

# **STUDENT HANDBOOK**

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

## **Tipton County Schools**

**Adopted July, 1995      Revised July, 2009**

**TIPTON COUNTY BOARD OF EDUCATION**

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**Dr. Tim Fite, Director of Schools**

### **MISSION**

The mission of the Tipton County School System is to develop good citizens and lifelong learners through quality curriculum and instruction in a safe, positive environment.

Board Approved 3/13/2008

2009-2010  
TIPTON COUNTY SCHOOLS  
SCHOOL CALENDAR

**Teacher Administrative Day .....August 3**  
First day for teachers

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

**Student's First Day .....August 4**  
Abbreviated Day  
Students & Teachers Dismissed At 11:30 am

**Student's First Day .....January 5**

**Parent/Teacher Conferences 3:15-6:15 pm**  
Full Day for Students  
High Schools.....Jan 11 & 19  
Middle Schools .....Jan 12 & 19

**Teacher In-Service Day .....August 5**  
Individual school in-service in the morning  
Afternoon county-wide in-service at BHS  
From 1:00-3:00

**School Out/M. L. King Day .....January 18**

**Parent/Teacher Conferences 3:15-6:15 pm**  
Full Day for Students  
Elementary Schools.....Feb 4 & 8

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

**Teacher In-Service Day .....August 7**

**School Out/Presidents' Day ..... February 15**

**Student's First Full Day .....August 10**

**Easter Break.....March 29 – April 2**

**Afternoon Teacher In-Service .....August 20**  
Teachers work 3:15 –6:15 pm

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

**School Out/Labor Day ..... September 7**

**Fall Break .....October 5-9**

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

**Teacher Administrative Day.....May 28**

**Parent/Teacher Conferences 3:15-6:15 pm**  
Full Day for Students  
Elementary Schools ..... Oct 19 & 27  
Middle Schools..... Oct 20 & 27  
High Schools ..... Oct 22 & 27

**Afternoon Teacher In-Service ... November 12**  
Teachers work 3:15 – 6:15 pm

**Thanksgiving Holidays .....November 23-27**

**Last Day of First Semester .....December 18**  
Abbreviated Day  
Students & Teachers Dismissed At 11:30 am

**Christmas Break .... December 21 – January 1**

**85 Days 1<sup>st</sup> Semester**  
**95 Days 2<sup>nd</sup> Semester**  
**Writing Assessment –**  
**TCAP –**

**Gateway Tests –**  
**End of Course Tests –**

**New Student Registration Day is 7/28/2009**

**Kindergarten registration will be held on**  
**3/25/2010      4/27/2010      5/6/2010**

**Progress Reports**

Grading Periods		will be sent by	Report Cards
08/04-10/02	40 days	9/09	10/19
10/12-12/18	45 days	11/11	01/11
01/05-03/12	47 days	2/03	03/24
03/15-05/26	48 days	4/21	05/26

**Graduation Dates**  
**BHS    5/20**  
**MHS    5/21**  
**CHS    5/24**

**Lunch Will NOT Be Served On Any Day School Is Dismissed At 11:30**

## **INTRODUCTION**

The school is a community, and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community. Disciplinary action for violation of the rules of the school community may be taken by the school regardless of whether criminal or civil charges result. Administrators and teachers are required by law to maintain a suitable environment for learning; and administrators have the responsibility for maintaining and facilitating the education program. Therefore, students are expected to conform to the rules and regulations of the school system and apply themselves to the learning process.

### **STUDENTS STUDENT GOALS AND OBJECTIVES 6.100**

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

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities.<sup>1</sup>
2. To protect and observe the legal rights of students;
3. To promote a learning environment which provides opportunities for all students without regard to race, creed, ethnic origin, sex or disabilities;
4. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment which provides positive encouragement from frequent success;
5. To provide an environment or reality in which students can learn civic responsibility for their actions through meaningful experience as school citizens;
6. To deal with students in matters of discipline in a fair and constructive manner;
7. To provide for the safety, health and welfare of students; and
8. To promote faithful attendance and good work.

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<sup>1</sup> 20 USC § 1703, TCA 49-6-3109

**CODE OF CONDUCT  
STUDENTS  
RIGHTS and RESPONSIBILITIES  
6.301**

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

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities<sup>1</sup>; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:<sup>2</sup>

1. Know and adhere to reasonable rules and regulations established by the Board and the procedures of his/her school;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;

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<sup>1</sup> 20 USC § 1703

<sup>2</sup> TCA 49-6-3401

9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
11. Possess on school ground only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

**STUDENTS  
PROCEDURAL DUE PROCESS  
6.302**

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

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

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

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

**STUDENTS  
CODE of DISCIPLINE and BEHAVIOR  
6.300**

**GUIDING POLICY**

1. Good discipline is more than the maintenance of school and classroom order. It has as its ultimate objective the development of socially approved self-control with due respect for democratically constituted authority. Policies and practices of discipline should be such as will help achieve this broad objective while at the same time achieving the immediate objective of maintaining the desired degree of order in the school.
2. The responsibility of the school staff for student behavior shall extend to all school activities, including ball games, field trips, etc.
3. The principal is responsible for establishing and maintaining effective discipline within the school.

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

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

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

4. Each teacher is responsible for the maintenance of good order within the classroom for the promotion of a conducive learning environment.
5. Every teacher is a disciplinarian during every hour of the school day and in every part of the school plant.
6. The initial judgement that certain conduct violates school rules which may result in a school suspension is made by the principal or assistant principal. The principal/assistant principal is authorized by statute to suspend students for good and sufficient reasons. The teacher has the authority to dismiss students from a class for cause by referring the pupil to the principal or principal's designee. These rules, regulations, and due process procedures are designed to protect all members of the educational community in the exercise of their rights, duties, and responsibilities. A student found to be in continued violation of these rules is subject to long-term suspension.

**STUDENTS**  
**DISCIPLINE PROCEDURES of the TIPTON COUNTY SCHOOLS**  
**6.313**

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

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

STEP #1 – Detention, Saturday School, 1-2 Days In School Suspension, Corporal Punishment, and Parental Contact

STEP #2 – Detention, Saturday School, Corporal Punishment, 1-4 Day(s) In-School Placement, 1-2 Day(s) out-of-school suspension, and Parental Contact

STEP #3 - Detention, Saturday School, 1-4 Day(s) In-School Suspension, 3-5 Days Out of School Suspension, Parental Conference Mandatory

STEP #4 – Detention, Saturday School, 1-4 Day(s) In-School Suspension, 4-10 Days Out of School Suspension, Parental Conference Mandatory

STEP #5 – Referral to Tipton County Board of Education Student Disciplinary Hearing Authority

The STEP Discipline Program EXPLANATION:

When a student causes a school disruption or violates the CODE OF STUDENT CONDUCT, the school principal or assistant principal will place the student at the appropriate STEP level. If the student during the probation period violates any CODE OF STUDENT CONDUCT, the student advances to the next STEP. If the student does not violate any CODE OF STUDENT CONDUCT during the probation period, he/she will be removed from the STEP procedure.

<b>DISRUPTIONS:</b>	<b>CONSEQUENCES:</b>	<b>PROBATION PERIOD:</b>
1. Violation of Dress Code	STEP #1	10 DAYS
2. Violation of Classroom Rules	STEP #1	10 DAYS
3. Improper Behavior Outside Classroom, Including But Not Limited To: Cafeteria, Campus, Assemblies Or Other School Activities	STEP #1	10 DAYS
4. Refusal to Identify Oneself Properly When Requested To Do So By A Faculty or Staff Member	STEP #1	10 DAYS
5. Cheating, Cutting Classes, Truancy, Leaving Campus Without Authorization, Excessively Tardy NOTE: Repeated violation of Rule #4 could result in a referral to the Covington/Tipton County Truancy Board.	STEP #2	6 WEEKS
6. Improper Student Relationship	STEP #2	6 WEEKS
7. Defacing School Property	STEP #2	6 WEEKS
8. Use or Possession of Fireworks, Explosive Devices, or Odorous Devices	STEP #2	6 WEEKS
9. Profanity or Vulgarity	STEP #2	6 WEEKS
10. Possession and/or Use of Tobacco or Tobacco Related Products NOTE: By Tenn. law all violators are cited to Juvenile Court.	STEP #2	6 WEEKS
11. Gambling or Possession of Gambling Devices	STEP #2	6 WEEKS
12. Bullying, Intimidation, Degradation or Threatening of Other Students or School Staff	STEP #2	6 WEEKS
13. Personal Multi-Media/Communication Devices 1 <sup>st</sup> Offense - Confiscation up to 9 weeks Multiple Offenses - Confiscation up to remainder of school year Note: Student will have the opportunity for a hearing before the principal	STEP #2	6 WEEKS
14. Theft or Vandalism, Forgery, Falsifying School Records NOTE: Restitution is required.	STEP #3	6 WEEKS
15. Gangs, Gestures, Actions, Signals, Literature, Colors, Drawings, Signs, Jewelry, or Manner of Grooming Implying Affiliation with Unauthorized Societies, Clubs or Gangs.	STEP #3	6 WEEKS
16. Open Defiance of a Teacher	STEP #3	18 WEEKS
17. Fighting At School, On the Way To and From School, or at School Activities	STEP #3	18 WEEKS
18. Possession or Use of Weapons or Dangerous Instruments	STEP #5	0-TOLERANCE

- |   |         |             |
|---|---------|-------------|
| 19. Use, Sale or Possession of Drugs,<br>or Alcohol on or Near School Property  | STEP #5 | 0-TOLERANCE |
| 20. Battery upon any teacher, principal,<br>administrator, any other employee of the<br>school or school resource officer | STEP #5 | 0-TOLERANCE |

**Note:** Consequences for any of the above and preceding disruptions may be selected by the local school administration according to the severity of the infraction and circumstances...STEPS #1-5

## **ZERO TOLERANCE OFFENSES**

### **6.309**

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

#### **WEAPONS & DANGEROUS INSTRUMENTS**

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

Dangerous weapons for the purposes of this policy shall include, but are not limited to "...any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, icepick, dagger, slingshot, switchblade knife, blackjack, knuckles or any other weapon of like kind...also including tasers"<sup>1</sup>

Firearms (as described in 18 U.S.C. 921)<sup>2</sup>

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

#### **DRUGS**

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance, or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>3</sup> Students in Tipton County Schools who possess, distribute or are under the influence of alcoholic beverages are considered to be in violation of zero tolerance offenses.

#### **BATTERY**

In accordance with state law, any student who commits battery upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>

#### **NOTIFICATION**

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.<sup>5</sup>

<sup>1</sup> TCA 39-17-1309, 18 USC 921

<sup>2</sup> Gun Free Schools Act 1994, Section 14601 (1)(2)

<sup>3</sup> TCA 49-6-4209, Gun Free Schools Act 1994, Section 14602 (a); TCA 39-17-1312

<sup>4</sup> TCA 49-6-3401 (g); TCA 49-6-4216 (b)

<sup>5</sup> TCA 49-6-4209; TCA 39-17-1312

## **STUDENTS BUS CONDUCT**

### **6.308**

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus.<sup>1</sup>

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

The principal of the student transported shall be informed by the bus driver of any serious discipline problem or repeated misbehaviors and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

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

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

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

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

### **USE OF VIDEO CAMERAS**

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

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

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

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

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

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<sup>1</sup> TCA 49-6-2008

## **SCHOOL BUS DISCIPLINE STEPS**

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

Step #1 -- Probation, corporal punishment, Saturday school or 3-day bus suspension

Step #2 -- 5 Day Bus Suspension

Step #3 -- 10 Day Bus Suspension

Step #4 -- 6 Week Bus Suspension

Step #5 -- Loss of Bus Riding Privileges for the Remainder of the School Year

### **THE STEP DISCIPLINE PROGRAM EXPLANATION:**

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

<b><u>VIOLATIONS:</u></b>	<b><u>CONSEQUENCES: (REFER TO)</u></b>	<b><u>PROBATION PERIOD</u></b>
(A) Failing to load or unload in an orderly manner	STEP #1	6 weeks
(b) Distracting the driver's attention with loud talking, laughing, or unnecessary confusion	STEP #1	6 weeks
(c) Eating and drinking on the school bus while enroute to and from school	STEP #1	6 weeks
(d) Cluttering up the aisle with books, lunchboxes, etc	STEP #1	6 weeks
(E) Smoking on the school bus while enroute to and from school.	STEP #2	6 weeks
(f) Using vulgar, obscene or threatening language or gestures	STEP #2	6 weeks
(g) Failing to treat bus equipment carefully and maliciously destroying bus equipment and property	STEP #2	6 weeks
(h) Refusing to obey the	STEP #2	6 weeks

- instructions of the school  
bus driver and holding area personnel or designated person  
(i) fighting...see Discipline Procedures Section 6.313 #17.

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

### **REWARD FOR REPORTING VANDALISM OF BUS PROPERTY**

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

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

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

### **STUDENT DRESS CODE 6.310**

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

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

When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension.

The following items are **not** acceptable school attire:

1. Caps, hats or headcoverings of any type;
2. Sunglasses;
3. Shorts. Grades PK-4 Elementary Schools, may wear knee length shorts.
4. Any apparel made from spandex material;
5. "Mesh" shirts, tank tops, or "cut off" tops, see through shirts. Midriffs must be covered at all times including when students are seated and/or raising their hands. Cleavage is **NOT** allowed to be shown at anytime.
6. Clothing that promotes the use or consumption of alcohol and/or drugs or with sexual innuendoes conveying suggestive or inappropriate messages. Clothing which denotes possible gang affiliation is not permitted.
7. All shirts must be tucked in where belt can be seen.
8. Articles of clothing that are ripped or torn;
9. Body piercing(s) with exception of ear piercing.
10. Apparel worn so tight that it is distracting.
11. Low riding pants.
12. Dresses and skirts should be worn at least knee length.
13. No wording across seat of pants.
14. Sandals are acceptable, but no flip-flops or house shoes.

15. All pants must be the appropriate size and must be worn at the waist. Belts are required for pants that have belt loops. Pajama pants are not acceptable attire.

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

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

## **STUDENTS INTERROGATIONS AND SEARCHES 6.303**

### **INTERROGATIONS BY SCHOOL PERSONNEL**

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

If a student is suspected or accused of misconduct or infraction of the CODE OF DISCIPLINE AND BEHAVIOR, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

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

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation, but the interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

The use of police women or female staff members is desirable in the interrogation of female students.

### **POLICE-INITIATED INTERROGATIONS**

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation, inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s)/guardians(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

### **SEARCHES BY SCHOOL PERSONNEL**

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any

organized school activity off campus, including buses, vehicles of students or visitors, (*Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law.
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct.
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for students' use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.*

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

## **USE OF METAL DETECTORS**

In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects as follows:

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; or every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of any illegal or unauthorized metal-containing object or weapon, he/she may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension.

The director of schools shall develop procedures for use of metal detectors.

## **SEARCHES BY POLICE**

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of student's lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property or member of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student of the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools.
2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises; or
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.<sup>1</sup>

## **STUDENTS WEAPONS AND DANGEROUS INSTRUMENTS 6.309**

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

Dangerous weapons for the purposes of this policy shall include, but not be limited to mace, "...any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, black jack, knuckles or any other weapon of like kind..." also including tasers."<sup>2</sup>

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<sup>1</sup> TCA 49-6-4202 through TCA 49-6-4212

<sup>2</sup> TCA 39-17-1309; U.S.C. 921

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.<sup>1</sup>

**STUDENTS  
REWARD FOR REPORTING GUN ON SCHOOL PROPERTY**

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

Under the plan, anyone with information about a gun or drugs in any school should call Crime Stoppers at 476-4411 and give the information. The caller will be assigned a code number and asked to call back to Crime Stoppers after 72 working hours to see if a reward will be paid. A reward of fifty dollars (\$50) will be paid if a gun or drugs are found as a result of the information. If an arrest is made, the reward will be one hundred dollars (\$100). All rewards will be paid in cash and the caller's identity will not be revealed.

Tipton County Sheriff J. T. "Pancho" Chumley, his department and the Covington Police Department will investigate all information received.

**CALL CRIME STOPPERS  
476-4411**

**STUDENTS  
ALCOHOL AND DRUG USE  
6.307**

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "drug free" community, the Board's plan for dealing with alcohol and drugs<sup>2</sup> shall include the following:

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

Through the use of state guidelines the Director of Schools shall be responsible for:

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

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<sup>1</sup> TCA 49-6-4209; Gun Free Schools Act 1994, Section 14602 (a) TCA 39-17-1312

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

<sup>3</sup> TCA 55-10-701 et seq.

- 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 possess, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.<sup>1</sup>

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials.<sup>2</sup> A student who unlawfully possesses any narcotic, stimulant, prescription drug or other controlled substance shall 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.<sup>3</sup>

## **STUDENTS USE OF PERSONAL MULTI-MEDIA / COMMUNICATION DEVICES IN SCHOOL 6.312**

Students will not be permitted to have beepers, pagers, cellular phones or other multi-media devices on school property unless there are some unusual and exceptional circumstances. The Board of Education may consider and base its decision on one (1) of the following factors:

1. A member of a volunteer fire department;
2. A family hardship that requires the students' immediate response; and
3. All other factors that the Board may deem relevant and pertinent in their effect upon the welfare of the students.

In all cases the beepers, pagers and cellular phones must be registered with the school principal or his/her designee and will be kept in the school office where the device will be checked in and out on a daily basis. If not properly registered with school officials, these devices will be subject to confiscation up to nine weeks for the first offense and up to the remainder of the school year for multiple offenses and either turned over to the parent/guardian or to law enforcement officials. The student will have the opportunity for a hearing before the principal.

At no time shall a Tipton County School be responsible for preventing theft, loss or damage to personal multi-media/communication devices brought onto school property.

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<sup>1</sup> TCA 39-17-417

<sup>2</sup> TCA 49-6-4209

<sup>3</sup> TCA 49-6-4018

**STUDENTS  
SUSPENSIONS  
6.316**

**REASONS FOR SUSPENSION:**

Any principal, principal-teacher or assistant principal (herein called principal) may suspend any student from attendance at school or any school-related activity on or off campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:<sup>1</sup>

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 herein enumerated;
6. Marking, defacing or destroying school property;
7. Possession of a pistol, gun or firearm on school property;
8. Possession of a knife or other dangerous instruments;
9. Assaulting a school employee with vulgar, obscene or threatening language;
10. Unlawful use or possession of any drug or legend drug;
11. Any other conduct prejudicial to good order or discipline in any public school<sup>2</sup>;
12. Off campus criminal behavior which results in the student's continued presence in school posing a danger to persons or property or disrupting the educational process;
13. Use or possession of alcohol;
14. Smoking on school property;
15. School bus conduct.

**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 text books 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.<sup>3</sup>

**LONG-TERM SUSPENSION AND EXPULSION (MORE THAN TEN DAYS)**

1. If the principal or assistant principal determines an offense has been committed which, in the judgment of the principal or assistant principal would justify a suspension for more than ten days, he/she shall immediately refer the case by way of the Director of Pupil Services to the Disciplinary Hearing Authority. The Student Disciplinary Hearing Authority is composed of administrators of Tipton County Schools and meets on a weekly basis.

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<sup>1</sup> TCA 49-2-203 (a) (8)

<sup>2</sup> TCA 49-6-3401, TCA 39-17-1309, TCA 39-17-417

<sup>3</sup> TRR/MS 0520-1-3-09(9)

The Student Disciplinary Hearing Authority shall cause to be issued a written notice to the parents, student, and principal of the time and place of the hearing which said notice shall be in writing and contain a statement of the specific charges and grounds which if proven would justify long-term suspension under the regulations of the Board of Education. The notice shall inform the student and his/her parent(s) or guardian(s) of their right to be represented by an attorney at the hearing and of their right to confront and cross examine adverse witnesses and their right to testify and present evidence on their own behalf.

2. The hearing before the hearing authority shall be limited to the charges contained in the notice to the student and his parent or guardian and the student shall not be suspended or expelled unless the hearing authority finds the student guilty of the charges; provided, however, the hearing authority may consider prior misconduct of the student in determining whether or not a student will be suspended and/or expelled if a student has been informed in the notice that such prior misconduct may be used against him. Prior to the hearing the student and his attorney shall have the right to examine and copy any relevant records which may be used against the student at the hearing.
3. At the hearing before the Hearing Authority, the student shall have the right to be represented by an attorney, the right to confront and cross examine adverse witnesses and the right to testify and present witnesses and evidence in his/her own behalf.
4. After the hearing, the Hearing Authority may dismiss the charges against the student if they do not find sufficient evidence to support the same or upon finding the student guilty of the charges, may permit him/her to remain in school upon such conditions as it deems reasonable, assign the student to an alternative program or suspend the student for a specified period of time, or expel.
5. The Director of Pupil Services shall prepare a written record of the proceeding including a summary of the facts and the reason supporting the decision. The student or principal may within five (5) days of the decision request review by the Board of Education. Absent a timely appeal, the decision shall be final. The Board of Education, based upon a review of the record, may grant or deny a request for a board hearing and may affirm or overturn the decision of the Hearing Authority with or without a hearing before the Board; provided, the Board may not impose a more severe penalty than that imposed by the Hearing Authority without first providing an opportunity for a hearing before the Board. The action of the Board of Education shall be final.
6. If a student is suspended in the last ten (10) days of a term or semester, the pupil may be permitted to take such final examination or submit such required work as is necessary to complete the course of instruction for the semester, subject to the action of the principal, or the final action of the Board of Education upon any appeal from an order of a principal continuing a suspension.

**STUDENTS  
CORPORAL PUNISHMENT  
6.314**

Any principal, assistant principal, or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools<sup>1</sup> in accordance with the following guidelines.<sup>2</sup>

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

<sup>2</sup> TCA 49-6-4104

1. That the action should be reasonably necessary under the circumstances.
2. The student knows why he/she is being punished.
3. It is not excessive and is in consideration of the student's age, sex and state of health.
4. Corporal punishment shall be administered by the principal, acting-principal or teacher, in the presence of another certificated person, and in a private place such as the office or vacant room.
5. The act of punishment is to be conducted in such a manner that the area of contact will lie between and include the buttocks and the back of the thigh.
6. The recommended posture for a student receiving corporal punishment should be one which affords the least possible chance of injury. It is recommended, to avoid injury due to the natural reflex of a child to cover that portion of the body being struck, that the child's hands be placed on his/her knees.

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

Disciplinary records shall be filed in the school office and made available to parents, students, whichever is appropriate.<sup>1</sup>

**STUDENTS**  
**DISCRIMINATION/HARASSMENT OF STUDENTS**  
**(Sexual, Racial, Ethnic, Religious)**  
**6.304**

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment.<sup>2</sup> It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated.<sup>3</sup> Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

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

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor or building administrator.<sup>1</sup> Allegations of discrimination/harassment shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305).

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<sup>1</sup> TCA 10-7-504(b)

<sup>2</sup> TCA 49-6-3109

<sup>3</sup> Title IX (20 USC § 1681-1686)

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

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

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

## **STUDENTS**

### **Student Concerns, Complaints and Grievances**

#### **6.305**

### **STUDENT CONCERNS AND COMPLAINTS**

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

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

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

### **DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES**

*Filing a Complaint*-Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager.<sup>1</sup> Students may

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

also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

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

*Investigation*-Within twenty-four (24) hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent(s)/guardian(s) and the principal who shall inform the Director of Schools. The parent(s)/guardian(s) shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent(s)/guardian(s) attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measure and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days.

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

### **APPOINTING COMPLAINT MANAGERS**

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

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

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

**STUDENTS**  
**COMPULSORY ATTENDANCE AGES**  
**6.201**

Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school.<sup>1</sup>

Any child residing within the states, six (6) years of age on or before September 30 of the current school year, who makes application for admission shall be enrolled in the school designated by the Board.<sup>2</sup>

A child entering kindergarten shall be no less than five (5) years of age on or before September 30 of the current school term.<sup>2</sup> No child shall be eligible to enter first grade without having attended an approved kindergarten program.<sup>1</sup>

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

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

1. He/she fails to enroll within twenty (20) calendar days after school officially starts; or
2. He/she has dropped out of school and wants to re-enter.

The Compulsory Attendance Law shall not apply to the following:<sup>4</sup>

1. A student who has received a diploma or other certificate of graduation;
2. A student who is enrolled and making satisfactory progress in a course leading to a GED; or
3. A student enrolled in a home school who has reached the age of seventeen (17).

Exemptions to compulsory attendance due to home schooling should be reported to the Tipton County Board of Education for appropriate procedures according to the laws in the State of Tennessee.

**COVINGTON/TIPTON COUNTY JUVENILE COURT TRUANCY BOARD**

Juvenile and Family Court of Tipton County established a Truancy Hearing Board as of September, 1993 to enforce the compulsory attendance laws of the State of Tennessee. The Truancy Board is under the jurisdiction of the Tipton County Juvenile Court Judge. The Board is composed of members of local and state agency representatives which meet on a weekly basis during the school year. Recommendations to Juvenile Court can be, but not limited to, any of the following; fines, parenting sessions, counseling.

Any parent with a student with an aggregate of five (5) or more unexcused absences is in violation of the compulsory attendance law.

The Tipton County Board of Education recognizes and authorizes the organization and operation of the Truancy Hearing Board and has approved operational guidelines for same.

**STUDENTS**

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

<sup>2</sup> TCA 49-6-3001 (a); TCA 49-6-3001 (b) (1)

<sup>2</sup> TCA 49-6-201 (3); TCA 49-6-201 (9) (d); TRR/MS 0520-1-3-.03 (10) (a)

<sup>3</sup> 20 U.S.C. Sec 5. 1400-1485

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

## ATTENDANCE

### 6.200

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The attendance supervisor shall oversee the entire attendance program which shall include.<sup>1</sup>

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

**NOTE:** For information regarding denial of motor vehicle license or permit see TCA 49-6-3017. This law defines school attendance and academic performance required to obtain or retain driver's license/permit for students under the age of eighteen (18).

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

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

1. Personal illness (a physician's statement may be required);
2. Death in the family (not more than three (3) days absence shall be excused);
3. Religious observances;<sup>2</sup>

Absences other than those outlined above may be considered unexcused.

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

An excuse for absence must be made in writing by the parent(s) or guardian(s) and should include the name of the student, the date(s) he/she was absent, the reason for the absence, and parent's or guardian's signature. All questions concerning student attendance records should be directed to the local school attendance coordinator.

After being absent from school ten (10) days a student's absence will only be excused upon the presentation of a health provider's statement (i.e. doctor's note) Parent/guardian notes will not be accepted as an excused absence beyond this ten (10) day limit. Parent/guardians will receive a letter from the school after the tenth (10<sup>th</sup>) note.

For a student to be excused by a parent/guardian note, the note has to be turned in no later than two (2) days starting the day that the student returns to school following his/her absence. No limitation on time is necessary for excused absences from health providers; however, the health provider statement must specify the day(s) to be excused.

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

<sup>2</sup> TRR/MS 0520-1-3-.03 (15); TCA 49-6-2904

The principal shall be responsible for ensuring that;

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

Elementary and middle school students will be permitted a maximum of twenty (20) days absence during a school year. Any student who exceeds the maximum of twenty (20) days may be retained in his/her present grade. Parent(s)/guardian(s) will be notified after the 15<sup>th</sup> absence and the 19<sup>th</sup> absence.

High school students on a traditional scheduling program will be permitted a maximum of 8 absences per semester for each class and 4 absences per semester for each class if the student is on a modified block schedule. Students with unexcused absences will be required to make up work at academic detention or Saturday school. Absences occurring at the end of the year may be made up in summer sessions. Parent(s)/guardian(s) will be notified after 5 absences on the traditional class schedule and after 3 days absent on the modified block schedule. Appeals for any failing grades due to attendance will be heard at the end of each semester at the student's respective high school.

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

A hearing committee will be established in each school to deal with appeals due to unusual or exceptional circumstances.

Truancy is defined as an unexcused absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled. A Prevention Meeting will be held at the school following the student's eighth (8<sup>th</sup>) day unexcused absence.

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

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

Students with unexcused absences will be required to make up work at academic detention or Saturday school. Absences occurring at the end of the year may be made up in summer sessions.

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

Requests for students to attend school in counties in adjoining states shall be considered on a case-by-case basis.<sup>1</sup>

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<sup>1</sup> TCA 49-6-3108

**STUDENTS**  
**School Admissions**  
**6.203**

Any student entering school must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>
2. Evidence of a current medical examination.<sup>2</sup> There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade, and other students for whom there is no health record;
3. Evidence of state-required immunization;<sup>3</sup>
4. Social Security Number.<sup>4</sup>
5. Proof of residence.

The State of Tennessee also requires information to be provided of the mother's maiden name and the child's city and county of birth if this information is not included on the birth certificate. The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.

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

Parents of students who enter school who have been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment shall notify the principal in writing. This information shall be shared only with school employees who have responsibility for classroom instruction of the student. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.<sup>5</sup>

Two of the following items will be considered as proof of residence:

1. Property tax records which indicate the location of the homestead;
2. Mortgage documents or property deed;
3. Apartment or home lease;
4. Current utility bills showing residence address;
5. Automobile registration;
6. Voter precinct identification.

However, any document which evidences only a post office box as an address shall not be accepted.

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<sup>1</sup> TCA 49-6-3008(b)

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

<sup>3</sup> TCA 49-6-5001(c)

<sup>4</sup> TCA 49-6-5102

<sup>5</sup>TCA 49-6-3051

**STUDENTS  
VISITORS  
1.501**

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

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

Except on occasions, such as school programs, athletic events, open house and similar public events, all visitors will report to the school office when entering the school and will sign a log book. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes shall be issued for all persons other than students and employees of the school.<sup>1</sup>

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

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

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

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classrooms or in the school, disturbing the teachers or students on the premises, or on the premises for the purposes of committing an illegal act.<sup>2</sup>

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

**STUDENTS  
STUDENT FEES AND FINES  
6.709**

**FEES**

School fees are defined as follows:<sup>3</sup>

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<sup>1</sup> Student and Employee Safe Environment Act of 1996

<sup>2</sup> TCA 49-6-2008; TCA 39-14-406

<sup>3</sup> TCA 49-2-114

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

School fees are not:<sup>1</sup>

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

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

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

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

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

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

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

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

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

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

## **FINES**

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.<sup>1</sup>

The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent(s)/guardian(s) has paid for the damages. When the student and parent(s)/guardian(s) are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanction shall not be imposed if the student is not at fault.<sup>2</sup>

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

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

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

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

## **STUDENTS GIFTS 6.710**

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

The solicitation and/or collection of funds from students for the purpose of providing gifts for school personnel is not permitted. Extreme discretion will be exercised by teachers in accepting student gifts.

Students will be permitted, with the approval of the principal, to exchange gifts on special occasions.

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

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

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<sup>1</sup> TCA 37-10-101 through TCA 37-10-102

<sup>2</sup> TRR/MS 0520-1-3-.03 (13)

2. For school bus safety purposes, flowers in glass containers and balloons will not be permitted on school buses. Students/parents must arrange transportation for students with flowers in glass containers and balloons.
3. Arrangements must be identified with the student's name, grade and homeroom teacher prior to delivery to the school office.
4. On Valentine's Day, the florist will have a representative present at each high school to assist with delivery of flowers to students.

**STUDENTS**  
**STUDENT SOLICITATIONS/FUNDRAISING ACTIVITIES**  
**6.701**

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

1. Fundraising activities shall be authorized by the Director of Schools and shall be for the purpose of supplementing funds for established school programs and not for supplanting funds which are the responsibility of the public.
2. Fundraising companies and other salespersons shall obtain permission in writing from the Director of Schools' office to visit the schools.
3. Any commission payable by companies will be paid in the form of reduced prices to the students, or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.
4. All fundraising activities must be approved in writing by the Director of Schools. In granting approval for a fundraising activity the Director of Schools shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body and supplement, not replace, funds necessary to fulfill the Board's required contributions. The authorization request shall contain the following information:<sup>1</sup>
  1. A list of the proposed fundraising activities;
  2. Purpose of the fundraising activity;
  3. Amount needed and proposed uses;
  4. Present balance of affected fund and/or accounts;
  5. Expected student involvement in fundraising activity (school-wide or individual class or club);
  6. Anticipated beginning and ending dates; and
  7. Margin of profit and how it is to be paid to the school.
5. Students will not be excused from a regular class to participate in a fundraising activity. No grade in a subject or course will be affected by a student's participation in a fundraising activity.
6. No quotas will be imposed on students involved and their efforts will be voluntary. Students who do not participate in fundraising activities will not be punished or discriminated against in any way.

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

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<sup>1</sup> Tennessee Internal School Uniform Accounting Policy Manual; Section 4-26

## **LOTTERIES**

No fundraising activity shall be conducted which distributes prizes or makes awards to winners from among purchasers of chances by means of tickets or otherwise through a random drawing or other random selection process.<sup>1</sup>

## **STUDENTS STUDENT ATHLETICS**

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

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

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

All sport participants are covered under countywide insurance policies. Policy limitations can be provided at the local school.

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

## **INSTRUCTION GRADING SYSTEM 4.600**

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

The following guideline must be followed concerning individual teacher grading procedures.

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

Semester grades for students in grades 5-12 will be determined by an average of grades for each of the two nine-week periods and the semester exam. The exam will count 1/5 of the semester average, each nine-week grade counting twice and the exam once. The final grade of the year will be determined by averaging the two semester grades. The semester exam will be recorded on the report card as a letter grade; the semester average will be recorded in numerical value.

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<sup>1</sup> OP Tenn. Atty. Gen. 89-35 (March 20, 1989); OP Tenn. Atty. Gen. 95-039 (April 18, 1995)

The year's average of students in grade 1-4 will be determined by averaging the 4 nine-week grades and recorded in numerical value on the report card.

The student shall be responsible for making up work missed during absences. Kindergarten students will be assessed using the kindergarten report card. The work of a student whose grades are satisfactory but are withheld because of failure to complete, if not removed within a nine-week period, it will then become an "F."

### **GRADING SYSTEM GRADES 1-12**

The Board believes that the issuance of grades serves to promote continuous evaluation of student performance, to inform the student and parent(s)/guardian(s) of his/her progress and to provide a basis for bringing about change in student performance, if such change is necessary.

The grading system for subject-area in grades 1-12 and related arts is to be expressed by the letters "A", "B", "C", "D", and "F."

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

The grading system for related arts and conduct in grades 1-5 shall be marked:

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

Conduct grades shall be marked as follows:

- \*In each subject area for middle and high school
- \*Grade 4-areas where improvement is needed in social growth and work habits will be checked (√)

Conduct grades are based on behavior and should not be deducted from scholastic grades.

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

### **ISSUANCE OF CREDIT – GRADE 9-12**

A student must earn a grade of 70 or better to earn credit in a course. The first and second semester grades are averaged to determine if a student earns one (1) credit for a year-long course. If the yearly average is 70 or better, then the student earns one (1) credit. No half credits are given in year-long courses. If a student fails one (1) semester and passes the other but the average of the two (2) is below 70 and the course is offered in an accredited public school system, in a recovery program during the year or during the summer, then the student may take

only the semester he/she did not pass. If the student passes the summer school session, he/she then receives the appropriate credit for the course. If the student chooses not to attend summer school and the course is required for graduation, then the student must repeat the entire course during the school year in order to receive credit, or comply with credit recovery procedures that are currently in place.

### **MINIMUM COURSE LOAD - GRADES 9-12**

All students must be enrolled in a minimum of six (6) credit-earning courses each semester/year for a minimum of four (4) years (eight semesters). A student may not graduate in less than four (4) years. Students may schedule six (6) or seven (7) courses each semester/year. Students may choose a study hall each semester/year. No credit is earned for study hall. Fifth-year seniors may schedule only the courses needed to meet graduation requirements and may leave the campus after their last class each day.

**GRADES NINE-TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS<sup>1</sup>**  
Schools teaching grades nine through twelve shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post secondary financial assistance administered by the Tennessee Student Assistance Corporation.<sup>2</sup>

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

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for the Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The priority date for FAFSA completion is May 1.

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

### **STATE-MANDATED TESTS/GATEWAY EXAMS**

#### **The Background:**

On October 29, 1998, in compliance with TCA 49-1-608 and TCA 49-6-6001(a)(1), the State Board of Education, accepted the recommendation of the High School Testing Advisory Committee and designated ten high school courses for the development of end-of-course examinations. The Board's recommendation was subsequently affirmed by the Select Oversight Committee on Education of the General Assembly.

In the High School End-of-Course Tests Policy, the Board stipulated that beginning with students entering the 9<sup>th</sup> grade in 2001-02, students must successfully pass examinations in three subjects: Algebra I, Biology I, and English II. These examinations later became known as gateway examinations. The other seven areas to be tested are Math Foundations, Geometry, Algebra II, Physical Science, Chemistry, English I, and U.S. History.

Results from these assessments, including the three gateway examinations, will become components in the accountability process which is used to gauge the effectiveness of school

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

<sup>2</sup> TRR/MS 0520-1-3-05

systems and schools. Use of the results of individual student performance on the exams is spelled out under Elements of the Program, section 1.d.

### **GATEWAY END-OF-COURSE POLICY**

Each Gateway/End-of-Course exam will count 20% of the student's course grade in the semester in which the exam is administered.

Gateway/End-of-Course procedures are found in the Tipton County Schools Registration Handbook.

### **GATEWAY/END-OF-COURSE PROCEDURES/GUIDELINES**

1. The Gateway courses are Algebra I, Biology I, and English II. Math for Foundations II, English I, Physical Science and U.S. History are End-of-Course subjects.
2. All students (including special education students) enrolled in Gateway courses must take the Gateway exams.
3. A student may pass the course, but fail the Gateway exam. Students must retake and pass the Gateway exam in order to meet graduation requirements.
4. A student may fail the course, but pass the Gateway exam. In this case, it will be necessary for the student to retake the course to earn the credit. The graduation requirement has been met.
5. The course grade will be composed of 80% course content and 20% Gateway and/or end-of-course conversion score.
6. A score conversion table will be developed/approved for each Gateway/End-of-Course exam by the Director of Schools as often as necessary to provide an accurate grade for test scores for each Gateway/End-of-Course exam.
7. All exams will be administered only on the dates established by the State Department of Education. Students allowed to make-up any exams shall do so only on those dates designated by the State Department of Education.
8. If a student is absent on the designated test date and the make-up date, the student will receive an "I" incomplete and the grade will be held until the next administration of the Gateway/End-of-Course exam. A student who received an "I" (incomplete) in the spring semester must take the Gateway exam during the summer administration or the course average will be calculated using a zero for the Gateway exam.
9. The criteria for excused and unexcused absences as outlined in the Tipton County Schools Policy Manual will be used for Gateway/End-of-Course purposes.

### **INSTRUCTION PROMOTION AND RETENTION**

The decision to promote or retain a student shall be made jointly by all the teachers involved in that student's academic instruction and the principal. The decision shall always be based on that which is best for the child.

In order to enhance the opportunity for remediation, students with problems shall be identified as early as possible in the school year. Parents shall be notified when problems are identified and shall be informed periodically of remedial efforts and given progress reports.

Before a student is retained, the parents shall be informed in writing and shall be requested to participate in a conference at least nine (9) weeks before the end of the school year.

The following factors shall be considered in making a decision on promotion and retention<sup>1</sup>:

1. ***Mastery of essential competencies.*** Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.
2. ***Special procedures for special students.*** Students who have been identified as having special conditions, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEPs shall be determined by the M-Team.
3. ***Flexible placement.*** Use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.
4. ***Attendance.*** Attendance is a significant factor for student learning and excessive absenteeism will be cause for retention at every grade level. See page 14 of the student handbook for a complete breakdown of the number of allowable absences per grade level and type of school.
5. ***Conduct.*** Retention shall not be used as a disciplinary measure.
6. ***Previous retention.*** Except under unusual circumstances, students shall not be retained more than once in the same grade.

## **STUDENT ACCESS TO ELECTRONIC MEDIA**

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

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

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

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

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<sup>1</sup> TRR/MS 0520-1-3-05(3)(b)

## PARENTAL FAMILY NOTIFICATIONS

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

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

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

If you do not want the Tipton County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 2, 2009 to the Tipton County Board of Education, 1580 Hwy 51 South, Covington, TN 38019**. The Tipton County Schools has designated the following information as directory information:

- Student' name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent education agency or institution attended

\*These laws are: Section 9528 of the ESEA (20 U.S.C.7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-100),the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's aimed forces.

## **STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL**

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

Additional information regarding this option may be obtained by contacting Daryl Walker at 475-5810.

## **MIGRANT STUDENTS:**

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

## **HOMELESS:**

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

## **ENGLISH LANGUAGE LEARNERS:**

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

## **PARENT/FAMILY INVOLVEMENT**

### **4.502**

#### **General Expectations for All Schools**

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

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

- The school district will put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall incorporate activities and strategies that support this district-wide family and community engagement policy into its Tennessee Comprehensive Systemwide Planning Process (TCSPP).

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

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

- The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
- The TCSPP shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance and discipline.
- If the school district's TCSPP is not satisfactory to the parents, the school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- To the extent practicable, the school district and its schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- The school district shall appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of students in elementary, middle and high schools, community business leaders, a member of the school board, and representatives from the school district.
- Each school district shall ensure Title 1 schools are in compliance with the *No Child Left Behind Act*.

## Tennessee Department of Education Contact Information

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

Legal Services Division  
Division of Special Education, Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, Tennessee 37243-0380  
Phone: 615-741-2851  
Fax: 615-252-5567 or 615-532-9412  
West Tennessee Regional Resource Center  
100 Berryhill Drive  
Jackson, TN 38301  
Phone: 731-421-5074  
Fax: 731-421-5077  
East Tennessee Regional Resource Center  
2763 Island Home Blvd.  
Knoxville, TN 37290  
Phone: 865-594-5691  
Fax: 865-594-8909

### Child Advocacy Group Contact Information

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

A few of these organizations are listed below:

**The ARC of Tennessee** is on the Internet at <http://www.thearctn.org/>  
44 Vantage Way, Suite 550  
Nashville, TN 37228  
Phone: 615.248.5878 Toll-free: 1.800.835.7077  
Fax: 615.248.5879 Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

**Support and Training for Exceptional Parents (STEP)** is on the Internet at <http://www.tn.step.org/>  
712 Professional Plaza  
Greeneville, TN 37745

West Tennessee:  
(901) 756-4332  
[jenness.roth@tnstep.org](mailto:jenness.roth@tnstep.org)

Middle Tennessee:  
(615) 463-2310  
[information@tnstep.org](mailto:information@tnstep.org)

East Tennessee  
(423) 639-2464  
[Karen.harrison@tnstep.org](mailto:Karen.harrison@tnstep.org)

**Tennessee Protection and Advocacy (TP&A)** is on the Internet at <http://www.tpainc.org/>

416 21<sup>st</sup> Avenue South  
Nashville, TN 37212

1-800-287-9636 (Toll free) or 615-298-1080  
615-298-2471 (TTY) 615-298-2046 (FAX)

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

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

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

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

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

## Student Health Services

Tipton County Board of Education

Dr. Tim Fite, Director of Schools

P.O. Box 486 · 1580 Highway 51 South · Covington, Tennessee 38019 · 901-476-7148

Dear Parent/Guardian:

It is the policy of the Tipton County Board of Education that all prescription medication taken during school hours must be brought to school in the original pharmacy labeled container. Most pharmacies will give you a second container if you tell them it is for the school. All prescription medications also require a signed note from the physician stating how and when the medication is to be given at school, and a parent must sign a consent form.

- A. Student's name
- B. Prescription number
- C. Medication name and dosage
- D. Administration route or other directions
- E. Date
- F. Licensed prescriber's name
- G. Pharmacy name, address, and phone number

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

**IF YOUR CHILD REQUIRES MEDICATION DURING SCHOOL HOURS** please complete the "Authorization For Medication During School Hours" form in this handbook. It must be signed by you and your physician, if it is a prescribed medication.

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

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

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

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

By signing the Acknowledgement of Parental Responsibility, you are also acknowledging that you are aware of these screenings. If you have questions, please contact the School Health Office at 475-5971.

**TIPTON COUNTY SCHOOLS  
AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS**

Please Complete All Information

Student Name \_\_\_\_\_ School \_\_\_\_\_

Social Security # \_\_\_\_\_ Academic Year: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

**THE FOLLOWING IS TO BE COMPLETED BY THE PHYSICIAN:**

Diagnosis for which medication is given: \_\_\_\_\_  
(i.e. Behavioral, Seizure, Asthma, Diabetes)

Name of Medication: \_\_\_\_\_ Dosage \_\_\_\_\_

Form (pill, liquid, inhaler): \_\_\_\_\_ How often to be given? \_\_\_\_\_

List significant side effects: \_\_\_\_\_

Length of time medication prescribed? \_\_\_\_\_

- The undersigned hereby verifies that the cooperation of school personnel in assisting with this medication is necessary in order to permit the student to maintain regular school attendance.
- The undersigned hereby verifies that the above student suffers from asthma and has been instructed in self-administration of the prescribed, metered dosage, asthma-reliever inhaler.

\_\_\_\_\_  
**Physician's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Physician's Name (print)**

\_\_\_\_\_  
**Telephone**

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

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

- I do not want my child to self-carry his/her asthma inhaler
- I want my child to self-carry his/her asthma inhaler

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

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

\_\_\_\_\_  
**DATE**

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

\_\_\_\_\_  
**TELEPHONE**

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

**TIPTON COUNTY BOARD OF EDUCATION**

\_\_\_\_\_  
STUDENT'S NAME

\_\_\_\_\_  
HOMEROOM TEACHER

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

**POLICIES REQUIRING PARENT/GUARDIAN SIGNATURES**

**FREE TEXTBOOKS**

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

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

**ATTENDANCE POLICY**

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

Elementary and middle school students will be permitted a maximum of twenty (20) days absence during a school year. Any student who exceeds the maximum of twenty (20) days may be retained in his/her present grade.

High schools students on a traditional schedule will be permitted a maximum of eight (8) absences per semester for each class. High school students on a modified block schedule will be permitted a maximum of four (4) absences per semester for each class.

An accumulation of four (4) other attendance events, tardies and/or checkouts during the school day will equal one unexcused day.

Parents will be notified after the 15<sup>th</sup> absence and the 19<sup>th</sup> absence.

**SCHOOL LOCK RENTAL**

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

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

\_\_\_\_\_  
DATE

## TIPTON COUNTY SCHOOLS

### Student Acceptable Use Procedure for Policy #4.406 for the 2009-2010 School Year

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

The Tipton School District believes that electronic communication is a tool for life-long learning, and that access to technology is one of the resources that promotes educational and organizational excellence. We believe the responsible use of the Internet will propel today's schools into the information age allowing students and staff to significantly expand their knowledge by accessing and using information resources, and by analyzing, collaborating and publishing information.

Students and staff should use technology in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Tipton County School District. The use of technology is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Users assume responsibility for understanding the policy and guidelines as a condition of using technology. Staff members are accountable to teach and use technology responsibly. Use of technology that is inconsistent with this policy may result in loss of access as well as other disciplinary or legal action.

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

#### Terms and Conditions:

- I understand that computers, network, and Internet access, are for educational purposes only to qualified students, teachers, administrators, and staff.
- I will never share my password with anyone else.
- I will never attempt to tamper with, or otherwise disrupt other people's data or computer equipment, or try to gain unauthorized access to accounts or files on any computer, network, or on the Internet.
- I understand that the electronic mail service provided by the Tipton County Schools is not guaranteed to be private.
- I understand that disciplinary action will be taken against any user found sending or acquiring objectionable material over the Internet, or creating, copying or otherwise manipulating objectionable material on school equipment or on school premises.
- Any use of school technology for commercial or for profit purpose, personal or private gain, is strictly prohibited.
- Students and their parents, or legal guardian are financially responsible for the repair of any intentional damage done to any computer programs, hardware, and networks.
- Tipton County Schools specifically forbids the unauthorized reproduction/installation of software.

STUDENT NAME (please print)

STUDENT SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

PARENT /LEGAL GUARDIAN NAME  
(please print)

PARENT/ LEGAL GUARDIAN  
(SIGNATURE)

\_\_\_\_\_

\_\_\_\_\_

**TIPTON COUNTY SCHOOLS  
STUDENT HANDBOOK RECEIPT  
2009-2010**

**Acknowledgement of Parental Responsibility**

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

\_\_\_\_\_  
**Print Student's Name**

\_\_\_\_\_  
**Parent's/Guardian's Signature**

\_\_\_\_\_  
**Print School Name**

\_\_\_\_\_  
**Date**

**PLEASE SIGN AND RETURN TO THE PRINCIPAL IN ORDER FOR  
YOUR CHILD TO RIDE THE SCHOOL BUS!**

For Parent or Guardian

For Pupils

I have read and understand the  
REGULATIONS FOR PASSENGERS  
RIDING SCHOOL BUSES and agree to  
assume full responsibility for my child's  
conduct on said buses:

I have read and understand the  
REGULATIONS FOR PASSENGERS  
RIDING SCHOOL BUSES and agree  
as a passenger, to abide by said  
regulations:

\_\_\_\_\_  
**Parent or Guardian Signature/Date**

\_\_\_\_\_  
**Student Signature/Date**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**School**

**(PLEASE DETACH AND RETURN TO SCHOOL)**