, o autobús de la escuela, o
3. De otra manera causando grave público inconveniente o en imprudente hacer caso omiso de la riesgo de causar tal terror o molestias.

Cualquier estudiante culpable de amenazas terroristas serán sujetos a expulsión del sistema escolar.

Será una violación de las políticas de la Junta Directiva para cualquier persona que a sabiendas presentar o difundir a través de un ordenador o red informática cualquier imagen, fotografía, dibujo o representación visual similar o cualquier descripción verbal de la información diseñada para fomentar, solicitar o en caso contrario promover actos terroristas como se define en el apartado uno de esta política. Cualquier estudiante culpable de difundir dicha información estará sujeto a expulsión del sistema escolar.

Cualquier estudiante que recibe información sobre una amenaza terrorista o la difusión de información sobre una amenaza terrorista debe reportar inmediatamente esta información a un administrador de la escuela u otro empleado en una posición de autoridad o el oficial de la escuela. El fracaso de un

estudiante para divulgar dicha información puede ser tratado como una cuestión disciplinaria y puede someter al estudiante a cualquier sanción puede ser determinada por la administración de la escuela.

### **NOTIFICACIÓN DE LA OPCIÓN DE ELECCIÓN DE ESCUELA INSEGURO (JGFAAA)**

Debajo de la Tennessee State Board of Education de inseguro escuela elección política, como lo requiere la federal *No Child Left Behind Act*, cualquier estudiante de escuela pública que es víctima de un delito violento como se define en 40-38-111(g) de *código anotado de Tennessee*, o el intento de cometer uno de estos delitos como se define en *Tennessee código anotado 30-12-101*, se proporcionará una oportunidad para transferir a otro nivel de grado apropiado de la escuela dentro del distrito.

Información adicional sobre esta opción se puede obtener comunicándose con:

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

### **ACOSO/INTIMIDACIÓN/ACOSO CIBERNÉTICO (JGFFA)**

Estudiantes deberá ser siempre una seguro aprender ambiente. **Será ser un violación de esto política para cualquier estudiante de amedrentar, intimidar o crear un hostil ambiente educativo para otro estudiante.** Hostigamiento, acoso e intimidación ocurre si el acto tiene lugar en la escuela, en cualquier actividad escolar, el equipo proporcionado por la escuela o el transporte o en cualquier oficial escuela parada si la ley física perjudica a un estudiante o daña su / su propiedad a sabiendas coloca al estudiante en temor razonable de los mismos, causa angustia emocional a un estudiante o estudiantes o crea un ambiente educativo hostil. Si el acto tiene lugar fuera de la propiedad de la escuela o fuera de una actividad patrocinada por la escuela, un acto de hostigamiento, acoso o intimidación se produce si la ley está dirigida específicamente a un estudiante o estudiantes y tiene el efecto de crear un ambiente educativo hostil crear una interrupción sustancial para el medio ambiente de la educación o proceso de aprendizaje. Estos actos también pueden tener lugar a través de la electrónica means.<sup>3</sup>

### **INFORMES E INVESTIGACIÓN**

Supuestas víctimas de las faltas antes mencionadas deberán informar inmediatamente a estos incidentes un maestro, consejero o administrador del edificio. Toda denuncia deberá investigarse por una queja manager (como se indica en el estudiante inquietudes, quejas y agravios 6.305).

Se respetará la privacidad y el anonimato de todas las partes y testigos a las quejas. Sin embargo, porque un individuo necesita para confidencialidad debe equilibrarse con la obligación de cooperar con las investigaciones policiales o judiciales, para proporcionar el debido proceso al inculpado, para llevar a cabo una investigación exhaustiva, o tomar las medidas necesarias para resolver una queja, la identidad de las partes y los testigos puede ser revelada en las circunstancias apropiadas para personas con necesidad de saber.

Fundamentada cargos contra un empleado resultará en acción disciplinaria hasta e incluyendo terminación. Fundamentada cargos contra un estudiante pueden resultar en medidas correctivas o disciplinarias, hasta e incluyendo suspensión.

No habrá ninguna represalia contra cualquier persona que reporta hostigamiento o participe en una investigación. Sin embargo, cualquier empleado que se niega a cooperar o da información falsa en el curso de cualquier investigación puede ser sujeto a acción disciplinaria. La willfuling de un informe falso sí mismo se considerará acoso y deberá ser tratado como tales.

Un empleado disciplinado por la violación de esta política puede apelar la decisión el Coordinador Federal de los derechos o el director de las escuelas. Cualquier estudiante disciplinado por la violación de esta política puede apelar la decisión de acuerdo con las políticas disciplinarias y procedurers.

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It shall be a violation of this policy for any student to bully, intimidate, or create a hostile