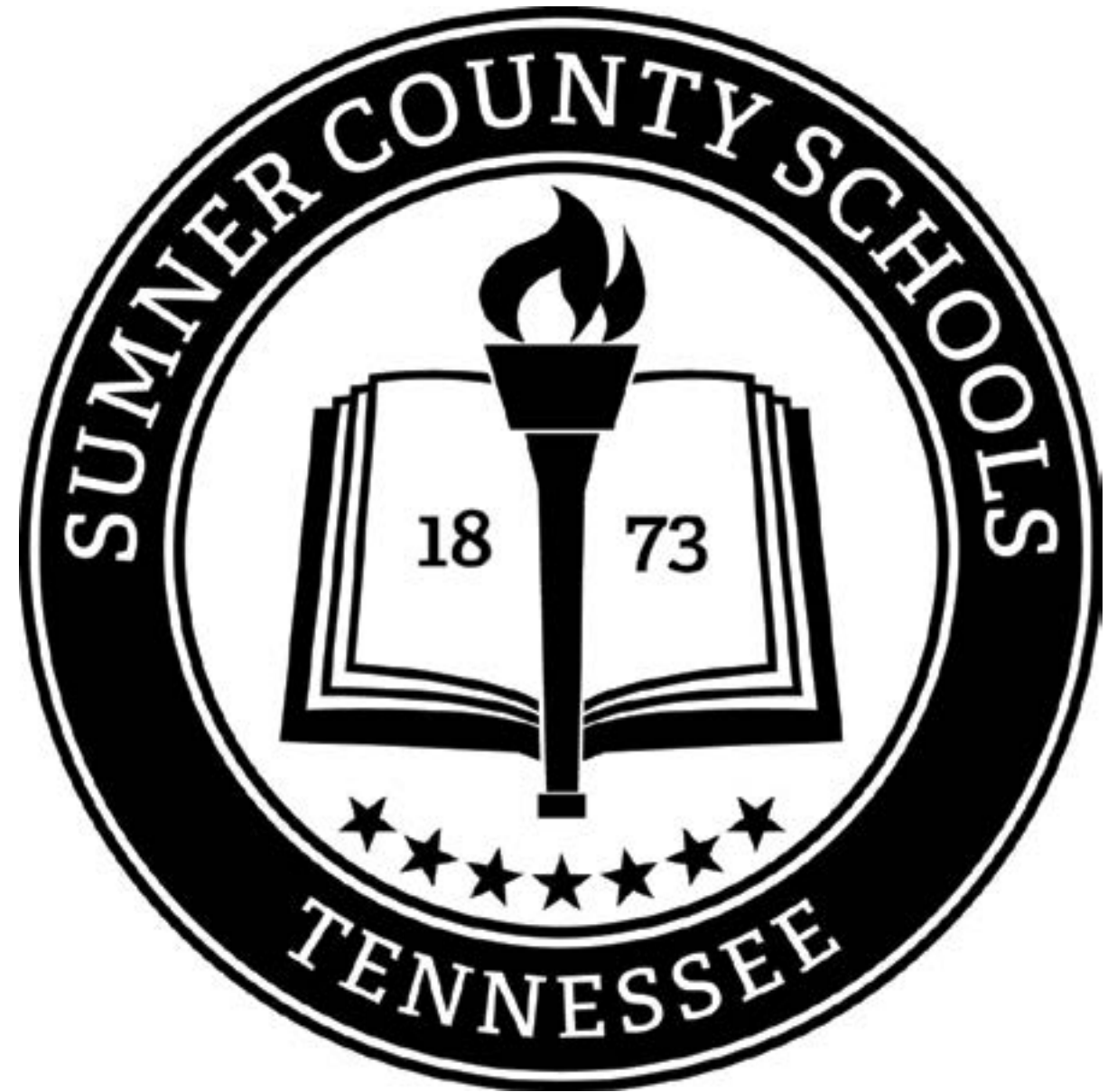




Notes



Preparing Graduates, Engaging Minds,
Developing Character

2014-15

***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 East Main Street Gallatin, TN 37066-2471 Calendar 2014-15SY | | |
|--|---|---|
| Wednesday, July 23, 14 | New Student Registration | (at end of day) |
| Monday, July 28, 14 | REQUIRED Professional Development Day #1 for teachers | (for students) (at end of day) |
| Tue-Wed, July 29-30, 2014 | Administrative Days #1 & #2 for teachers | (for students) (at end of day) |
| Tuesday, July 29, 14 | Teacher Registration & Open House provided schedule | (at end of day) |
| Thursday, July 31, 14 | Teacher Registration & Open House provided schedule | (at end of day) |
| Friday, August 1, 14 | Schools closed | Optional PD day #3 for teachers |
| Friday, August 1, 14 | New Teacher REQUIRED Professional Development | |
| Monday, August 4, 14 | End of 1st term | |
| Thursday, August 7, 14 | Schools closed--election day | Optional PD day #5 for teachers |
| Monday, September 1, 14 | Labor Day--schools & Central Office closed | |
| Tuesday, September 2, 14 | Administrative Day #3 for teachers | (for students) (Start Conference at end of day) |
| Friday, October 3, 14 | End 1st term 1st nine weeks | |
| Mon-Fri, October 06-10, 2014 | Fall Break | |
| Monday, October 13, 14 | REQUIRED Professional Development Day #2 for teachers | (for students) (at end of day) |
| Tuesday, October 14, 14 | Begin 1st term 2nd nine weeks | |
| Tuesday, November 4, 14 | Schools closed--election day | |
| Wed-Fri, November 26-28, 2014 | Thanksgiving--schools & Central Office closed | |
| Wed-Fri, December 17-19, 2014 | Exam Days | |
| Friday, December 19, 14 | Last day prior to Winter Break | abbreviated day for students |
| | End 1st term 2nd nine weeks | End of 1st term |
| Mon-Thursday, Dec 22-Jan 01, 2015 | Winter Break | |
| Friday, January 2, 15 | Administrative Day #4 for teachers | (for students) |
| Monday, January 5, 15 | First day for students following Winter Break | |
| Monday, January 19, 15 | Schools closed--holiday | Optional PD day #5 for teachers |
| Monday, February 16, 15 | Schools closed--holiday | Optional PD day #5 for teachers |
| Tuesday, February 17, 15 | Workshop Day required to report to work at 8:00 am | at 8:00 (for students) (Start Conference at end of day) |
| Friday, March 13, 15 | End 2nd term 1st nine weeks | |
| Monday, March 16, 15 | Begin 2nd term 2nd nine weeks | |
| Friday, March 27, 15 | REQUIRED Professional Development Day #4 for teachers | (for students) (at end of day) |
| Mon-Fri, Mar 30-Apr 03, 2015 | Spring Break | |
| Friday, April 3, 15 | Kindergarten registration for incoming students for 2014-15SY | (School at end of day #3) |
| Tue-Thu, May 19-21, 2015 | Exam Days | |
| Friday, May 22, 15 | Administrative Day #5 for teachers | (for students) |
| Saturday, May 23, 15 | Report Card Day | abbreviated day for students |
| | End 2nd term 2nd nine weeks | End of 2nd term |
| | End of School Year | |
| Monday, May 25, 15 | Move-in Day--Central Office closed | |

Approved by
Board of
Education
11/19/13

This is stipulated as per state law to allow for up to thirteen days of school being canceled due to "unusual or unusual weather conditions" or "any event approved by the [REDACTED] Commission ... in case of natural disaster, unless otherwise of those affecting or endangering the health, safety, or happiness of the community or the state, or any emergency or environmental condition involving the safety of the community." Days stipulated in this manner are NOT subject to being "make-up" if not used in a school year. [TCA 49-6-3004]

One of these days is used in this calendar 02/17/2015 as a Parent-Confidence day. There are 21 available days remaining for use as needed.

State law (Sumner Code Annotated-TCA) requires 10 administrative or in-service days (not required to be Professional Development Days). At least 3 of these days must be used for in-service, and 1 administrative day must be a Parent-Confidence day.

This calendar calendar lists [1] administrative days in addition to one [2] Parent-Confidence day, and five [3] available in-service days.



Sumner County Board of Education

Del R. Phillips II, Ph.D.
 Director of Schools
 695 East Main Street Gallatin, TN 37066-2471
 Phone: (615) 451-5100 Fax: (615) 451-5316

July 30, 2013

Dear Parents and Guardians,

On July 01, 2012, Tennessee Legislators enacted a law that affects family life education in grades 6-12 beginning with the School Year 2012-2013. Courses using the State Board adopted family life curriculum contain content that includes, but are not limited to:

- skills needed to make healthy decisions;
- pursuing life goals;
- healthy relationships;
- social science research supporting the benefits of reserving the expression of human sexual activity for marriage;
- tools for communication with parents/guardians about personal choices.

Courses that use family life curriculum may include Health, Teen Living, Wellness, and Family Consumer Science.

The new law, Title 49, Chapter 6, Part 13, states that parents/guardians may request in writing to the principal, school counselor, or instructor that the student be excluded from any portion of the family life curriculum.

Jennifer V. Brown, Ed. D
 Assistant Director for Instruction
 Sumner County Schools

Board of Education Members

The Mayor - David A. Brown - Beth Carr - Andy Donnell - Elizabeth Egan - Bill A. Higgins - Gary Gregory - Dan Long - Dr. Nancy Oliver - Vincent Williams - Ted Wynn



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 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 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 SchoolCast communication system to notify parents when schools are closed or dismissing early due to inclement weather.



Sumner County Schools

2014-15 Important Policies for Parents and Students

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Sumner County Board of Education

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

695 E. Main Street Gallatin, TN 37066-2472
Phone: (615)451-5200 Fax: (615)451-5216

August 4, 2014

Dear Families and Students:

Welcome to the 2014-15 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

Tim Brewer - David A. Brown - Beth Cox - Andy Daniels - Shannon Dunn - Will A. Duncan - Glen Gregory - Nancy Glover - Don Long - Vanessa Silkwood - Ted Wise

Inclement Weather Procedure

EVENT PROCEDURES:

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

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 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 School Cast 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 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 notification of early dismissal as soon as possible.



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.



INFORMATION REGARDING STAPH AND MRSA

What is Staphylococcus aureus?

- This bacteria, often called Staph, is one of the most common causes of skin infections in the U.S.
- Staph is usually found on the skin or in the noses of healthy people.
- The majority of Staph infections are minor (pimples and boils)
- Staph can also cause more serious infections such as surgical wound infections and pneumonia that require special antibiotics for treatment.

What is MRSA (Methicillin-Resistant Staphylococcus aureus)?

- MRSA is a type of Staph germ that is hard to treat with some commonly used antibiotic medicines. It has developed something called resistance, or the inability of certain antibiotics to kill the germ.
- Because of resistance, MRSA can be hard to treat and can lead to life-threatening blood or bone infections.

What does an MRSA infection look like?

- It is often misdiagnosed as a spider bite.
- Symptoms may include redness, warmth, swelling, pus, skin tenderness, pimples, boils or blisters.
- MRSA-infected skin lesions (sores) can change from skin or surface irritations to abscesses or serious skin infections.
- If left untreated, MRSA can infect blood and bones.

How is MRSA spread?

- MRSA lives on skin and survives on objects and surfaces for more than 24 hours.
- Drainage (pus) from skin sores can spread bacteria to other body parts or to other people.
- MRSA infections can be found in places where there are crowds of people such as schools, gyms and jails.
- MRSA is almost always spread by direct, physical contact.
- MRSA is also spread through touching objects such as towels, sheets, workout areas and sports equipment that have MRSA germs on them.

How do I know for sure that I have MRSA?

- A sample of the infected wound is used to grow the bacteria in the micro biology laboratory. This is called a culture.
- Once the MRSA are growing, they are tested to see which antibiotics will be effective for treating the infection.
- If the Staph germs that were cultured cannot be killed with standard antibiotics, then the infection is called MRSA.

What kind of treatment can I get for my MRSA infection?

- Many MRSA infections can be treated by draining the abscess or boil and may not require antibiotics.
- Only healthcare providers should drain sores.
- Always keep draining sores covered to prevent others from getting sick.
- Most MRSA infections are treatable with antibiotics. If your case is severe, you may need very strong antibiotics that can only be given in a hospital.



INFORMATION REGARDING STAPH AND MRSA

(continued from page 5)

How do I keep Staph infections from spreading?

- Wash your hands often or use an alcohol-based hand sanitizer
- Keep your cuts and scrapes clean and cover them with bandages
- Do not touch other people's cuts or bandages
- Do not share personal items like towels or razors.
- Clean and disinfect objects (such as gym and sports equipment) before use.
- Wash dirty clothes, linens and towels, uniforms with hot water and laundry detergent. Using a hot dryer, rather than air drying, also helps kill the bacteria.
- Avoid using unnecessary antibiotics.

What happens at school when a confirmed case of MRSA is identified?

- The principal and/or school nurse notifies the nursing supervisor for Sumner County Schools.
- Nursing supervisor notifies the Facilities Department for cleaning appropriate school spaces and the school buses of the affected school if necessary according to specifications from the Center for Disease Control in Atlanta, Georgia.
- Nursing supervisor notifies the Supervisor of Board and Community Relations who posts a notification of the confirmed case on the school system website.
- Other school system departments and public health officials may be notified if necessary.
- Letters to parents may be sent home with every student if circumstances warrant such communication.



| | | | |
|----------------------------|--|------------------------|----------------------------|
| CALENDAR DATE: NONE | Sumner County Board of Education | | |
| | Descriptor Term: Section 504 and ADA Grievance Procedures | Descriptor Code: CF | Issued Date: 01/15/2013 |
| | | New | Issued: New |

Policy:

It is the policy of Sumner County School District to provide a free and appropriate public education to each student within its jurisdiction, including students with disabilities, regardless of the nature or severity of the disability.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

Definition

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Coordinator

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504. The District Coordinator will have the following responsibilities:

- Facilitates the implementation of the school board approved Section 504/ADA policy
- Develops, continually revises and ensures the implementation of consistent Section 504 procedures.
- Provides ongoing training and support to district staff regarding Section 504 and the implementation of the Section 504 procedures.
- Collects and maintains all Section 504 data (Section 504 plans, lists of eligible students, discipline records) for future reference.
- Continually monitors the reduction of architecture barriers for individuals with disabilities.
- Facilitates the provision of reasonable accommodations for district employees with disabilities.
- Serves as a daily resource to district administrators, building level teams, and community members regarding Section 504/ADA issues.
- Coordinates Section 504/ADA grievance procedures
- Serves as the school district's liaison to the Office for Civil Rights. (OCR complaint resolution and corrective action plan implementation).
- Advises the district superintendent and school board regarding Section 504/ADA compliance issues and needs

Guidelines

To help Sumner County Employees and Parents the following is information developed by the Board to aide in specific instructions:

1. Sumner County Board of Education Employees Guide to Free Appropriate Public Education under Section 504 of the Rehabilitation Act of 1973, and
2. Parent Pamphlet: Sumner County Schools A parent's Guide to Section 504 of the Rehabilitation Act



IFAF

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.

| | | | |
|-----------------------------------|---|------------------------|--------------------------|
| <u>CALENDAR DATE:</u> NONE | Sumner County Board of Education | | |
| | Descriptor Term: Family Involvement | Descriptor Code: BB | Issued Date: 03/15/05 |
| | Rescinds: New | Issued: New | |

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.



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| <u>CALENDAR DATE:</u> NONE | Sumner County Board of Education | | |
| | Descriptor Term: Grading System | Descriptor Code: IHA | Issued Date: 05/21/2013 |
| | | Rescinds: IHA | Issued: 05/19/09 |

PURPOSE: To establish a uniform grading scale and grade reporting system for Sumner County Schools

APPLICATION: Director, Principals, Teachers, Staff, Students

DEFINITIONS: None

POLICY:

The Board believes that the issuance of grades serves to promote continuous evaluation of student progress toward expected learning outcomes, to inform both the student and the parents of such progress, and to provide a basis for bringing about change in student performance, if change should be necessary.

A grade report will be made to the parents of each elementary, middle and high school student each nine weeks period of each semester. Written progress reports on standardized forms will be provided to the parents of students at the midpoint of 9-week reporting periods. The forms/cards for reporting to parents will be prescribed by the school system.

The basic grading system for subject area grades will be expressed by the letters "A", "B", "C", "D," and "F", with corresponding numerical values as follows:

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

Passing grades will correspond to a numerical value of 70 or above. The numerical value bracket of letter grades will be indicated on report cards and on permanent records.

School conduct shall be marked if improvement is needed in grades K-5. Conduct grades are based on behavior and shall not be deducted from scholastic grades. Plus and minus evaluations are not to be added to letter grades.

Student progress will be reported in kindergarten on forms prescribed by the school district.

In grades 1 and 2, the first semester grade will be determined by calculating both nine-week period grades as fifty percent (50%) each. The second semester grade will be determined by calculating the nine-week grades as 50% each.

In grades 3-5, the first semester grade will be determined by calculating both nine-week period grades as fifty percent (50%) each. The second semester grade will be determined by calculating the nine-week grades as 42.5% each and the TCAP score as fifteen percent (15%) . See Policy II.

1st Semester Average
 1st nine weeks 50%
 2nd nine weeks 50%

2nd Semester Average
 1st nine weeks 42.5%
 2nd nine weeks 42.5%
 TCAP 15%



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| <u>CALENDAR DATE:</u> NONE | Sumner County Board of Education | | |
| | Descriptor Term: Student Use of Technology Resources | Descriptor Code: IFAF | Issued Date: 05/19/09 |
| | | Rescinds: IFAF | Issued: 06/19/07 |

PURPOSE: To establish guidelines for student use of district technology resources

APPLICATION: All students, parents

DEFINITIONS: None

POLICY:

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.



SUMNER COUNTY SCHOOLS FAMILY ENGAGEMENT PROGRAM

Recently, parents/guardians of all Sumner County K-12 students were invited to respond to a survey regarding our schools. We are pleased that the overall district outcome from the parent/guardian data showed that our families are satisfied with the performance of our 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.

Our areas of strength were found in our 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 have prepared students for future academic success and that our schools' visions are concentrated clearly on students' performance in learning. Also, our families are pleased with our attention to resource utilization. There is trust that our faculties and staffs are highly qualified, and learning resources and technology are adequate and current. The renovations for security purposes on many of our school buildings this past year reflected positively in our score for consideration of students' welfare and a safe learning environment.

Opportunities for improvement in our school district were identified in a few areas. Two of those areas focused on learning---individualized instruction for all students and opportunities for the students to make connections between the curriculum and their lives. Other areas surrounded communication and collaboration. Parents want teachers to help them understand their children's academic progress and to be informed regularly of how their children are being graded.

Through the development and facilitation of the Sumner County Schools Family Engagement Plan (<http://sumnerschools.org/images/Instruction/PI-plan.pdf>), we want to extend the positive outcomes and address our opportunities for improvement. We believe that communication is vital in achieving these goals. That is why we want families to know that there are a variety of sources of information about our schools and school district readily available to you. Some of these sources of communication are:

- the publication that you are reading, 2014-15 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, our online student data management system, which is used to inform 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 our district and schools' visions and purposes, which is published each grading period.
- Information about state curriculum standards, student assessment, and the school district's report card that can be found at the TN 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/parent involvement, please contact Selena Elmore, SCS Family Engagement coordinator, at 615-451-6598 or selena.elmore@sumnerschools.org.



Final Average

1st Semester Average 50%
2nd Semester Average 50%

IHA

In grades 6-8, the first semester average will be determined by counting each nine-weeks period grade as 45 percent (45%) with the first semester exam counting the remaining ten percent (10%). The second semester grade for grades 6-8 will be computed by counting each nine-week period grade as thirty-five percent (35%), the final examination will count ten percent (10%), and the TCAP score will count as twenty percent (20%). The exception is Algebra I in eighth grade; see Policy IHAA.

8th Grade Algebra I

1st Semester Average

1st nine weeks 45%
2nd nine weeks 45%
1st Semester Exam 10%

1st Semester Average

1st nine weeks 45%
2nd nine weeks 45%
1st Semester Exam 10%

2nd Semester Average

1st nine weeks 35%
2nd nine weeks 35%
Final Exam 10%
TCAP 20%

2nd Semester Average

1st nine weeks 32.5%
2nd nine weeks 32.5%
Final Exam 10%
Algebra I EOC 25% of second semester average

Final Average

1st Semester Average 50%
2nd Semester Average 50%

Final Average

1st Semester Average 50%
2nd Semester Average 50%

In grades 9-12, term grades will be determined by numerical value being converted to a letter grade. An average of the nine-week periods, counting forty percent each and the final examination counting twenty percent will determine the final grade. In courses with a state-mandated end-of-course examination, the weight of the end-of-course examination on the student's course average will be twenty-five percent (25%) of the second nine-week period.

1st nine Weeks – 40%
2nd nine weeks – 40%
Exam - 20%

Students need to achieve a passing score for the course average in accordance with the State Board of Education's uniform grading policy.

The Tennessee Department of Education will provide a table to convert end-of-course raw scores to numeric scales. An assessment of material covered and/or reviewed after the end-of-course exam shall be given on the school system's designated exam day for the term. Each high school may apply its own exemption policy only to this last assessment, not to the end-of-course test.

GRADING AUTHORITY

The grading of student work is determined by the teacher who assigns such work. The grade shall not be placed on the work until the teacher is sure of that measurement and shall not be changed unless a student can prove an error or provide information that would give the teacher a reason to consider changing the grade.

If a teacher suspects a student of cheating to earn a grade, then that teacher shall consider an alternative test or measure. Unless a teacher has absolute proof of cheating, the student shall be given the benefit of an alternative measurement or test. When a teacher has proof of cheating by a student, the matter shall be turned over to the principal for disciplinary action.

PROCEDURES FOR RECORDING GRADES ON CUMULATIVE FOLDERS

The report cards used in elementary schools offer the option of recording grades with a statement that indicates that the student is on grade level or below grade level. When these grades are transferred to the cumulative folder, there is only space for the grade to be recorded. To certify that the grade is below grade level, an asterisk should be placed by the grade with a corresponding statement at the bottom of the cumulative folder indicating that the grade is below grade level.



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| <u>CALENDAR DATE:</u> NONE | Sumner County Board of Education | | |
| | Descriptor Term: Student Attendance K-12 | Descriptor Code: JB K-12 Rescinds: JB K-12 | Issued Date: 06/19/07 Issued: 07/18/06 |
| <u>AUTHORITY:</u> 1. TCA 49-6-3001 2. TCA 49-6-3007 3. TCA 49-6-3009 | | | |
| <u>PURPOSE:</u> Recognizing that absenteeism is a hindrance to education and that the progress of a student at school depends on the regularity of attendance, the Board has adopted the following Rules and Regulations, based on the State Compulsory Attendance Law. It is the purpose of this policy to promote good school attendance in grades kindergarten through twelve. | | | |
| <u>APPLICATION:</u> All K-12 students | | | |
| <u>DEFINITIONS:</u> Included in text | | | |
| <u>POLICY:</u> TENNESSEE COMPULSORY ATTENDANCE LAW Every parent, guardian or other person residing within the State of Tennessee and having control or charge of any child or children between the ages of six (6) and seventeen (17) years, both inclusive*, shall cause such child or children to attend public or nonpublic school, and in event of failure to do so shall be subject to the penalties hereafter provided. ¹ *The meaning of the word "inclusive" is that the child must attend school from six (6) until eighteen (18) years of age. | | | |
| <u>PENALTY FOR VIOLATION</u> Any parent, guardian, or other person who has control of a child or children, and who shall violate the provisions of this part shall be guilty of a Class C misdemeanor. Each day's unlawful absence shall constitute a separate misdemeanor. ² | | | |
| <u>ABSENCES DEFINED</u> Present: means a student being in attendance at the school or class to which he/she is assigned. Three hours and sixteen minutes constitutes being present a full day of school for financial-accounting purposes only. For truancy purposes, present shall mean attending for a full school day. Absent: means a student not being in attendance at the school or in the class to which he is assigned. Missing more than one half of a day or a class counts as an absence. There are two categories of absences which follow: Excused absences: absences tolerated by the school system under the law because the cause and benefits of the absence to the student as verified by proof outweigh the benefits which would have been achieved by attending school. For absences of a full or part day to be considered excused, a written note from the parent, guardian, or a doctor must be provided. After an accumulation of five days of excused absences, the parent/guardian must file more formal documentation with the principal to assure classification as an excused absence. | | | |

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).



NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School System receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Sumner County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses records without consent to officials of another school district in which a student seeks or intends to enroll. Requests are forwarded upon request.

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

Family Policy Compliance Office
U.S. Dept. of Education
600 Independence Ave.
Washington, D.C. 20202-4605

Adequate reasons for absences include the following:

1. Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist or health agency. If the illness or hospitalization is to exceed ten (10) consecutive days, the parent or guardian should apply for homebound instruction after the first five (5) days of consecutive absences.
2. Death of a family member. Death of a non-family person if approved by the principal.
3. Special recognized religious holidays regularly observed by a particular faith.³ A parent note must be submitted to the school principal prior to the student being absent for a religious holiday.
4. Required court appearances. Verification of court appearance times from appropriate authorities must be provided.
5. Approved school related activities. Prior approval is required.
6. Vacations/Trips with prior approval by the principal. A note from the parent/guardian shall be submitted prior to any vacation or trip. Principal approval is required. Vacations/trips taken without prior approval will be considered unexcused.
7. Other extenuating circumstances beyond the control of the student. For such absences to be excused, they must be approved by the building principal or his/her designee.

All notes, letters, and other pertinent information related to absences shall be maintained for one (1) year in a file at the school.

Students shall make up work missed during excused absences. See section on Makeup Work.

Unexcused absences: absences which are not verified or which do not meet valid reasons for absences. All out-of-school suspensions are unexcused.

REPORTING PROCEDURES

Schools shall make every reasonable effort to make daily contact with parents/guardians regarding student absences whether excused or unexcused. These efforts shall be documented in writing.

Each teacher is responsible for keeping an accurate attendance record on each student enrolled in his/her classes.

A report must be filed every three weeks with the attendance supervisor from the principal or a designee listing students who have accumulated five excused or unexcused absences. For those students who have five unexcused absences, an attendance referral and an individual student attendance sheet must be attached. Additionally, a letter must be sent from the principal alerting the parent/guardian that this attendance referral has been sent to the attendance department, that the student will be classified as truant on the sixth (6th) absence, and that the parent/guardian is subject to all legal consequences which may come as a result of having a truant child. Letters at the elementary and middle school levels shall contain a warning that excessive absences could subject a student to possible retention.



HIGH SCHOOL (9-12): Letters at the high school level will note that with the sixth (6th) absence, the student's credits will be withheld until an attendance hearing takes place to determine if absences are due to extenuating circumstances. In order to meet the requirements for satisfactory attendance, a student may not miss more than five (5) days per semester. Unless an attendance hearing is requested by the parent/guardian, all absences in excess of five (5) days in each semester (excused or unexcused) will result in a loss of credit in each class in which five (5) absences have occurred. With a high school student's fifth absence, the teacher will notify each student who has missed five (5) days per term. This warning is to inform the student that on the sixth (6th) absence from class, credit will be withheld until an attendance hearing is held to determine if absences are due to extenuating circumstances. Suspension days will not count against the five (5) absences.

MAKEUP WORK

Elementary (K-5) - A student must be given the opportunity to make up work for excused absences. The due dates for this work shall be at the discretion of the principal after receiving input from the student's teachers.

Middle (6-8) - Work missed during absences must be made up within three school days of the student's return to school. Under extenuating circumstances, the due date for this work may be adjusted at the discretion of the principal. School work missed during days of suspension is expected to be made up within three school days when the student returns to school. This work will receive a grade. If a suspension occurs during the last 10 days of any semester, the student may be permitted to take final examinations or submit such work as is necessary to complete the course of instruction for the semester.

High School (9-12) - All missed classwork or tests, whether excused or unexcused, may be made up provided the student makes a request to the teacher with 24 hours upon returning to school. The work must be returned to the teacher within three (3) school days of the request. Students who have unexcused absences will receive a zero (0) for such makeup work though they will be encouraged to complete the work in order to keep up in the class.

ALTHOUGH CREDIT MAY BE WITHHELD, THE STUDENT MUST CONTINUE TO ATTEND ALL CLASSES TO COMPLY WITH THE TENNESSEE COMPULSORY SCHOOL ATTENDANCE LAW.

SPECIAL EDUCATION STUDENTS: Any decision concerning attendance of a special education student shall be an IEP-Team decision and shall be in accordance with controlling law.

APPEALS: Elementary (K-5) and Middle School (6-8) - Parents or guardians may request an attendance review of their child's record with the principal regarding the retention decision.

High School (9-12) - At the end of a student's term with six (6) or more absences (excused or unexcused), the principal or an attendance committee appointed by the principal will conduct a hearing to determine if unacceptable days of absences have actually occurred. For such a hearing to take place, it is the responsibility of the parent/guardian or student to contact the school before the end of the term to request a hearing with the attendance committee at the school level. The local school committee has the authority to reinstate credit if the committee finds that the attendance requirements have been met or where extenuating circumstances exist. Meetings with parents concerning students with six (6) or more absences may be held before



Sumner County Board of Education

CALENDAR DATE:

NONE

Descriptor Term:

Student Records
Annual Notification of Rights

Descriptor Code:

JRA

Issued Date:

02/17/98

Rescinds:

JRA

Issued:

12/05/89

AUTHORITY: TCA 10-7-504; 10-7-506; USCA 20-1232g; FERPA

PURPOSE: To establish procedures for notifying students and families of their rights concerning student records

APPLICATION: Director, Principals, Staff

DEFINITIONS: A student becomes an "eligible student" upon reaching age 18 or enrolling in a post-secondary school, at which time all rights become the student's rights.

POLICY: Within the first three weeks of each school year, the school system will notify parent(s) or legal guardian(s) of students and eligible students of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or legal guardian(s), or the eligible student at the time of enrollment.

The notice will include the right of the student's parent(s) or legal guardian(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records.



SECTION 2: VICTIM OF A VIOLENT CRIME AT SCHOOL

A student shall be considered the victim of a violent crime at school when the following criteria are met:

1. Evidence is found to reasonably indicate that the student has been the victim of any of the applicable offenses identified in TCA 40-38-111(g) or the attempt to commit one of the applicable offenses as defined under TCA 39-12-101; and, 2. The offense occurred while the student was attending school or traveling to or from school on a school bus.

Required Actions

1. The building administrator or a designated representative of a school where an alleged incident of student violent crime victimization has occurred shall immediately report the incident to the appropriate law enforcement agency.

2. Promptly following an investigation by appropriate law enforcement personnel, the building administrator or a designated representative shall determine whether or not reasonable evidence exists to indicate that a student has been the victim of a violent crime. Identification of a perpetrator and/or the filing of criminal charges shall not be a prerequisite for determining that a student has been victimized.

3. Upon determination that a student has been victimized, and within ten school days of the event, the director of schools shall offer the student and his/her parent(s) or guardian(s) safe school choice.

4. The building administrator or a designated representative shall file a report with the Tennessee Department of Education as requested by the Commissioner.

Parental Notification

Every public school shall annually notify parents that if their child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district.

SECTION 3: DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

Safe School Choice: The student and his/her parent(s) or guardian(s) are provided an opportunity to transfer to another school within the local education agency (LEA) that is safe for the student. To the extent possible, the LEA shall allow transferring students to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action or restructuring. The LEA is encouraged to take into account the needs and preferences of the affected students and parents. The LEA shall assume necessary transportation costs associated with the student attending a safe school. An LEA with only one school at a particular grade level may choose to facilitate a transfer to a school in another school district; however, such transfer shall not be required.

Violence-related disciplinary actions: A violence-related disciplinary action is one taken for any of the following offenses:

1. Possession or use of a firearm, as defined in 18 U.S.C. § 921.
2. Battery of a teacher or school employee (including a school resource officer assigned to the school). For purposes of this policy, battery is defined as intentional or reckless physical contact with a person without his or her consent that causes bodily injury.
3. Possession or use of a weapon other than a firearm (as defined in TCA 39-17-1309).

Violent Crime: Any of the following applicable offenses as identified and defined in T.C.A. 40-38-111(g): Aggravated arson, Aggravated assault, Aggravated child abuse and neglect, Aggravated kidnapping, Aggravated rape, Aggravated robbery, Aggravated sexual battery, Aggravated spousal rape, Spousal rape and spousal sexual battery, Aggravated vehicular homicide, Carjacking, Criminally negligent homicide, Especially aggravated burglary, Especially aggravated kidnapping, Especially aggravated robbery, First degree murder, Incest, Kidnapping, Rape, Rape of a child, Reckless homicide, Second degree murder, Sexual battery by an authority figure, Sexual battery, Stalking, Statutory rape, Vehicular assault, Voluntary manslaughter.

Addition information regarding this option may be obtained by contacting Pat Conner, Safe and Drug Free Schools Coordinator, at 451-6500.



the end of the term at the principal's discretion.

Parents/guardians of students who disagree with the decision of the principal appointed committee may appeal to the Sumner County Attendance Review Board appointed by the Director of Schools. The Sumner County Attendance Review Board will consider the reasons for the excessive absences and receive information from both the parents/guardian and the school, and from this consideration, will decide by a majority vote if credit will be denied or restored. The committee will carefully consider all reasons why the student was absent. For good and sufficient reasons, credit can be restored to the student in one or more courses.

Parents/guardians of students who disagree with the decision of the Sumner County Attendance Review Board may appeal to the full Board of Education. Both the parents/guardians and the school will present information to the Board concerning the student's attendance. The decision of the full Board of Education will be final.

ALTERNATIVE PLANS

In order to improve district wide attendance and promote student achievement, individual schools may implement alternative attendance programs which vary from those included in Policy JB K-12. Prior to the implementation of any attendance program, the following conditions must be met:

1. All proposed programs must comply with state law, Tenn. Board of Education policies, and Sumner County Board of Education policies.
2. All proposed programs shall be designed to improve student attendance rates, with the goal of meeting state accountability requirements of 95 percent attendance for grades K-5 and 93 percent attendance for grades 6-12.
3. All proposed programs must include a cost analysis if there will be additional funding required to implement the program.
4. All proposed programs must outline reporting procedures to the Attendance Department.
5. If a school with a modified attendance program fails to meet state goals or fails to show improvement toward meeting those goals, the Board of Education may impose additional provisions and modifications to the plan which are intended to improve attendance rates. Schools failing to meet state attendance goals shall submit proposed plans to the Director and Board for bringing attendance rates into compliance.
6. Make-up attendance programs shall utilize Saturdays as their preferred meeting time, provided that the budget allows for adequate staffing. Alternatives to Saturdays may be requested in the school proposal, but a justification for days to be utilized other than Saturday must be included in the proposal and will require Board approval.
7. All proposed programs must be submitted in detail to the Director of Schools prior to Nov. 1 of the year prior to fall implementation. The Director shall review proposals for legality and feasibility and make recommendations to the Board at its November meeting. The Board shall approve or reject the proposals prior to the end of December. Plans may be approved for up to 2 school years. Approved plans may only be implemented at the beginning of fall semester.

INCENTIVES/PENALTIES

Each year, schools meeting or exceeding state attendance goals will be eligible for local discretionary funds. Schools not meeting state standards shall be ineligible for these funds. Excess funds will be distributed among all other schools based upon their level of attendance.



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| <u>CALENDAR DATE:</u> NONE | Sumner County Board of Education | | |
| | Descriptor Term: Visitors to the Schools | Descriptor Code: BBDA Rescinds: BBDA | Issued Date: 06/19/11 Issued: 08/05/97 |

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.

TENNESSEE STATE BOARD OF EDUCATION UNSAFE SCHOOL CHOICE POLICY

No later than the beginning of the 2003-04 school year, every local education agency (LEA) shall implement the Unsafe School Choice Policy approved by the State Board of Education as mandated under Section 9532 of the No Child Left Behind Act of 2001. The LEA shall provide any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school.

SECTION 1: PERSISTENTLY DANGEROUS SCHOOLS

Any public elementary or secondary school, with the exception of a school established specifically for serving suspended or expelled students or students with behavioral disabilities, shall be considered persistently dangerous if it meets the following criteria for three consecutive years:

1. Has violence-related disciplinary actions as reported on the Annual Report of Zero Tolerance Offenses. Violence-related disciplinary actions shall be defined as any of the following: possession/use of a firearm, battery of a teacher or school employee (including a school resource officer assigned to the school), and possession/use of a weapon other than a firearm (a more detailed description of each of these offenses is provided in Section 3 of this policy); or
2. Has students who have been the victim of a violent crime at school as defined in Section 2 of this policy; and,
3. The sum of violence-related disciplinary actions and/or incidents of student victimization identified in criteria # 1 and criteria # 2 above are equal to or greater than 3% of the school's average daily membership.

Required Actions

Year 1: Any school meeting the criteria identified above shall receive notification from the Tennessee Department of Education. The district shall direct available federal and state resources to the school to identify problems and implement corrective action.

Year 2: Any school meeting the criteria for the second consecutive year shall evaluate its current school safety practices and submit a corrective action plan to the Tennessee Department of Education.

Year 3: Any school meeting the criteria identified above for three consecutive years shall be designated by the Tennessee Department of Education as a persistently dangerous school. Within 30 days of receiving notice of the designation the director of schools shall:

- 1) Notify the parents or guardians of all students attending the school that the school has been designated by the Tennessee Department of Education as a persistently dangerous school and provide for all students to be given safe school choice as provided for under the No Child Left Behind Act of 2001.
- 2) Submit a corrective action plan to the Commissioner of Education outlining the specific actions and timetable that the school will follow to insure the safety of students and faculty.

Right to Appeal

A school designated as a persistently dangerous school shall have the right to appeal the designation. The appeal must be submitted by the director of schools to the Commissioner of Education within 15 calendar days of being notified of the persistently dangerous designation and must present clear evidence that the school provides a safe and disciplined learning environment for all students. A committee of practitioners appointed by the Commissioner of Education shall review the appeal within 15 calendar days.

Removal of Designation

Upon implementation of the approved corrective action plan and the completion of one school year with a level of dangerous incidents below the criteria established above, a school shall no longer be considered persistently dangerous.



Sumner County Schools

Guidelines for Dispensing Student Medications

1. All students must have prescription and non prescription forms completed before the school can administer medication to the student. Non-prescription medication forms are to be completed and signed by the parent/guardian. Prescription forms must be completed and signed by parent/guardian and physician. Only medications required to maintain student attendance will be given (no vitamins, minerals, supplements will be given without a doctor's order).

NO MEDICATION WILL BE GIVEN WITHOUT THE PROPERLY SIGNED FORM.

DO NOT SEND MEDICATIONS WITH YOUR CHILD WITH INSTRUCTIONS TO TAKE THEM ON THEIR OWN. ALL MEDICATION SHOULD BE BROUGHT TO THE SCHOOL OFFICE AND SIGNED IN BY A PARENT OF GUARDIAN. NO MEDICATION WILL BE GIVEN IN THE CLASSROOM.

2. Forms will not carry over from one school year to the next. A new medication form must be completed each school year.

3. Any changes in medication must be accompanied by a new form with these changes noted. Forms including changes in prescription medication must be signed by the physician.

4. All prescription medication must be sent to the school in the pharmacy labeled bottle with the student's name and instructions. The bottle must match the signed physician orders. (Most pharmacies will give you an extra bottle for school.)

5. Non-prescription medication will only be given by the package directions unless accompanied with physician's order. All non-prescription medications must be received in an unopened bottle with student's name on it. We will not administer medications containing Aspirin to students without physician's order/signature due to the high risk associated with children taking aspirin (e.g. Pepto Bismol, Excederin Migraine-please check labels). Please send bottles of over the counter with 50 or fewer tablets.

6. A.M. (morning) medications need to be given at home at least 30 minutes to one hour before the start of school.

7. Antibiotics that are to be given 3 times a day will not be given at school. (3 times a day means every 8 hours).

8. Inhalers can be carried with the student as long as the medication form is signed and on file in the office and the student knows how to properly use the inhaler.

9. Any medication remaining at the end of the school year should be picked up within two weeks or it will be disposed of appropriately. If this presents a problem, please notify the school to make arrangements.

10. Please make sure all medical conditions, including allergies and a list of medications, are noted on the student's Health History form along with emergency contact numbers and names of adults who are allowed to pick your child up from school.

11. Prescription and non-prescription forms may be picked up at each school.

12. Medical Procedures (tube feeding, catheterization) will not be done immediately upon arrival at school. An IHP (Individual Health Plan) will be developed on all students with a health need.



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| CALENDAR DATE: NONE | Sumner County Board of Education | | |
| | Descriptor Term: Use of Personal Communication Devices | Descriptor Code: CR | Issued Date: 04/17/2012 |
| | | Rescinds: CR | Issued: 11/16/10 |
| <p>EMPLOYEES The use of personal cellular telephones in schools shall be limited to times and locations where students are not present. Personal cell phones may be used by employees only during time unencumbered by official duties. Cellular telephones 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.</p> <p>The use of personal cellular phones outside of the parameters defined above is authorized only in cases of emergencies. Principals may authorize the use of personal cellular telephones in an emergency or serious situation.</p> <p>MIDDLE SCHOOL/ELEMENTARY STUDENTS Use of cell phones or similar technologies 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.</p> <p>Students are prohibited from using or having cellular telephones on their person during the school day unless they are for the participation in a class as approved under the language above. Cellular telephones may be placed in vehicles, or other secure locations as determined by the principal for use before or after school.</p> <p>Students may carry cellular telephones while participating in off-campus activities, such as field trips, if specifically authorized by the teacher. Principals may authorize the use of personal cellular telephones in the event of an emergency or serious situation.</p> <p>HIGH SCHOOL Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack, purse or similar personal carry-all and may not be used during school hours. The teacher/administrator may grant a student permission to use a personal communication device at his/her discretion for educational purposes within a classroom setting. A device used outside these parameters shall 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.</p> <p>Use of cameras on personal communication devices is strictly prohibited on school property or at school functions, including restrooms or locker rooms. A student in violation of this policy is subject to disciplinary action.</p> <p>Students may carry cellular telephones while participating in off-campus activities, such as field trips, if specifically authorized by the teacher. Principals may authorize the use of personal cellular telephones in the event of an emergency or serious situation.</p> <p>PERSONAL ELECTRONIC DEVICES Personal electronic devices such as CD players, Ipods or MP3 players may be stored in backpacks, purses or personal carry-alls. However, the use of the devices during school hours is strictly forbidden unless such devices are being used for an educational purpose. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released. A student in violation of this policy is subject to disciplinary action.</p> <p>Employees are also prohibited from using personal communication devices during regular instructional periods and assigned times requiring supervision of students.</p> | | | |



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| <u>CALENDAR DATE:</u> NONE | Sumner County Board of Education | | |
| | Descriptor Term: Textbook Selection, Distribution and Care | Descriptor Code: IFAA | Issued Date: 08/19/97 |
| | | Rescinds: IFAA | Issued: 07/24/90 |
| <u>AUTHORITY:</u> | TCA 49-6-2207; 49-3-310(4)(A); 49-3-310(4)(B); HJR 42, Tenn. Public Acts of 1981; Chapter 378 Tenn. Public Acts of 1997 | | |
| <u>PURPOSE:</u> | To set forth the procedures for textbook selection and instructional material review | | |
| <u>APPLICATION:</u> | Director, Principals, Staff | | |
| <u>DEFINITIONS:</u> | None | | |
| <u>POLICY:</u> SELECTION | <p>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.</p> <p>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.</p> <p>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.</p> | | |
| <u>DISTRIBUTION</u> | 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. | | |
| <u>CARE OF TEXTBOOKS</u> | 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. | | |

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.
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 furnish the Board of Education a report of all out-of-school suspensions, including offenses, school, and length of suspensions, on a quarterly basis.



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 the following 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 acts:

1. Students who bring, use, are under the influence of, or are found in possession of a drug, drug paraphernalia or a dangerous weapon onto a school bus, on school property or at any school event or activity on or off campus;
2. Any student who, while on a school bus, on school property or while attending any school event or activity on or off campus
 - a. uses or is under the influence of a drug, alcohol, or illegal substance; or
 - b. possesses a drug, drug paraphernalia, alcohol, an illegal substance, or dangerous weapon; or
 - c. assaults or threatens to assault a teacher, student or any other person.

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 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;



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

| <u>Condition of Book</u> | <u>Amount Collected</u> |
|----------------------------|--------------------------|
| New books lost within year | 100% of replacement cost |
| In good condition | 75% of replacement cost |
| In serviceable condition | 50% of replacement cost |

The Board shall approve and periodically review a schedule of fines for damaged books. In cases where the book is damaged to the extent it is no longer usable, the amount collected shall conform to the reimbursement schedule for lost books.

If, after hearing the student's explanation and other investigation as necessary, the principal determines that there has been willful loss or damage of the textbook, he shall assess the appropriate fine and notify the parents in writing.

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



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| <u>CALENDAR DATE:</u> NONE | Sumner County Board of Education | | |
| | Descriptor Term: Code of Behavior and Discipline | Descriptor Code: JC | Issued Date: 05/25/04 |
| | | Rescinds: JC | Issued: 08/05/97 |

AUTHORITY: T.C.A. §49-6-4011 et seq.

PURPOSE: To achieve appropriate and acceptable student behavior

APPLICATION: Students, staff, principals, Director of Schools

DEFINITIONS: None

POLICY:
Consistency of enforcement of disciplinary codes is of vital concern in the implementation of disciplinary policy. Consistency must be measured by the degree to which all students conform with acceptable behavior. Consistency is not treating every student to the same disciplinary action without regard to the individual or circumstances. The desirable goal is for all students to obey the rules; but the method by which we encourage students to conform may vary from student to student.

The rational basis and goal of an effective disciplinary action is to achieve appropriate and acceptable student behavior. The characteristics of an effective disciplinary action should be to:

1. Secure the student's attention;
2. Provide feedback about the misconduct; and
3. Effect change or correct the deviant behavior thereby creating a better learning atmosphere for the entire class.

The disciplinary action must relate to the student's misconduct and the development of the student's more appropriate behavior.

Implementation
The Director of Schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline. The Director shall ensure that students at all schools are subject to a uniform and fair application of the Code.

The principal of each school shall be responsible for implementation and administration in his/her school. The Code shall be applied uniformly and fairly to each student at the school without partiality or discrimination.

The Board delegates to the Director the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely elementary, middle, and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board's Code.

A copy of the Code shall be posted at each school and guidance counselors shall be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the code.

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| <u>CALENDAR DATE:</u> NONE | Sumner County Board of Education | | |
| | Descriptor Term: Student Suspensions | Descriptor Code: JCCC | Issued Date: 05/25/04 |
| | | Rescinds: JCCC | Issued: 08/05/97 |

AUTHORITY: TCA 49-2-203(a)(8), 49-6-3401, 49-6-4216

PURPOSE: To allow the suspension of students who have violated school rules and/or Board policies

APPLICATION: Students, staff, principals, Director of Schools

DEFINITIONS: None

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 barbitol or legend drugs, as defined in §53-10-101;
- (11) Any other conduct prejudicial to good order or discipline in any public school;
- (12) Off-campus criminal behavior which results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

(Note: On June 18, 2007, the Governor signed Public Chapter No. 457, which adds the following to the above list in state law: "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.")

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.



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 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

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 30 day step-down program with a review of 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.



Sumner County Board of Education

CALENDAR DATE:

NONE

Descriptor Term:

Student Conduct

Descriptor Code:

JCB

Issued Date:

05/25/04

Rescinds:

JCB

Issued:

12/05/89

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.

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

To this end, the staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee 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 or the property of the Board.



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| <u>CALENDAR DATE:</u> NONE | Sumner County Board of Education | | |
| | Descriptor Term: Discrimination, Harassment, Bullying & Retaliation | Descriptor Code: CD | Issued Date: 06/28/11 |
| | | Rescinds: CD | Issued: 01/17/06 |

AUTHORITY:
TCA 49-6-1014 through 1019
Tennessee Human Rights Act (TCA § 4-21-401)
Title 20 United States Code (U.S.C.) 1681-1688;
Title 29 United States Code (U.S.C.) § 794
34 Code of Federal Regulations (C.F.R.), Part 104
29 Code of Federal Regulations (C.F.R.) § 1604 Sexual harassment

PURPOSE:
To establish working and learning environments that are free of discrimination, harassment, bullying, and retaliation

APPLICATION: All Employees, Students

DEFINITIONS: Included in the cited code sections and within the policy

POLICY:

I. GENERAL STATEMENT OF POLICY
It is the Sumner County School Board policy that all Students and Employees shall not be subjected to unlawful discrimination, harassment, bullying, or retaliation. It is committed to safeguarding the right of all Students and Employees within the school system, on school campuses, at school events, and on school buses to learn and work in an environment that is free from all forms of discrimination, sexual harassment, harassment, and bullying.

Accordingly, we will promote learning and working environments free from all forms of unlawful discrimination, harassment, bullying, and retaliation, and insist that all Students and Employees be treated with dignity, respect and courtesy. Harassment, either intentional or unintentional, has no place within the school system or work environment. The Sumner County School Board maintains a "zero tolerance" policy regarding unlawful discrimination, harassment, bullying, and retaliation. The Sumner County School Board prohibits not only actions which are sufficiently severe to be unlawful, it also prohibits conduct and 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.

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.

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.

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:

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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)

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 by accusing party and permits offender the chance to explain conduct.
Principal or designee takes appropriate disciplinary action.
Principal or designee may refer incident to the Disciplinary Hearing Authority.
Record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options:
In-school suspension
Detention
Corporal punishment
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
Theft, possession, sale of stolen property
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.



- Issuance of demerits
- Strict supervised study
- Detention
- Corporal punishment
- In-school suspension
- Out-of-school suspension

MISBEHAVIORS: Level II

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

Examples (not an exclusive listing):

- Continuation of unmodified Level I behaviors
- School or class tardiness
- School or class truancy
- Use of tobacco or other prohibited substances on school grounds
- Using forged notes or excuses
- Disruptive classroom behavior
- Sexual harassment (Completely document all occurrences)
- Possession of lighters, matches, or any items that could be deemed drug paraphernalia or dangerous instruments

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.

Disciplinary Options:

- Teacher/schedule change
- Behavior modification
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities
- Corporal punishment
- 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



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 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 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:
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 one's 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

Bullying is defined as physically harming a student or employee or damaging his/her property, or knowingly placing the student or employee in reasonable fear of such, or creating a hostile education or work environment.

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 stereotyping, 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;

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 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



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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, Director of Employee Relations, 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 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.

- a. 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.
- b. 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.
- 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

All reports or complaints alleging Employee to Student, Employee to Employee, or Employee to Public discrimination, bullying, harassment or sexual harassment, will immediately be handled by the Director of Employee Relations (as appointed by the Director of Schools). Upon receipt of a report, the Employee, Principal, or Department Head must notify Director of Employee Relations 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 Director Employee Relations.

B. System-wide - Prior to June 30th each year, the Director of Schools will designate the system's Director of Employee Relations and Title VI/IX coordinator to receive reports or complaints of sexual harassment from any individual or Employee who is a victim of discrimination, bullying, sexual harassment or harassment and also from the school principals as outlined above. This appointment will be made public at the next regular meeting of the Board of Education and will include the appointee's name, office phone number and office mailing address. If the complaint involves the Director Employee Relations, 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.

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,

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| <u>CALENDAR DATE:</u> NONE | <h1>Sumner County Board of Education</h1> | | |
| | Descriptor Term: <h2>Disciplinary Procedures</h2> | Descriptor Code: JCC | Issued Date: 08/20/2013 |
| | | Rescinds: JCC | Issued: 08/05/97 |
| <u>AUTHORITY:</u> T.C.A. §49-6-4011 et. seq.: §49-6-3401 | | | |
| <u>PURPOSE:</u> To protect all members of the educational community in the exercise of their rights and duties | | | |
| <u>APPLICATION:</u> Students, all school system employees | | | |
| <u>DEFINITIONS:</u> None | | | |
| <u>POLICY:</u> 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. | | | |
| <u>MISBEHAVIORS:</u> 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 Nondefiant failure to do assignments or carry out directions | | | |
| <u>Disciplinary Procedures:</u> | | | |
| 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. | | | |
| <u>Disciplinary Options:</u> | | | |
| Verbal reprimand Special assignment Restricting activities Assigning work details Counseling Withdrawal of privileges | | | |



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| CALENDAR DATE: NONE | Sumner County Board of Education | | |
| | Descriptor Term: Tobacco-Free Schools | Descriptor Code: CI Rescinds: CI | Issued Date: 02/18/14 Issued: 02/18/14 |

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

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

APPLICATION: Students

DEFINITIONS: None

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.

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/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.

harassment or sexual harassment, the building Principal shall immediately conduct a fact-finding to determine who is involved. Any information obtained in the initial report or fact-finding that alleges discrimination, sexual harassment, or implicates adults were involved, the fact finding should immediately cease. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it based on the following:

- a. Upon receipt of a report or complaint alleging discrimination, the Title VI/IX coordinator will receive the report from the principal and inform the Director of Schools.
- b. 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 using the Sumner County Schools Reporting Protocols.
- 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. All reports of Employee to Student, Employee to Employee, or Employee to Public discrimination, bullying, harassment or sexual harassment, will be handled by the Director of Employee Relations (as appointed by the Director of Schools). Upon notification of an incident or complaint alleging discrimination, bullying, harassment, sexual harassment, or crime, the individual making the report must immediately follow the Sumner County Schools Reporting Protocols. Upon receipt by the Director Employee Relations, the Director of Schools shall immediately authorize an investigation. This investigation shall be conducted by the school system officials, local law enforcement, Sumner County Sheriff's, Department of Children's Services and/or by a third party designated by the Director of Schools. The party conducting the investigation shall inform the Director of Schools as to the status of the investigation when possible. If criminal action is taken by local law enforcement, Sumner County Sheriff, or District Attorney, the Director of Employee Relations and Director of Schools will provide assistance when / where requested.

In determining whether alleged conduct constitutes discrimination, bullying, sexual harassment or harassment, the surrounding circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between the parties involved and the context in which the alleged incidents occurred shall be considered. After this determination is made and confirmed by either the Director of Employee Relations, Director of Schools, or SRO Supervisor, that no crime has occurred, an internal investigation will be authorized.

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

In addition, the Principal, with respect to investigations around Student to Student bullying or harassment issues, or the Director of Employee Relations shall take immediate steps to protect the complainant, Students, and Employees pending completion of an investigation of alleged bullying, harassment or sexual harassment. All investigations will be kept confidential to the fullest extent possible.

The Principal, Director Employee Relations, or Title VI/IX Coordinator shall make a final report including findings and recommendations for disciplinary actions, if any, to the Director of Schools upon completion of the investigation.

VIII. SCHOOL DISTRICT ACTION

Depending on the

- A. 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.
- B. The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complainant by either the Principal, with respect to investigations around Student to Student bullying or harassment issues, or the Director of Employee Relations.
- C. The Director of Schools shall take other steps as are necessary to prevent recurrence of discrimination, harassment or bullying within the school system.
- D. The Principal, with respect to investigations around Student to Student bullying or harassment issues, or the Director of Employee Relations 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 maintains a "zero tolerance" policy against 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 accusation, 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.

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.

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.

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

THIS POLICY IS CURRENTLY UNDER REVIEW BY OUR SCHOOL BOARD. PLEASE SEE THE BOARDDOCS LINK ON OUR WEBSITE AT WWW.SUMNERSCHOOLS.ORG FOR THE UP-TO-DATE VERSION.



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.



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| <u>CALENDAR DATE:</u> NONE | Sumner County Board of Education | | |
| | Descriptor Term: Alcohol and Drug Use | Descriptor Code: JCBD | Issued Date: 05/25/04 |
| | | Rescinds: JCBD | Issued: 08/05/97 |

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:

- 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.
- 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.
- 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.
- 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:

- Appropriate ways for handling alcohol/drug-related medical emergencies;
- Guidelines for reporting alcohol/drug incidents and illegal activities;
- 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
- Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

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| <u>CALENDAR DATE:</u> NONE | Sumner County Board of Education | | |
| | Descriptor Term: Bus Conduct | Descriptor Code: JCBE | Issued Date: 05/25/04 |
| | | Rescinds: JCBE | Issued: 06/18/91 |

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.



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| CALENDAR DATE: NONE | Sumner County Board of Education | | |
| | Descriptor Term: Weapons & Dangerous Instruments | Descriptor Code: JCBF | Issued Date: 05/25/04 |
| | | Rescinds: JCBF | Issued: 08/05/97 |

AUTHORITY: T.C.A. §49-6-3401

PURPOSE: To improve safety and security in the learning environment

APPLICATION: Students, staff, principals, Director of Schools

DEFINITIONS: Weapons are guns or firearms, working or non-working, loaded or unloaded, and any item used in a dangerous or threatening manner.

Dangerous instruments - definition included in policy body

POLICY:
The Sumner County Board of Education has zero tolerance for weapons. 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 discretion of the administration and could be subject to suspension from Sumner County schools for a minimum period of one (1) calendar year. The Director of Schools may modify the suspension requirement on a case-by-case basis where appropriate. The Director must report each case to the Board at its next regular meeting. Where appropriate, criminal charges may be brought.

When a student is determined to be a Special Education student, an IEP meeting, which shall include the Director or his designee, will be called to determine the appropriate disciplinary action.

Any student who brings to school or who is found in possession, on school property or at any school-sponsored activity on or off the campus, of any weapon or dangerous instrument will be immediately removed from the general student population at the discretion of the administration. Within five school days, the disciplinary hearing authority shall recommend the disposition, including suspension, of the student.

The Director of Schools may modify the recommendation on a case-by-case basis. The Director must report each case to the Board at its next regular meeting.

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 in grades K-5 may be suspended for a time commensurate with age, maturity level, and intent as determined by the principal. The principal shall report his/her action to the Director. Depending on the circumstances, the principal may refer a student possessing a toy weapon or facsimile to the disciplinary hearing authority (see item 15 below) for

JCBF

disposition as determined by the committee.

Dangerous Instruments: The term dangerous instrument shall include but is not limited to:

1. knives;
2. box cutters;
3. razor blades;
4. clubs or police batons;
5. paint ball guns;
6. pellet guns;
7. BB guns;
8. brass knuckles;
9. chains;
10. ice picks;
11. spiked wristbands or collars;
12. any object used in such a manner that could cause bodily harm or inflict damage to persons or property;
13. any explosive device including but not limited to all fireworks;
14. any firearm; and
15. any item which could be perceived to be a dangerous instrument such as a toy or non-working device.

This list is not all inclusive; therefore, the principal shall use discretion in ascertaining whether an object is a weapon as defined in this policy.

Each case regardless of the circumstances must be reported to the Director of Schools. Full documentation is required including written statements from all witnesses. The principal shall notify the parents or legal guardian of any student found in violation of this policy.

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. (See Item 15 above)

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.