2018-19
Important Policies for Parents and Students

Del R. Phillips
Director of Schools

Visit us online at www.sumnerschools.org
**Sumner County Board of Education**

695 E Main Stree
Gallatin, TN 37066-2742

**Calendar 2018.19SY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, July 25, 2018</td>
<td>New Student Registration (at each school)</td>
</tr>
<tr>
<td>Friday, July 27, 2018</td>
<td>New Teacher Orientation (at each school)</td>
</tr>
<tr>
<td>Monday, July 30, 2018</td>
<td>Administrative Day for teachers (at each school)</td>
</tr>
<tr>
<td>Monday, July 30, 2018</td>
<td>Evening Registration &amp; Open House - per school schedule (at each school)</td>
</tr>
<tr>
<td>Tuesday, July 31, 2018</td>
<td>Professional Development Day #1 for teachers (at each school)</td>
</tr>
<tr>
<td>Tuesday, July 31, 2018</td>
<td>Evening Registration &amp; Open House - per school schedule (at each school)</td>
</tr>
<tr>
<td>Wednesday, August 1, 2018</td>
<td>Professional Development Day #2 for teachers (at each school)</td>
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<tr>
<td>Thursday, August 2, 2018</td>
<td>Professional Development Day #3 for teachers (combined at non-precinct schools TR-1)</td>
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<tr>
<td>Thursday, August 2, 2018</td>
<td>School closed (at each school)</td>
</tr>
<tr>
<td>Friday, August 3, 2018</td>
<td>Administrative Days #2 for teachers (at each school)</td>
</tr>
<tr>
<td>Monday, August 6, 2018</td>
<td>Students begin 1st term 1st nine weeks (at each school)</td>
</tr>
<tr>
<td>Monday, September 3, 2018</td>
<td>Labor Day -- schools &amp; Central Office closed (no students)</td>
</tr>
<tr>
<td>Monday, September 17, 2018</td>
<td>Administrative Day #3 for teachers (Parent Conferences at each school)</td>
</tr>
<tr>
<td>Friday, October 5, 2018</td>
<td>End 1st term 1st nine weeks</td>
</tr>
<tr>
<td>Monday, October 8-12, 2018</td>
<td>Fall Break (at each school)</td>
</tr>
<tr>
<td>Monday, October 15, 2018</td>
<td>Students begin 1st term 2nd nine weeks (at each school)</td>
</tr>
<tr>
<td>Tuesday, November 6, 2018</td>
<td>School closed (at each school)</td>
</tr>
<tr>
<td>Wednesday, November 21-23, 2018</td>
<td>Thanksgiving -- schools &amp; Central Office closed</td>
</tr>
<tr>
<td>Thursday, December 20, 2018</td>
<td>Last day prior to Winter Break (end of 1st term abbreviated day for students)</td>
</tr>
<tr>
<td>Friday, Dec 21-Jan 03, 2019</td>
<td>Winter Break (at each school)</td>
</tr>
<tr>
<td>Friday, January 4, 2019</td>
<td>Administrative Day #4 for teachers (at each school)</td>
</tr>
<tr>
<td>Monday, January 7, 2019</td>
<td>Students begin 2nd term 1st nine weeks (at each school)</td>
</tr>
<tr>
<td>Monday, January 21, 2019</td>
<td>Professional Development Day option for teachers (at each school)</td>
</tr>
<tr>
<td>Monday, February 18, 2019</td>
<td>Professional Development Day option for teachers (at each school)</td>
</tr>
<tr>
<td>Tuesday, February 19, 2019</td>
<td>Stockpiled Day may be converted to regular instruction day upon need (Parent Conferences at each school)</td>
</tr>
<tr>
<td>Friday, March 8, 2019</td>
<td>End 2nd term 1st nine weeks</td>
</tr>
<tr>
<td>Monday, March 11, 2019</td>
<td>Students begin 2nd term 2nd nine weeks (at each school)</td>
</tr>
<tr>
<td>Monday, March 25-29, 2019</td>
<td>Spring Break (at each school)</td>
</tr>
<tr>
<td>Friday, April 19, 2019</td>
<td>Schools closed (at each school)</td>
</tr>
<tr>
<td>Friday, April 26, 2019</td>
<td>Kindergarten registration for incoming students for 2019-2020 (at each school)</td>
</tr>
<tr>
<td>Mon-Wed, May 20-22, 2019</td>
<td>Exam Days (at each school)</td>
</tr>
<tr>
<td>Thursday, May 23, 2019</td>
<td>Administrative Day #5 for teachers (at each school)</td>
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<tr>
<td>Friday, May 24, 2019</td>
<td>Report Card Day (at each school)</td>
</tr>
<tr>
<td>Monday, May 27, 2019</td>
<td>Memorial Day -- Central Office closed</td>
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**Time is stockpiled as per state law to allow for up to thirteen days of school being missed due to "dangerous or extreme weather conditions" or "upon approval by the [SDE] Commissioner . . . in case of natural disaster, serious outbreaks of illness afflicting or endangering students or staff, or dangerous structural or environmental conditions rendering a school unsafe for use." Days stockpiled in this manner are NOT subject to being "taken off" if not used in a school year. [TCA 49-6.3004]

One of these days is used in this calendar: 02/19/2019 -- Parent Conference day. There are 12 available days remaining, and this day is available to be converted to a regular instruction day upon discretion of the School Board.

State law (Tennessee Code Annotated -TCA) requires 10 administrative & in-service days (also referred to as Professional Development Days). At least 5 of these days must be used for in-service, and 1 administrative day must be a Parent Conference day.

This calendar schedules four [4] administrative days in addition to one [1] Parent Conference day, and five [5] allowable in-service days.

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3/28/17
August 6, 2018

Dear Families and Students:

Welcome to the 2018-19 School Year in Sumner County. I hope you are as excited about and ready to meet the possibilities and challenges of another school year as I am.

One thing you can do to prepare for the coming year is to familiarize yourself with the expectations and requirements we have for students. Please take the time to read and discuss all the material in this handbook with your children.

Keep in mind that this booklet is not a complete listing of rules for students. Principals are authorized to enact and consistently enforce additional regulations to maintain good order and a quality learning environment. Should you have any questions about school rules, Board of Education policies, or other school matters, please feel free to contact your principal for additional information. I also invite you to visit our web site, www.sumnerschools.org, where you can find more valuable information about our school district.

I hope you will join with me, the Sumner County Board of Education, and every member of our staff in working to make this the best school year possible. I wish each and every one of you a successful year.

Respectfully,

Del R. Phillips III, Ph.D
Director of Schools

Board of Education Members
Procedural Safeguards available to Parents and Students under Section 504/ADA

The following is a listing of basic procedural safeguards available under Section 504, Americans with Disabilities Act and Family Education and Rights to Privacy Act. These rights are designed to keep parents fully informed about the district’s decision about their child and to inform them of their rights if they disagree with any of those decisions.

You have the right to:

1. Have your child participate in and benefit from the district’s education program without discrimination based on disability.
2. An explanation of you and your child’s rights under Section 504.
3. Receive notice before the district takes any action regarding the identification, evaluation, or placement of your child.
4. Refuse consent for the initial evaluation and initial placement of your child.
5. Have your child receive a free appropriate public education. This includes your child’s right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the district provide related aids and services to allow your child an equal opportunity to participate in school activities.
6. Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
7. Have your child receive special education services if she/he needs such services.
8. Have evaluation, educational, and placement decisions for your child based upon information from a variety of sources, by a group of persons who know your child, your child’s evaluation data, and placement options.
9. Have your child be provided an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Have educational and related aids and services provided to your child without cost except for those fees imposed on the parents/guardians of non-disabled children.
11. Examine your child’s education records and obtain a copy of such records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response to your reasonable requests for explanations and interpretations of your child’s education records.
13. Request the district to amend your child’s education records if you believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the district refuses this request, you have the right to challenge such refusal.
14. Request mediation or an impartial due process hearing to challenge actions regarding your child’s identification, evaluation, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests can be made to the district’s Section 504 coordinator.
15. Ask for payment of reasonable attorney’s fees if you are successful on your claim.
16. File a local grievance or a complaint with the U.S. Department of Education Office for Civil Rights (206-607-1600 or www.ed.gov/ocr) or file a complaint in federal court.

SCS Important Policies for Families and Students

SUMNER COUNTY SCHOOLS
FAMILY ENGAGEMENT PROGRAM

Annually, parents/guardians of all Sumner County K-12 students are invited to respond to a survey regarding their children’s schools. Sumner County Schools is pleased that the overall district outcome from the parent/guardian data shows that families are satisfied with the performance of its schools. On a rating scale from strongly agree (5) to strongly disagree (1), the average score for the survey results was 4.09 and in the ‘agree’ category.

Areas of strength were found in schools’ high expectations and focus on student achievement and progress with the collective belief that students know the expectations for learning in all classes. Parents/Guardians believe that Sumner County Schools (SCS) have prepared students for future academic success and that schools’ visions are concentrated clearly on students’ performance in learning. Also, SCS families are pleased with the attention to resource utilization. There is trust that faculties and staffs are highly qualified and learning resources and technology are adequate and current. The renovations for security purposes on many school campuses reflected positively in scores for consideration of students’ welfare and a safe learning environment.

Opportunities for improvement in the school district are a focus with the Family Engagement plan. Areas such as: teachers helping parents understand their children’s academic progress; engaging families in meaningful ways to be able to support student achievement; and ensuring that communication regarding achievement of school improvement goals is provided to stakeholders are a few of the areas being addressed.

Through the development and facilitation of the Sumner County Schools Family Engagement Plan (www.sumnerschools.org/images/stories/Instruction/parent_involvement_plan.pdf), SCS wants to extend the positive outcomes and address opportunities for improvement. SCS believes that communication is vital in achieving these goals. That is why the district wants families to know that there are a variety of sources of information about schools and the school district readily available. Some of these sources of communication are:

• the publication that you are reading, SCS Important Policies for Families and Students Handbook, which is updated annually to include the most recent information concerning attendance, discipline, student rights, student use of technology, and more.
• InformationNOW Parent/Home Portal, an online student data management system, which is used to in form families of students’ grades and attendance.
• Parent/Teacher conferences which are held twice yearly.
• Sumner County Schools News, a district newsletter with data related to the district’s and schools’ visions and purposes, published at sumnerschools.org and archived under Parent Tools/Other Resources.
• Information about state curriculum standards, student assessment, and the school district’s report card can be found at the Tennessee Department of Education website, www.tn.gov/education.

In addition, the Sumner County Board of Education Policy Manual is available by selecting the BoardDocs link on the school district’s website at www.sumnerschools.org. There you will find all current Board policies. Comments related to Board policies and other concerns of parents may be made through regular Board meetings. The Board of Education meeting room is in Gallatin at 695 East Main Street, and the Board meets at 6 p.m. on the third Tuesday of each month. Agendas and minutes of Board meetings and complete information about the elected school board may be found online at www.sumnerschools.org or by calling 451-5200.

If you have additional questions or comments regarding family engagement, please contact Selena Elmore, SCS Family Engagement coordinator, at 615-451-6598 or selena.elmore@sumnerschools.org.
POLICY:
The Board of Education believes that the education of children is a partnership between schools, families, students, and the community at large. In order for students to reach their maximum potential, all partners must be knowledgeable of and engaged in all aspects of the education process.

The Board recognizes that its communities and families are diverse in many ways, but all share the desire to see children succeed. It is the Board's desire that all families be invited, encouraged, and assisted in their efforts to participate in the education process. To accomplish this goal, the Board of Education directs that the following steps be taken:

A. The Director of Schools, in consultation with families, teachers, and administrators, shall develop a plan to promote family involvement in schools and in the school district that is consistent with the Tennessee Parent/Family Involvement Policy of the State Board of Education. Upon approval by this Board, this plan shall be submitted to the Commissioner of Education. The plan and the resources needed for its implementation shall be reviewed by the Board and Director as necessary. The plan shall include:
   (1) A plan for family participation in the schools which is designed to improve family and teacher cooperation in such areas as homework, attendance and discipline.
   (2) Procedures by which families may learn about achievement standards and assessment methods, learn about the course of study for their children, and have access to all learning materials.

B. Additionally, the plan may include components to accomplish the following:
   (1) Regular and meaningful two-way communication between families and schools and families and the school district;
   (2) Promotion and support of responsible parenting;
   (3) Promotion and support of an integral role for parents in assisting student learning;
   (4) Creation of an environment in schools and at all levels of the school district that welcomes families, their ideas, their support, and their assistance;
   (5) Engagement of families as partners in school and district decisions that impact students and families;
   (6) Identification, coordination, and promotion of community resources that are available to strengthen family involvement in the school district, school programs, family practices, and student learning;
   (7) Development of training opportunities for administrators and staff to improve relationships with the district’s diverse family population;
   (8) Widespread dissemination of the Board’s goals and methods for increasing family involvement through all available methods.

It is the Board's intent that the objectives of this policy be continuous and ongoing. Procedures shall be developed to measure the success of activities associated with this policy, and appropriate data shall be generated and used to identify needs for successive projects to increase and maintain family involvement.
Students with signs and symptoms of communicable diseases are excluded from school for the period of the communicability and readmitted in accordance with the recommendation of the personal physician and/or the Sumner County Health Department.

The school nurse will serve as the in-school case coordinator responsible for monitoring and assessing students with infectious disease and maintaining liaison with home, community health agencies, and the student’s personal physician.

Sumner County Schools are legally authorized to prohibit the attendance of teachers or students if necessary to prevent the spread of contagious disease. Decisions to prohibit or limit school attendance must be based on sound medical evidence and must comply pursuant to the official policies and guidelines developed by the Tennessee Department of Health and the Tennessee Department of Education and approved by the applicable regulatory / governing boards or agencies.

The law requires that the following communicable diseases be reported to the Health Department: AIDS, hepatitis A & B, measles, mumps, rubella, meningitis, tuberculosis and whooping cough.
Homeless Students/Students in Transition

POLICY:
In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply:

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living temporarily in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.

2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

4. Migratory students who meet one of the above-described circumstances.

ENROLLMENT/PLACEMENT

The district will consider the best interests of the student with parental involvement in determining whether the students should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless student is actually living are eligible to attend.

The district shall provide a written explanation, including a statement regarding the right to appeal, to the homeless student’s parent/guardian, or to the homeless student if unaccompanied, if the district sends the student to a school other than the school of origin (“school of origin” is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled) or other than a school requested by the parent or guardian.

SERVICES

Each homeless student shall be provided services comparable to services offered to other students in the district. Homeless students will not be segregated in a separate school or in a separate program within a school based on the student’s status as homeless.

RECORDS

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.
NOTIFICATIONS REQUIRED BY NO CHILD LEFT BEHIND

The No Child Left Behind Act (NCLB) makes it clear that Congress expects schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children’s education. The law requires schools to give parents various kinds of information and notices in a uniform and understandable format and to the extent practicable, in a language that the parents can understand. Listed below are some of these requirements.

Teacher Qualification - At the beginning of each school year, a district that received Title I funds must notify parents that they may request information about the professional qualifications of their children’s classroom teacher(s). If a parent requests the information, it must include at least whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status; the baccalaureate degree major of the teacher and any other graduate certification. The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications. 20 U.S.C. §6311(h)(6). A Title I school must also give timely notice that the parent’s child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. 20 U.S.C. §6311(h)(6)(B); 20 U.S.C. §6312(c)(1)(N).

Parental Involvement Policy - A district receiving Title I funds and each school served under Title I must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under NCLB. Schools must hold at least one annual meeting for Title I parents; offer a flexible number of meetings; involve parents in an ongoing manner in the planning, review and improvement of Title I programs; provide Title I parents with information about the programs, a description and explanation of the curriculum, forms of academic assessment and, if requested, opportunities for regular meetings to discuss the education of their children; and develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement. 20 U.S.C. §6318(b), (c).

Military Recruiter Access to Student Information - Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child’s name, address and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests. 20 U.S.C. §7908(a)(2).

Student Privacy - A district must develop and adopt policies regarding the rights of parents to inspect third party surveys before they are distributed to students; measures to protect student privacy when surveys ask for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies. Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information; administration of surveys containing request for certain types of sensitive information; any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance and not necessary to protect the immediate health and safety of student. 20 U.S.C. §1232h(c)(2).
The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement: therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

The Compulsory School Attendance Law in Tennessee requires children to attend school each day. A student who has been absent five days (this means a total of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered truant and may be summoned to court. Whenever possible, attendance issues should be resolved at the school level. Prior to referral to a truancy officer, a meeting shall be held at the school to assist the family and improve student attendance via an attendance contract. If unexcused absences continue to accumulate, the Director of Schools or his/her designee will report the parent and student to the Juvenile Court for further action.

The following are official/adequate excuses that should be turned in to the attendance secretary in the school office:

- Medical note for the student (doctor, dentist, hospital, etc.)
- Student illness not requiring a doctor visit (five parent notes per semester)
- Court note for the student
- Funeral notice
- Recognized religious holiday
- College Visits
- Military deployment paperwork for parent

Appeal Procedure for Unexcused Absences

The initial appeal shall be to the building principal or designee. If not resolved at the building level, the parent can request in writing an appeal to the Attendance Office at the Sumner County Board of Education. The appeal will be heard by the Appeals Committee consisting of Director of Schools Designee, an Attendance personnel representative, and a principal/assistant principal representative. The burden of proof rests on the student or guardian. The appeal process for determining unexcused absences is ancillary to a truancy decision rendered by a juvenile court judge as described in T.C.A. 49-6-3010.

A principal may verify absences for the following:

- Approved school activity that is school sponsored and school supervised
- Extenuating circumstances on a case-by-case basis

Tardies: Any student not in the classroom when the class begins is tardy. Students who accumulate excessive unexcused tardies are considered truant and will be reported to Juvenile Court. A tardy is only excused by a doctor’s note.

Unexcused Early Dismissals: For any student that is dismissed from school without a valid reason, the absence will be considered an unexcused early dismissal. A doctor’s note excuses the early dismissal. A parent note may only be used to excuse a full day of absence.

Make-up work: Upon the first day of returning to school, it is the student’s responsibility in middle and high school and the parent’s responsibility in elementary school to make contact with the teacher(s) regarding make-up work. During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of the absence.
6. Date and place of birth;
7. Major field of study;
8. Grade level
9. Enrollment status
10. Participation in officially recognized activities and sports;
11. Weight and height of members of athletic teams;
12. Dates of attendance;
13. Degrees and awards received; and
14. The most recent educational agency or institution attended.

LEA RESPONSIBILITIES

LEA shall:
1. Annually notify parents and guardians of their rights under the Family Educational Rights and Privacy Act;  
2. Annually notify parents and guardians of its definition of personally identifiable information;  
3. Annually notify parents and guardians of its definition of directory information;  
4. Adopt procedures to ensure security when providing student records to parents or guardians;  
5. Adopt procedures to ensure student records and data are provided only to authorized individuals; and
6. Provide student records and data within forty-five (45) calendar days of a request.

LEA shall not collect individual student data on a student’s:
1. Political affiliation;
2. Religion;
3. Voting history;
4. Firearms ownership
5. Student’s biometrics, analysis of facial expression, EEG brain wave patterns, skin conductance, galvanic skin response, heart rate variability, pulse, blood volume, posture, and eye-tracking, without written consent of the parent or adult student.

NOTICE FOR DIRECTORY INFORMATION

LEA must, with certain exceptions, obtain a parent’s written consent prior to the disclosure of personally identifiable information from a student’s education records. However, an LEA may disclose appropriately designated “directory information” without written consent, unless a parent has advised the LEA to the contrary in writing. The primary purpose of directory information is to allow the LEA to include this type of information in certain school publications. Examples include, but are not limited to:

1. A playbook, showing your student’s role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for football, basketball or 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 LEA, because it receives assistance receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised LEA that they do not want their student’s information disclosed without their prior written consent.

Annually, LEA must notify parents and students of information it will release as directory information, and of the parents’ right to exercise his/her right to advise LEA in writing that consent for release of such information is denied.

NOTICE OF PARENTAL RIGHTS CONCERNING EDUCATION RECORDS

The following notice of parental rights concerning education records shall be sent to all parents annually:

Parents’ rights include:
1. The right to inspect and review the student’s education records within forty-five (45) calendar days after the day LEA receives a request for access. Parents or students should submit to the school principal or designated LEA official a written request that identifies the records they wish to inspect. The principal or LEA official should make arrangements for access and notify the parent or student of the time and place where the records may be inspected.
2. The right to request amendment of the student’s education records that the parent or student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA and/or T.C.A. §49-1-701, et seq. Parents or students who wish to ask an LEA to amend a record should write the school principal or designated LEA official, clearly identify the part of the record they want changed, and specify why it should be changed. If the LEA decides not to amend the record as requested by the parent or student, the LEA will notify the parent or student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or student when notified of the right to a hearing.
3. The right to provide written consent before the LEA discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA and T.C.A. §49-1-701, et seq., authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to LEA officials with legitimate educational interests. An
To establish guidelines for student use of district technology resources

All students, parents

None

The purpose of this policy is to effectuate the provisions of the Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. §1232g and 34 C.F.R. §§99.1 et seq., T.C.A. §§10-7-904 and 49-1-701, et seq., to afford parents, guardians, and students who are eighteen (18) years of age or older certain rights with respect to the student’s education records maintained by Sumner County Schools hereinafter referred to as (LEA) and the Tennessee Department of Education (TDOE).

Here is a link to the FERPA regulations cited in this document: http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=119750318e2001be6902b3c7f33e604#rgn=div5&view=text&node=34:1.1.1.1.33&idno=34

The Tennessee Code may be accessed at: http://www.lexisnexis.com/hottopics/tncode/

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Purpose

The purpose of this policy is to effectuate the provisions of the Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. §1232g and 34 C.F.R. §§99.1 et seq., T.C.A. §§10-7-904 and 49-1-701, et seq., to afford parents, guardians, and students who are eighteen (18) years of age or older certain rights with respect to the student’s education records maintained by Sumner County Schools hereinafter referred to as (LEA) and the Tennessee Department of Education (TDOE).

Here is a link to the FERPA regulations cited in this document: http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=119750318e2001be6902b3c7f33e604#rgn=div5&view=text&node=34:1.1.1.1.33&idno=34

The Tennessee Code may be accessed at: http://www.lexisnexis.com/hottopics/tncode/

DEFINITIONS

Education Records

Records, files, documents, and other materials which are maintained by Sumner County Schools or its designee and contain information directly related to a student are considered education records. Education records may include but are not limited to:

- State and national assessment results, including information on untested public school students;
- Course taking and completion, credits earned and other transcription information;
- Course grades and grade point average;
- Date of birth, grade level, and expected graduation date or graduation cohort;
- Degree, diploma, credential attainment, and other school exit information such as receipt of the GED and drop-out data;
- Attendance and mobility;
- Data required to calculate the federal four-year adjusted cohort graduation rate, including sufficient exit and drop-out information;
- Discipline reports limited to objective information sufficient to produce the federal Title IV annual incident report; remediation;
- Special education data;
- Demographic data;
- Program participation information.

Personally Identifiable Information (PII)

Personally identifiable information (PII) includes, but is not limited to:

1. Student’s name;
2. Name of student’s parent or other family member;
3. Address of student or student’s family;
4. A personal identifier, such as student’s social security number, student number;
5. Other indirect identifiers, such as student’s date of birth, place of birth, and mother’s maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. Information requested by a person who the LEA reasonably believes knows the identity of the student to whom the education record relates.

Directory Information

The term directory information relating to a student includes, but is not limited to:

1. Name;
2. Physical and electronic mail address;
3. Telephone listing;
4. Electronic mail;
5. Photograph;
PERSONAL DEVICES
While personal computers, electronic devices and digital storage media can be beneficial to the educational process, such items also have the capacity to become distractions and to convey material that is unsuitable for the school environment. Therefore, students may use personal computers, electronic devices and digital storage media only with the permission of a supervising SCBOE staff member or approved SCBOE representative. When brought onto school property, these devices are subject to search and may be confiscated pending review of appropriate disciplinary action.

INTERNET SAFETY
Sumner County Schools recognizes the importance of keeping children safe online. To address this issue, the district will provide the following:
- Internet safety related professional development opportunities for teachers and staff across the district.
- Internet safety training to students in K-12 as part of their regular instruction
- Resources on Internet safety for parents, guardians and community members

Additionally, the district will annually review its Internet safety program to make adjustments as necessary.

WARRANTY
Sumner County School District makes no warranties of any kind, whether expressed or implied, for the technology resources it provides. The district will not be responsible for damages suffered by students in the use of technology resources including loss of data, interruption of services, and access to inappropriate content online.
Visitors to the Schools

**AUTHORITY:**
Student and Employee Safe Environment Act of 1996, TCA 49-6-2008, 39-14-406

**PURPOSE:**
To maintain conditions and atmosphere suitable for learning

**APPLICATION:**
Students, staff, principals, Director of Schools

**DEFINITIONS:**
None

**POLICY:**
The Board encourages parents and other citizens of the community to visit schools for the purpose of keeping informed of school programs and services, and also for the purpose of showing support for school activities. Students, however, may not bring visitors on campus during a school day without approval by the principal or designee.

Except on special occasions, such as school programs, open house and the like, all visitors, including parents, will report to the school office when entering the school and sign a log book prior to handling any business.

Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his designee. Guest passes providing visible guest identification shall be issued for all persons other than students and employees of the school in order to clearly identify the visitor as a guest and distinguish the visitor as a non-school employee or staff.

Any visitor present during the school day must only visit with the individual he or she is designated to be visiting and shall not abuse the privilege by approaching, unsolicited other students during the visit. However, nothing in this policy is intended to prohibit students from voluntarily approaching a visitor with whom he or she wishes to speak.

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the buildings of the schools 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.

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 children on the premises, or on the premises for the purpose of committing an illegal act.

Law enforcement officials may be called if the situation warrants such measures.

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**TENNESSEE STATE BOARD OF EDUCATION UNSAFE SCHOOL CHOICE POLICY**

**Transfer Option for 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 Katie Brown, Safe Schools, Healthy Students Coordinator at 615-451-6500 or at katie.brown@sumnerschools.org.
**Sumner County Schools**

**SUMNER COUNTY SCHOOLS**

**MEDICATION ADMINISTRATION PROTOCOL**

NEVER SEND MEDICINE OF ANY TYPE TO SCHOOL BY YOUR CHILD. Only medications required to maintain student’s attendance will be given. All students must have prescription and non-prescription forms completed before the school can administer medication to the student.

Over the counter/non-prescription medications will be given according to package directions only, unless accompanied by a physician’s order with alternate directions.

All prescription medications require physician and parent signature. The pharmacy bottle label MUST match the physician’s written order. Non-prescription medications require a parent’s signature only and must be sent in a sealed, unopened bottle. No Ziploc baggies, unlabeled bottles, or expired medications will be accepted.

*Please note: alternative medicines and/or treatments such as herbal supplements, homeopathic medicines, vitamins, salves, nutritional supplements, oils and any other products that are not generally considered part of conventional medicine regulated by the FDA will not be administered at school. The actions and potential side effects of these products are not readily available to health care providers and cannot be safely administered by school staff.*

* Morning medications should be given at home. This includes over-the-counter medications, such as Advil & Tylenol.
* Antibiotics ordered less than 4 times a day will not be given during school hours.
* Narcotics will not be given during school hours.
* A new medication form must be completed each school year. This includes insulin and emergency medication orders.
* Medication guidelines for Sumner County Schools does not allow aspirin or products containing aspirin to be given without a doctor’s order (BC Powder, Pamprin, Excedrin Migraine, Bayer Aspirin, Midol, Goody’s Powder, Pepto-Bismol, etc.). If you are not certain if a product contains aspirin, please check the list of active ingredients for “salicylate” or “salicylic acid” or consult your pharmacist.
* Any changes in medication must be accompanied by a new form with the changes noted and signed by the physician.
* All unused medication will only be returned to the parent/guardian/parent’s adult designee. If medication is not picked up within two weeks of the request being made, the medication will be discarded. No medication will be stored over the summer; medications left at the end of the school year will be discarded after dismissal on the last day of instruction.

**PERSONAL COMMUNICATION and/or ELECTRONIC DEVICE**

A “personal communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. A “personal electronic device” is one that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal or image. Use can include the device ringing, vibrating, beeping, or causing any type of disruption. The school system will not assume responsibility for any personal device should the device become damaged, lost, or stolen.

**EMPLOYEES**

The use of personal communication and/or electronic devices, such as, but not limited to, cell phones, tablets, portable music players, and smart wearables/watches, in schools shall be limited to times and locations where students are not present. Personal communication and/or electronic devices may not be used for personal reasons during regular instructional periods and assigned times requiring supervision of students. These devices may be used by employees only during time unencumbered by official duties. Personal communication and/or electronic devices shall be turned off during the school day to avoid interruptions during instruction and other school activities. Conducting routine school business, either with the Central Office or non-district contacts, is not a valid reason to violate the above criteria.

The use of personal communication and/or electronic devices outside of the parameters defined above is authorized only in cases of emergencies. Principals may authorize the use of these devices in an emergency or serious situation.

Employees are prohibited from placing apps, music, or other programs purchased with district or school funds on personal devices.

**DISTRICT-ISSUED CELL PHONES AND ELECTRONIC DEVICES**

When it is deemed essential to the operation of the school system, cell phones or other communication devices may be provided to a limited number of employees with the approval of the Director or his/her designee.

Cell phones and other devices are provided for work-related business and activities. Personal use must be kept to a minimum, such as for urgent or emergency situations.

Employees shall be responsible for the appropriate use, care, and upkeep of cell phones and other devices assigned to them.

Cell phones (district-issued or personal) should not be used while driving district provided vehicles or while driving personal vehicles to conduct district business.

Sumner County Schools shall develop procedures and guidelines for assignment and use of cell phones to employees. The guidelines shall be reviewed and acknowledged by each employee assigned a cell phone or other device.

Cell phones and other devices are to be returned to the Director of Schools or his/her designee at the conclusion of employment or when otherwise requested.

**STUDENTS**

Students may possess personal communication and/or electronic devices, such as, but not limited to, cell phones, tablets, portable music players, and smart wearables/watches, while on school property. However, the personal communication device must be powered off and must be kept in a backpack, purse or similar personal carry-all and may not be used during school hours.

The teacher/administrator may grant a student permission to use a personal communication and/or electronic device at his/her discretion for educational purposes within a classroom setting. A device used outside these parameters may result in confiscation of the device 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.

Use of personal communication and/or electronic devices shall be allowed in the classroom when such devices are used under the direct supervision of the teacher and incorporated into a lesson plan provided such use has been approved by the principal. No student shall be required to have such technology nor be penalized in any manner for not having such technology. The use of any such technology shall be governed by Policy IFAF, Student Use of Technology resources, when being used in conjunction with this provision.
POLICY:

SELECTION
The selection of textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with the local textbook selection committees subject to approval by the Board. Interested citizens will have an opportunity to review textbooks which are being considered for adoption. Samples of these textbooks will be on display in the materials center at the Sumner County Board of Education.

The public will be notified via local radio stations and newspapers that textbooks being considered for adoption will be on display at the Board of Education materials center during the entire adoption period of January through mid-April. They will be invited to examine the textbooks on display by making arrangements with the Materials Supervisor. They may submit in writing to the textbook selection committee any suggestions or input they may have on any textbook being considered for adoption. These suggestions will be compiled and considered when the committees make their final decision. Parents or legal guardians may view textbooks and/or instructional materials by making an appointment with the principal.

The most important consideration in selecting textbooks is student need. Other important points to consider are: Quality of content, local and state educational goals, current curriculum trends, available resources to supplement the textbook, professional qualifications and experience of staff, and community support and concern.

DISTRIBUTION
The Materials Supervisor shall be designated by the Board to be responsible for the purchase and distribution of textbooks in each school. The principal shall be responsible for seeing that textbooks are available resources to supplement the textbook, professional qualifications and experience of staff, and community support and concern.

CARE OF TEXTBOOKS
Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school.

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

- Approved textbooks still under state contract: 100% of replacement cost
- Approved textbooks no longer under state contract: 50% of replacement cost

8. Offenses not covered under the federal zero-tolerance statutes may be then appealed to the full Board of Education. Appeal requests must be made in writing to the Director of Schools within five (5) school days of his/her decision. The Director of Schools will then transmit the full record of the Disciplinary Hearing Authority and his/her decision to the Board of Education.

9. In the event that the Director’s decision is eligible for appeal to the Board of Education, the parent may request a review of the record. The Board may affirm the decision of the Disciplinary Hearing Authority or the Director of Schools, modify the decision to a lesser penalty, or grant a hearing before the Board. The hearing shall be set for the next regular scheduled meeting of the Board of Education or at a date agreed upon by all parties.

10. After the hearing, the Board may affirm the decision of the hearing authority or modify the decision in any manner, including imposing a more severe penalty than that of the Disciplinary Hearing Authority or the Director of Schools.

11. If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

12. Students under suspension from one school in the system shall not enter the campus, parking lot or any facility of another school in the system.

Suspension of Disabled Students
Suspension for more than ten (10) school days per offense shall be considered a change of placement for eligible students. Prior to such action, the student’s IEP-Team must meet and decide:

1. Whether the offense was a manifestation of the student’s physical or mental characteristics; and
2. The appropriateness of the student’s current placement.

Manifestation Determination by an IEP-Team
1. If the IEP-Team determines that the offense is a manifestation of the student’s physical or mental impairment, the student may not be suspended, but instead, must be placed in a setting that more appropriately accommodates both the student’s needs and the manifested offense(s).

2. If the IEP-Team determines that the offense is not a manifestation of the student’s physical or mental impairment, the student is treated as if he were not an eligible student and may be suspended by the Board.

3. Either determination is subject to due process procedures and, upon challenge, placement shall be frozen pending the outcome of any administrative or judicial proceeding.

4. If a student is suspended by the Board, educational services, as determined by the IEP-Team, must be provided during the suspension period.

REPORTING
The Director of Schools shall receive a report of all out-of-school suspensions, including offenses, school, and length of suspensions, on a quarterly basis.
In-School Suspension

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

2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

Suspension Procedures

1. Unless the student’s continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal or principal’s designee 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;

2. Upon suspension of any student (in-school suspension in excess of one (1) day), the principal or principal’s designee shall make an immediate attempt to contact the parent or guardian to inform them of the suspension. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted;

3. The principal or principal’s designee shall determine the length of the suspension and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a student improvement plan for correcting the behavior when the student returns to school.

4. The principal or principal’s designee shall, within 24 hours, provide the parent or guardian and the director or designee:
   a. Notice of suspension and the cause for it;
   b. Conditions, if any, and date for readmission;

5. If at the time of the suspension the principal or principal’s designee determines that an offense has been committed which would justify a suspension for more than ten (10) days, he/she shall immediately refer the case by way of the director or his designee to a disciplinary hearing authority appointed by the Board. The hearing shall be held no later than ten (10) school days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent and principal by the hearing authority.

6. After the hearing, the disciplinary hearing authority may:
   1. Order removal of the suspension unconditionally;
   2. Order removal of the suspension upon such terms and conditions as it deems reasonable;
   3. Assign the student to the alternative school;
   4. Recommend an alternative program;
   5. Suspend the student for a specified period of time; or
   6. Take other disciplinary action as appropriate.

7. A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the disciplinary hearing authority. The student or principal may within five (5) school days of the decision request review by the Director of Schools for reconsideration of the Disciplinary Hearing Authority’s decision. The Director of Schools may uphold or modify the decision of the Disciplinary Hearing Authority.

JCCC

No longer approved/no longer under state contract textbooks (only being used as additional resource materials) No charge

The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one or both of the following sanctions:

1. Refusal to issue any additional textbooks until restitution is made; and
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.

The principal may waive the assessment of fines when in his judgment the student is the victim of uncontrollable circumstances and not responsible for the damages.
Inclement Weather Procedure

1. If the county receives inclement weather overnight, the Director of Transportation will begin gathering the latest available information by 3 a.m. by contacting the following:
   - Local Media Sources for weather information
     - WKNR 2
     - WSMV 4
     - WTVF 5
     - WZTV 17
   - Sumner County Office of Emergency Management
   - National Weather Service
   - Sumner County Highway Department
   - Other School Systems - West and Middle Tennessee
     - Director of Schools by 4:00 a.m. to notify him/her of current weather situations

2. The Director of Transportation will mobilize the Inclement Weather Team at approximately 3:30 a.m. to begin checking roads. The Inclement Weather Team is comprised of Transportation staff employees that have access to system-owned vehicles.
   - The staff will check the roads and then report the conditions to the Transportation Director before 5:00 a.m.
   - The Director of Transportation will brief the Director of Schools via telephone no later than 5:00 a.m. with a recommendation for his/her approval. The Director of Schools makes the final decision to dismiss school.
   - A final decision will be made before 5:30 a.m.
   - The Director of Transportation or his/her designee will notify the news media of any early dismissal.
   - The Community Relations Supervisor will update the website and send out the SchoolMessenger notification of pending dismissal. All bus routes will run according to the abbreviated schedule as the weather allows.

Early Dismissal Procedures

1. Early dismissal due to inclement weather will be decided on a case-by-case basis.
2. The Director of Transportation and staff will evaluate conditions and make recommendations as far in advance as possible in order to communicate with schools and the public.
3. In the event early release is decided, school bus drivers will be notified to be on standby at their assigned school pending dismissal. All bus routes will run according to the abbreviated schedule as the weather allows.
4. The Director of Transportation or his/her designee will contact the news media of any early dismissal.
5. The Community Relations Supervisor will update the website and send out the SchoolCast telephone message concerning school closing information by 6:00 a.m.

Rapidly Approaching Weather Evening Dismissal Procedure

1. In the event of a rapidly approaching weather storm at school dismissal time, the Director of Transportation may contact bus drivers to notify them to not load buses. All principals should be prepared to keep students in the building and wait for an “all clear.” Due to rapid approaching weather, especially in the spring, a quick decision may be needed to keep students at school. Under these conditions, the Director of Transportation will notify bus drivers by two-way radio to communicate with principals that buses cannot be loaded until an “all clear” has been established.
2. The Director of Transportation will notify the Director of Schools that weather conditions exist which will prohibit the normal dismissal of school.
3. The Director of Schools makes the final decision whether to dismiss school or to hold the buses for student safety.

How Will Parents Be Notified of School Closings?

Sumner County Schools always try to give parents as much notice as possible when closing schools. However, since weather is sometimes unpredictable, it is possible that a decision on closing schools may not be made until the last possible minute.

Sumner County Schools will utilize the district’s website, www.sumnerschools.org, local media outlets, and the SchoolMessenger communication system to notify parents when schools are closed or dismissing early due to inclement weather.

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<th>CALENDAR DATE</th>
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<tr>
<td>Description:</td>
<td>Student Suspensions</td>
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<td>JCCC</td>
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**Reasons for Suspension**

A. Any principal, principal-teacher, or assistant principal of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for such suspension include, but are not limited to:

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct or vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any public school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising, or counseling of others to engage in any of the acts hereinbefore enumerated;
6. Marking, defacing, or destroying school property;
7. Possession of a pistol, gun, or firearm on school property;
8. Possession of a knife, etc., as defined in §39-17-1301 on school property;
9. Assaulting a principal or teacher with vulgar, obscene, or threatening language;
10. Unlawful use or possession of barbital or legend drugs, as defined in §§53-10-101;
11. Any other conduct prejudicial to good order or discipline in any public school;
12. Two (2) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
13. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school sponsored event;
14. Off-campus criminal behavior which results in the student being legally charged with a felony. (TCA 49-6-3103, TCA 49-6-3401)

B. Any principal, principal-teacher, or assistant principal may suspend any pupil from attendance at a specific class, classes, or school-sponsored activity without suspending such pupil from attendance at school pursuant to an in-school suspension policy adopted by the local Board of Education. Good and sufficient reasons for such in-school suspension include, but are not limited to:

1. Behavior which adversely affects the safety and well-being of other students;
2. Behavior which disrupts a class or school-sponsored activity;
3. Behavior prejudicial to good order and discipline occurring in class, during school-sponsored activities, or on the school campus.

**Zero-Tolerance Behavior**

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in zero tolerance behaviors will be subject to 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. Such modifications shall be reported to the Board at its next regular meeting. Zero tolerance behaviors are defined in Policy JCBF.
MISBEHAVIORS: Level V
Any Sumner County School student who has been charged or convicted with a felony as defined under TCA 39-13 or TCA 39-17 will be referred to the Disciplinary Hearing Authority for a school assignment review.
Any Sumner County School student that is being released from a secured correctional facility/alternative school or is returning to public school following an extensive in-patient treatment facility will be referred to the Attendance Department of the District for a school assignment review.

Examples (not an exclusive listing):
- Felony Charge
- Felony Conviction
- Release from secured correctional facility
- Release from extensive in-patient treatment facility
- Transfer from alternative school

Disciplinary Procedures:
The student's parent or guardian will be referred to the District Attendance Department to complete a Request for Attendance Release of Information Form.

Disciplinary Options:
- Assignment in alternative school for completion of the program
- Assignment in alternative school for a transition program with a review of school assignment

ADDITIONAL GUIDELINES:
1. A teacher or other school official shall not reduce or authorize the reduction of a student’s grade because of discipline problems.
2. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
   a. pay any activity fee;
   b. pay a library or other school fine; or
   c. make restitution for lost or damaged school property.
II. DISCRIMINATION DEFINED AND PROHIBITED

Discrimination generally involves treating one Student, Employee, or applicant differently from another in connection with terms or conditions, educational programs or activities, employment issues such as hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training because of that Student’s, Employee’s, or applicant’s gender, color, race, age, national origin, pregnancy, ancestry, marital status, veteran status, disability, handicap, religion, creed, citizenship status or other legally protected status where there is no bona fide educational, occupational qualification or legitimate business reason for the differing treatment. It also could involve a failure to make a reasonable accommodation in certain circumstances and where doing so would not involve an undue burden. Any Student or Employee of this school system shall be disciplined for infractions of this policy as provided for herein.

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of age, sex, race, color, disability, marital status, national origin, religion, and creed.

III. SEXUAL HARASSMENT DEFINED AND PROHIBITED

A. Sexual Harassment is defined as unwelcome or unwanted sexual advances, behavior or conduct whether verbal, physical or visual that is based on a person’s gender or interferes unreasonably with student activities, work performance or creates a hostile learning or working environment. Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature constitutes sexual harassment when:

1. Submission to the conduct or communication is made (implicitly or explicitly) a term or condition of obtaining or retaining employment; or of obtaining an education;

2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an individual’s employment or education; or

3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or learning environment. Any sexual harassment as defined when perpetrated on any Student or Employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature;
- Comments which are not severe enough to violate state, federal or local law but which are still inappropriate in our schools and workplace.
- Discrimination, harassment, bullying, or retaliation occurring in the school system and workplace or in connection with student activities or work in violation of this policy, is counterproductive to the Sumner County School System and will not be tolerated.

Any student who believes he or she has been subjected to harassment on the basis of sex should report the harassment to their principal or the district’s Safe Schools, Healthy Students Coordinator. The school and/or the district will take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. Students or employees found to have engaged in acts of harassment on the basis of sex will be promptly disciplined and such discipline may include, if circumstances warrant, suspension or expulsion for students or suspension or termination for employees. The Sumner County School System encourages students, parents, and school staff to work together to prevent harassment on the basis of sex.
MISBEHAVIORS: Level II
Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing):
- Continuation of unmodified Level I behaviors
- School or class tardiness
- School or class truancy
- Use of tobacco or other prohibited substances on school grounds
- Disruptive classroom behavior
- Sexual harassment (Completely document all occurrences)
- Possession of lighters or matches
- Gang paraphernalia

Disciplinary Procedures:
Student is referred to principal or designee for appropriate disciplinary action.
Principal or designee meets with student and teacher.
Record of offense and disciplinary action maintained by principal.

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

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

Examples (not an exclusive listing):
- Continuation of unmodified Level I and II behaviors
- Fighting (simple)
- Vandalism (minor)
- Stealing
- Threats to others
- Sexual harassment (Completely document all occurrences)
- Theft of less than $500
- Gang Activities

Disciplinary Procedures:
Principal or designee takes appropriate disciplinary action and notifies teacher of action.
Principal or designee meets with student and teacher.
Student is referred to principal or designee for appropriate disciplinary action.

V. OTHER FORMS OF HARASSMENT based on an Student’s or Employee’s gender, color, race, age, national origin, ancestry, disability, handicap, marital status, veteran status, pregnancy, religion, or other legally protected status, and either affects an individual’s job performance or the climate of the workplace or educational institution, or creates an intimidating, hostile or offensive work environment or learning environment is prohibited.

VI. PREVENTION / REPORTING PROCEDURES
Any person who believes he or she has been the victim of discrimination, sexual harassment, or bullying as defined in section II. V of this policy by a Student or an Employee of the school system, or any third person with knowledge or belief of conduct which may constitute discrimination, sexual harassment, or bullying should report the alleged act(s) immediately to the appropriate school system official as designated by this policy. All Students and Employees should not assume the Sumner County School System is aware of his / her concern. In order to allow the School System to prevent and correct bullying, harassing and discriminatory conduct, it is essential that all Students and Employees use this reporting procedure and that the Sumner County School System receive information about every instance of such conduct in a timely manner. Accordingly, every Student and Employee should understand that under no circumstances should a Student or Employee believe that he or she cannot or should not report any discrimination, harassment, bullying, or retaliation. Do not allow an inappropriate or unlawful situation to continue by not reporting it, regardless of who is creating that situation.

A. In Each School - The school principal is the person responsible for receiving oral or written reports of discrimination, bullying, harassment or sexual harassment at the school level. Based on the individuals involved, reporting procedures will be in the form of any unwelcome conduct such as: written, verbal, physical or visual. Examples of harassment based upon gender, color, race, age, national origin, ancestry, disability, handicap, marital status, veteran status, pregnancy, religion, or other legally protected status include: (a) Epithets, slurs, negative stereotypes, disparaging remarks or intimidating acts based on one of the protected categories listed above; (b) Telling or forwarding jokes directed to someone’s protected status, such as racial or ethnic jokes, regardless of whether “everyone tells them back and forth;” (c) Posting, forwarding, showing or displaying in any manner cartoons that make fun of any group, religious belief, sex, or individual because of his or her protected status; and (d) Forwarding offensive e-mails, printing them out or displaying them in any manner.

Hazing is considered harassment and is defined as an intentional or reckless act on or off Sumner County School property by one (1) student acting alone or with others; directed against any other student; and that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student’s mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

The Sumner County School Board encourages the reporting party or complainant to write a statement concerning any discrimination, harassment, bullying, or retaliation and give it to a supervisor, principal, Title VII/VIIA coordinator, Assistant Director for Human Resources, or Director of Schools. (See Section VI. A. for reporting details)
be as follows:

I. Student to Student

All reports or complaints alleging Student to Student discrimination, bullying, harassment or sexual harassment, will be handled initially by the building Principal. Upon receipt of a report, the Principal will make the determination as to how to handle the issue.

Bully or Harassment

a. Upon receipt of a report or complaint alleging bullying or harassment, a bullying incident report must be filed with the office of Safe Schools, Healthy Students.

Discrimination

b. Upon receipt of a report or complaint alleging discrimination, the Title VI/IX coordinator will receive a report from the principal and inform the Director of Schools.

Sexual Harassment

c. Upon receipt of a report or complaint alleging sexual harassment, the individual making the report must immediately follow the Sumner County Schools Reporting Protocols.

II. Employee to Student, Employee to Employee, or Employee to Public

A. All reports or complaints alleging Employee to Student, Employee to Employee, Third Party to Student or Employee to Public (third party) discrimination, bullying, harassment or sexual harassment, will immediately be handled by the Director of Assistant Director for Human Resources. Upon receipt of a report, the Employee, Principal, or Department Head must notify Assistant Director for Human Resources using the Sumner County Schools Reporting Protocols established.

Failure to forward any discrimination, bullying, sexual harassment or harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the school principal or department head the complaint shall be filed directly with the Assistant Director for Human Resources.

B. If the complaint involves the Assistant Director for Human Resources, or Title VI/IX coordinator, the complaint shall be filed directly with the Director of Schools. If the complaint involves the Director of Schools, the complaint shall be made to the School Board Attorney.

Title VI & Title IX Coordinators

Ms. Katie Brown (if student to student)  Mr. Naomi Aitchison (if adults are involved)

Safe Schools, Healthy Students Coordinator  Assistant Director for Human Resources

695 East Main Street  695 East Main Street

Gallatin, TN 37066  Gallatin, TN 37066

(615) 451-6500  (615) 451-5226

C. Submission of a complaint or report of discrimination, bullying, sexual harassment or harassment will not affect the reporting individual’s future grades, employment, or work assignments.

The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system’s legal obligations and the necessity to investigate allegations of harassment and bullying and take disciplinary action when the conduct has occurred.

VII. INVESTIGATION AND RECOMMENDATION

By Board authority,

I. All reports of Student to Student discrimination, bullying, harassment or sexual harassment, will be handled initially by the building Principal. Upon receipt of a report or complaint alleging discrimination, bullying, harassment or sexual harassment, the building Principal, or his/her designee, shall immediately conduct a fact-finding to determine who is involved.

Bullying, harassment, intimidation, or hazing that is reported to any staff member must be reported to the principal. When the label bullying, harassment, intimidation, or hazing is used to describe an incident, initial reports must be noted on the incident report form. If reported anonymously, the complaint must still be investigated. The principal or his/her designee shall conduct the initial interview of the complainant and the accused within 24 hours; never interviewing the complainant and accused together. The principal and/or the designee will contact the parents of the complainant and accused within 24 hours of the report being received. The principal or designee shall proceed with the investigation to include the following:

- Verbal reprimand
- Written demerit
- Issuance of demerits
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Issuance of suspension
- Issuance of detention

Disciplinary Options:

- Verbal reprimand
- Written demerit
- Issuance of demerits
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Issuance of suspension
- Issuance of detention

Disciplinary Procedures:

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

Disciplinary Options:

- Verbal reprimand
- Written demerit
- Issuance of demerits
- Restricting activities
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- Determine what offense was committed and its severity.
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MISBEHAVIORS: Level I

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

Examples (not an exclusive listing):

- Disturbances
- Tardiness
- Cheating and lying
- Abusive language
- Defiant failure to do assignments or carry out directions
- Dress Code

Disciplinary Procedures:

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

POLICY:

Students are expected to conform to the rules and regulations of the school system and apply themselves to the learning process. It is recognized that student behavior is the responsibility of the home and school, and every effort should be made to involve parents at every level of misbehavior.

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

POLICY:

Students are expected to conform to the rules and regulations of the school system and apply themselves to the learning process. It is recognized that student behavior is the responsibility of the home and school, and every effort should be made to involve parents at every level of misbehavior.

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

MISBEHAVIORS: Level I

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

Examples (not an exclusive listing):

- Disturbances
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- Abusive language
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- Dress Code

Disciplinary Procedures:

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

Disciplinary Options:

- Verbal reprimand
- Written demerit
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- Immediate intervention by the staff member.
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Disciplinary Procedures:

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

Tobacco-Free Schools

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, and personal vaporizers are prohibited in all of the school district’s buildings. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.

The use of tobacco or tobacco products, including smokeless tobacco, will be prohibited in all vehicles, owned, leased or operated by the district.

District employees and students enrolled in the district’s schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participating in any class or activity in which they represent the school district.

Any student who possesses tobacco products may be issued a citation by the school principal/service personnel.

Parents and students shall be notified of this citation requirement at the beginning of each school year.

Signs will be posted throughout the district’s facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden.

PURPOSE:

To prohibit student and staff possession and/or use of tobacco products on school grounds

APPLICATION:

Students

DEFINITIONS:

None

AUTHORITY:

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

POLICY:

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, and personal vaporizers are prohibited in all of the school district’s buildings. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.

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Parents and students shall be notified of this citation requirement at the beginning of each school year.

Signs will be posted throughout the district’s facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden.
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 by:
   a. Informing all students in grades seven (7) through twelve (12) of its provisions;
   b. Distributing to all such students a pamphlet from the Department of Safety describing the law;
   c. Including the teaching of the components of the law in the annual pre-school year in-service training for teachers and principals; and

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 use, possess, distribute or be under the influence of illegal drugs, drug paraphernalia, 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.

Upon receiving information that a student is suspected of violating this policy, the principal of the school shall be notified as soon as feasible. If it is determined that Board policy has been violated, the principal or appropriate designee shall notify the student’s parent or guardian and, if necessary, local law enforcement officials, as soon as feasible, and the student shall be subject to suspension for such policy violation.

The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis as detailed in Board Policy JCCC. Certain offenses may be eligible for appeal to the full Board of Education.
## Alcohol and Drug Use

**AUTHORITY:** TCA §49-6-3401; §49-6-3402

**PURPOSE:** To protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community

**APPLICATION:** Students

**DEFINITIONS:**
1. **Alcoholic beverage** includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.

2. **Illegal drugs** includes controlled substances, prescriptions not intended for the possessor or user, over-the-counter substances, substances used as intoxicating inhalant, or any other substance which is portrayed as one of the above.

3. **Use** shall mean the introduction of illegal drugs or alcoholic beverages into the body in any manner or the indication of action or behavior that such introduction has taken place.

4. **Possession** will mean either having illegal drugs, drug paraphernalia, or alcoholic beverages on the person, or in the immediate vicinity of the person, or among the student's personal possessions (locker, car, etc.).

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

1. Appropriate ways for handling alcohol/drug-related medical emergencies;

2. Guidelines for reporting alcohol/drug incidents and illegal activities;

3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other sources of appropriate help; and

4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

## Bus Conduct

**AUTHORITY:** T.C.A. 49-6-3401

**PURPOSE:** To establish procedures for student conduct on school buses

**APPLICATION:** Students

**DEFINITIONS:** None

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

Students shall follow all reasonable instructions pertaining to conduct and safety that are given by the bus driver or appropriate supervising adult on the school bus.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if determined by the principal that the student's behavior is such as to cause disruption on the bus, or when the student disobeys state or local rules and regulations pertaining to student transportation. Parents/students must provide transportation to and from school if they are denied transportation because of 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 and signed by the principal of the school that the student attends. Any student wishing to ride a bus other than the student's designated bus must have written parental permission and approved by the principal or the designee.

The parent or guardian of a student is responsible for notifying the school at any time the student moves to another residence.
**Sumner County Board of Education**

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<tr>
<th>CALENDAR DATE:</th>
<th>Sumner County Board of Education</th>
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<tr>
<td>NONE</td>
<td>Zero Tolerance Behaviors</td>
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<tr>
<th>Descriptor Term</th>
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<tr>
<td>WEAPONS &amp; DANGEROUS INSTRUMENTS</td>
<td>JCBF</td>
<td>07/18/17</td>
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<td>POLICY</td>
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**WEAPONS & DANGEROUS INSTRUMENTS**

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.1

**DEFINITIONS**

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.2

“Expelled” for the purposes of this policy means removed from the pupil’s regular school program at the location where the violation occurred or removed from school attendance altogether, as determined by Disciplinary Hearing Authority. Nothing in this section shall be construed to prohibit the assignment of such students to an alternative school.

**POLICY**

Any student found to have brought a weapon to school or is found in possession of a weapon on school property shall be immediately removed from the general student population at the principal’s discretion and referred to Disciplinary Hearing Authority for disposition as determined by the committee.

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

**FIREFARMS** (as defined in 18 U.S.C. § 921)

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.4

**DRUGS**

In accordance with state and federal law, any student who unlawfully possesses/distributes or is under the influence of any drug including any controlled substance, legend drug or prescription drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.5

**ASSAULT**

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

**VANDALISM OF SCHOOL PROPERTY OVER $500**

Any student who commits vandalism of school property which results in the student being criminally charged with vandalism over $500 pursuant to T.C.A. § 39-14-408 shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.5

**OTHER OFFENSES**

Any student who makes bomb threats, commits sexual misconduct that results in the student being criminally charged with sexual battery, sexual assault, indecent exposure, rape or aggravated sexual battery, shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.5

**EXPULSION OF EMPLOYEES**

In accordance with state law, any employee found to be in possession of a weapon on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.5

**ELECTRONIC THREATS**

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.6

**FACSIMILE WEAPONS**

Toy weapons or facsimiles of weapons including water guns may be suspended as determined by the principal. Students may be suspended for a time commensurate with age, maturity level, and intent as determined by the principal. Depending on the circumstances, the principal may refer a student possessing a toy weapon or facsimile to the disciplinary hearing authority for disposition as determined by the committee.

The use of weapons and dangerous instruments in school plays, school bands, or any other school activity is prohibited unless sanctioned in advance and in writing by the Director of Schools.

**COMMUNICATION**

Communication to the school board, parents, appropriate school staff, and the larger school community about specific incidents under this policy will be handled in on a case-by-case basis in consultation with the Director’s Office determined by the following factors:

1. Was the threat specific to an individual, group of individuals, or the larger school community
2. Was the threat credible based on the assessment of law enforcement officials
3. Is the threat potentially a criminal act that could impact the system’s ability to release information to parents and the general public
4. The age, maturity, and intent of the student involved to commit an act inflicting death or serious bodily injury.

**EMPLOYEES**

An employee found to possess a weapon on school property shall be disciplined up to and including dismissal. Criminal charges may be filed. Any other person in violation of this policy will be removed and appropriate criminal charges filed. This includes anyone with a legal permit from Sumner County or the State of Tennessee to carry a gun. Constitutional and/or statutory exceptions to the provisions of this policy shall be recognized.
WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.1

DEFINITIONS

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. 2

“Expelled” for the purposes of this policy means removed from the pupil’s regular school program at the location where the violation occurred or removed from school attendance altogether, as determined by Disciplinary Hearing Authority. Nothing in this section shall be construed to prohibit the assignment of such students to an alternative school.

POLICY

Any student found to have brought a weapon to school or is found in possession of a weapon on school property shall be immediately removed from the general student population at the principal’s discretion and referred to Disciplinary Hearing Authority for disposition as determined by the committee.

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

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In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. 4

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In accordance with state and federal law, any student who unlawfully possesses/distributes or is under the influence of any drug including any controlled substance, legend drug or prescription drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. 5

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

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THREATS

Any student who makes a threat of violence, whether written or verbal, which creates actual disruptive activity at the school that requires administrative intervention may be suspended and/or expelled as determined by the principal. Students may be suspended and/or expelled for a time commensurate with age, maturity level, and intent as determined by the principal or other authorities. Depending on the circumstances, the principal may refer a student who make a threat of violence to the disciplinary hearing authority for disposition as determined by the committee.

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. 5

FACSIMILE WEAPONS

Toy weapons or facsimiles will not be permitted on school grounds. Students who possess toy weapons or facsimiles of weapons including water guns may be suspended as determined by the principal. Students may be suspended for a time commensurate with age, maturity level, and intent as determined by the principal. Depending on the circumstances, the principal may refer a student possessing a toy weapon or facsimile to the disciplinary hearing authority for disposition as determined by the committee.

The use of weapons and dangerous instruments in school plays, school bands, or any other school activity is prohibited unless sanctioned in advance and in writing by the Director of Schools.

NOTIFICATION

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

It is the duty of a school principal who has reasonable suspicion to believe, either as a result of a search or otherwise, that any student is committing or has committed any violation of this policy to report such reasonable suspicion to the appropriate law enforcement officer. School personnel have the duty to report any reasonable suspicion that a student is committing or has committed a violation of this policy to the principal, or, if the principal is not available, to the principal’s designee. If neither the principal nor the designee is available, school personnel may report violations of this policy to the appropriate authorities.

COMMUNICATION

Communication to the school board, parents, appropriate school staff, and the larger school community about specific incidents under this policy will be handled in on a case-by-case basis in consultation with the Director’s Office determined by the following factors:

1. Was the threat specific to an individual, group of individuals, or the larger school community
2. Was the threat credible based on the assessment of law enforcement officials
3. Is the threat potentially a criminal act that could impact the system’s ability to release information to parents and the general public
4. The age, maturity, and intent of the student involved to commit an act inflicting death or serious bodily injury.

EMPLOYEES

An employee found to possess a weapon on school property shall be disciplined up to and including dismissal. Criminal charges may be filed. Any other person in violation of this policy will be removed and appropriate criminal charges filed. This includes anyone with a legal permit from Sumner County or the State of Tennessee to carry a gun. Constitutional and/or statutory exceptions to the provisions of this policy shall be recognized.
**CALENDAR DATE:**

**NONE**

**Descriptor Term:** Alcohol and Drug Use

**Descriptor Code:** JCBD

**Issued Date:** 05/25/04

**Rescinds:**

**Issued:** 08/05/97

**SUMNER COUNTY BOARD OF EDUCATION**

**AUTHORITY:** TCA §49-6-3401; §49-6-3402

**PURPOSE:** To protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community

**APPLICATION:** Students

**DEFINITIONS:**

1. **Alcoholic beverage** includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.

2. **Illegal drugs** includes controlled substances, prescriptions not intended for the possessor or user, over-the-counter substances, substances used as intoxicating inhalant, or any other substance which is portrayed as one of the above.

3. **Use** shall mean the introduction of illegal drugs or alcoholic beverages into the body in any manner or the indication of action or behavior that such introduction has taken place.

4. **Possession** will mean either having illegal drugs, drug paraphernalia, or alcoholic beverages on the person, or in the immediate vicinity of the person, or among the student's personal possessions (locker, car, etc.).

**POLICY:**

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

1. Appropriate ways for handling alcohol/drug-related medical emergencies;

2. Guidelines for reporting alcohol/drug incidents and illegal activities;

3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other sources of appropriate help; and

4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

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**CALENDAR DATE:**

**NONE**

**Descriptor Term:** Bus Conduct

**Descriptor Code:** JCEB

**Issued Date:** 05/25/04

**Rescinds:**

**Issued:** 06/18/91

**SUMNER COUNTY BOARD OF EDUCATION**

**AUTHORITY:** T.C.A. 49-6-3401

**PURPOSE:** To establish procedures for student conduct on school buses

**APPLICATION:** Students

**DEFINITIONS:** None

**POLICY:**

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

Students shall follow all reasonable instructions pertaining to conduct and safety that are given by the bus driver or appropriate supervising adult on the school bus.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if determined by the principal that the student's behavior is such as to cause disruption on the bus, or when the student disobeys state or local rules and regulations pertaining to student transportation. Parents/students must provide transportation to and from school if they are denied transportation because of 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 and signed by the principal of the school that the student attends. Any student wishing to ride a bus other than the student's designated bus must have written parental permission and approved by the principal or the designee.

The parent or guardian of a student is responsible for notifying the school at any time the student moves to another residence.
VIII. SCHOOL DISTRICT ACTION

Upon receipt of a recommendation that the complaint is valid, the Director of Schools shall take such action as appropriate based on the result of the investigation.

A. The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complaintant and the accused by either the Principal, with respect to investigations around Student to Student bullying or harassment issues, or the Assistant Director for Human Resources.

B. The District shall take other steps as are necessary to prevent recurrence of discrimination, harassment or bullying within the school system.

C. The Principal, with respect to investigations around Student to Student bullying or harassment issues, or the Assistant Director for Human Resources shall keep the complainant informed of the status of complaint(s).

IX. NO RETALIATION

The Director of Schools shall discipline any individual who retaliates against any person who reports alleged incidents of bullying, discrimination, sexual harassment or harassment (as defined in section II - V of this policy) or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment or sexual harassment complaint. Retaliation includes, but is not limited to, any form of bullying, intimidation, reprisal or harassment which creates a hostile learning or working environments. The Sumner County School Board does not tolerate any such retaliation. Employees should promptly report any retaliation through the channels detailed above.

X. NON-HARASSMENT/FALSE ACCUSATIONS

The school system recognizes that not every reported incident or advance or consent of a sexual nature constitutes harassment. Surrounding circumstances will be considered.

False accusations of bullying, discrimination, sexual harassment or harassment (as defined in section II - V of this policy) can have a serious detrimental effect on innocent parties. Any person who knowingly and intentionally makes false accusations, for any reason which would be contrary to the spirit and intent of this policy, shall be subject to immediate and appropriate disciplinary action.

XI. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may be available under state and/or federal law. The filing of a complaint with the local law enforcement agency does not preclude the district from conducting its own investigation under Title XI.

XII. SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse as defined under Tennessee Law. In such situations, the school system shall comply with Tennessee Law regarding the reporting of suspected abuse to appropriate authorities.

XIII. DISCIPLINE

Any action taken pursuant to this policy will be consistent with requirements of federal law, Tennessee statutes, and school system policies. The Director of Schools will take such disciplinary action deemed necessary and appropriate. Discipline action may range from a warning to expulsion.

XIV. POLICY DISTRIBUTION

This guideline covers all Students, Employees, vendors, independent contractors, co-workers or clients whose conduct may occur in or impact upon any school or workplace or any Student or Employee of The Sumner County School System.

A copy of the foregoing policy and reporting procedure shall be published in the Board’s Policy Manual, shall be included in each Student handbook published by the school system, and shall be posted in a conspicuous place in each school building. Postings of the policy shall include the name(s) of the person(s) to whom reports should be directed.

See Appendices
Appendix A – Victim’s Rights under Title IX
Appendix B – Sumner County Board of Education Bullying Incident Form
Appendix C – Sumner County Schools Reporting Protocols

Staff development will be provided to all Employees to support this policy.

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 by:
   a. Informing all students in grades seven (7) through twelve (12) of its provisions;
   b. Distributing to all such students a pamphlet from the Department of Safety describing the law;
   c. Including the teaching of the components of the law in the annual pre-school year in-service training for teachers and principals; and

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 use, possess, distribute or be under the influence of illegal drugs, drug paraphernalia, 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.

Upon receiving information that a student is suspected of violating this policy, the principal of the school shall be notified as soon as feasible. If it is determined that Board policy has been violated, the principal or appropriate designee shall notify the student’s parent or guardian and, if necessary, local law enforcement officials, as soon as feasible, and the student shall be subject to suspension for such policy violation.

The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis as detailed in Board Policy JCCC. Certain offenses may be eligible for appeal to the full Board of Education.
The use of tobacco or tobacco products, including smokeless tobacco, electronic cigarettes, and personal vaporizers are prohibited in all of the school district’s buildings. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.

Any student who possesses tobacco products may be issued a citation by the school principal/resource officer.

Parents and students shall be notified of this citation requirement at the beginning of each school year.

Signs will be posted throughout the district’s facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden.
be as follows:

I. Student to Student

All reports or complaints alleging Student to Student discrimination, bullying, harassment or sexual harassment, will be handled initially by the building Principal. Upon receipt of a report, the Principal will make the determination as to how to handle the issue.

Bully or Harassment
a. Upon receipt of a report or complaint alleging bullying or harassment, a bullying incident report must be filed with the office of Safe Schools, Healthy Students.

Discrimination
b. Upon receipt of a report or complaint alleging discrimination, the Title IX coordinator will receive a report from the principal and inform the Director of Schools.

Sexual Harassment
c. Upon receipt of a report or complaint alleging sexual harassment, the individual making the report must immediately follow the Sumner County Schools Reporting Protocols.

II. Employee to Student, Employee to Employee, or Employee to Public

A. All reports or complaints alleging Employee to Student, Employee to Employee, Third Party to Student or Employee to Public (third party) discrimination, bullying, harassment or sexual harassment, will immediately be handled by the Director of Assistant Director for Human Resources. Upon receipt of a report, the Employee, Principal, or Department Head must notify Assistant Director for Human Resources using the Sumner County Schools Reporting Protocols established.

Failure to forward any discrimination, bullying, sexual harassment or harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the school principal or department head the complaint shall be filed directly with the Assistant Director for Human Resources.

B. If the complaint involves the Assistant Director for Human Resources, or Title IX coordinator, the complaint shall be filed directly with the Director of Schools. If the complaint involves the Director of Schools, the complaint shall be made to the School Board Attorney.

Title VI & Title IX Coordinators
Ms. Katie Brown (if student to student)                         Mrs. Naomi Aitchison (if adults are involved)
Safe Schools, Healthy Students Coordinator 965 East Main Street
Gallatin, TN 37066  (615) 451-6500
Gallatin, TN 37066  (615) 451-5226

C. Submission of a complaint or report of discrimination, bullying, sexual harassment or harassment will not affect the reporting individual’s future grades, employment, or work assignments.

The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system’s legal obligations and the necessity to investigate allegations of harassment and bullying and take disciplinary action when the conduct has occurred.

VII. INVESTIGATION AND RECOMMENDATION

By Board authority,

I. All reports of Student to Student discrimination, bullying, harassment or sexual harassment, will be handled initially by the building Principal. Upon receipt of a report or complaint alleging discrimination, bullying, harassment or sexual harassment, the building Principal, or his/her designee, shall immediately conduct a fact-finding to determine who is involved. Bullying, harassment, intimidation, or hazing that is reported to any staff member must be reported to the principal. When the label bullying, harassment, intimidation, or hazing is used to describe an incident, initial reports must be noted on the incident report form. If reported anonymously, the complaint must still be investigated. The principal or his/her designee shall conduct the initial interview of the complainant and the accused within 24 hours; never interviewing the complainant and accused together. The principal and/or the designee will contact the parents of the complainant and accused within 24 hours of the report being received. The principal or designee shall proceed with the investigation to include the following:

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

Disciplinary Procedures:

Authoritative:
T.C.A. §49-6-4011 et. seq.: §49-6-3401

Purpose:
To protect all members of the educational community in the exercise of their rights and duties

Application:
Students, all school system employees

Definitions:
None

Policy:
Students are expected to conform to the rules and regulations of the school system and apply themselves to the learning process. It is recognized that student behavior is the responsibility of the home and school, and every effort should be made to involve parents at every level of misbehavior.

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

Misbehaviors: Level 1
Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, school events, or school buses, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing):
- Disturbances
- Tardiness
- Cheating and lying
- Abusive language
- Defiant failure to do assignments or carry out directions
- Dress Code

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

Disciplinary Options:
- Verbal reprimand
- Special assignment
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
Disciplinary Procedures:

Student is referred to principal or designee for appropriate disciplinary action.

Principal or designee meets with student and teacher.

Principal or designee hears accusation made by teacher, permits student the opportunity of explaining conduct, denying it or explaining any mitigating circumstances.

Principal or designee takes appropriate disciplinary action and notifies teacher of action.

Record of offense and disciplinary action maintained by principal.

Examples (not an exclusive listing):
Continuation of unmodified Level I behaviors
School or class tardiness
School or class truancy
Use of tobacco or other prohibited substances on school grounds
Disruptive classroom behavior
Sexual harassment (Completely document all occurrences)
Possession of lighters or matches
Gang paraphernalia

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

Examples (not an exclusive listing):
Continuation of unmodified Level I behaviors
School or class tardiness
School or class truancy
Use of tobacco or other prohibited substances on school grounds
Disruptive classroom behavior
Sexual harassment (Completely document all occurrences)
Possession of lighters or matches
Gang paraphernalia

Disciplinary Procedures:

Student is referred to principal or designee for appropriate disciplinary action.

Principal or designee meets with student and teacher.

Principal or designee hears accusation made by teacher, permits student the opportunity of explaining conduct, denying it or explaining any mitigating circumstances.

Principal or designee takes appropriate disciplinary action and notifies teacher of action.

Record of offense and disciplinary action maintained by principal.

Examples (not an exclusive listing):
Continuation of unmodified Level I behaviors
School or class tardiness
School or class truancy
Use of tobacco or other prohibited substances on school grounds
Disruptive classroom behavior
Sexual harassment (Completely document all occurrences)
Possession of lighters or matches
Gang paraphernalia

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

Examples (not an exclusive listing):
Continuation of unmodified Level I and II behaviors
Fighting (simple)
Stealing
Threats to others
Sexual harassment (Completely document all occurrences)
Theft of less than $500
Gang Activities

Disciplinary Procedures:

In-school suspension
Out-of-school suspension

1. Physical contact, such as hugging, kissing, grabbing, pinching, patting, brushing against, touching or blocking one's path or egress;

2. Implicit or explicit sexual propositions, requests, demands or other forms of pressure for sexual favors or dates; especially when accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status;

3. Sexually suggestive or degrading remarks, including sexual innuendoes, jokes, kidding or teasing;

4. Unwelcome verbal or physical flirtation, sexual gestures or comments, or comments about another person’s body or appearance; including touching oneself sexually or talking about ones sexual activities in front of others;

5. Vulgar or obscene language:

6. Display of sexually explicit or offensive printed or visual material, including but not limited to photographs, calendars, graffiti, cartoons, e-mails, drawings or notes including making and playing sexually explicit audio/video tapes;

7. Demanding sexual favors accompanied by implied or overt threats concerning an individual’s employment or educational status;

8. Spreading rumors about or rating other individuals as to sexual activity or performance.

IV. BULLYING DEFINED AND PROHIBITED
A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. V. OTHER FORMS OF HARASSMENT based on an Student’s or Employee’s gender, color, race, age, national origin, ancestry, disability, handicap, marital status, veteran status, pregnancy, religion, or other legally protected status, and either affects tangible job benefits; or unreasonably interferes with Student’s learning environment or an Employee’s work performance; or creates an intimidating, hostile or offensive learning or work environment is also expressly prohibited. Harassment can be in the form of any unwelcome conduct such as: written, verbal, physical or visual. Examples of harassment based upon gender, color, race, age, national origin, ancestry, disability, handicap, marital status, veteran status, pregnancy, religion, or other legally protected status include: (a) Epithets, slurs, negative stereotypes, disparaging remarks or intimidating acts based on any of the protected categories listed above; (b) Telling or forwarding jokes directed to someone’s protected status, such as racial or ethnic jokes, regardless of whether “everyone tells them back and forth;” (c) Posting, forwarding, showing or displaying in any manner cartoons that make fun of any group, religious belief, sex, or individual because of his or her protected status; and (d) Forwarding offensive e-mails, printing them out or displaying them in any manner.

Hazing is considered harassment and is defined as an intentional or reckless act on or off Sumner County School property; by one (1) student acting alone or with others; directed against any other student; and that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student’s mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

VI. OTHER FORMS OF HARASSMENT based on an Student’s or Employee’s gender, color, race, age, national origin, ancestry, disability, handicap, marital status, veteran status, pregnancy, religion, or other legally protected status, and either affects tangible job benefits; or unreasonably interferes with Student’s learning environment or an Employee’s work performance; or creates an intimidating, hostile or offensive learning or work environment is also expressly prohibited. Harassment can be in the form of any unwelcome conduct such as: written, verbal, physical or visual. Examples of harassment based upon gender, color, race, age, national origin, ancestry, disability, handicap, marital status, veteran status, pregnancy, religion, or other legally protected status include: (a) Epithets, slurs, negative stereotypes, disparaging remarks or intimidating acts based on any of the protected categories listed above; (b) Telling or forwarding jokes directed to someone’s protected status, such as racial or ethnic jokes, regardless of whether “everyone tells them back and forth;” (c) Posting, forwarding, showing or displaying in any manner cartoons that make fun of any group, religious belief, sex, or individual because of his or her protected status; and (d) Forwarding offensive e-mails, printing them out or displaying them in any manner.

Hazing is considered harassment and is defined as an intentional or reckless act on or off Sumner County School property; by one (1) student acting alone or with others; directed against any other student; and that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student’s mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

VI. PREVENTION / REPORTING PROCEDURES
Any person who believes he or she has been the victim of discrimination, sexual harassment, harassment, or bullying as defined in section II - V of this policy by a Student or an Employee of the school system, or any third person with knowledge or belief of conduct which may constitute discrimination, sexual harassment, harassment, or bullying should report the alleged act(s) immediately to the appropriate school official as designated by this policy. All Students and Employees should not assume the Sumner County School System is aware of his / her concern. In order to allow the School System to prevent and correct bullying, harassing and discriminatory conduct, it is essential that all Students and Employees use this reporting procedure and that the Sumner County School System receive information about every instance of such conduct in a timely manner. Accordingly, every Student and Employee should understand that under no circumstances should a Student or Employee believe that he or she cannot or should not report any discrimination, harassment, bullying, or retaliation. Do not allow an inappropriate or unlawful situation to continue by not reporting it, regardless of who is creating that situation. No person in the Sumner County School System, not even the Director of Schools, is exempt from this policy.

The Sumner County School Board encourages the reporting party or complainant to write a statement concerning any discrimination, harassment, bullying, or retaliation and give it to a supervisor, principal, Title VI/IX coordinator, Assistant Director for Human Resources, or Director of Schools. (See Section VI, A. for reporting details)

A. In Each School - The school principal is the person responsible for receiving oral or written reports of discrimination, bullying, harassment or sexual harassment at the school level. Based on the individuals involved, reporting procedures will
III. SEXUAL HARASSMENT DEFINED AND PROHIBITED

A. Sexual Harassment is defined as unwelcome or unwanted sexual advances, behavior or conduct whether verbal, physical or visual that is based on a person’s gender or interferes unreasonably with student activities, work performance or creates a hostile learning or working environment. Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature constitutes sexual harassment when:

1. Submission to the conduct or communication is made (implicitly or explicitly) a term or condition of obtaining or retaining employment; or of obtaining an education;

2. Submission to or rejection of that conduct or communication is used as a factor in decisions affecting that individual's employment or education; or

3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive environment or learning environment. Any sexual harassment as defined when perpetrated on any Student or Employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

Disciplinary Options:

- In-school suspension
- Detention
- Restitution from loss, damage or stolen property
- Out-of-school suspension not to exceed ten (10) days
- Transfer
- Long term out-of-school suspension or assignment to the alternative school by the Disciplinary Hearing Authority.

MISBEHAVIORS: Level IV

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

Examples (not an exclusive listing):
- Continuation of unmodified Level I, II and III behaviors
- Extortion
- Bomb threat
- Possession, use, transfer of dangerous weapons
- Assault/battery
- Vandalism of and over $500
- Theft, possession, sale of stolen property of and over $500
- Forgery
- Arson
- Possession, use, transfer, or being under the influence of unauthorized substances
- Sexual harassment
- (Completely document all occurrences)

Disciplinary Procedures:

- Principal or designee confers with appropriate staff members and with the student.
- Principal or designee hears accusation by accusing party and permits offender chance to explain conduct.
- Parents are notified.
- Law enforcement officials may be contacted.
- Incident is reported to the Director of Schools.
- Complete and accurate reports are submitted to the Director of Schools.
- Student is given hearing before disciplinary hearing authority.

Disciplinary Options

- Out-of-school suspension
- Alternative school
- Action of the Disciplinary Hearing Authority, other hearing authority, Director of Schools, or Board action which results in appropriate placement

Suspension for a period of up to one (1) calendar year subject to modification by the Director of Schools or Board of Education, whichever is appropriate under statutory authority.
MISBEHAVIORS: Level V
Any Sumner County School student who has been charged or convicted with a felony as defined under TCA 39-13 or TCA 39-17 will be referred to the Disciplinary Hearing Authority for a school assignment review. Any Sumner County School student that is being released from a secured correctional facility/alternative school or is returning to public school following an extensive in-patient treatment facility will be referred to the Attendance Department of the District for a school assignment review.

Examples (not an exclusive listing):
- Felony Charge
- Felony Conviction
- Release from secured correctional facility
- Release from extensive in-patient treatment facility
- Transfer from alternative school

Disciplinary Procedures:
The student’s parent or guardian will be referred to the District Attendance Department to complete a Request for Attendance Release of Information Form.

Disciplinary Options:
- Assignment in alternative school for completion of the program
- Assignment in alternative school for a transition program with a review of school assignment

ADDITIONAL GUIDELINES:
1. A teacher or other school official shall not reduce or authorize the reduction of a student’s grade because of discipline problems.

2. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
   a. pay any activity fee;
   b. pay a library or other school fine; or
   c. make restitution for lost or damaged school property.

AUTHORITY: 1. TCA 49-2-203

PURPOSE: To authorize staff to ensure appropriate student conduct

APPLICATION: All employees

DEFINITIONS: None

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

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

Such measures may include the use of reasonable physical force against a student without advance notice to the principal only if it is essential for self-defense, for the preservation of order, or for protection of other persons.
Inclement Weather Procedure

1. If the county receives inclement weather overnight, the Director of Transportation will begin gathering the latest available information by 3 a.m. by contacting the following:
   - Local Media Sources for weather information:
     - WKRN 2
     - WSMV 4
     - WTVF 5
     - WZTV 17
   - Sumner County Office of Emergency Management
   - National Weather Service
   - Sumner County Highway Department
   - Other School Systems - West and Middle Tennessee

   Director of Schools by 4:00 a.m. to notify him/her of current weather situations

2. The Director of Transportation will mobilize the Inclement Weather Team at approximately 3:30 a.m. to begin checking roads. The Inclement Weather Team is comprised of Transportation staff employees that have access to system-owned vehicles.

3. The staff will check the roads and then report the conditions to the Transportation Director before 5:00 a.m.

4. The Director of Transportation will brief the Director of Schools via telephone no later than 5:00 a.m. with a recommendation for his/her approval. The Director of Schools makes the final decision to dismiss school.

5. A final decision will be made before 5:30 a.m.

6. The Director of Transportation or his/her designee will notify the news media of any school closing. The Director of Schools will notify the Community Relations Supervisor of any school closings.

7. The Community Relations Supervisor will update the Sumner County Schools website and prepare to send out the SchoolCast telephone message concerning school closing information by 6:00 a.m.

Early Dismissal Procedures

1. Early dismissal due to inclement weather will be decided on a case-by-case basis.

2. The Director of Transportation and staff will evaluate conditions and make recommendations as far in advance as possible in order to communicate with schools and the public.

3. In the event early release is decided, school bus drivers will be notified to ensure that their assigned school is in session. All bus routes will run according to the abbreviated schedule as the weather allows.

4. The Director of Transportation or his/her designee will contact the news media of any early dismissal.

5. The Community Relations Supervisor will update the website and send out the SchoolMessenger notification of early dismissal as soon as possible.

6. An early dismissal decision will be based upon current surface conditions and the forecast for the local area.

Rapidly Approaching Weather Evening Dismissal Procedure

1. In the event of a rapidly approaching storm at school dismissal time, the Director of Transportation may contact bus drivers to notify them to not load buses. All principals should be prepared to keep students in the building and wait for an "all clear." Due to rapidly approaching weather, especially in the spring, a quick decision may be needed to keep students at school. Under these conditions, the Director of Transportation will notify bus drivers by two-way radio to communicate with principals that buses cannot be loaded until an "all clear" has been established.

2. The Director of Transportation will notify the Director of Schools that weather conditions exist which will prohibit the normal dismissal of school.

3. The Director of Schools makes the final decision whether to dismiss school or to hold the buses for student safety.

How Will Parents Be Notified of School Closings?
Sumner County Schools always tries to give parents as much notice as possible when closing schools. However, since weather is sometimes unpredictable, it is possible that a decision on closing schools may not be made until the last possible minute.

Sumner County Schools will utilize the district’s website, www.sumnerschools.org, local media outlets, and the SchoolMessenger communication system to notify parents when schools are closed or dismissing early due to inclement weather.
In-School Suspension
1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

Suspension Procedures
1. Unless the student’s continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal or principal’s designee 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;
2. Upon suspension of any student (in-school suspension in excess of one (1) day), the principal or principal’s designee shall make an immediate attempt to contact the parent or Guardian to inform them of the suspension. The student shall not be sent home before the end of the school day unless the parent or Guardian has been contacted;
3. The principal or principal’s designee shall determine the length of the suspension and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a student improvement plan for correcting the behavior when the student returns to school.
4. The principal or principal’s designee shall, within 24 hours, provide the parent or Guardian and the Director or designee:
   a. Notice of suspension and the cause for it;
   b. Conditions, if any, and date for readmission.;
5. If at the time of the suspension the principal or principal’s designee determines that an offense has been committed which would justify a suspension for more than ten (10) days, he/she shall immediately refer the case by way of the Director or his designee to a disciplinary hearing authority appointed by the Board. The hearing shall be held no later than ten (10) school days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent and principal by the hearing authority.
6. After the hearing, the disciplinary hearing authority may:
   1. Order removal of the suspension unconditionally;
   2. Order removal of the suspension upon such terms and conditions as it deems reasonable;
   3. Assign the student to the alternative school;
   4. Recommend an alternative program;
   5. Suspend the student for a specified period of time; or
   6. Take other disciplinary action as appropriate.
7. A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the disciplinary hearing authority. The student or principal may within five (5) school days of the decision request review by the Director of Schools for reconsideration of the Disciplinary Hearing Authority’s decision. The Director of Schools may uphold or modify the decision of the Disciplinary Hearing Authority.

No longer approved/no longer under state contract textbooks (only being used as additional resource materials) No charge

The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one or both of the following sanctions:
1. Refusal to issue any additional textbooks until restitution is made; and
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.

The principal may waive the assessment of fines when in his judgment the student is the victim of uncontrollable circumstances and not responsible for the damages.
POLICY:

SELECTION

The selection of textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with the local textbook selection committees subject to approval by the Board. Interested citizens will have an opportunity to review textbooks which are being considered for adoption. Samples of these textbooks will be on display in the materials center at the Sumner County Board of Education.

The public will be notified via local radio stations and newspapers that textbooks being considered for adoption will be on display at the Board of Education materials center during the entire adoption period of January through mid-April. They will be invited to examine the textbooks on display by making arrangements with the Materials Supervisor. They may submit in writing to the textbook selection committee any suggestions or input they may have on any textbook being considered for adoption. These suggestions will be compiled and considered when the committees make their final decision. Parents or legal guardians may view textbooks and/or instructional materials by making an appointment with the principal.

The most important consideration in selecting textbooks is student need. Other important points to consider are: Quality of content, local and state educational goals, current curriculum trends, available resources to supplement the textbook, professional qualifications and experience of staff, and community support and concern.

DISTRIBUTION

The Materials Supervisor shall be designated by the Board to be responsible for the purchase and distribution of textbooks in each school. The principal shall be responsible for seeing that each student receives the required textbooks at no cost to the student.

CARE OF TEXTBOOKS

Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school.

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

- Approved textbooks still under state contract: 100% of replacement cost
- Approved textbooks no longer under state contract: 50% of replacement cost

REPORTING

The Director of Schools shall receive a report of all out-of-school suspensions, including offenses, school, and length of suspensions, on a quarterly basis.

8. Offenses not covered under the federal zero-tolerance statutes may be then appealed to the full Board of Education. Appeal requests must be made in writing to the Director of Schools within five (5) school days of his/her decision. The Director of Schools will then transmit the full record of the Disciplinary Hearing Authority and his/her decision to the Board of Education.

9. In the event that the Director’s decision is eligible for appeal to the Board of Education, the parent may request a review of the record. The Board may affirm the decision of the Disciplinary Hearing Authority or the Director of Schools, modify the decision to a lesser penalty, or grant a hearing before the Board. The hearing shall be set for the next regular scheduled meeting of the Board of Education or at a date agreed upon by all parties.

10. After the hearing, the Board may affirm the decision of the hearing authority or modify the decision in any manner, including imposing a more severe penalty than that of the Disciplinary Hearing Authority or the Director of Schools.

11. If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

12. Students under suspension from one school in the system shall not enter the campus, parking lot or any facility of another school in the system.
NEVER SEND MEDICINE OF ANY TYPE TO SCHOOL BY YOUR CHILD. Only medications required to maintain student’s attendance will be given. All students must have prescription and non-prescription forms completed before the school can administer medication to the student.

Over the counter/non-prescription medications will be given according to package directions only, unless accompanied by a physician’s order with alternate directions.

All prescription medications require physician and parent signature. The pharmacy bottle label MUST match the physician’s written order. Non-prescription medications require a parent’s signature only and must be sent in a sealed,unopened bottle. No Ziploc baggies, unlabeled bottles, or expired medications will be accepted.

*Please note; alternative medicines and/or treatments such as herbal supplements, homeopathic medicines, vitamins, salves, nutritional supplements, oils and any other products that are not generally considered part of conventional medicine regulated by the FDA will not be administered at school. The actions and potential side effects of these products are not readily available to health care providers and cannot be safely administered by school staff.*

* Morning medications should be given at home. This includes over-the-counter medications, such as Advil & Tylenol.

* Antibiotics ordered less than 4 times a day will not be given during school hours.

* Narcotics will not be given during school hours.

* A new medication form must be completed each school year. This includes insulin and emergency medication orders.

* Medication guidelines for Sumner County Schools does not allow aspirin or products containing aspirin to be given without a doctor’s order (BC Powder, Pamprin, Excedrin Migraine, Bayer Aspirin, Midol, Goody’s Powder, Pepito-Bismol, etc.). If you are not certain if a product contains aspirin, please check the list of active ingredients for “salicylate” or “salicylic acid” or consult your pharmacist.

* Any changes in medication must be accompanied by a new form with the changes noted and signed by the physician.

* All unused medication will only be returned to the parent/guardian/parent’s adult designee. If medication is not picked up within two weeks of the request being made, the medication will be discarded. No medication will be stored over the summer; medications left at the end of the school year will be discarded after dismissal on the last day of instruction.

PERSONAL COMMUNICATION and/or ELECTRONIC DEVICE

A “personal communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. A “personal electronic device” is one that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal or image. Use can include the device ringing, vibrating, beeping, or causing any type of disruption. The school system will not assume responsibility for any personal device should the device become damaged, lost, or stolen.

EMPLOYEES

The use of personal communication and/or electronic devices, such as, but not limited to, cell phones, tablets, portable music players, and smart wearables/watches, in schools shall be limited to times and locations where students are not present. Personal communication and/or electronic devices may not be used for personal reasons during regular instructional periods and assigned times requiring supervision of students. These devices may be used by employees only during time unencumbered by official duties. Personal communication and/or electronic devices shall be turned off during the school day to avoid interruptions during instruction and other school activities. Conducting routine school business, either with the Central Office or non-district contacts, is not a valid reason to violate the above criteria.

The use of personal communication and/or electronic devices outside of the parameters defined above is authorized only in cases of emergencies. Principals may authorize the use of these devices in an emergency or serious situation.

Employees are prohibited from placing apps, music, or other programs purchased with district or school funds on personal devices.

DISTRICT-ISSUED CELL PHONES AND ELECTRONIC DEVICES

When it is deemed essential to the operation of the school system, cell phones or other communication devices may be provided to a limited number of employees with the approval of the Director or his/her designee.

Cell phones and other devices are provided for work-related business and activities. Personal use must be kept to a minimum, such as for urgent or emergency situations.

Employees shall be responsible for the appropriate use, care, and upkeep of cell phones and other devices assigned to them.

Cell phones (district-issued or personal) should not be used while driving district provided vehicles or while driving personal vehicles to conduct district business.

Sumner County Schools shall develop procedures and guidelines for assignment and use of cell phones to employees. The guidelines shall be reviewed and acknowledged by each employee assigned a cell phone or other device.

Cell phones and other devices are to be returned to the Director of Schools or his/her designee at the conclusion of employment or when otherwise requested.

STUDENTS

Students may possess personal communication and/or electronic devices, such as, but not limited to, cell phones, tablets, portable music players, and smart wearables/watches, while on school property. However, the personal communication device must be powered off and must be kept in a backpack, purse or similar personal carry-all and may not be used during school hours.

The teacher/administrator may grant a student permission to use a personal communication and/or electronic device at his/her discretion for educational purposes within a classroom setting. A device used outside these parameters may result in confiscation of the device 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.

Use of personal communication and/or electronic devices shall be allowed in the classroom when such devices are used under the direct supervision of the teacher and incorporated into a lesson plan provided such use has been approved by the principal. No student shall be required to have such technology nor be penalized in any manner for not having such technology. The use of any such technology shall be governed by Policy IF/AF, Student Use of Technology resources, when being used in conjunction with this provision.
Visitors to the Schools

**AUTHORITY:**
Student and Employee Safe Environment Act of 1996, TCA 49-6-2008, 39-14-406

**PURPOSE:**
To maintain conditions and atmosphere suitable for learning

**APPLICATION:**
Students, staff, principals, Director of Schools

**DEFINITIONS:**
None

**POLICY:**
The Board encourages parents and other citizens of the community to visit schools for the purpose of keeping informed of school programs and services, and also for the purpose of showing support for school activities. Students, however, may not bring visitors on campus during a school day without approval by the principal or designee.

Except on special occasions, such as school programs, open house and the like, all visitors, including parents, will report to the school office when entering the school and sign a log book prior to handling any business.

Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his designee. Guest passes providing visible guest identification shall be issued for all persons other than students and employees of the school in order to clearly identify the visitor as a guest and distinguish the visitor as a non-school employee or staff.

Any visitor present during the school day must only visit with the individual he or she is designated to be visiting and shall not abuse the privilege by approaching, unsolicited other students during the visit. However, nothing in this policy is intended to prohibit students from voluntarily approaching a visitor with whom he or she wishes to speak.

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the buildings of the schools 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.

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 children on the premises, or on the premises for the purpose of committing an illegal act.

Law enforcement officials may be called if the situation warrants such measures.

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**TENNESSEE STATE BOARD OF EDUCATION UNSAFE SCHOOL CHOICE POLICY**

Transfer Option for 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 Katie Brown, Safe Schools, Healthy Students Coordinator at 615-451-6500 or at katie.brown@sumnerschools.org.
PERSONAL DEVICES
While personal computers, electronic devices and digital storage media can be beneficial to the educational process, such items also have the capacity to become distractions and to convey material that is unsuitable for the school environment. Therefore, students may use personal computers, electronic devices and digital storage media only with the permission of a supervising SCBOE staff member or approved SCBOE representative. When brought onto school property, these devices are subject to search and may be confiscated pending review of appropriate disciplinary action.

INTERNET SAFETY
Sumner County Schools recognizes the importance of keeping children safe online. To address this issue, the district will provide the following:
- Internet safety related professional development opportunities for teachers and staff across the district.
- Internet safety training to students in K-12 as part of their regular instruction
- Resources on Internet safety for parents, guardians and community members

Additionally, the district will annually review its Internet safety program to make adjustments as necessary.

WARRANTY
Sumner County School District makes no warranties of any kind, whether expressed or implied, for the technology resources it provides. The district will not be responsible for damages suffered by students in the use of technology resources including loss of data, interruption of services, and access to inappropriate content online.
**Purpose**

The purpose of this policy is to effectuate the provisions of the Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. §1232g and 34 C.F.R. §99.1, et seq., T.C.A. §§10-7-504 and 49-1-701, et seq., to afford parents, guardians, and students who are eighteen (18) years of age or older certain rights with respect to the student’s education records maintained by Sumner County Schools hereinafter referred to as (LEA) and the Tennessee Department of Education (TDOE).

Here is a link to the FERPA regulations cited in this document: http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=11975031882001bed8902bc73f33e604&rgn=div5&view=text&node=34:1.1.1.1.33&idno=34

The Tennessee Code may be accessed at: http://www.lexisnexis.com/hottopics/tncode/

**DEFINITIONS**

Education Records

Records, files, documents, and other materials which are maintained by Sumner County Schools or its designee and contain information directly related to a student are considered education records. Education records may include but are not limited to:

- State and national assessment results, including information on untested public school students;
- Course taking and completion, credits earned and other transcript information;
- Course grades and grade point average;
- Date of birth, grade level, and expected graduation date or graduation cohort;
- Degree, diploma, credential attainment, and other school exit information such as receipt of the GED and drop-out data;
- Attendance and mobility;
- Data required to calculate the federal four-year adjusted cohort graduation rate, including sufficient exit and drop-out information;
- Discipline reports limited to objective information sufficient to produce the federal Title IV annual incident report; remediation;
- Special education data;
- Demographic data;
- Program participation information.

Personally Identifiable Information (PII)

Personally identifiable information (PII) includes, but is not limited to:

1. Student’s name;
2. Name of student’s parent or other family member;
3. Address of student or student’s family;
4. A personal identifier, such as student’s social security number, student number;
5. Other indirect identifiers, such as student’s date of birth, place of birth, and mother’s maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. Information requested by a person who the LEA reasonably believes knows the identity of the student to whom the education record relates.

Directory Information

The term directory information relating to a student includes, but is not limited to:

1. Name;
2. Physical and electronic mail address;
3. Telephone listing;
4. Electronic mail;
5. Photograph;

**DEFINITIONS**

**APPLICATION:**

All students, parents

**PURPOSE:**

To establish guidelines for student use of district technology resources

**DEFINITIONS:**

None

**INTRODUCTION**

The Sumner County Board of Education (SCBOE) provides students with access to computers, network systems, and other technology equipment so that teachers may use these tools as part of the instructional process. Teachers or approved SCBOE representatives are responsible for providing educationally relevant lessons, supervision, and instruction to help students get the most benefit from available technology resources. Students are responsible for using the systems in a manner consistent with the goals of the school system and respectful of other users. In general, students are permitted to use technology resources for educational purposes with the permission and guidance of a supervising SCBOE staff member or approved SCBOE representative provided the guidelines and restrictions herein set forth are followed.

**TECHNOLOGY RESOURCES**

Technology equipment provided by the schools is the property of SCBOE and is intended to be used by teachers and students for educational purposes consistent with the goals of the school district. To maintain efficient functionality of the equipment and to ensure its appropriate use, the district reserves the right to monitor all network traffic, search all files stored on district-owned systems, and to take such action as necessary to assure that system resources are available for their intended purposes. Therefore, students should have no expectation of privacy when using school networks or technology equipment. Additionally, students may not store personal files or data, install or remove software, modify system settings, or otherwise alter existing systems without the express approval of a supervising SCBOE teacher or approved SCBOE representative.

**NETWORK SYSTEMS**

School computer systems exist in a networked environment that is designed with safeguards to ensure its dependability but which also relies on the goodwill of its users. Students who disrupt or compromise system resources by altering the network infrastructure or settings, attempting to acquire or use the login credentials of other users, introducing resource-draining applications, monitoring the network traffic of other users, bypassing existing security restrictions, or otherwise compromise the integrity of the network will be subject to disciplinary action up to and including suspension, expulsion, and when applicable the involvement of appropriate law enforcement.

**INTERNET ACCESS**

The SCBOE provides Internet access to every school for instructional and administrative purposes. In providing this access, the SCBOE attempts to limit the availability of web content that is inappropriate for students in the school environment. While these restrictions are typically sufficient to protect the innocent, it is impossible to completely prevent students from accessing inappropriate material. Therefore, all students are responsible for using the Internet in an appropriate manner and are permitted access only through the school’s filtered Internet service. Students are permitted to access the Internet only with a signed technology use agreement form and the permission of a supervising SCBOE staff member or approved SCBOE representative. Students who access other Internet services or publish inappropriate content, or assist others in accessing or publishing such content or services, are subject to disciplinary action up to and including suspension, expulsion, and when applicable the involvement of appropriate law enforcement. Inappropriate uses include, but are not limited to, pornography, gambling, business transactions, harassment, and illegal activities.
LEA RESPONSIBILITIES

LEA shall:
1. Annually notify parents and guardians of their rights under the Family Educational Rights and Privacy Act;
2. Annually notify parents and guardians of its definition of personally identifiable information;
3. Annually notify parents and guardians of its definition of directory information;
4. Adopt procedures to ensure security when providing student records to parents or guardians;
5. Adopt procedures to ensure student records and data are provided only to authorized individuals; and
6. Provide student records and data within forty-five (45) calendar days of a request.

LEA shall not collect individual student data on a student’s:
1. Political affiliation;
2. Religion;
3. Voting history;
4. Firearms ownership
5. Student’s biometrics, analysis of facial expression, EEG brain wave patterns, skin conductance, galvanic skin response, heart rate variability, pulse, blood volume, posture, and eye-tracking, without written consent of the parent or adult student.

NOTICE FOR DIRECTORY INFORMATION

LEA must, with certain exceptions, obtain a parent’s written consent prior to the disclosure of personally identifiable information from a student’s education records. However, an LEA may disclose appropriately designated “directory information” without written consent, unless a parent has advised the LEA to the contrary in writing. The primary purpose of directory information is to allow the LEA to include this type of information in certain school publications. Examples include, but are not limited to:

1. A playbill, showing your student’s role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for football, basketball or 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 LEA, because it receives assistance receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised LEA that they do not want their student’s information disclosed without their prior written consent.

Annually, LEA must notify parents and students of information it will release as directory information, and of the parents’ right to exercise his/her right to advise LEA in writing that consent for release of such information is denied.

NOTICE OF PARENTAL RIGHTS CONCERNING EDUCATION RECORDS

The following notice of parental rights concerning education records shall be sent to all parents annually:

Parents’ rights include:
1. The right to inspect and review the student’s education records within forty-five (45) calendar days after the day LEA receives a request for access. Parents or students should submit to the school principal or designated LEA official a written request that identifies the records they wish to inspect. The principal or LEA official will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.
2. The right to request amendment of the student’s education records that the parent or student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA and/or T.C.A. §49-1-701, et seq. Parents or students who wish to ask an LEA to amend a record should write the school principal or designated LEA official, clearly identify the part of the record they want changed, and specify why it should be changed. If the LEA decides not to amend the record as requested by the parent or student, the LEA will notify the parent or student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or student when notified of the right to a hearing.
3. The right to provide written consent before the LEA discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA and T.C.A. §49-1-701, et seq., authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to LEA officials with legitimate educational interests. An
The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement: therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

The Compulsory School Attendance Law in Tennessee requires children to attend school each day. A student who has been absent five days (this means a total of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered truant and may be summoned to court. Whenever possible, attendance issues should be resolved at the school level. Prior to referral to a truancy officer, a meeting shall be held at the school to assist the family and improve student attendance via an attendance contract. If unexcused absences continue to accumulate, the Director of Schools or his/her designee will report the parent and student to the Juvenile Court for further action.

The following are official/adequate excuses that should be turned in to the attendance secretary in the school office:
- Medical note for the student (doctor, dentist, hospital, etc.)
- Student illness not requiring a doctor visit (five parent notes per semester)
- Court note for the student
- Funeral notice
- Recognized religious holiday
- College Visits
- Military deployment paperwork for parent

A principal may verify absences for the following:
- Approved school activity that is school sponsored and school supervised
- Extenuating circumstances on a case-by-case basis

Tardies: Any student not in the classroom when the class begins is tardy. Students who accumulate excessive unexcused tardies are considered truant and will be reported to Juvenile Court.

Unexcused Early Dismissals: For any student that is dismissed from school without a valid reason, the absence will be considered an unexcused early dismissal. A doctor’s note excuses the early dismissal. A parent note may be used for the early dismissal; if so, the parent note will count as one of the five allowable parent notes.

Make-up work: Upon the first day of returning to school, it is the student’s responsibility in middle and high school and the parent’s responsibility in elementary school to make contact with the teacher(s) regarding make-up work. During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of the absence.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the LEA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202
   http://familypolicy.ed.gov/

RESTRICTIONS ON DISCLOSURE OF EDUCATION RECORDS

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations and T.C.A. §49-1-701, et seq. Except for disclosures to LEA officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or student, 34 C.F.R. §99.32 of the FERPA regulations requires LEA to record the disclosure.

Parents and students have a right to inspect and review the record of disclosures.

Pursuant to 34 C.F.R. §99.31, LEA may disclose PII from the education records of a student without obtaining prior written consent of the parents or the student under the following circumstances:

- To other LEA officials, including teachers, within the LEA whom LEA has determined to have legitimate educational interests. This includes contractors, consultants, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in 34 C.F.R. §99.31(i)(1)(B)(1) - (a)(1)(i)(B)(2) are met.

- To officials of another school district or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34.

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S.Secretary of Education, or State and local educational authorities, such as the State department of education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to 34 C.F.R. §99.38.

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

- To accrediting organizations to carry out their accrediting functions.

- To parents of a student if the student is a dependent for IRS tax purposes.

- To comply with a judicial order or lawfully issued subpoena.

- To appropriate officials in connection with a health or safety emergency, subject to 34 C.F.R. §99.36.

Information LEA has designated as “directory information” under 34 C.F.R. §99.37.

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NOTIFICATIONS REQUIRED BY NO CHILD LEFT BEHIND

The No Child Left Behind Act (NCLB) makes it clear that Congress expects schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children’s education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and to the extent practicable, in a language that the parents can understand. Listed below are some of these requirements.

**Teacher Qualification** - At the beginning of each school year, a district that received Title I funds must notify parents that they may request information about the professional qualifications of their children’s classroom teacher(s). If a parent requests the information, it must include at least whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status; the baccalaureate degree major of the teacher and any other graduate certification. The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications. 20 U.S.C. §6311(h)(6). A Title I school must also give timely notice that the parent’s child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. 20 U.S.C. §6311(h)(6)(B); 20 U.S.C. §6312(c)(1)(N).

**Parental Involvement Policy** - A district receiving Title I funds and each school served under Title I must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under NCLB. Schools must hold at least one annual meeting for Title I parents; offer a flexible number of meetings; involve parents in an ongoing manner in the planning, review and improvement of Title I programs; provide Title I parents with information about the programs, a description and explanation of the curriculum, forms of academic assessment and, if requested, opportunities for regular meetings to discuss the education of their children; and develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement. 20 U.S.C. §6318(b), (c).

**Military Recruiter Access to Student Information** - Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child’s name, address and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests. 20 U.S.C. §7908(a)(2).

**Student Privacy** - A district must develop and adopt policies regarding the rights of parents to inspect third party surveys before they are distributed to students; measures to protect student privacy when surveys ask for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies. Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information; administration of surveys containing request for certain types of sensitive information; any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance and not necessary to protect the immediate health and safety of student. 20 U.S.C. §1232h(c)(2).
In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply:

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living temporarily in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.

2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

4. Migratory students who meet one of the above-described circumstances.

ENROLLMENT/PLACEMENT

The district will consider the best interests of the student with parental involvement in determining whether the students should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless student is actually living are eligible to attend.

The district shall provide a written explanation, including a statement regarding the right to appeal, to the homeless student’s parent/guardian, or to the homeless student if unaccompanied, if the district sends the student to a school other than the school of origin (“school of origin” is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled) or other than a school requested by the parent or guardian.

SERVICES

Each homeless student shall be provided services comparable to services offered to other students in the district. Homeless students will not be segregated in a separate school or in a separate program within a school based on the student’s status as homeless.

RECORDS

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.
Students with signs and symptoms of communicable diseases are excluded from school for the period of the communicability and readmitted in accordance with the recommendation of the personal physician and/or the Sumner County Health Department.

The school nurse will serve as the in-school case coordinator responsible for monitoring and assessing students with infectious disease and maintaining liaison with home, community health agencies, and the student’s personal physician.

Sumner County Schools are legally authorized to prohibit the attendance of teachers or students if necessary to prevent the spread of contagious disease. Decisions to prohibit or limit school attendance must be based on sound medical evidence and must comply pursuant to the official policies and guidelines developed by the Tennessee Department of Health and the Tennessee Department of Education and approved by the applicable regulatory / governing boards or agencies.

The law requires that the following communicable diseases be reported to the Health Department: AIDS, hepatitis A & B, measles, mumps, rubella, meningitis, tuberculosis and whooping cough.
Family Involvement

AUTHORITY: T.C.A. §49-2-305

PURPOSE: To establish a program of family involvement in the education of students

APPLICATION: Board, Director, Principals, Staff, Students and their Families

DEFINITIONS: None

POLICY: The Board of Education believes that the education of children is a partnership between schools, families, students, and the community at large. In order for students to reach their maximum potential, all partners must be knowledgeable of and engaged in all aspects of the education process.

The Board recognizes that its communities and families are diverse in many ways, but all share the desire to see children succeed. It is the Board's desire that all families be invited, encouraged, and assisted in their efforts to participate in the education process. To accomplish this goal, the Board of Education directs that the following steps be taken:

A. The Director of Schools, in consultation with families, teachers, and administrators, shall develop a plan to promote family involvement in schools and in the school district that is consistent with the Tennessee Parent/Family Involvement Policy of the State Board of Education. Upon approval by this Board, this plan shall be submitted to the Commissioner of Education. The plan and the resources needed for its implementation shall be reviewed by the Board and Director as necessary. The plan shall include:

1. A plan for family participation in the schools which is designed to improve family and teacher cooperation in such areas as homework, attendance and discipline.

2. Procedures by which families may learn about achievement standards and assessment methods, learn about the course of study for their children, and have access to all learning materials.

B. Additionally, the plan may include components to accomplish the following:

1. Regular and meaningful two-way communication between families and schools and families and the school district;

2. Promotion and support of responsible parenting;

3. Promotion and support of an integral role for parents in assisting student learning;

4. Creation of an environment in schools and at all levels of the school district that welcomes families, their ideas, their support, and their assistance;

5. Engagement of families as partners in school and district decisions that impact students and families;

6. Identification, coordination, and promotion of community resources that are available to strengthen family involvement in the school district, school programs, family practices, and student learning;

7. Development of training opportunities for administrators and staff to improve relationships with the district's diverse family population;

8. Widespread dissemination of the Board's goals and methods for increasing family involvement through all available methods.

It is the Board's intent that the objectives of this policy be continuous and ongoing. Procedures shall be developed to measure the success of activities associated with this policy, and appropriate data shall be generated and used to identify needs for successive projects to increase and maintain family involvement.
Procedural Safeguards available to Parents and Students under Section 504/ADA

The following is a listing of basic procedural safeguards available under Section 504, Americans with Disabilities Act and Family Education and Rights to Privacy Act. These rights are designed to keep parents fully informed about the district’s decision about their child and to inform them of their rights if they disagree with any of those decisions.

You have the right to:

1. Have your child participate in and benefit from the district’s education program without discrimination based on disability.
2. An explanation of you and your child’s rights under Section 504.
3. Receive notice before the district takes any action regarding the identification, evaluation, or placement of your child.
4. Refuse consent for the initial evaluation and initial placement of your child.
5. Have your child receive a free appropriate public education. This includes your child’s right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the district provide related aids and services to allow your child an equal opportunity to participate in school activities.
6. Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
7. Have your child receive special education services if she/he needs such services.
8. Have evaluation, educational, and placement decisions for your child based upon information from a variety of sources, by a group of persons who know your child, your child’s evaluation data, and placement options.
9. Have your child be provided an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Have educational and related aids and services provided to your child without cost except for those fees imposed on the parents/guardians of non-disabled children.
11. Examine your child’s education records and obtain a copy of such records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response to your reasonable requests for explanations and interpretations of your child’s education records.
13. Request the district to amend your child’s education records if you believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the district refuses this request, you have the right to challenge such refusal.
14. Request mediation or an impartial due process hearing to challenge actions regarding your child’s identification, evaluation, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests can be made to the district’s Section 504 coordinator.
15. Ask for payment of reasonable attorney’s fees if you are successful on your claim.
16. File a local grievance or a complaint with the U.S. Department of Education Office for Civil Rights (206-607-1600 or www.ed.gov/ocr) or file a complaint in federal court.
August 6, 2018

Dear Families and Students:

Welcome to the 2018-19 School Year in Sumner County. I hope you are as excited about and ready to meet the possibilities and challenges of another school year as I am.

One thing you can do to prepare for the coming year is to familiarize yourself with the expectations and requirements we have for students. Please take the time to read and discuss all the material in this handbook with your children.

Keep in mind that this booklet is not a complete listing of rules for students. Principals are authorized to enact and consistently enforce additional regulations to maintain good order and a quality learning environment. Should you have any questions about school rules, Board of Education policies, or other school matters, please feel free to contact your principal for additional information. I also invite you to visit our web site, www.sumnerschools.org, where you can find more valuable information about our school district.

I hope you will join with me, the Sumner County Board of Education, and every member of our staff in working to make this the best school year possible. I wish each and every one of you a successful year.

Respectfully,

Del R. Phillips III, Ph.D
Director of Schools

COMPULSORY ATTENDANCE NOTICE

It is the parent or guardian's duty to monitor their student's attendance and require the student to attend school. A student is subject to a juvenile court referral for a total of 5 or more unexcused absences.
2018-19 Important Policies
for Parents and Students

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The online version of this publication is the governing document; therefore, all printed versions of this document are unofficial copies. For electronic access, please visit www.sumnerschools.org.
### Sumner County Board of Education

#### 695 E Main St. 
Gallatin, TN 37066-2472

**Calendar 2018.19SY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, July 25, 2018</strong></td>
<td>New Student Registration</td>
<td>(at each school)</td>
</tr>
<tr>
<td><strong>Friday, July 27, 2018</strong></td>
<td>New Teacher Orientation</td>
<td>TR-1</td>
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<tr>
<td><strong>Monday, July 30, 2018</strong></td>
<td>Administrative Day for teachers</td>
<td>(at each school)</td>
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<tr>
<td><strong>Monday, July 30, 2018</strong></td>
<td>Evening Registration &amp; Open House</td>
<td>per school schedule</td>
</tr>
<tr>
<td><strong>Tuesday, July 31, 2018</strong></td>
<td>Professional Development Day #1 for teachers</td>
<td>(at each school)</td>
</tr>
<tr>
<td><strong>Tuesday, July 31, 2018</strong></td>
<td>Evening Registration &amp; Open House</td>
<td>per school schedule</td>
</tr>
<tr>
<td><strong>Wednesday, August 1, 2018</strong></td>
<td>Professional Development Day #2 for teachers</td>
<td>(at each school)</td>
</tr>
<tr>
<td><strong>Thursday, August 2, 2018</strong></td>
<td>Professional Development Day #3 for teachers</td>
<td>(combined at non-precinct schools TR-1)</td>
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<tr>
<td><strong>Friday, August 3, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
<td></td>
</tr>
<tr>
<td><strong>Monday, August 6, 2018</strong></td>
<td>Administration Days #2 for teachers</td>
<td>(at each school)</td>
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<tr>
<td><strong>Tuesday, August 7, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
<td></td>
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<tr>
<td><strong>Wednesday, August 8, 2018</strong></td>
<td>Professional Development Day #4 for teachers</td>
<td>(at each school)</td>
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<tr>
<td><strong>Thursday, August 9, 2018</strong></td>
<td>Professional Development Day #5 for teachers</td>
<td>(at each school)</td>
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<tr>
<td><strong>Monday, September 3, 2018</strong></td>
<td>Labor Day--schools &amp; Central Office closed</td>
<td></td>
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<tr>
<td><strong>Monday, September 17, 2018</strong></td>
<td>Administrative Day #3 for teachers</td>
<td>(at each school)</td>
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<tr>
<td><strong>Friday, October 5, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
<td></td>
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<tr>
<td><strong>Monday, October 8, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
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<tr>
<td><strong>Monday, October 15, 2018</strong></td>
<td>Administrative Day #3 for teachers</td>
<td>(at each school)</td>
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<tr>
<td><strong>Monday, October 15, 2018</strong></td>
<td>Parent Conference at each school</td>
<td></td>
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<tr>
<td><strong>Tuesday, October 16, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
<td></td>
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<tr>
<td><strong>Wednesday, October 17, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
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<tr>
<td><strong>Monday, October 22, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
<td></td>
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<tr>
<td><strong>Friday, October 26, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
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<tr>
<td><strong>Monday, November 5, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
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<tr>
<td><strong>Wednesday, November 7, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
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<tr>
<td><strong>Monday, November 12, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
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<tr>
<td><strong>Monday, November 19, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
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<tr>
<td><strong>Monday, December 3, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
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<tr>
<td><strong>Monday, December 10, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
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<tr>
<td><strong>Monday, December 17, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
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<tr>
<td><strong>Monday, December 24, 2018</strong></td>
<td>End 1st term 1st nine weeks</td>
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<tr>
<td><strong>Tuesday, December 25, 2018</strong></td>
<td>End of 1st term</td>
<td></td>
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<tr>
<td><strong>Wednesday, December 26, 2018</strong></td>
<td>End of School Year</td>
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</tbody>
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Time is stockpiled as per state law to allow for up to thirteen days of school being missed due to “dangerous or extreme weather conditions” or “upon approval by the [SDE] Commissioner...in case of a natural disaster, serious outbreak of illness affecting or endangering students or staff, or dangerous structural or environmental conditions rendering a school unsafe for use.” Days stockpiled in this manner are NOT subject to being “taken off” if not used in a school year. [TCA 49-6-3004]

One of these days is used in this calendar: 02/19/2019—Parent Conference day. There are 12 available days remaining, and this day is available to be converted to a regular instruction day upon discretion of the School Board.

State law (Tennessee Code Annotated—TCA) requires 10 administrative & in-service days (also referred to as Professional Development Days). At least 5 of these days must be used for in-service, and 1 administrative day must be a Parent Conference day.

This calendar schedules four [4] administrative days in addition to one [1] Parent Conference day, and five [5] allowable in-service days.

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**Board of Education Approval:**
10.17.17

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**Note:**
- "Report Card Day" is abbreviated day for students.
- "End of 2nd term" is abbreviated day for students.
- "End of School Year" is abbreviated day for students.
2018-19
Important Policies for
Parents and Students

Del R. Phillips
Director of Schools

Visit us online at www.sumnerschools.org