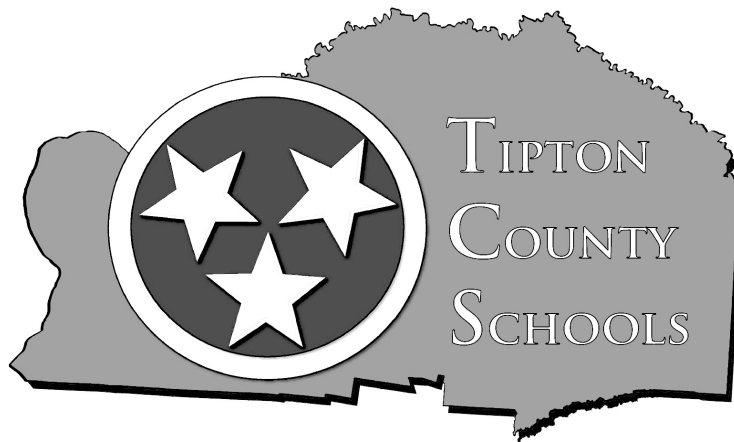


# STUDENT HANDBOOK

Code of Student Conduct  
Rights, Responsibilities, Rules,  
Due Process Procedures



Revised May 2021

TIPTON COUNTY BOARD OF EDUCATION

Dr. John Combs, Superintendent

## MISSION STATEMENT

*Instill hope, inspire confidence, and prepare students  
to be productive and successful*

# TIPTON COUNTY SCHOOLS

## **Alternative Learning Center**

800 Bert Johnston Drive  
Covington, TN 38019  
901-475-3502

## **Atoka Elementary School**

870 Rosemark Rd.  
Atoka, TN 38004  
901-840-9525

## **Austin Peay Elementary School**

474 Academic Drive  
Covington, TN 38019  
901-840-9325

## **Brighton Elementary School**

1201 Old Highway 51 South  
Brighton, TN 38011  
901-840-9500

## **Brighton Middle School**

7785 Hwy 51 South  
Brighton, TN 38011  
901-840-9450

## **Brighton High School**

8045 Hwy 51 South  
Brighton, TN 38011  
901-840-9400

## **Crestview Elementary School**

151 Mark A. Walker Blvd.  
Covington, TN 38019  
901-840-9300

## **Crestview Middle School**

201 Mark A. Walker  
Covington, TN 38019  
901-840-9250

## **Covington High School**

803 South College  
Covington, TN 38019  
901-840-9200

## **Covington Integrated Arts**

760 Bert Johnson Avenue  
Covington, TN 38019  
901-840-9150

## **Drummonds Elementary School**

5068 Drummonds Road  
Drummonds, TN 38023  
901-840-9750

## **Munford Elementary School**

1200 McLaughlin Drive  
Munford, TN 38058  
901-840-9700

## **Munford Middle School**

100 Education Drive  
Munford, TN 38058  
901-840-9650

## **Munford High School**

1080 McLaughlin Drive  
Munford, TN 38058  
901-840-9600

**Tennessee and Tipton County Board Policies will have precedence over any information included in the book.**

## Tennessee Department of Education Contact Information

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

Legal Services Division Division of Special Education, Tennessee Department of Education 710 James Robertson Parkway Andrew Johnson Tower, 5th Floor Nashville, Tennessee 37243-0380 Phone: 615-741-2851 Fax: 615-253-5567 or 615-532-9412	West Tennessee Regional Resource Center 100 Berryhill Drive Jackson, TN 38301 Phone: 731-421-5074 Fax: 731-421-5077	East Tennessee Regional Resource Center 2763 Island Home Blvd. Knoxville, TN 37290 Phone: 865-594-5691 Fax: 865-594-8909
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### Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

**The ARC of Tennessee** is on the Internet at <http://www.thearctn.org/>

44 Vantage Way, Suite 550

Nashville, TN 37228

Phone: 615.248.5878 Toll-free: 1.800.835.7077

Fax: 615.248.5879 Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

**Support and Training for Exceptional Parents (STEP)** is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza

Greeneville, TN 37745

West Tennessee: (901) 756-4332 <a href="mailto:jenness.roth@tnstep.org">jenness.roth@tnstep.org</a>	Middle Tennessee: (615) 463-2310 <a href="mailto:information@tnstep.org">information@tnstep.org</a>	East Tennessee: (423) 639-2464 <a href="mailto:karen.harrison@tnstep.org">karen.harrison@tnstep.org</a>
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**Tennessee Protection and Advocacy (TP&A)** is on the Internet at <http://www.tpainc.org/>

416 21st Avenue South

Nashville, Tennessee 37212

1-800-287-9636 (Toll free) or 615-298-1080

615-298-2471 (TTY) 615-298-2046 (FAX)

**Tennessee Voices for Children** is on the Internet at <http://www.tnvoices.org/main.htm>

West Tennessee: (Jackson Area) Telephone: 731-660-6365 Fax: 731-660-6372	Middle Tennessee: 1315 8th Avenue South Nashville, TN 37203 Telephone: 615-269-7751 Fax: 615-269-8914 TN Toll Free: 800-670-9882 E-mail: <a href="mailto:TVC@tnvoices.org">TVC@tnvoices.org</a>	East Tennessee: (Knoxville Area) Telephone: 865-609-2490 Fax: 865-609-2543
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**These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services - Disability Pathfinder Database:**

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

On the web page, select your "county" and the "service" you desire from the drop-down lists and click "Submit."

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

**2021-2022**  
**TIPTON COUNTY SCHOOLS**  
**SCHOOL CALENDAR**

**Teacher Administrative Day .....August 2**  
**First day for teachers**

**First Day for Students .....August 3**  
**Abbreviated Day**  
**Students & Teachers Dismissed at 11:30 am**

**Teacher In-Service Day .....August 4**

**Teacher In-Service Day .....August 5**

**Teacher In-Service Day .....August 6**

**Full Day for Students.....August 9**

**Afternoon Teacher In-Service.....August 26**  
**Teachers work 3:15 –6:15 pm**

**School Out/Labor Day .....September 6**

**Afternoon Teacher In-Service....September 23**  
**Teachers work 3:15 –6:15 pm**

**Fall Break .....October 11-15**

**Parent/Teacher Conferences 3:15-6:15 pm**  
**Full Day for Students**  
**Elementary Schools..... Oct 25 & 11/4**  
**Middle Schools ..... Oct 26 & 11/4**  
**High Schools ..... Oct 28 & 11/4**

**Thanksgiving Holidays .....November 22-26**

**Last Day of First Semester .....December 17**  
**Abbreviated Day**  
**Students & Teachers Dismissed at 11:30 am**

**Christmas Break.....Dec 20 – 31**

**85 Days 1<sup>st</sup> Semester**  
**95 Days 2<sup>nd</sup> Semester**

**New Student Registration Day is 7/27/2021**

**Kindergarten registration will be held on**  
**3/3/2022      4/7/2022      5/10/2022**

**Teacher In-Service Day.....January 3**

**First Day for Students .....January 4**

**Parent/Teacher Conferences 3:15-6:15 pm**  
**Full Day for Students**  
**High Schools.....Jan 13 & 20**

**School Out/M. L. King Day .....January 17**

**Parent/Teacher Conferences 3:15-6:15 pm**  
**Full Day for Students**  
**Elem Schools.....Feb 1 & 10**  
**Middle Schools.....Feb 3 & 10**

**School Out/Presidents' Day ..... February 21**

**Spring Break ..... March 21-25**

**Afternoon Teacher Admin Day ..... April 7**  
**Teachers work 3:15 –6:15 pm**

**School Out/Good Friday ..... April 15**

**Afternoon Teacher Admin Day ..... May 12**  
**Teachers work 3:15 –6:15 pm**

**Last Day for Students..... May 26**  
**Abbreviated Day**  
**Students & Teachers Dismissed at 11:30 am**

**Teacher Administrative Day.....May 27**

Grading Periods		Progress Reports will be sent by	Report Cards
08/03-10/08	45 days	9/9	10/25
10/18-12/17	40 days	11/18	01/13
01/04-03/11	47 days	2/01	03/31
03/14-05/26	48 days	4/07	05/26

Graduation Dates	Lunch Will NOT Be Served On Any Day School Is Dismissed At 11:30
BHS 5/19	
MHS 5/20	
CHS 5/23	

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**CALL CRIME STOPPERS**

**476-4411**

# Introduction

The school is a community, and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community. Disciplinary action for violation of the rules of the school community may be taken by the school

regardless of whether criminal or civil charges result. Administrators and teachers are required by law to maintain a suitable environment for learning; and administrators have the responsibility for maintaining and facilitating the education program. Therefore, students are expected to conform to the rules and regulations of the school system and apply themselves to the learning process.

## STUDENTS Student Goals and Objectives

### 6.100

In order to establish an environment conducive to learning for each student, the board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities.<sup>1</sup>
2. To protect and observe the legal rights of students;
3. To promote a learning environment which provides opportunities for all students without regard to race, creed, ethnic origin, sex or disabilities;
4. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning

environment which provides positive encouragement from frequent success;

5. To provide an environment or reality in which students can learn civic responsibility for their actions through meaningful experience as school citizens;
6. To deal with students in matters of discipline in a fair and constructive manner;
7. To provide for the safety, health and welfare of students; and;
8. To promote faithful attendance and good work.

## CODE OF CONDUCT STUDENTS Rights and Responsibilities 6.301

The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school. Students are under the jurisdiction of the school and subject to all its rules and regulations from the time they arrive on school property (school bus or campus) until they leave school property with proper permission or under proper circumstances. Off campus criminal behavior which results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process is subject to suspension.

### Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;

3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities;<sup>2</sup> and
6. Be fully informed of school rules and regulations.

### Each student has the responsibility to:<sup>3</sup>

1. Know and adhere to reasonable rules and regulations established by the Board and the procedures of his/her school;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;

#### Legal References:

<sup>1</sup> 20 U.S.C. § 1703; TCA 49-6-3109

<sup>2</sup> 20 U.S.C. § 1703

<sup>3</sup> TCA 49-6-3401

4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

## STUDENTS Procedural Due Process

### 6.302

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened.<sup>1</sup> The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.<sup>2</sup>

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

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

If, at any time of the suspension, the principal, principal-teacher, or assistant principal determines that an offense has been committed which would justify a suspension for more than ten (10) days, such person may suspend a student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.<sup>3</sup>

## STUDENTS Code of Behavior and Discipline

### 6.300

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices. Expulsionary discipline shall only be used as a measure of last resort. The development of each code shall involve principals and staff members of each level and shall be consistent with the relevant policies as adopted by the Board.<sup>1</sup>

The established levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.<sup>2</sup> These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary

measures are implemented in a manner that:<sup>3</sup>

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize trauma-informed/restorative discipline practices.

#### Legal References:

<sup>1</sup> Ingraham V. Wright, 430 U. S. 651, (1977)

<sup>2</sup> Goss V. Lopez, 410 U.S. 565, (1975)

<sup>3</sup> TCA 49-6-3401



The following school disruptions and disciplinary procedures are designed to protect all members of the educational community in the exercise of their rights and duties. <sup>1</sup> (not an exclusive listing)

**STEPS:** To be taken by the school administrator when violations of school rules occur:

STEP #1--Detention, Saturday School, 1-2 Days In School Suspension, Corporal Punishment, Parent Contact, trauma-informed/restoratives discipline practices

STEP #2--Detention, Saturday School, Corporal Punishment, 1-4 Day(s) In-School Suspension, 1-2 Day(s) Out-of-School Suspension, Parental Contact, trauma-informed/restorative discipline practices

STEP #3--3-5 Days Out of School Suspension, Mandatory Parent Conference, Detention, Saturday School, 1-4 Day(s) In-School Suspension, trauma-informed/restoratives discipline practices

STEP #4--4-10 Days Out of School Suspension, Mandatory Parent Conference, Detention, Saturday School, 1-4 Day(s) In-School Suspension, trauma-informed/restoratives discipline practices

STEP #5- Detention, Saturday School, 1-4 Day (s) In-School suspension, referral to ALC, Expulsion, Mandatory Parent Conference

**DISRUPTIONS: CONSEQUENCES: PROBATION PERIOD:**

1. Violation of Dress Code .....STEP #1 ..... 10 DAYS  
Including wearing, while on the grounds of a public school during regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment<sup>2</sup>
2. Violation of Classroom Rules.....STEP #1 ..... 10 DAYS
3. Improper Behavior Outside.....STEP #1 ..... 10 DAYS  
Classroom, Including, But Not Limited to: Cafeteria, Campus, Assemblies or Other School Activities.
4. Refusal to Identify Oneself.....STEP #1 .....10 DAYS  
Properly when requested to do so by a faculty or staff member.
5. Cheating, Cutting Classes, .....STEP #2 .....10 DAYS  
Truancy, Leaving Campus Without Authorization, Excessively Tardy **NOTE:**  
**Repeated violations of rule #5 could result in a referral to Juvenile Court.**
6. Improper Student Relationship STEP #2.....6 WEEKS
7. Defacing School Property.....STEP #2 .....6 WEEKS  
Use or Possession of .....STEP #2 .....6 WEEKS
8. Fireworks, Explosive Devices, or Odorous Devices
9. Profanity or Vulgarity .....STEP #2 .....6 WEEKS

10. Gambling or Possession of.....STEP #2 .....6 WEEKS  
Gambling Devices
11. Bullying, Intimidation, Harrassment....STEP #3...18 WEEKS  
Degradation or Threatening of Other Students or SChool Staff (including cyber)
12. Personal Multi-Media/.....STEP #2 .....6 WEEKS  
Communication Devices.  
1st Offense - Confiscation up to 9 weeks. Multiple Offenses - Confiscation up to remainder of school year  
**NOTE: Student will have the opportunity for a hearing before the principal.**
13. Theft or Vandalism, Forgery ...STEP #3 .....6WEEKS  
Falsifying School Records **NOTE:**  
*Restitution is required.*
14. Gangs, Gestures, Actions .....STEP #3 .....6 WEEKS  
signals, literature, colors, drawings, signs, jewelry, or manner of grooming implying affiliation with unauthorized societies, clubs or gangs
15. Open Defiance of a Teacher ....STEP#3.....18 WEEKS
16. Fighting at School, On the .....STEP #3 .....18 WEEKS  
Way To and From School or At School Activities
17. Possession and/or Use of.....STEP #3.....18 WEEKS  
Tobacco or Tobacco Related Products and/or nicotine and vaping devices  
**NOTE: By Tennessee law all violators are cited to Juvenile Court.**
18. Possession or Use of .....STEP #5...0-TOLERANCE  
Weapons or Dangerous Instruments
19. Use, Sale or Possession of .....STEP #5..0-TOLERANCE  
Drugs or Alcohol on or Near School Property
20. Battery upon any teacher, .... STEP #5.... 0-TOLERANCE  
principal, administrator, any other employee of the school or school resource officer.

**NOTE:** Consequences for any of the above disruptions (and offenses not listed) may be determined by the local school administration on a case-by-case basis according to the severity of the infraction and circumstances.

**Where required by statue, offenses will be reported to law enforcement.**

**The Graduation ceremony is a privilege not a right. Any violation of school rules may result in a student not being allowed to participate in the ceremony.**



# **STUDENTS**

## **Zero-Tolerance Offenses**

### **6.309**

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:<sup>1</sup>

1. Bringing to school or being in unauthorized possession of a firearm on school property;<sup>2</sup>
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;<sup>3</sup>
3. Aggravated assault;<sup>4</sup>
4. Assault that results in bodily injury<sup>5</sup> upon any teacher, principal, administrator, any other employee of the school, or school resource officer.

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.<sup>6</sup>

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.<sup>7</sup>

# **STUDENTS**

## **Bus Conduct**

### **6.308**

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and class room behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem or repeated misbehaviors and may be called upon to assist if necessary.

A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

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

Any student who gets off the bus at any point between the pick up point and school must present the bus driver with a note of authorization from the parent, the principal or the principal's designee of the school that the student attends. This applies only to transportation from school to home.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

#### Legal References:

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA39-17-454; TCA53-10-101
4. TCA39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 49-6-3401(g)(2); TCA 49-6-3402; Public Acts of 2020, Chapter No. 603
7. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

#### Cross References:

- Code of Conduct 6.300  
Drug-Free Schools 6.307  
Student Disciplinary Hearing Authority 6.317  
Suspension 6.316  
Alternative Education 6.319

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

**USE OF VIDEO CAMERAS**

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with the law.

Video surveillance shall be used only to promote the order, safety and security of students, staff and property.

The director of schools is directed to develop procedures governing the use of video cameras in accordance with the provisions of the law and established Board policies.

**School Bus Discipline Steps**

The following STEPS will be taken at the discretion of the school administrator when a violation of the SCHOOL BUS CONDUCT CODE occurs:

- STEP #1- Probation, Corporal Punishment, Saturday School or 3 Day Bus Suspension
- STEP #2- 5 Day Bus Suspension
- STEP #3- 10 Day Bus Suspension
- STEP #4- 6 Week Bus Suspension
- STEP #5- Loss of Bus Riding Privileges for the Remainder of the School Year

**The STEP Discipline Program EXPLANATION:**

When a student violates the SCHOOL BUS CONDUCT CODE, the principal or assistant principal will place the student at the appropriate STEP level. If the student during the probation period violates any SCHOOL BUS CONDUCT CODE, the student advances to the next STEP. If the student does not violate any SCHOOL BUS CONDUCT CODE during the probation period, the student will be removed from the STEP procedure.

**VIOLATIONS: CONSEQUENCES: PROBATION (REFER TO) PERIOD:**

- (a) failing to load or unload ..... STEP #1..... 6 WEEKS in an orderly manner
- (b) distracting the driver's ..... STEP #1..... 6 WEEKS attention with loud talking, laughing, or unnecessary confusion
- (c) eating and drinking on the ..... STEP #1..... 6 WEEKS school bus while en route to and from school
- (d) cluttering up the aisle with ..... STEP #1..... 6 WEEKS books, lunch boxes, etc.
- (e) using vulgar, obscene, or ..... STEP #2..... 6 WEEKS threatening language or gestures
- (f) failing to treat bus equipment ... STEP #2..... 6 WEEKS carefully or maliciously destroying bus equipment and property
- (g) refusing to obey the ..... STEP #2..... 6 WEEKS instructions of the school bus driver and holding area personnel or designated person
- (h) fighting...see Discipline Procedures Section 6.313 #17.
- (i) improper student relationship ... STEP #2..... 6 WEEKS
- (j) smoking/vaping on the school bus....STEP #3...18 WEEKS while en route to and from school

**NOTE:** Consequences for any of the above and preceding disruptions on the school bus can be covered by STEPS 1-5 under the CODE OF STUDENT CONDUCT at the discretion of the local school administrator.

**Reward for Reporting Vandalism of Bus Property**

The purpose of this policy is to discourage the willful destroying or damaging of school bus property.

A reward of twenty dollars (\$20.00) will be given to any student who reports individuals who are responsible for the destruction of school bus property.

This information may be reported to either the bus driver, principal, supervisor of transportation, or the Pupil Services Supervisor. After the information has been verified, the reward shall be forwarded from the Tipton County Board of Education.

## STUDENTS

### Dress Code

#### 6.310

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.

More specific guidelines appropriate for each and/or level of each school (elementary, middle, and senior high) may be developed. Principals, faculty members and students shall be involved in the development of each appropriate set of guidelines.

When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension. The following items are not acceptable school attire:

1. Caps, hats or headcoverings of any type;
2. Sunglasses;
3. Shorts. Pre-K through 8th Grade students may wear knee length shorts.
4. Any apparel made from spandex material;
5. "Mesh" shirts, tank tops or "cut off" tops, see through shirts. Midriffs must be covered at all times including when students are seated and/or raising their hands. Cleavage is NOT allowed to be shown at anytime.
6. Clothing that promotes the use or consumption of alcohol, drugs or with sexual innuendoes conveying

suggestive or inappropriate messages. Clothing which denotes possible gang affiliation is not permitted.

7. Untucked shirts where belt can not be seen.
8. Articles of clothing that are ripped or torn;
9. Body piercings with the exception of ear piercing.
10. Apparel worn so tight that it is distracting.
11. Low riding pants.
12. Dresses and skirts not at least knee length.
13. Wording across seat of pants.
14. Flip-flops or house shoes.
15. Pants that are not the appropriate size and not worn at the waist. Belts are required for pants that have belt loops.
16. Pajama pants.

The above list is not all inclusive. For the orderly and efficient operation of the school, the school administration may determine other attire to be inappropriate as situations arise. If there is a question as to whether an article of clothing is appropriate for school wear, the school administration should be contacted prior to wearing.

Students who are considered to be in violation of the student dress code will be required to be in compliance immediately or be placed in in-school suspension until he/she is in compliance. In extreme cases of dress, makeup, jewelry and/or hair, etc., the students may be sent home to make corrections. All infractions will be documented on the student's discipline record.

## STUDENTS

### Interrogations and Searches

#### 6.303

##### INTERROGATIONS BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely, or evasively or refusing to answer a question may be subject to disciplinary actions, including suspension.

If a student is suspected or accused of misconduct or infraction of the of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s).

##### INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal/ designee shall be present during the interrogation.<sup>1</sup>

##### POLICE-INITIATED INTERROGATIONS

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

##### SEARCHES BY SCHOOL PERSONNEL

In order to ensure a safe and secure learning environment, the Director of Schools shall develop procedures regarding the searching of student, lockers, vehicles, and containers which are consistent with state law. The Director of Schools shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.<sup>1,2</sup>

##### Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4201 et. Seq.; 2014 Tenn. Op. Att'y Gen. 14-21

##### Cross References

Traffic and Parking Controls 3.403  
Procedural Due Process 6.302  
Child Abuse and Neglect 6.409

## STUDENTS

### Reward for Reporting Gun or Drugs on School Property

A cash reward will be paid for information about guns or drugs in any Tipton County School. The plan, called "Gun or Drug Free Schools" will be administered and paid for through Crime Stoppers of Tipton County.

Under the plan, anyone with information about a gun or drug in any school should call Crime Stoppers at 476-4411 and give the information. The caller will be assigned a code number and asked to call back to Crime Stoppers after 72 working hours to

see if a reward will be paid. A reward of fifty dollars (\$50) will be paid if a gun or drug is found as a result of the information. If an arrest is made, the reward will be one hundred dollars (\$100). All rewards will be paid in cash and the caller's identity will not be revealed.

Tipton County Sheriff J.T. "Pancho" Chumley will investigate all information received.

## CALL CRIME STOPPERS

### 476-4411

## STUDENTS

### Alcohol and Drug Use

#### 6.307

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Board's plan for dealing with alcohol and drugs<sup>1</sup> shall include the following:

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

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

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act<sup>2</sup> by:
  - a. Informing all students in grades seven (7) through twelve (12) of its provisions;
  - b. Distributing to all such students a pamphlet describing the law;
  - c. Including the teaching of the components of the law;

4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events.

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

Students will not 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.<sup>3</sup>

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials.<sup>4</sup> A student who unlawfully possesses any narcotic, stimulant, prescription drug or other controlled substance shall be subject to the suspension for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this suspension requirement on a case-by-case basis.<sup>5</sup>

#### Legal References:

<sup>1</sup> TRR/MS 0520-1-3-.08 (2) (d)

<sup>2</sup> TCA 55-10-701 et seq.

<sup>3</sup> TCA 39-17-417

<sup>4</sup> TCA 49-6-4209

<sup>5</sup> TCA 49-6-4018

# STUDENTS

## Use of Personal Multi-Media / Communication Devices In School

### 6.312

#### **K-5 and ALC/TLC**

Students may not possess personal communication devices and personal electronic devices, including but not limited to wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones, laptops, tablets, mp3 players, and cameras, on school property. A student in violation of this policy is subject to disciplinary action as outlined in the Tipton County Handbook.<sup>1</sup>

#### **6-12**

Students may possess personal communication devices and personal electronic devices, including but not limited to wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones, laptops, tablets, mp3 players, and cameras, on school property so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. However, a

teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action as outlined in the Tipton County Handbook.

***At no time shall a Tipton County School be responsible for preventing theft, loss or damage to personal communication or electronic devices, including but not limited to wearable technology or cell phones, laptop, tablets, mp3 players, and cameras brought onto school property. Furthermore, Tipton County Schools shall not be responsible for servicing any such devices.<sup>2</sup>***

# STUDENTS

## Suspension/Expulsion/Remand

### 6.316

#### General

A principal may suspend a student from attendance in a specific class or school-related activity without suspending the student from attendance at school. Based on the severity of the offense, a principal may suspend from attendance and all school activities.

Students may be suspended for good and sufficient reasons including, but not limited to:<sup>1</sup>

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against any person or personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the actions that would justify suspension;
6. Marking, defacing or destroying school property;
7. Possession of a pistol, gun or firearm on school property;<sup>2</sup>

8. Possession of a knife, or other weapon(s) as defined in state law, on school property;<sup>3</sup>
9. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
10. Unlawful use or possession of barbitol or legend drugs, as defined in state law;<sup>4</sup>
11. Off-campus criminal behavior resulting in (a) charges;
12. When behavior poses a danger to persons or property or disrupts the educational process;
13. Use or possession of alcohol and/or drugs;
14. Smoking /vaping on school property;
15. School bus conduct;
16. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
17. Engaging in behavior which disrupts a class or school-sponsored activity;
18. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school.
19. Any other conduct prejudicial to good order and discipline.

#### Legal References

1. TCA 49-6-3007(g)
2. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
3. TCA 39-17-1309(b)
4. TCA 39-17-1309

Except in an emergency, no principals shall suspend any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.<sup>5</sup>

When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the Director of School/designee of:

1. Suspension;
2. Cause for the suspension; and
3. Any condition for readmission, which may include a meeting of the parent(s)/guardian(s), student, and the principal.

If a student is suspended during the last ten (10) days of any term or semester, he/she shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.<sup>6</sup>

#### **IN-SCHOOL SUSPENSIONS:<sup>7</sup>**

In-school suspension shall be offered to students as an alternative program to complete academic assignments and receive credit for work completed.

Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study.

Personnel responsible for in-school suspension shall ensure that each student is supervised at all times and has text books and classwork assignments from his/her regular teachers.

#### **SUSPENSIONS LONGER THAN FIVE DAYS<sup>8</sup>**

If a suspension is longer than five (5) days, the principal shall develop and implement a plan for improving the student's behavior.

#### **SUSPENSIONS LONGER THAN TEN DAYS<sup>9</sup>**

If a principal suspends a student for longer than ten (10) days, he/she shall immediately give written notice to the parent(s)/guardian (s) and the student of the right to appeal the decision. All appeals shall be filed within five (5) days of receipt of the notice. These appeals may be filed by the parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the school district, if requested by the student.

The appeal from this decision shall be to the Discipline Hearing Authority appointed by the Board. If a Discipline Hearing Authority has not been appointed, then the appeal shall be to the Board.

#### **Legal References:**

5. TCA 49-6-3401 (i)
6. TCA 49-6-3401 (d)
7. TCA 49-6-3401 (b) (1)
8. TCA 49-6-3401(c) (3);
9. TCA 49-6-3401 (a)-(c); Goss v. Lopez, 419 U.S. 565 (1975); 20 USCA § 1415

#### **Cross References:**

Procedural Due Process 6.302  
Interference/Disruption of School Activities 6.306  
Bus Conduct 6.308  
Zero Tolerance Offenses 6.309  
Dress Code 6.310  
Traffic and Parking Controls 3.403  
Code of Conduct 6.300  
Drug Free Schools 6.307  
Disciplinary Hearing Authority 6.317 Alternative  
School Program 6.319



## STUDENTS

### Corporal Punishment

#### 6.314

Any principal, assistant principal, or any teacher with the approval of the principal, may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:<sup>1</sup>

1. Corporal punishment shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances;
2. The instrument to be used in administering corporal punishment shall be approved by the principal;
3. Corporal punishment shall be reasonable;
4. Corporal punishment shall be administered in the presence of another professional employee; and
5. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the student, and the influence of the student's example and conduct on others.
6. If a student has a disability, corporal punishment shall be

administered only when the school has received written parental permission. The parental permission must include the type of corporal punishment that is allowed and the circumstances under which it is permitted. This information will be kept on file at the school. It may be revoked at any time; and

7. The principal shall notify the parent(s)/guardian(s) any time corporal punishment is used.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present and the date and time of punishment.

Disciplinary records shall be filed in the school office and made available to parent(s)/guardian(s) or students, whichever is appropriate.

The Director of Schools shall develop administrative procedures to implement this policy, including applicable recordkeeping and reporting requirements.

## STUDENTS

### Student Discrimination/Harassment and Bullying/Intimidation

#### 6.304

The Tipton County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.<sup>2</sup>

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of violations of this policy.

#### DEFINITIONS

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

- Physically harming a student or damaging a student's property;

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

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

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

**Hazing** - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.<sup>3</sup>

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

#### Legal References:

<sup>1</sup> TCA 49-6-4103

<sup>2</sup> TCA 49-6-1016

<sup>3</sup> TCA 49-2-120

<sup>4</sup> TCA Title IX (20 U.S.C. §§ 1681-1686)

#### Cross References:

Code of Behavior and Discipline 6.300

Student Records 6.600



## COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.<sup>4</sup> All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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

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

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

## RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior,

or any other factors, as appropriate to properly respond to each situation.

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

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

## REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each elementary, middle, K-8, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

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

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

## RETALIATION AND FALSE ACCUSATIONS

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

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

# STUDENTS

## Student Concerns, Complaints and Grievances

### 6.305

## STUDENT CONCERNS AND COMPLAINTS

Decisions made by school personnel – such as aides, teachers, or assistant principals – which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form (available at the school office) within two (2) days. The appeal will usually be decided confidentially and promptly, preferably within ten (10) school days.

However, if the principal does not make a decision within ten (10) school days following the date of complaint, students or parents may appeal at that time by contacting the Director of Schools/designee at the central office of Tipton County Schools. The information provided should include the student's name, the school and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone.

## DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

**Filing a Complaint** – Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager.<sup>1</sup> Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

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

**Investigation** – Within twenty-four (24) hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent(s)/guardian(s) and the principal who shall inform the Director of Schools. The parent(s)/guardian(s) shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent(s)/guardian(s) attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant

regarding the findings, and whether corrective measure and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days.

**Decision and Appeal** – If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the Director of Schools. The Director of Schools will review the investigation, make any corrective action deemed necessary and respond to the complainant. If the complainant is not in agreement with the Director of Schools' findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the Director of Schools and may support, amend or overturn the actions based upon review and report their decision to the complainant.

## APPOINTING COMPLAINT MANAGERS

The Director of Schools shall appoint at least two (2) complaint managers, one (1) of each gender for each school. The Federal Rights Coordinator may serve as a complaint manager. The Director of Schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. (*See note*)

This policy shall be published in the parent/student handbook distributed annually to every student.

*(Note: Title IX regulations require districts to identify the name, address and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary.)*

## STUDENTS Compulsory Attendance Ages 6.201

Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school.<sup>2</sup> A parent/guardian or legal custodian who believes that their child is not ready to attend school at the designated age of mandatory attendance may make application to the principal of the public school which the child would attend for a one (1) semester or one year deferral in required attendance. Any such deferral shall be reported to the director of schools by the principal.<sup>3</sup> Under certain circumstances, the Board may temporarily excuse students from complying with the provisions of the compulsory attendance law.<sup>4</sup>

Any child residing within the state who is or will be five (5) years of age on or before August 15 for all school years thereafter, who makes application for admission, shall be enrolled in the

school designated by the Board.<sup>5</sup>

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

No child shall be eligible to enter first grade without having attended an approved kindergarten program.<sup>6</sup>

### Legal References:

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

<sup>2</sup> TCA 49-6-3001 (c)(1)

<sup>3</sup> TCA 49-6-3001 (c)(5)

<sup>4</sup> TCA 49-6-3005

<sup>5</sup> TCA 49-6-201 (b)(3); TCA 49-6-3001  
(b)(1)

<sup>6</sup> TCA 49-6-201 (8)(d)

A child entering a special education program shall be no less than three (3) years of age.<sup>1</sup>

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

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

The compulsory attendance law shall not apply to the following:<sup>1</sup>

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

## TENNESSEE LEGISLATION

The Tennessee legislature passed new laws in 2018 regarding school attendance and truancy, which require immediate progressive interventions be implemented upon a student having 5 unexcused absences. Therefore, we have also made changes to our board policy regarding absences. A student will be allowed **6 parent/guardian notes (excusing a maximum of 6 total days) per school year. Parent/guardian notes** for absences must be turned into the school no later than **5 days** after the student returns. **Doctor notes** should be turned in as soon as possible. All students that do not meet the expectation of attending school every day class is in session are subject to interventions and referral to Juvenile Court if their attendance still does not fall in compliance as outlined in /tca 49-6-3009.<sup>2</sup>

## STUDENTS Attendance 6.200

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

The Supervisor of Pupil Services shall oversee the entire attendance program which shall include:<sup>3</sup>

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

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student, or parent(s)/guardian(s).<sup>5</sup>

Perfect attendance is defined as follows: Students who have been tardy or checked out early during school hours according to the attendance program and have not accumulated a full day's absence will be considered as having perfect attendance. Any unexcused absence attendance event (tardies and/or check outs) will disqualify a student from perfect attendance.

Absences shall be classified as either excused or unexcused as determined by the principal. Excused absences shall include: <sup>6</sup>

1. Personal illness/injury (a physician's statement may be required)
2. Death in the family (not more than three (3) days absence shall be excused);
3. Religious observances;<sup>7</sup>
4. Summons, subpoena, or court order; or
5. Circumstances, which in the judgement of the principal, create emergencies over which the student has no control.

Absences other than those outlined above may be considered unexcused.

After a total of five (5) excused absences due to head lice, a student will not be excused any more days due to this particular problem.

### Legal References:

<sup>1</sup> U.S.C. Sec 5. 1400-14857; TCA 49-6-3001 (c)(2)(A)-(D)

<sup>2</sup> TCA 49-6-3009 (2)

<sup>3</sup> TRR/MS 0520-01-03-.08 (1) (a); TCA 49-6-3006

<sup>4</sup> TCA 49-6-3017 (c)

<sup>5</sup> TCA 10-7-504; USCA -1232g

<sup>6</sup> TRR/MS 0520-01-02-.17 (1) (c)

<sup>7</sup> TCA 49-6-2904 (b) (5)

A student will be allowed 6 parent/guardian notes (excusing a maximum of 6 days) per school year. Any additional absences will only be excused upon the presentation of a health provider's statement (i.e. doctor's note) specifying the days (s) to be excused. All questions concerning student attendance records should be directed to the local school attendance coordinator.

An excuse for absence must be made in writing by the parent(s) or guardian(s) and should include the name of the student, the date(s) he/she was absent, the reason for the absence and parent's or guardian's signature. For a student to be excused, the parent/guardian note must be turned in no later than five (5) days starting the day the student returns to school following his/her absence. Doctor/physician notes should be submitted as soon as possible.

The principal shall be responsible for ensuring that:<sup>1</sup>

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed.

Any student who has passed the compulsory attendance school age may be dropped from the school attendance roll after three (3) consecutive unexcused absences, or an aggregate of five (5) unexcused absences.

An accumulation of four (4) other unexcused attendance events (tardies and/or checkouts) during the school day will equal one unexcused day to be used for truancy record purposes.

A hearing committee will be established in each school to deal with appeals due to unusual or exceptional circumstances.<sup>5</sup>

Truancy is defined as five (5) or more unexcused absences for an entire school day or a major portion of the school day. An Intervention Meeting will be held at the school following the student's fifth (5<sup>th</sup>) unexcused absence. After five (5) unexcused absences, a student may be referred to the Tipton County Juvenile Court. A progressive truancy intervention plan will be implemented prior to referral to Juvenile Court.<sup>2</sup>

If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.<sup>3</sup>

Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed, and teacher-supervised.

Students with absences will be required to make up work in a timely manner and may be assigned academic detention or Saturday school.

Students who are chronically absent and/or truant may be retained in his/her present grade.

### **Military Service of Parent/Guardian**

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parents/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.<sup>4</sup>

### **Driver's License Revocation<sup>6</sup>**

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period or becomes eighteen (18) years of age.

#### **Legal References:**

<sup>1</sup> TCA 49-6-3007; Public acts of 2018, Chapter No. 958

<sup>2</sup> TCA 49-6-3007; TCA 4-6-3009; Public Acts of 2018, Chapter 958

<sup>3</sup> TCA 49-6-3021

<sup>4</sup> TCA 49-6-3019

<sup>5</sup> TRR/MS 520-01-02-17

<sup>6</sup> TCA 49-6-3017



# STUDENTS

## School Admissions

### 6.203

Any student entering school must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>
2. Evidence of a current medical examination.<sup>2</sup> There shall be a complete medical examination of every student entering school for the first time; and
3. Evidence of state-required immunization;<sup>3</sup> and
4. Documentation acceptable to the school system which establishes proof of residence within Tipton County. Any document which evidences only a post office box as an address shall not be accepted. Examples of proof of residence would include, but not be limited to one (1) of the following items:
  - a. Property tax records which indicate the location of the homestead;
  - b. Mortgage documents or property deed;
  - c. Apartment or home lease;
  - d. Current utility bills showing residence address;
  - e. Automobile registration;
  - f. Public assistance/government benefits; or
  - g. Driver's license or state issued I.D.

If you are trying to enroll and do not have one of the above items, please contact the principal of your child's zoned school for assistance in enrolling your student.

The State of Tennessee also requires information to be provided of the mother's maiden name and the child's city and county of birth if this information is not included on the birth certificate.

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the

name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.

A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school system, and the student is residing with said parent(s) or legal guardian. (*Note "legal guardian" is defined as a court decree.*)

A child whose care, custody and support have been assigned to a resident of the district by power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the district office.<sup>4</sup>

If a student has at any time been adjudicated for any offense listed in TCA 49-6-3051(b), the parents/guardians and a school administrator of any school having previously received similar notice from the juvenile court or another source, shall provide to the school principal/designee, the abstract provided under TCA 37-1-513 or TCA 37-1-154 or other similar written information when any such student:

- (1) Initially enrolls in an LEA;
- (2) Resumes school attendance after suspension, expulsion or adjudication or delinquency; or
- (3) Changes schools within this state.

This information shall be shared only with school employees who have the responsibility for classroom instruction of the student and the school counselor, social worker, or psychologist who is developing a plan for the child while in the school, and the school resource officer. Such information is otherwise confidential and shall not be released to the others except as required by law, and the written notification shall not become part of the student's record.<sup>5</sup>

# STUDENTS

## Visitors

### 1.501

The Board of Education encourages visits to all schools by citizens, taxpayers, and parents.

All visitors shall report to the school office before proceeding to any classroom or other areas of the building or grounds. At this time a school pass will be issued. Personal identification may be required before a visitor pass is issued. Any violation of this policy could result in a charge of trespassing.

Except on occasions, such as school programs, athletic events, open house and similar public events; all visitors will report to the school office when entering the school and will sign a log book. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes shall be issued for all persons other than students and employees of the school.<sup>6</sup>

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

Persons who come onto school property shall be under the jurisdiction of the site administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. Specifically, actions that are prohibited include, but are not limited to:

1. Cursing and use of obscenities;
2. Disrupting or threatening to disrupt school or office operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
5. Physical attacks intended to harm an individual or substantially damage property.

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purposes of committing an illegal act.<sup>7</sup>

The principal shall engage law enforcement officials when he/she believes the situation warrants such measures.

#### Legal References:

- <sup>1</sup> TCA 49-6-3008(b)
- <sup>2</sup> TRR/MS 0520-1-3-.08 (2)(a)
- <sup>3</sup> TCA 49-6-5001 (c)
- <sup>4</sup> TCA 49-6-3001 (c)(6); TCA 37-1-131(a)(2)
- <sup>5</sup> TCA 49-3051
- <sup>6</sup> TCA 49-2-303 (b)(4)
- <sup>7</sup> TCA 49-6-2008; TCA 39-14-406

# STUDENTS

## Student Fees and Fines

### 6.709

#### FEES

##### School fees are defined as follows:<sup>1</sup>

1. Fees for activities that occur during regular school hours;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
3. Equipment and supplies required to participate in inter-scholastic athletics and marching band, if taken for credit;
4. Fees or tuition for courses taken for credit or grade during summer school;
5. Fees required for graduation ceremonies;
6. Fees for copy of the student's record; and
7. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

##### School fees are not:

1. Fines for overdue library books;
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;
3. Charges for lost, damages, or destroyed textbooks, library books, workbooks, or other school property;
4. Charges for debts owed the school;
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;
6. Costs to participate in not-for-credit extracurricular activities, including athletics; and
7. Tuition for non-resident students.

No fee will be charged to any student as a condition to attending school,<sup>2</sup> but students shall be responsible for normal school supplies, such as pencils and paper.

School fees shall be waived for students who receive free or reduced-price school lunches. The application for determining eligibility for free or reduced-price lunches on a form supplied by the State Department of Education shall be used to verify student eligibility for fee waivers.

At the beginning of the school year, each principal shall be responsible for providing to all students and their parent(s)/guardian(s) written notice of the required student fees and the process for fee waiver for students who receive free or reduced-price lunches. The parent(s)/guardian(s) of an eligible student must sign the appropriate application for free or reduced-price lunches and the waiver of school fees, but may pay for all or a portion of the school fees.

Written notice of approval or denial of request for fee waivers shall be provided to all parent(s)/guardian(s). Any denial shall contain specific grounds for denial and an opportunity for the parent(s)/guardian(s) to meet with appropriate school personnel.

Persons collecting fees shall be provided a list containing only the names of those students eligible for waivers and for whom they are responsible for collecting fees. Any records related to this program which identify particular students shall be maintained in strictest confidence.

Prior to the beginning of school each year, the Board, upon the recommendation of the principals and Director of Schools, shall approve all student fees for the upcoming school year. Additional fees may be approved during the year as needed.

The Director of Schools shall be responsible for maintaining copies of all correspondence relating to this program. No employee may charge a student for any service rendered on the school premises. Tutoring one's own student for pay is prohibited.

#### FINES

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.<sup>3</sup>

The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent(s)/guardian(s) has paid for the damages. When the student and parent(s)/guardian(s) are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanction shall not be imposed if the student is not at fault.<sup>4</sup>

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available free to students as a loan. Parent(s)/guardian(s) will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s). The condition of each book and a book number shall be recorded by the teacher issuing it.

The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one (1) year. For one (1) year's wear there will be no charge.

Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.

#### Legal References:

<sup>1</sup> TCA 49-2-114

<sup>2</sup> TCA 49-6-3001 (A); TCA 49-2-110 (c)

<sup>3</sup> TCA 37-10-101 through TCA 37-10-102

<sup>4</sup> TRR/MS 0520-1-3-.03 (13)

## STUDENTS

### Gifts

#### 6.710

No school funds may be used to purchase gifts, including but not limited to presents, donations, memorials, and flowers.

The solicitation and/or collection of funds from students for the purpose of providing gifts for school personnel is not permitted. Extreme discretion will be exercised by teachers in accepting student gifts. Students will be permitted, with the approval of the principal, to exchange gifts on special occasions.

The following guidelines will govern the delivery of arrangements to all schools:

1. School will not accept deliveries prior to 1:00 p.m.

2. For school bus safety purposes, flowers in glass containers and balloons will not be permitted on school buses. Students/parents must arrange transportation for students with flowers in glass containers and balloons.
3. Arrangements must be identified with the student's name, grade and homeroom teacher prior to delivery to the school office.
4. Check with individual schools regarding deliveries to students on Valentine's Day.

## STUDENTS

### Student Solicitations/Fundraising Activities

#### 6.701

The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds for information, or securing participation in non-school related activities and functions. At the same time, schools shall inform and assist students in learning about programs, activities or information which may be of help or service to them. To attempt a fair balance, the following general guidelines will apply:

1. Fundraising activities shall be authorized by the Board and shall be for the purpose of supplementing funds for established school programs and not for supplementing funds which are the responsibility of the public.
2. Fundraising companies and other salespersons shall obtain permission in writing from the Director of Schools' office to visit the schools.
3. Any commission payable by companies shall be paid in the form of reduced prices to the students, or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.
4. The principal must obtain written approval from the Director of Schools or designee for all fundraising activities, including online fundraising activities, that involve the participation of the general student population in the marketing process of the fundraising effort. All other fund-raising activities, including online fundraising activities, must have written approval from the principal and comply with all administrative procedures issued by the director of schools. The authorization request shall contain the following information:<sup>1</sup>
  1. A list of the proposed fundraising activities;
  2. Purpose of the fundraising activity;
  3. Amount needed and proposed uses;
  4. Present balance of affected fund and/or accounts;
  5. Expected student involvement in fundraising activity (school-wide or individual class or club);

6. Anticipated beginning and ending dates; and
  7. Margin of profit and how it is to be paid to the school.
5. Students shall not be excused from a regular class to participate in a fundraising activity. No grade in a subject or course shall be affected by a student's participation in a fundraising activity.
  6. No quotas shall be imposed on students involved and their efforts will be voluntary. Students who do not participate in fundraising activities shall not be punished or discriminated against in any way.

The Director of Schools shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body, and supplement, not replace, funds necessary to fulfill the board's required contribution.

This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, product or a service.

#### LOTTERIES

No fundraising activity shall be conducted which distributes prizes or makes awards to winners from among purchasers of chances by means of tickets or otherwise through a random drawing or other random selection process.<sup>2</sup>

#### ONLINE FUNDRAISING

Individual schools may request to establish school-wide online fundraising accounts. The accounts must meet all fundraising requirements established by the board and the *Internal School Uniform Accounting Policy Manual*. The principal/designee of each school shall have access to the established fundraising account to ensure all funds are properly accounted for, and the information is recorded in the school's accounting records by the designated personnel. Online fundraising shall not be used on behalf and for the benefit of an outside party.

Employees shall not engage in online fundraising in their official capacity as district employees nor make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to believe such activity is an approved school fundraiser.

#### Legal References:

- <sup>1</sup> *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-26
- <sup>2</sup> OP Tenn. Atty. Gen. 89-35 (March 20, 1989);  
OP Tenn. Atty. Gen. 95-039 (April 18, 1995)

#### Cross References:

Student Activity Funds Management  
2.900 Staff  
Gifts and Solicitations 5.605  
Fundraising Activities 2.601



# CONCUSSION

## INFORMATION AND SIGNATURE FORM FOR STUDENT-ATHLETES & PARENTS/LEGAL GUARDIANS (Adapted from CDC “Heads Up Concussion in Youth Sports”)

Public Chapter 148, effective January 1, 2014, requires that school and community organizations sponsoring youth athletic activities establish guidelines to inform and educate coaches, youth athletes and other adults involved in youth athletics about the nature, risk and symptoms of concussion/head injury.

**Read and keep this page.**

**Sign and return the signature page.**

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a “ding,” “getting your bell rung” or what seems to be a mild bump or blow to the head can be serious.

### Did You Know?

- Most concussions occur *without* loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

### WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed below after a bump, blow or jolt to the head or body, s/he should be kept out of play the day of the injury and until a health care provider\* says s/he is symptom-free and it’s OK to return to play.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETES
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness, even briefly	Feeling sluggish, hazy, foggy or groggy
Shows mood, behavior or personality changes	Concentration or memory problems
Can’t recall events <i>prior</i> to hit or fall	Confusion
Can’t recall events <i>after</i> hit or fall	Just not “feeling right” or “feeling down”

*\*Health care provider means a Tennessee licensed medical doctor, osteopathic physician or a clinical neuropsychologist with concussion training*

## CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention after a bump, blow or jolt to the head or body if s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

## WHY SHOULD AN ATHLETE REPORT HIS OR HER SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brains. *They can even be fatal.*

### Remember:

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

## WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care provider\* says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration such as studying, working on the computer or playing video games may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

\* Health care provider means a Tennessee licensed medical doctor, osteopathic physician or a clinical neuropsychologist with concussion training.

# STUDENTS

## Student Athletics

Athletics are extracurricular sport activities under the direct control of the principal. The principal will be directly account-able to the director and the Board of Education in all matters pertaining to athletics. No athletic contest will begin at any Tipton County School unless the principal of the host school or his designated representative is present and remains for the entire contest.

The conduct of players, spectators, or school personnel reflects directly upon the school system as a whole. Therefore conduct of either player, spectators, or school personnel that does not exemplify the best sportsmanship may result in that person or school being suspended from athletic participation in the sport concerned with the infraction. The Board of Education will determine the duration of the suspension.

Candidates of all sports must have a physical examination and parental approval form completed each year prior to participation in any sport activity.

All sport participants are covered under supplemental accident/injury county-wide insurance policies. Parents/guardians must submit student medical bills to principal/designee within one year of accident. Policy limitations can be provided at the local school.

Not more than four hours may be taken from the regular school time during a school month for playing interscholastic games, except for TSSAA District, Regional, or State Tournaments.

## INSTRUCTION

### Grading System

#### 4.600

The issuance of grades serves to promote continuous evaluation of student performance, to inform the student and parents of his/her progress and to provide a basis for bringing about change in student performance, if such change is necessary.

Information is available from the school principal concerning the Tipton County School System grading procedures.

The following guidelines must be followed concerning individual teacher grading procedures:

1. A specific plan for student grading and evaluation must be developed by the teacher;
2. This specific plan must be approved by the local school administrator; and
3. A written copy of each teacher's student grading and evaluation plan must be kept on file in the school office.

The student shall be responsible for making up work missed for any reason. Teachers are to hold the student accountable for all the state objectives and shall require extended interventions. Students who fail to show mastery during a nine week period shall receive the grade average earned to that point. Students shall receive a final grade on the report card when all interventions are concluded.

#### GRADES K-5

##### KINDERGARTEN

Kindergarten students will be assessed using the kindergarten report card. The standards for each nine week grading period will be marked with a plus (+) indication of mastery, a (P) indication of progressing, or a minus (-) indication of non-mastery.

##### GRADES 1-2

The grading system for Reading, English/Language Arts and Math in grades 1-2 is to be denoted by the letters "A", "B", "C", "D", and "F".

#### GRADING SCALE

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

The grading system for Science, Social Studies, Related Arts, and Conduct in grades 1-2 shall be marked:

S .....	Satisfactory
N .....	Needs Improvement
U .....	Unsatisfactory

#### GRADES 3-5

The grading system for Reading, English/Language Arts, Math, Science, and Social Studies in grades 3-5 is to be denoted by the letters "A", "B", "C", "D", and "F".

#### GRADING SCALE

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

The grading system for Related Arts and Conduct in grade 3-5 shall be marked:

S .....	Satisfactory
N .....	Needs Improvement
U .....	Unsatisfactory

First semester grades will be determined by an average of the first and second nine weeks grades.

Student scores on the Tennessee Comprehensive Assessment Program for grades three through five will be included in students' final grades according to the State Board of Education Rules, Regulations and Minimum Standards.

## GRADES 6-12

The grading system for subject-area in grades 6-12 and related arts is to be denoted by the letters "A", "B", "C", "D", and "F".

### GRADING SCALE

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

Conduct grades shall be marked in each subject area for middle and high schools. Conduct grades are based on behavior and should not be deducted from scholastic grades. Plus and minus symbols are not to be added to letter grades. Grades given at the end of each nine-week period will be determined from daily work, oral and written assignments, and tests. The teacher will weigh the value of grades given for various assignments within the nine-week period in computing the grades. This procedure will enable the teacher to allow for individual student differences in the grading process. No single activity or assignment will count more than 1/3 of the nine weeks' grade. The grade will be recorded as a letter grade on the report card.

### GRADES 6-12

First semester grades will be weighted as follows: 40% first nine weeks, 40% second nine weeks, and 20% first semester exam

### GRADES 6-8

Student scores on the Tennessee Comprehensive Assessment Program for grades six through eight will be included in students' final grades according to the State Board of Education Rules, regulations and Minimum Standards.

### HIGH SCHOOL LEVEL COURSE IN MIDDLE SCHOOL

Beginning with courses taken in the 2020-2021 school year, students who successfully complete a high school course in middle school will earn a high school credit. Semester grades earned in high school courses will be recorded on the high school transcript, but these grades will not factor into the student's GPA or class rank at the high school level.

### GRADES 9-12

High School End of Course exam scores will be included in students' final grades in accordance with the State Board of Education Rules, Regulations and Minimum Standards. All other final exams or second semester non End of Course exams will be included in the students' final grades according to the information provided in the Tipton County Board of Education's Registration Handbook.

## ISSUANCE OF CREDIT – GRADES 9-12

A student must earn a grade of 70 or better to earn credit in a course. The first and second semester grades are averaged in non end of course tested subjects to determine if a student earns one credit for a year-long course. If the yearly average is 70 or better, then the student earns one credit. No half credits are given in year-long courses. If a student fails one semester and passes the other but the average of the two is below 70 and the course is offered in an accredited public school system, in a recovery program during the year or during the summer, then the student may take only the semester he/she did not pass. If the student passes the summer school session, he/she then receives the appropriate credit for the course. If the student chooses not to go to summer school and the course is required for graduation, then the student must repeat the entire course during the school year in order to receive credit, or comply with credit recovery procedures that are currently in place.

### MINIMUM COURSE LOAD – GRADES 9-12

All students must be enrolled in a minimum of six (6) credit-earning courses each semester/year. Students may schedule eight (8) courses each semester/year. Students may choose a directed study each semester/year. No credit is earned for directed study.

### GRADES 9-12 GRADING SCALE AND LOTTERY SCHOLARSHIPS<sup>1</sup>

Schools teaching grades nine through twelve shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post secondary financial assistance administered by the Tennessee Student Assistance Corporation.<sup>2</sup>

Each school counselor shall provide incoming freshman with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score, etc.) that must be met in order to receive a scholarship.

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or on-line at [www.fafsa.gov](http://www.fafsa.gov). Check with the high school guidance office for the priority date for FAFSA completion.

Elementary/middle school counselors should explain the HOPE Scholarship and its requirements to their students and impress upon them the benefits of making good grades.

**Calculation for High School Course GPA** (effective with the 2020-2021-Freshmen Cohort):

Grade	Value	Standard	Honors	AP/Dual Enrollment
A	93-100	4.0	4.5	5.0
B	85-92	3.0	3.5	4.0
C	75-84	2.0	2.5	3.0
D	70-74	1.0	1.5	2.0
F	Below 70	0.0	0.0	0.0

This weighted grading scale shall be used for all official purposes including report cards, GPA, class rank, honor roll, etc., except the Lottery/Hope Scholarship.

Students enrolled in Advanced Placement courses are expected to sit for the culminating exam associated with the AP course. Students who fail to sit for the culminating exam associated with the AP course will not be awarded the quality points or weighting points attributed to the AP. For students who do not sit for the culminating exam, grades will be adjusted for all grading periods within the current school year.

Legal References:

<sup>1</sup> TCA 49-4-904-907

<sup>2</sup> TRR/MS 0520-1-3.05

# TESTING PROGRAM

## 4.700

State-mandated student testing programs shall be undertaken in accordance with procedures published by State Department of Education. Student scores on the Tennessee Comprehensive Assessment Program's grades three through twelve (3-12) will be included in students' final grades according to State Board of Education Rules, Regulations and Minimum Standards.

Tennessee's strategic assessment process includes early and regular evaluations of student learning. The goal of these assessments is to measure what students know, identify where more instruction is needed, and design their education plan accordingly.

All students will take tests in the 11<sup>th</sup> (ACT) grade to measure whether they are on track to meet Tennessee's college and career-ready graduation requirements.

# INSTRUCTION

## Promotion and Retention

## 4.603

### PROMOTION<sup>1</sup>

The Director of Schools/designee shall promote students to the next grade level based on the successful completion of required academic work or demonstration of satisfactory progress in each of the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and the ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. This requirement shall not apply to students who are participating in a board approved, research based intervention prior to the beginning of the next school year or to students who have an individualized education program (IEP).<sup>2</sup>

Students who have difficulty in achieving the requirements for promotion **may be considered** for retention. Schools shall identify these students by February 1st. Factors used to identify students for retention shall include:<sup>1</sup>

1. Ability to perform at the current grade level;
2. Results of local assessments, screening or monitoring tools;
3. State assessments, as applicable;
4. Overall academic achievements of the student;
5. Likelihood of success with more difficult material if promoted to the next grade;
6. Attendance record; and
7. Social and emotional maturity.

Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to:

1. Date of enrollment;
2. Additional information acquired after results of local assessment, screening, or monitoring are released; or
3. Other factors considered on a case-by-case basis.

When a student **is considered** for retention, the student's parent(s)/guardian(s) shall be notified within the fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s).

The Director of Schools shall develop procedures governing how decisions on retention will be made after the student begins work on his/her individualized promotion plan.

### K-3 Reading Notification

If it is determined through a student's overall performance or a state or local assessment that a student in grades kindergarten through three (K-3) is not meeting grade level standards in reading, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days of such determination.

### RETENTION<sup>1</sup>

A student may be retained when such retention is in the best interest of the student. However, a student shall not be retained more than once in any grade.

Students who have been identified as having special conditions, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEP's shall be determined by the IEP-Team.

Use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.

Retention shall not be used as a disciplinary measure.

If a student is retained, the Director of Schools/designee shall develop an individualized academic remedial plan prior to the start of the next school year. A copy of the plan shall be provided to the student's parent(s)/guardian(s) within the ten (10) calendar days of its development. The plan shall include at least one of the following strategies:

1. Adjustment to the current instructional strategies or materials;
2. Additional instructional time;
3. Individual tutoring outside of school hours;
4. Modification to the student's classroom assignment to ensure the student receives instruction from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly above expectations (level 5); or
5. Attendance or truancy interventions.

The Director of Schools shall develop procedures to ensure appropriate recordkeeping of students who are retained.

For the purpose of determining the effectiveness of retention toward improving student achievement, the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the school year in which the student is retained.

#### Legal References:

<sup>1</sup> State Board of Education Policy 3.300; TRR/MS 0520-01-03.05(3)(b)

<sup>2</sup> TCA 49-6-3115; 20 USCA ~1400 et seq.

#### Cross References:

Credit Recovery 4.210

Grading System 4.600

Reporting Student Progress 4.601

Attendance 6.200

Student Assignments 6.205



# STUDENT

## Access to Electronic Media

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

The Director of Schools shall develop and implement appropriate procedures to provide guidance for student access to electronic media. Guidelines shall address ethical use of electronic media (such as the Internet) and issues of privacy versus administrative review of the electronic files and communication and shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages or the use of other programs with the potential of damaging or destroying programs or data.

A written parental request shall be required prior to the student being granted independent access to electronic

media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent(s)/guardian(s) of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal binding document. In order to modify or rescind the agreement, the student/parent(s)/guardian(s) (or the student who is at least 18 years old) must provide the Director of Schools with a written request.

School officials shall apply the same criterion of the educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

## PARENTAL FAMILY NOTIFICATIONS

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Tipton County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Tipton County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Tipton County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup> Parent(s)/guardian(s) of students may request information about the qualifications of teachers and paraprofessionals who instruct their child.

If you do not want Tipton County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 1, 2021 to the Tipton County Board of Education, 1580 Hwy. 51 South, Covington, TN 38019**. The Tipton County Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth

- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

### STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting James Fields at 476-7148.

### MIGRANT STUDENTS:

The Migrant Education Program through the Tennessee Department of Education provides support and instructional services to children and families that have migrated to Tennessee within the last 3 years. To qualify in the program the families must have migrated searching temporary or seasonal work in agriculture or fishing activities. If you have questions, please contact Sharon Belew at 475-5803.

### HOMELESS:

Preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. If you have any questions, contact Sharon Belew at 475-5803.

### ENGLISH LANGUAGE LEARNERS:

The U.S. Department of Education, Office for Civil Rights provides support and instructional services to children identified as having a native language other than English and whose difficulty in speaking, reading, writing, or understanding the English language is an obstacle in classrooms where English is the only language of instruction. Students classified as ELL are entitled to services specifically designed to improve their English skills. If you have questions please contact Sharon Belew at 475-5803.

### NOTICE OF NON-DISCRIMINATION:

Tipton County Schools do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Charlotte Fisher, Director of Operations, telephone number 901-475-3478.

Legal References:

<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

# PARENT / FAMILY INVOLVEMENT

## 4.502

### GENERAL EXPECTATIONS FOR ALL SCHOOLS

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition.<sup>1</sup>

The Board shall implement the following as required by federal and state legislation:<sup>2</sup>

- The school district will put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall incorporate activities and strategies that support this districtwide family and community engagement policy into its Tennessee Comprehensive Systemwide Planning Process (TCSPP).
- The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
- The TCSPP shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance and discipline.
- The TCSPP shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes.<sup>3</sup>
- If the school district's TCSPP is not satisfactory to the parents, the school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- To the extent practicable, the school district and its schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable in a language parents understand.
- The school district shall appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental

and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of students in elementary, middle and high schools, community business leaders, a member of (he school board, and representatives from the school district.

- The school district shall ensure Title 1 schools are in compliance with the *No Child Left Behind Act*.

### FAMILY ENGAGEMENT

Families and community members should be engaged in the education of students based on the following standards:<sup>4</sup>

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

Schools shall establish and develop programs and practices that enhance family engagement and address the specific needs of students and families. Decisions affecting students, schools, and established school procedures shall always be made within the parameters of legal and Board of Education policies. The programs and practices will be comprehensive and coordinated and will include the following goals:

- I. Assist families in developing skills and techniques to support their children's learning.
- II. Promote clear, two-way communication between school and family about school issues, instructional programs, and children's progress.
- III. Identify and reduce barriers to family engagement, including such barriers as those of economic concerns, disabilities, limited English proficiency, limited literacy, or issues related to cultural diversity.
- IV. Inform, involve, and train family members, where appropriate, in voluntary instructional and support roles at school.
- V. Provide information about community and support, services for children and families.
- VI. Include families in decision-making affecting schools and programs when consistent with law and board policy.
- VII. Provide professional development for teachers and staff on ways to work effectively with parents, families and volunteers.
- VIII. Provide access to the family engagement policy for each family and post the policy in each school and on the website.

Legal References:

<sup>1</sup> PL 107-110, *No Child Left Behind Act of 2001*

<sup>2</sup> TCA 49-6-7001-7003; State Board of Education - *Tennessee Parent Family Involvement Policy*

<sup>3</sup> Tenn. Code Ann. § 49-2-305(b)(6)

<sup>4</sup> TCA 49-6-7001-7003; State Board of Education - *Tennessee Parent Family Involvement Policy*



# STUDENT WELLNESS

## 6.411

The board recognizes the value of proper nutrition, physical activity, and other health conscious practices and the impact that such practices have on student academic achievement, health, and well being. In order to provide an environment conducive to overall student wellness, this policy shall be followed by all schools in the District.<sup>1</sup>

### COMMITMENT TO COORDINATED SCHOOL HEALTH

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

### SCHOOL HEALTH ADVISORY COUNCIL<sup>2,3</sup>

A district school health advisory council shall be established to serve as a resource to school sites for implementing policies and programs and develop an active working relationship with the county health council. The council shall consist of individuals representing the school and community, including parents, students, teachers, school administrators, health professionals, school food service representatives, and members of the public. The primary responsibilities of the council include but are not limited to:

1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations as to physical activity and nutrition policies;
2. Ensuring all schools within the district create and implement an action plan related to all School Health Index modules;
3. Ensuring that the results of the action plan are annually reported to the council; and
4. Ensuring that school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used as guidance by the Council to make recommendations. The board will consider recommendations of the Council in making policy changes or revisions.

Additionally, each school will have a Healthy School Team consisting of teachers, students, parents and administrators<sup>2</sup>. The Team will hold Healthy School Team meetings during the school year to assess needs and oversee planning and implementation of school health efforts. The director of schools/designee will ensure compliance with the school Wellness Policy, to include an assessment of the implementation of the Wellness Policy and the progress made in attaining the policy goals. The assessment will be made available to the public.

### COMMITMENT TO NUTRITION

All schools within the District shall participate in the USDA child nutrition programs, which may include but not be limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After School Snack Program<sup>4,5,6</sup>.

Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged. All food including vending machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools<sup>4,5,6</sup>. The school principal/designee shall be responsible for overseeing the school district's compliance with the State Board of Education Rules and Regulations for sale of food items in the school district<sup>2,5,6</sup>.

### DISTRICT GOALS

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

### COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

The board recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program. Physical Education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply

with the State Board of Education’s Physical Education Standards. In addition to the district’s physical education program, non-structured physical activity periods shall be offered as required by law.<sup>7</sup>

School shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline or punishment.

**COMMITMENT TO CURRICULUM<sup>3</sup>**

All applicable courses of study should be based on State-approved curriculum standards.

**SCHOOL HEALTH INDEX<sup>3</sup>**

All schools within the district shall annually administer a baseline assessment on each of the three recommended School Health Index modules. Results shall be submitted to the School Health Advisory Council and reported to the State Department of Education.

**RECORD KEEPING COMPLIANCE**

The district’s Coordinated School Health Coordinator shall ensure that records demonstrating compliance with community involvement requirements are maintained. The Student Wellness policy will be accessible through District websites and will be included in the Student Handbook. Stakeholders will be notified through emails, call outs, local newspaper ads and/or District newsletters when updates and reviews are necessary. The Coordinated School Health Coordinator shall additionally document that the school wellness policy and triennial assessments are made available to the public.<sup>8</sup>

**PEDICULOSIS (HEAD LICE)  
6.4031**

No student shall be denied an education solely by reason of head lice infestation and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice).

Legal References:

<sup>1</sup> TCA 49 - 1-1002	<sup>5</sup> TRR/MS 0520-1-6, Child Nutrition Programs
<sup>2</sup> State Bpard of Education Policy 4.204	<sup>6</sup> 7 C.F.R. 210 and 220
<sup>3</sup> State Board of Education Policy 4.206	<sup>7</sup> Public acts of 2016, Chapter No. 669
<sup>4</sup> 42 U.S.C. 1758b (Section 204 of Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))	<sup>8</sup> 7C.F.R. &210.31(f)

# Student Health Services

It is the policy of the Tipton County Board of Education that all prescription medication taken during school hours must be brought to school in the original pharmacy labeled container. Most pharmacies will give you a second container if you tell them it is for the school.

- A. Student's Name
- B. Prescription Number
- C. Medication Name and Dosage
- D. Administration Route or Other Directions
- E. Date
- F. Licensed Prescriber's Name
- G. Pharmacy Name, Address and Phone Number
- H. Medications containing Aspirin or any Alternative (non-traditional) medicine are not administered at school.

Any nonprescription drug (Tylenol, Ibuprofen, etc.) given in school **MUST** be brought from home in an unopened container with the manufacturer's original label and ingredients listed. Again, to insure the safety of your child, all medications **MUST** be brought to school by a responsible adult. Written consent from the parent is also required.

**IF YOUR CHILD REQUIRES MEDICATION DURING SCHOOL HOURS** please complete the "Authorization For Medication During School Hours" form in this handbook.

**MEDICATION OF ANY KIND CANNOT BE GIVEN TO YOUR CHILD UNLESS WRITTEN CONSENT/AUTHORIZATION FORMS ARE COMPLETED AND RETURNED TO THE SCHOOL.**

The Tipton County Schools offer the services of school nurses to be available to perform basic first aid for injuries and minor illnesses. In the event of an emergency, your child will be transported to a local hospital by ambulance. Parent / guardian will be notified. The school nurses are also available to provide any physician-ordered treatments that are necessary for a child to remain at school.

Students who are absent from school for illnesses that include fever, diarrhea, or vomiting may NOT return to school until fever, diarrhea, and /or vomiting free for 24 hours.

Tipton County Schools are a part of a Coordinated School Health Partnership (CSHP) in Tennessee. This is an effective system designed to connect health (physical, emotional, and social) with education through the Department of Education and Department of Health. As a member of this partnership we are required to complete the following screenings for students each year:

- Vision and Hearing - K, 2, 4 and 8
- Blood Pressure - K, 2, 4, 6 and 8
- BMI - K, 2, 4, 6, 8, and high school

## **AED (Automated External Defibrillator)**

Tipton County Schools are AED equipped facilities which may be used in case of a cardiac emergency.

**AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS  
TIPTON COUNTY BOARD OF EDUCATION**

Student Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Grade: \_\_\_\_\_

School Name: \_\_\_\_\_  
Academic Year: \_\_\_\_\_  
Sex: \_\_\_\_\_

**THE FOLLOWING IS TO BE COMPLETED BY THE PARENT**

Diagnosis for which medication is given: _____ (i.e. Behavioral, Seizure, Asthma, Diabetes)	
Name of Medication: _____	Dosage: _____
Form (pill, liquid, inhaler): _____	Specific time to be given? _____
List significant side effects: _____ _____	
Length of time medication prescribed? _____	

**FOR SELF CARRY OF EMERGENCY MEDICATIONS-INHALERS, EPINEPHRINE**

- ☐ The undersigned hereby verifies that the cooperation of school personnel in assisting with this medication is necessary in order to permit the student to maintain regular school attendance.
- ☐ The undersigned hereby verifies that the above student is diagnosed with asthma OR a severe allergy, and has been instructed in self-administration of the prescribed, metered dosage, asthma-reliever inhaler and or epi pen.

\_\_\_\_\_  
PHYSICIAN'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHYSICIAN'S NAME (print)

\_\_\_\_\_  
TELEPHONE

**Except in the case of self-administration of prescribed, metered dosage, asthma inhalers or Epinephrine, the undersigned hereby verified that the cooperation of school personnel in assisting with this medication is necessary in order to permit the student to maintain regular school attendance.**

In the case of the administration of prescribed, metered dosage, asthma inhalers or Epinephrine:

- ☐ I do not want my child to self-carry his/her asthma inhaler or Epinephrine pen
- ☐ I want my child to self-carry his/her asthma inhaler
- ☐ I want my child to self-carry his/her epi- pen
- ☐ I do not want my child to self-carry his/her epi- pen

I request that my child be allowed to take his/her medication as authorized by the physician and me. I understand that although a reasonable attempt will be made to remind the student, it is expected that the student will be responsible for obtaining his/her medication.

I agree to indemnify and hold harmless the school district and its employees from claims relating to the possession or self-administration of asthma inhalers and/or Epinephrine, and understand that the school district, its employees and agents shall incur no liability as a result of injury to a student or any other person as a result of possession or self-administration of asthma inhalers and/or Epinephrine.

I also authorize the school nurse to consult with the prescribing physician to clarify this medication order, or, in the interest of the student's health, to discuss his/her response to the prescribed medication. All health information will be kept confidential.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
TELEPHONE

DATE DISCONTINUED \_\_\_\_\_

## **Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form**

### **What is sudden cardiac arrest?**

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn't just happen to adults; it takes the lives of students, too. However, the causes of sudden cardiac arrest in students and adults can be different. A youth athlete's SCA will likely result from an inherited condition, while an adult's SCA may be caused by either inherited or lifestyle issues. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

### **How common is sudden cardiac arrest in the United States?**

SCA is the #1 cause of death for adults in this country. There are about 300,000 cardiac arrests outside hospitals each year. About 2,000 patients under 25 die of SCA each year. It is the #1 cause of death for student athletes.

### **Are there warning signs?**

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- fainting or seizures during exercise;
- unexplained shortness of breath;
- dizziness;
- extreme fatigue;
- chest pains; or
- racing heart.

These symptoms can be unclear in athletes, since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

### **What are the risks of practicing or playing after experiencing these symptoms?**

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.

### **Public Chapter 325 – the Sudden Cardiac Arrest Prevention Act**

The act is intended to keep youth athletes safe while practicing or playing. The requirements of the act are:

- All youth athletes and their parents or guardians must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.

Adapted from PA Department of Health: Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form. 7/2013

- (i) Unexplained shortness of breath;
- (ii) Chest pains;
- (iii) Dizziness
- (iv) Racing heart rate; or
- (v) Extreme fatigue; and
- Establish as policy that a youth athlete who has been removed from play shall not return to the practice or competition during which the youth athlete experienced symptoms consistent with sudden cardiac arrest
- Before returning to practice or play in an athletic activity, the athlete must be evaluated by a Tennessee licensed medical doctor or an osteopathic physician. Clearance to full or graduated return to practice or play must be in writing.

*I have reviewed and understand the symptoms and warning signs of SCA.*

# **TIPTON COUNTY BOARD OF EDUCATION**

## **ATTENDANCE POLICY**

The Tipton County Board of Education adopted this policy which recognizes that good attendance is considered a necessity to achieve success at all school levels. Therefore, the following school policy regarding absenteeism and tardiness has been adopted.

Students with poor attendance may be retained in his/her present grade. Students with absences will be required to make up work and may be assigned academic detention or Saturday School.

A student will be allowed a maximum of six (6) parent/guardian notes (for a maximum of 6 total days) per year. Any additional absences will only be excused upon the presentation of a health provider's statement (i.e. doctor's note) specifying the days (s) to be excused. Parent/guardian notes must be submitted within five (5) days of returning to school. Doctor/physician notes should be turned in as soon as possible. After multiple health provider notes an assessment meeting may be held. After five (5) unexcused absences, a student may be referred to the Tipton County Juvenile Court. Parents will be notified after the 3rd, 5th, 8th, and 10th and each subsequent 5th absence.

## **INCLEMENT WEATHER POLICY**

In case of inclement weather, television channels 3, 5, 13, 24 and 30 will have information on closings. Please be sure your student's school has accurate phone numbers in order to receive weather related calls. Information with regard to school closings will first be posted on Twitter (@TCSchools) and through the parent call notification system.

## **FREE TEXTBOOKS**

No books shall be issued to a pupil until all books previously issued to him/her have been returned or paid for, including payments for damaged books.

## **SCHOOL LOCK RENTAL**

No lock shall be rented to a student until the lock previously rented to him/her has been paid for or returned. I agree that I will reimburse the school for the value of a lock that is damaged or lost.

I hereby agree that I will be responsible for all free textbooks used by the above mentioned pupil. I hereby further agree that I will reimburse the Tipton County Board of Education for the value of any book or books that are damaged, destroyed, or misplaced.

## **Tipton County Schools**

**Student Acceptable Use Procedure for Policy #4.406 and Policy #6.304** The primary purpose of the Tipton County School District's electronic communications network is to support and enhance learning and teaching that prepares students for success. Providing access to technology is an investment in the future of both our students and staff.

The Tipton County Board of Education expects that faculty will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Access from school to Internet resources should be structured in ways which point students to those sources suited to learning objectives. While students will be able to move independently through resources, they shall be provided with guidelines defining acceptable use. All students shall participate in an Internet safety instruction program which shall be integrated into the district's instructional program in grades Pre K-12. Schools will use existing avenues of communication to raise awareness and inform parents about Internet safety. The district will provide adequate direction for internet usage and instruction on how to teach students appropriate methods to avoid dangerous, inappropriate, or unlawful online behavior. The district shall take measures designed to protect students from child pornography and obscenity as well as other materials that are harmful to minors pursuant to 47 U.S.C. 6801, 677, 9134; 47 U.S.C. 254 (h) and (1) and the Children's Internet Protection Act (CIPA).

Students may not install any hardware, software, peripherals, or external devices of any kind without adequate supervision and prior approval from both building level administration and the technology department.

Students or parents/legal guardians can be held legally and financially responsible for any problems that occur due to inappropriate use of the computer hardware, software, and networks in our schools.

### **Terms and Conditions:**

- I understand that computers, network, and Internet access are for educational purposes only to qualified students, teachers, administrators and staff.
- I will never share my password with anyone else.
- I will never attempt to tamper with, or otherwise disrupt other people's data or computer equipment, or try to gain unauthorized access to accounts or files on any computer, network, or the Internet.
- I understand that disciplinary action will be taken against any user found using the Internet/network to cyberbully or threaten another individual or group.
- I understand that disciplinary action will be taken against any user found sending or acquiring objectionable material over the Internet, or creating, copying, or otherwise manipulating objectionable material on school equipment or on school premises.
- Any use of school technology for commercial or for profit purposes, personal or private gain, is strictly prohibited.
- Students and their parents/legal guardians are financially responsible for the repair of any intentional damage done to any computer programs, hardware and networks.
- Tipton County Schools specifically forbids the unauthorized reproduction/installation of software and hardware.
- I understand that I can not use any device to access school or non-school networks while on school property without prior authorization.



# Tipton County Meal Charge Administrative Procedure

**Effective Date:** August 1, 2017

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and clearly communicated meal charge administrative procedure in place no later than July 1, 2017. All SFAs must have an administrative procedure in place for children participating at the reduced price or paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate that administrative procedure to families and school and/or district-level staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis.

Families will have access to the meal charge administrative procedure via (d; i.e. a written copy of the district-wide charge administrative procedure will be included in student handbooks or packets that are given to each student at the start of each school year. Families of transfer students (during the year) will receive a written copy of the district-wide charge administrative procedure in the student handbook at time of registration..

## Local Charge Administrative Procedure Considerations

### General

Students who are unable to pay for their meals at the time of the meal service are allowed to charge: **Breakfast and lunch**

Students charging breakfast and/or lunch will receive reimbursable meals.

### Charge limits

The number of charges allowed for Pre-K thru 12<sup>th</sup> grade is \$11.25 for full paid students and \$2.00 for reduce paid students. Once the student reaches the allowable dollar amount, an alternative meal will be given to the student.

### Alternate meals

Alternate meals will be provided immediately after the child's charge limit reaches the allowable amount. Alternate meals will be provided for the child until the charges are paid. The alternate meal will include the following: Lunch: **Sandwich and Milk**

### Household Notification

Negative balance notification are made by sending printed notifications home with the student daily and/or weekly and the manager will make phone calls after 3 days of charges.

### Delinquent Debt

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable. Once a household's debt is determined to be delinquent for the allowable amount, Henry Glass, Food Service Director for Tipton County Board of Education will make contact. , The SFA will discussed all options to help the parent/guardian pay the delinquent debit.

### Repayment plans

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact, Henry Glass, 901-475-5820 or email at [hglass@tipton-county.com](mailto:hglass@tipton-county.com) for establishing a repayment plan.

### Bad Debt

Bad debt is determined to be uncollectable, with that, further collection efforts for delinquent debt are deemed useless or too costly. Delinquent debt will be considered as bad debt at the end of each school year.

- Bad debts (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable (section 200.426 of subpart E).
- Bad debt must be written off as an operating loss at the end of each school year. The nonprofit school food service account (NSFSA) resources may not be used to cover the costs related to the bad debt The Tipton County Board of Education will pay off all bad debts at the end of each school year by June 30<sup>th</sup> of the current school year.
- Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

## Additional Resources

Families may find assistance with applying for free or reduced price schools meals by contacting their child's school cafeteria manager or the Food Service Department at 901-475-3499

Parents are encouraged to enroll in PayPams.com to help monitor their child's account. This will show all monies used or deposited daily.

*"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW*

*Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov) This institution is an equal opportunity provider.*

# TIPTON COUNTY SCHOOLS STUDENT HANDBOOK RECEIPT

## Acknowledgment of Parental Responsibility

I have read and acknowledge the Tipton County Schools Student Handbook, which includes, but is not limited to the *Code of Student Conduct* and recognize my parental responsibility to see that my child attends school when in session, assist the school in disciplining my child and maintaining order, and acknowledge that failure to do so could result in court action against my child and me.

## IN ORDER FOR YOUR CHILD TO RIDE THE SCHOOL BUS!

For Parent or Guardian

I have read and understand the  
REGULATIONS FOR PASSENGERS  
RIDING SCHOOL BUSES (pages 4-5  
policy # 6.308) and agree to assume full  
responsibility for my child's conduct on  
said buses.

For Pupils

I have read and understand the  
REGULATIONS FOR PASSENGERS  
RIDING SCHOOL BUSES (pages 4-5  
policy #6.308) and agree as a passenger,  
to abide by said regulations.