

# Forrest School

Student Handbook  
Grades 7-12

2018-2019



310 N. Horton Pkwy.  
Chapel Hill, Tennessee 37034  
931-246-4733

[www.forrestschool.com](http://www.forrestschool.com)

#GTBAFR

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**FORREST SCHOOL  
STUDENT HANDBOOK  
2018 - 2019**

**SECTION I: WELCOME AND BASICS**

**Welcome Students and Families!**

We are excited about the upcoming school year and welcome all of our students and their families! Forrest School has some long standing traditions as well as a history of high academics achievements and successful extracurricular activities. We encourage all of our students to strive for the total school experience by involving themselves in not only their academics but the many activities that we have to offer at Forrest School. Again, welcome and lets make this a great year!

**School Spirit Basics**

School Mascot – Rockets

School Colors – Royal Blue and White

School Motto - ‘Class, Pride, and Tradition’

Alma Mater (learn it, we sing it often) –

On our city’s eastern border  
Reared against the sky  
Proudly stands our alma mater  
As the years go by.  
Forward ever be our watchword  
Conquer and prevail  
Hail to thee our Alma Mater  
Forrest High, all hail!



**Mission Statement**

Forrest School strives to inspire and guide students in instilling class, pride, and tradition in all aspects of their life.

**Forrest School Beliefs**

Learning transcends the four walls of the classroom so relationships are crucial to academic success and preparing students for life after high school  
Teachers use strong instruction, critical thinking, problem solving skills, technology, and data collection to help our students be successful.  
Athletics and Extracurricular activities develop leadership, team work, and life skills.  
Teachers, students, parents, and other community members are involved in the decision-making process.

## **Contacting Us**

At Forrest School parental contact is both welcomed and encouraged. However, many times during the day the principal, assistant principals, and counselors are with students, in classrooms, or away from their desks assisting the students, or with faculty handling general school business. Therefore, when a call is placed and the individual does not answer immediately, please leave a voicemail and the call will be returned as soon as possible. Every effort will be made to return parental phone calls/emails in a timely manner.

### **Administration**

Angie Phifer	Principal	931-246-4733 ext. 3603
Daniella Beckman	Asst. Principal	931-246-4733 ext. 3605
Wes Hobbs	Asst. Principal	931-246-4733 ext. 3604
Scott Delk	HS Athletic Director	931-246-4733
David Junkins	MS Athletic Director	931-246-4733

### **Guidance Office**

Robin Hollingsworth	Registrar	931-246-4733 ext. 3608
Susan Wild	Counselor	931-246-4733 ext. 3621
Becky Cheatham	Counselor	931-246-4733 ext. 3606

### **Other Important Numbers**

Forrest Office Fax	931-246-4732
Central Office	931-359-1581
Central Office Fax	931-270-8816
School Resource Officer	931-246-4733 ext. 3609
School Nurse	931-246-4733 ext. 3614

### **Send Us an Email**

We all check our emails daily and if you would like to contact us by email feel free to. All teachers' email addresses are available on our website ([www.forrestschool.com](http://www.forrestschool.com)) in the About section, under Faculty; all emails are located under the faculty or staff members' pictures. Click on the link and you should be able to send us a quick message. This is a great way to contact teachers with questions you might have or to check on you child's progress in their classroom.

## Forrest School 2018 – 2019 Important Dates

July 31	Open House 5:00 – 7:00 PM
August 2	1/2 Day Students will run a mock schedule (Students Dismissed @ 11:00)
August 4	Administrative Day (No School for Students)
August 6	First Full Day of School
August 28	College Fair @ MCHS (5:00 – 6:30)
September 3	Labor Day (No School)
September 10	<b>1<sup>st</sup> Quarter Mid-Term Reports</b>
September 10	Parent Teacher Conferences (3:00 – 6:00)
September 21	Homecoming Parade 12:00
October 2	ACT Test (Seniors only)
October 4	End of First Quarter
October 5	Professional Development Day
October 8-12	Fall Break
October 18	<b>1<sup>st</sup> Quarter Report Cards</b>
November 15	<b>2<sup>nd</sup> Quarter Mid-Term Reports</b>
November 19-23	Thanksgiving Break
Nov. 26 – Dec. 14	Fall TN Ready / End-of Course Exams
December 20	End of Second Quarter and First Semester (Dismiss @ 11:00)
Dec. 21 – Jan. 3	Christmas Break
January 4	Administrative Day (NO School for Students)
January 10	<b>1<sup>st</sup> Semester Report Cards</b>
January 21	MLK Day (No School)
February 7	Parent Teacher Conference (3:00 – 6:00)
February 8	<b>3<sup>rd</sup> Quarter Mid-Term Reports</b>
February 15	Professional Development Day
February 18	President's Day (No School)
March 12	End of Third Quarter
March 18	<b>3<sup>rd</sup> Quarter Report Cards</b>
March 19	ACT Test (Juniors Only)
March 25-29	Spring Break
April 22	<b>4<sup>th</sup> Quarter Mid-Term Reports</b>
April 15 – May 3	Spring TNReady / End-of Course Exams
May 23	<b>2<sup>nd</sup> Semester Report Cards</b>
	Last Day of School (Students Dismissed 11:00)
	End of 4 <sup>th</sup> Quarter & 2 <sup>nd</sup> Semester
May 18	Graduation Ceremony @ 9:00am

# Bell Schedules

## REGULAR SCHEDULE

7:30 - 8:50 First Block  
8:55 - 9:45 Independent Study / RTI / Remediation  
9:50 - 11:10 Second Block  
11:15 - 1:05 Third Block  
11:15 - 11:45 First High School Lunch  
11:55 - 12:25 Middle School Lunch  
12:35 - 1:05 Second High School Lunch  
1:10 - 2:30 Fourth Block

## ABBREVIATED DAY SCHEDULE

7:30 - 8:00 HOMEROOM  
8:05 - 8:45 First Block  
8:50 - 9:30 Second Block  
9:35 - 10:15 Third Block  
10:20 - 11:00 Fourth Block

## ACTIVITY SCHEDULE 1

7:30 - 8:50 First Block  
8:55 - 9:45 Activity Period  
9:50 - 11:10 Second Block  
11:15 - 1:05 Third Block  
11:15 - 11:45 First High School Lunch  
11:55 - 12:25 Middle School Lunch  
12:35 - 1:05 Second High School Lunch  
1:10 - 2:30 Fourth Block

## ACTIVITY SCHEDULE 2

7:30 - 8:50 First Block  
8:55 - 9:25 Independent Study / RTI / Remediation  
9:30 - 10:55 Second Block  
11:00 - 12:45 Third Block  
11:00 - 11:30 First High School Lunch  
11:40 - 12:10 Middle School Lunch  
12:15 - 12:45 Second High School Lunch  
12:50 - 1:55 Fourth Block  
2:00 - 2:30 Activity Period

## ACTIVITY SCHEDULE 3

7:30 - 8:40 First Block  
8:45 - 9:55 Second Block  
10:00 - 11:10 Fourth Block  
11:15 - 1:05 Third Block  
11:15 - 11:45 First High School Lunch  
11:55 - 12:25 Middle School Lunch  
12:35 - 1:05 Second High School Lunch  
1:10 - 2:30 Activity Period

## LATE START SCHEDULE 1

(Weather Delay)  
8:30 - 9:50 First Block  
9:55 - 11:10 Second Block  
11:15 - 1:05 Third Block  
11:15 - 11:45 First High School Lunch  
11:55 - 12:25 Middle School Lunch  
12:35 - 1:05 Second High School Lunch  
1:10 - 2:30 Fourth Block

## LATE START SCHEDULE 2

(Weather Delay)  
9:30 - 10:20 First Block  
10:25 - 11:10 Second Block  
11:15 - 1:05 Third Block  
11:15 - 11:45 First High School Lunch  
11:55 - 12:25 Middle School Lunch  
12:35 - 1:05 Second High School Lunch  
1:10 - 2:30 Fourth Block

## **Top 20 Things You Need to Know!!**

### **#1 SCHOOL HOURS - full explanation on pg. 11**

School starts at 7:30am and ends at 2:30pm. The building will be open for students at 6:30am and will close at 3:00pm. Student arrival and departure should be within this time frame.

### **#2 ABSENCES - full explanation on pg. 11-12**

You are allowed PERSONAL or MEDICAL absences. Personal = 3 parent notes per semester, Medical = doctor's note from a doctor's visit.

### **#3 DRESS CODE - full explanation on pg. 13-14**

Highlights above the ordinary: no sleeveless, shorts/skirts no shorter than 4" about the knee, no holes above the knee, and no visible undergarments.

### **#4 CELL PHONES - full explanation on pg. 45-46**

Students may possess cell phones on school property so long as they are turned off and stored in backpacks, purses, or personal carry-alls during class time and programs.

### **#5 TARDIES - full explanation on pg. 18**

Students arriving at school after 7:30 a.m. must report to the office to be admitted to class and will be counted as tardy. Once a student has 3 tardies consequences will be enforced. Tardies are year long and do not reset at the semester.

### **#6 DETENTION - full explanation on pg. 31**

If a student is assigned detention it starts at 6:30 and is held in Ms. Phifer's office. If you miss it...ISS.

### **#7 EXTRA CURRICULAR ACTIVITIES**

These are EXTRA, academics come first and you must meet requirements to remain in these activities. Always remember teams, clubs, etc. are privileges.

### **#8 FOOD & DRINKS - full explanation on pg. 14**

Food and drinks in the classroom will be at each teacher's discretion; however, the only drinks that will be allowed in our building will be from our vending machines.

### **#9 LOCKERS - full explanation on pg. 15**

You will be assigned a locker that you are responsible for and you are responsible for the contents of your locker so you may want to purchase a lock.

### **#10 ARRIVAL - full explanation on pg. 11**

Students are encouraged to arrive at 7:15am, those arriving prior to 7:15am must report immediately to the cafeteria.



**#11 DISMISSAL - full explanation on pg. 13**

Car riders will be picked up at the Middle School entrance (Unionville Hwy). Bus riders will be picked up at the main entrance.

**#12 ISS - full explanation on pg. 41**

ISS will be in an isolated classroom and students will receive all of the assignments for the day. Students will not be allowed to participate in any other school activities, during or after school, while in ISS.

**#13 BUSES - full explanation on pg. 27-28, 58**

Bus riders will receive rules and regulations from their bus driver. If a write-up is submitted to administration we will follow the consequences laid out by the county transportation rules.

**#14 REMEDIATION/INTERVENTION - full explanation on pg. 11**

Remediation/Intervention is assigned to students when they have not completed an assignment or need to fill some gaps in learning. If assigned you are expected to attend and participate; if not...ISS.

**#15 BACKPACKS**

All backpacks, tote bags, etc., must be kept in lockers at all times.

**#16 ROCKET TIME**

During Rocket Time intervention, remediation, homeroom meetings, etc., will take place. Make sure to be in assigned areas and meeting expectations.

**#17 CAFETERIA - full explanation on pg. 12-13**

Follow the rules and pay your charges.

**#18 GUIDANCE OFFICES - full explanation on pg. 14-15**

Mrs. Wild, Mrs. Cheatham, and Mrs. Hollingsworth are here to help you with situations and academic decisions. They are excellent at what they do so go see them when you have questions.

**#19 SCHOOL SPONSORED EVENTS**

You always represent Forrest School no matter where you are, make sure you represent us well. All school rules and expectations apply at all school sponsored events (games, trips, etc.).

**#20 #GTBAFR**

It is GREAT TO BE A FORREST ROCKET!! Remember it, honor it, and tell it!! There is just nothing like it!!

## SECTION II: Student Expectations

### ACADEMIC REQUIREMENTS

#### Promotion and Retention Policies Middle School

In order to be promoted to the next grade, students in grades 7-8 must pass language arts, reading, science, mathematics, and social studies.

#### Driver's License Revocation for Deficient Academics/Attendance

More than ten (10) consecutive or fifteen (15) reported absences (unexcused) by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full subjects or their equivalency at the conclusion of a subsequent grading period.

#### Dual Enrollment

Juniors and seniors who meet the eligibility requirements may attend Columbia State Community College in the dual enrollment program. A dual enrollment grant available to all juniors and seniors can be applied for through the Tennessee Student Assistance Corporation will help with covering the dual enrollment tuition. Students can get more information and assistance with applying for this grant in the guidance office. The student/parents will be responsible for any other costs involved with taking a dual enrollment class. Transportation to and from the dual enrollment class is also the responsibility of the student/parent. A 3.0 GPA and a composite of 19 on the ACT are required for consideration. Students who meet requirements may also receive dual enrollment credit for the Tennessee Technology Center in Pulaski or Shelbyville.

#### Graduation Requirements

According to Tennessee MINIMUM REQUIREMENTS FOR THE APPROVAL OF PUBLIC SCHOOLS, CHAPTER 0520-1-3, Rule 0520-1-3-06, the following are graduation requirements. For an updated and comprehensive report of the new TN Board of Education Policy 2.103, please go to official TDOE website at [www.tennessee.gov/education](http://www.tennessee.gov/education). In general, all students will be required to complete one focused plan of study meeting same requirements. Moreover, students must meet local Board of Education's requirements for graduation. Students will be required to complete 26 credits for graduation. Extenuating circumstances must be appealed to the Director of Schools.

Number of Credits Required for Graduation:

English Language Arts - 4  
Mathematics\* - 4  
Science\*\* - 3  
Social Studies\*\*\* - 3  
Wellness - 1  
Physical Education - 0.5  
Personal Finance - 0.5  
Foreign Language\*\*\*\* - 2  
Fine Arts\*\*\*\* - 1  
Elective Focus - 3  
Electives - 4  
Total - 26

\*Must be Integrated Math I, II and III plus one additional mathematics course beyond Integrated

Math III. All students must be enrolled in a math class each year. Students with qualifying disabilities in math as documented in the IEP shall be required to achieve at least Integrated Math I and II (or the equivalent).

\*\*Must be at least Biology I and either Chemistry or Physics plus another laboratory science. Students with qualifying disabilities in reading and/or math as set forth in IEP must achieve at least Biology I and two (2) other lab science credits.

\*\*\*Must be United States History, World History and Geography, Economics and U. S. Government.

\*\*\*\*Students NOT planning on attending university may have the foreign language and fine art requirement waived. (Student MUST replace these requirements with courses designed to enhance and expand his elective focus. At Forrest School, student must make intentions to not attend a college or university known and have form signed by parent in person and in the principal's office and kept on file in student's permanent record.)

#### **Elective Focus**

Students will complete an elective focus of no less than three (3) credits. The elective focus may be Career and Technical Education (CTE or formerly referred to as vocational classes)—three units in the same CTE program of study, Math and Science, humanities (language arts, social studies, and/or foreign language), fine arts, AP/IB, Dual Enrollment, or other board-approved foci.

#### **State Honor Graduates**

Graduating honor students will be recognized if they benchmark every area of the ACT. The required benchmark scores in the 4 subtests of the ACT are English, 18; math, 22; reading, 22; and science, 23. Students will be recognized as graduating with “distinction” by attaining a 3.00 average and completing at least one of the following:

- Earn a nationally recognized industry certification
- Participate in at least one of the Governor's Schools
- Participate in one of the state's All State musical organizations
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a score of 31 or higher composite on the ACT
- Attain a score of 3 or higher on at least two advanced placement exams
- Successfully complete the International Baccalaureate Diploma Programme
- Earn 12 or more semester hours of transcribed postsecondary credit

#### **District Honors**

Students will be recognized with district honors who graduate in the top 10% with a minimum number of 10 Honor graduates per school.

Students must be enrolled full-time at the home-based school to be eligible for ranking among the top high school seniors.

To become valedictorian or salutatorian, a student must be enrolled in the high school at least three (3) of the seven (7) semesters preceding the final semester. The final semester will not be used in determining class standing.

#### **Early Graduation**

Option 1: Any student that wants to graduate early should let the guidance office and the administration know prior to their senior year. Students may graduate at the end of the Fall semester of the senior year with principal approval, and ONLY if they have met all MCBOE graduation requirements prior to the conclusion of the fall semester of the senior year.

Option 2: As specified in TCA 49-6-8303, beginning in the 2012-2013 year

### **Intervention/remediation**

Parents should realize that students who need remediation or intervention because of a failed test or assignment will be assigned a time to work on achieving success on the task. Rocket Time or other available time as determined by the teacher. This will not be a choice; intervention will take precedence over all club meetings, athletics, other extra-curricular activities (like band and yearbook), and break times.

### **ARRIVAL OF STUDENTS**

School starts at 7:30am and ends at 2:30pm. The building will be open for students at 6:30am and will close at 3:00pm. Student arrival and departure should be within this time frame. Students are encouraged to arrive at 7:15am, those arriving prior to 7:15am must report immediately to the cafeteria. Students are to enter the building upon arrival. Students may not be in any other area of the building prior to 7:15 a.m. Students who are arriving prior to 7:15 a.m. to make up work or receive tutoring from a teacher must have a note from the teacher, must report immediately to the designated classroom, and must remain in that classroom until 7:15 a.m. **UPON ARRIVING ON CAMPUS A STUDENT MAY NOT LEAVE THE CAMPUS FOR ANY REASON WITHOUT PERMISSION FROM THE PRINCIPAL'S DESIGNEE.** Students arriving at school after 7:30 a.m. must report to the office to be admitted to class.

### **ATTENDANCE PROCEDURES**

Students who have been absent must present documentation for absences before 7:30 a.m. or immediately upon returning to school. This excuse must include the student's name, reason for the absence, and signature of verification of the doctor or legal guardian, phone number where the guardian or doctor can be contacted and your first block teacher's name. The note must indicate if a child is unable to return to school. **If this is not documented, a student is expected to return to school following a morning doctor's appointment and must be at school prior to an afternoon doctor's appointment.** Excuses must be provided to within three school days from the date of the student's return to school or the absence will be registered as unexcused.

**Excused absences will be divided into three (3) categories--**

**I. Medical excuses-** Students must provide valid documentation for absences which details accurate dates of illness (This includes doctors, dentists, and/or other health care agencies.) Upon returning to school, student has three (3) school days in which to submit a note. After three days, the absence (s) will become permanently unexcused.

**II. Personal days-** Students will be allowed three excused personal days per semester. These days will cover the following types of absences; however, proper documentation must be presented to the office in order for the absence to be excused:

**1. Personal illness, serious illness in the family, or family emergency** - a note from the student's parent/guardian or legal custodian will be required upon the student's returning to school. The note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a student has three (3) school days in which to submit a note. After three days, the absence will become permanently unexcused.

**2. Driver's license** - (documentation is required)

**3. Deaths** - A. In the family: One (1) day will be excused. Additional days will be excused at the discretion of the principal (program or death notice is required upon return to school) OR B. Of others: The principal may excuse absences with appropriate documentation

**4. Religious holidays or retreats**- Religious holidays will be excused with proper documentation from the parent. Religious retreats must be pre-authorized by the principal with documentation from the religious church/ agency sponsoring the retreat.

**5. College visits** - must be pre-approved by the principal, and documentation from the college is required.

**6. Appearance in court** - (Documentation from a court official will be required as documentation.)

**III. Extenuating circumstances**- Absences involving extenuating or unusual circumstances may be approved by the principal on a case-by-case basis.

**Any absence without a note is automatically an unexcused absence.**

#### **ATTENDANCE PROCEDURES FOR LEAVING SCHOOL**

Students desiring to leave school during the school day must bring a written statement from the legal guardian describing the necessity of the student's dismissal. The statement must be signed by the legal guardian and must include a phone number where the guardian may be reached for verification. This procedure also applies to students who are 18 years of age or older. These notes must be presented to the attendance secretary prior to the beginning of the school day. A note from the doctor, dentist, or court official must be returned to the attendance box on the following day as verification of the absence being excused or unexcused. If a student must leave school due to an emergency, he or she must contact the main office for administrative assistance in obtaining permission from the legal guardian and approval to leave. After obtaining appropriate approval to leave school, **students must sign out in the front office prior to leaving school.** No student will be sent from the school to perform an errand or to act as a messenger for a staff member. **STUDENTS WHO LEAVE SCHOOL DURING THE SCHOOL DAY WITHOUT FOLLOWING THE PROPER SIGN OUT PROCEDURES AND WITHOUT OBTAINING APPROVAL FROM THE SCHOOL ADMINISTRATION WILL BE DISCIPLINED.**

#### **AUTOMOBILES AND PARKING**

Automobile access to the campus is considered a privilege, not a right. Safe and courteous driving is expected of every student driver. Students who drive to school must observe the 5 mph speed limit at all times, and park in the designated areas. Faculty spaces will be marked reserved and may not be used by students at any time. Students must exit the automobiles immediately when arriving on campus and report to the proper assigned area on the building. Students will enter and exit the parking lots using the properly marked main accesses to the campus. Automobiles driven to school may not display suggestive or derogatory slogans or illustrations that would be offensive to others. Forrest is not responsible for vehicles, which are damaged while on the school campus. Students who violate the guidelines of the use of automobiles and parking on the Forrest campus will be disciplined and will be subject to having their automobile access to the campus revoked.

#### **CAFETERIA SERVICES**

Breakfast serving time 6:45 – 7:20. Students \$1.25, Adults \$1.50, Reduced 30¢  
The prices for lunch are \$2.60 for students, 40¢ for reduced lunches, and \$3.50 for adult lunches. Applications for free and reduced meals must be completed every year. A student who was on free or reduced price meals last year is expected to complete a new application this year. If a student is approved for free or reduced priced meals, they will be approved for fee waivers. Students are expected to pay for their meals at the time of eating or at the beginning of the week. Students can deposit money in their meal account at any time (by the day, week, or month). To pre-pay electronically for school meals go to [www.paypams.com](http://www.paypams.com). If sending a check, the check should be made

for the amount of lunch account and made to the cafeteria. No checks will be cashed. Refunds to a student will only be made at the end of the school year if requested or at the time of a student's withdrawal or graduation. A student can carry money over to the next year. Students will be expected to pay for extra items at the time of purchase. Extra items cannot be charged. Anyone found in an unauthorized area during lunch will be disciplined.

Please follow these guidelines:

1. Walk; do not run to the cafeteria.
2. Do not step ahead of the others in line.
3. Clean the table after you have finished your lunch.
4. Return your tray to the proper place.
5. Do not loiter in the hall outside the cafeteria or restroom.
6. No "fast foods" may be brought on campus.
7. The principal must approve all special events, which include lunch.
8. Students may not leave the cafeteria until the dismissal bell rings.

### **CHILD ADVOCACY GROUPS**

For a list of Child Advocacy Groups, parents can visit the Tennessee Disability Services- Disability Pathfinder Database or the State Department of Education website.

### **CORRESPONDENCE COURSES**

Correspondence courses are available for students. All correspondence courses must be approved by the guidance counselor and the principal of Forrest School to determine if the course will be entered on the transcript as valid credits for graduation.

### **DISMISSAL OF STUDENTS**

Students will be dismissed at 2:30 p.m. Students returning home by bus must board the bus in front of the school promptly at the end of the school day. Students who are car riders must leave the building promptly and may not return to the building after the doors have been secured. Students must exit the campus immediately when school is dismissed. A variety of after school activities are sponsored by organizations of the school. Students must be supervised by a teacher during the activity and leave the campus immediately at the close of the activity. A teacher must be present during any activities, which are conducted before or after school and must remain on campus with the students until all students have left the campus.

### **DRESS CODE**

**In grades 7-12 or 6-12** depending on the grade configuration in each school, school administrators are responsible for enforcing the following standard school attire in a fair manner while applying common sense. Violations will be handled in accordance with this policy.

1. All shirts must have shoulders and sleeves – no cleavage or midriffs.
2. Shorts, skirts, dresses, and skorts must not be shorter than 4 inches above the knee.
3. Bottom wear must be worn securely around the waist – no sagging.
4. Clothing must be free of holes, rips or tears that show skin above the knee.
5. Visible undergarments (bras, underwear, etc.) are not allowed.
6. Shoes must be worn at all times.
7. Clothing must be size appropriate and worn in the manner it was designed to be worn.
8. Nothing is to be worn on heads.
9. Jewelry must not be excessive and/or disruptive – such as chains, spikes, etc.

**Special Dress** Schools may develop special dress days/special dress occasions for students at the discretion of the school administration (examples: cheerleaders, FFA, FHA, etc.).

**Special Situations** If a student cannot comply with the standardized dress code based on religious beliefs, his/her parent or guardian may write a letter explaining the situation to the director of schools, with a copy to the school principal. Each case will be dealt with on an individual basis.

**Students dressed inappropriately will be subject to disciplinary consequences as outlined below:**

1st Offense: Warning, call parent for replacement clothing or correction by principal, i.e. rope,

belt, string for trousers  
2nd Offense: Two hours of detention, Parental Conference, replacement clothing or correction by principal, i.e. rope, belt, string for trousers.  
3rd Offense: Defiance of Authority (refer to policy 6.313)

**EMERGENCY CLOSING**

In the event of severe weather or mechanical breakdown, the school may be closed, delayed, or dismissed early. The Director of Schools will announce the delay of school or early dismissal. Any such circumstances will be announced over all radio and television stations. If no report is heard, it may be assumed that school will open on time.

**EXAMS**

The TNReady and End-of-Course Exam (EOC) will count as 15% of a student’s final course grade. Semester exams will count as 15% of a student’s final course grade (unless the course has an EOC or TNReady exam). Mid-term exams will count as 15% of a student’s 1<sup>st</sup> nine weeks grade.

**FIGHTING**

Fighting is strictly forbidden in the school or on campus during a school activity. This rule applies at any school event which is held on or off the Forrest campus and applies to team players or spectators of a sporting event.

**FIRE DRILLS, EXTINGUISHERS, AND PULL CHANGE STATIONS**

Fire drills will be conducted at intervals during the school year. The teacher will instruct the class as to which exit they are to use. In order that the drill may be conducted with expediency and safety, students are asked to stay in single file lines and not talk. Anyone pulling a fire station lever without a valid reason will be subject to criminal prosecution by the authorities and disciplinary action by the administration of the school. Anyone who intentionally discharges a fire extinguisher without just cause or disturbs its location without just cause will be subject to severe disciplinary consequences and criminal prosecution.

**FOOD AND DRINKS**

Students may have access to drink machines during the day. Concession items are not to be taken to the restrooms. If the building or campus becomes littered, then the sale of concession items may be stopped. Food and drinks are not allowed in the library, auditorium, gym, or computer labs at any time. Teachers will govern the use of food or drinks in their classrooms. Students who violate these guidelines will be disciplined.

**GRADING SYSTEM**

- A.....93-100
  - B.....85-92
  - C.....75-84
  - D.....70-74
  - F..... 0-69
- 103 for Honors courses  
105 for AP courses

**GUIDANCE DEPARTMENT**

The primary function of the guidance department is to help the student derive a greater benefit from attendance at Forrest School. To accomplish this goal the guidance counselors are available for help with any personal problems and in obtaining information that can help in making decisions about educational or vocational transitions in life. Such counseling is voluntary. The counselors maintain confidentiality on matters, concerning students. The effort of the counselors is directed toward

helping students become increasingly independent and more skillful in solving their own problems and making their own decisions. Guidance services consist of help in occupational, educational, and personal areas in the lives of students. Most students will be helped by learning as much as possible about more than one college. Bulletins, brochures, and other booklets are available from most of the area colleges and universities. Personal problems are entrenched in home as well as in school backgrounds and much may be gained by sharing part of the problems with another person.

#### **HALL PASSES**

To avoid asking to leave the class, students should use the restroom and get a drink of water before the beginning of each class. To ensure the safety and educational progress of all students, hall passes will only be granted for extreme emergencies. Academic work is planned for all students for the entire class session and the class schedule does not allow time for students to leave the class. Students with special medical conditions may bring a doctor's note explaining the need for the student to use the restroom at more frequent intervals. Students may not leave the classroom to visit the guidance counselor or other school personnel. Students may only use the telephone in the office before school, after school, and during Rocket Time to make emergency phone calls only.

#### **ILLNESS OR INJURY**

In case of illness or injury, a student will be cared for temporarily by a member of the school staff and guardians will be contacted. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If guardians are not available, the student will be taken to the emergency room at the hospital. Remember that emergency telephone numbers and the name and telephone number of the student's family doctor must be on file at the school.

#### **LIBRARY**

The school library is open during school hours from 7:30 a.m. until 2:30 p.m. All Forrest students and teachers may use the library facilities. Attention is directed to the following rules governing the relationship between the student and the library. All books should be returned when they become due. Lost and damaged books will be paid for by the student. No book should be taken from the library without being properly charged at the circulation desk.

#### **LOCKERS**

Lockers are assigned to the students at the beginning of each school year. Students are to occupy their assigned locker only. Refusing to locate your books and materials in your assigned locker may result in disciplinary action. Students may use locks if they also provide a key or combination to the lock to the student's 1<sup>st</sup> block teacher. Locks may be cut off for security purposes. Lockers are school property made available for the student's use. The school administration reserves the right to open and search any locker if a reasonable suspicion has been established. When a student's locker is to be opened for investigation there will be two staff members present. The school is not liable for losses of property or textbooks resulting from the use of school lockers. Do not deface the lockers with stickers or other items.

#### **LOST ITEMS**

Forrest School is not responsible for lost items or inappropriate items which have been confiscated by a staff member during the school day or while a student is on campus or attending a school activity.

#### **MEDIA INTERVIEWS**

If you prefer that your child's picture or quote not be used in news articles, TV clips or on the Forrest website, please notify the administration of Forrest in writing prior to Sept. 1 of the current school year.

#### **PERSONAL PROPERTY**



It is the students' responsibility at all times in all situations to protect his or her wallet and other valuables from theft. Students should keep their lockers locked at all times. Carelessness of friends who know combinations is often the cause of a loss of property. Equipment, books, etc. should be marked with the student's name. It is students' responsibility to report any lost items to the main office as soon as the student realizes something is missing. Check the Lost and Found for lost items which may have been brought to the office.

### **PHILOSOPHY**

Forrest School is a 7-12 community school. Our aim is to provide our students with varied learning experiences which will prepare them for a pluralistic society. Therefore, our teachers cultivate the intellectual, social, moral, aesthetic, and physical qualities of our individual students. To prepare students for the challenges of an ever-changing society, attention is given to providing a sound foundation of basic skills and knowledge that will enable the student to progress from level to level throughout the system and to enter post-secondary activities of their choice, whether it be post-secondary education or the workforce. Recognizing that students have different needs, backgrounds, career aspirations and goals, Forrest seeks to provide a pupil centered curriculum to meet those needs. Basic proficiencies in major disciplines are required by all. Quality courses are provided for the academically oriented students, the vocationally inclined student, and those students with special learning difficulties. Each student is encouraged to develop responsibility, values, and respect for the rights of others. We encourage, in all courses of study, the ability to think and communicate critically, as well as creatively. To implement these goals, we believe that discipline is essential to the maintenance of the learning environment and to the personal growth of each student.

### **PHONE CALLS**

Only emergency messages will be delivered to the students. Students will not be called out of class to receive phone messages. Work related calls will not be delivered to the students. Students may only use the office phone for emergency situations when they are sick and are needing someone to pick them up. Students may only use the office phone before school, after school, and/or during rocket time to make emergency phone calls only.

### **PROCEDURAL DUE PROCESS**

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto. For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry will be made into incidents to ensure that the students are accurately identified, that they understand the nature of the offense that they know the consequences of the offense for which they are accused, and give their account and events and offer witnesses in their defense.

### **PROFANITY**

Inappropriate language, disrespectful comments, obscene material, or lewd gestures will not be tolerated as part of the school environment. Violation of this policy will result in disciplinary action.

### **SCHEDULE CHANGES**

Classes are scheduled for returning students. All class changes must be made during the first two days of the semester. Students will only be allowed to change classes in extreme situations. Permission to change classes will be granted through the guidance department. Students are required to be enrolled in 4 classes each session of the school year.

### **STUDENT CODE OF CONDUCT**

The Tennessee General Assembly, through TCA 49-6-4012, mandated that each local education agency formulate a code of acceptable behavior and discipline to apply to the students in each school operated by that agency. The code shall contain the type of behavior expected from each student, the consequences of failure to obey such standards, and the importance of the standards to the

maintenance of a safe learning environment where orderly learning is possible and encouraged. This code of conduct has been developed to provide school personnel with a model code for student conduct and to provide students and parents with an understanding of expected behavior and the consequences of failing to adhere to these expectations. The Director of Schools shall be responsible for the overall implementation and supervision of the Board of Education's adopted Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code. The Principal of each school shall be responsible for the overall implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality or discrimination. The Marshall County Board of Education has approved this Code for implementation in all schools. A copy of the Code will be provided to all parents, teachers and administrative staff members. Copies will be posted in the schools for students' reference. Teachers and/or other appropriate school personnel shall explain and discuss the Code with the students in their respective classes. The Code shall be referenced in all student handbooks. The code is posted on the Marshall County School System web site at [www.mcs@k12.tn.us](http://www.mcs@k12.tn.us). The teaching of self-discipline is one of the ultimate goals of any educational program. Self-discipline is at the heart of the development of strong character and an enthusiasm for learning. Students who have a high degree of self-discipline demonstrate qualities such as positive self-esteem, cooperative attitude, self-confidence, respect for the rights and property of others, and self-control. The Board of Education is responsible for promoting a free and appropriate public school education; promoting and encouraging a positive working relationship with parents/guardians; keeping parents/guardians informed of their children's academic progress and general conduct; and promoting a school environment that is safe, well organized, free of inequities, and academically exciting. Parents/Guardians are responsible for serving as strong, continuous sources of support and encouragement to promote student success; ensuring that their children are punctual and attend school daily; maintaining consistent and adequate control over their children's conduct so that students demonstrate acceptable behavior in the schools; and working cooperatively with school personnel in ensuring their children's best academic efforts at home and at school. The Marshall County Board of Education Policy 6.313 and Tennessee Code annotated and Federal Laws TCA 49-6-4018, 49-6-4001 through 49-6-4105 and 49-6-3001h describe the Levels of Discipline that will be observed by students. Minor infractions on the part of the student which impede orderly classroom procedures are considered Level I offenses. Misbehaviors in which the level of frequency or seriousness tends to disrupt the learning climate of the school are considered Level II offenses. Acts directly against person or property, the consequences of which do not seriously endanger the health or safety of others in the school are considered Level III offenses. Acts which result in violence to another's person or property or which poses a threat to the safety of others in the school are considered Level IV offenses. A reference list of student issues and the corresponding board policy and Tennessee Code Annotated law can be found in the Policy attachment of the Marshall County School System website.

### **SCHOOL SPONSORED EVENTS**

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

### **STUDENT SOCIAL CONDUCT AND SAFETY**

Students at Forrest take pride in demonstrating good manners and have respect for authority figures in and out of school. Students are responsible and accountable for their actions. Self-discipline, which implies responsibility for one's action, is one of the important goals of education and the mark of maturity. Respect for real and personal property and pride in one's work and achievement shall be expected of all students. For your safety we are requiring that all students be picked up by 3:00 p.m. The behavior of students at Forrest should reflect standards of good citizenship equal to or excelling any school in the area. The following actions, but not limited to these, are subject to disciplinary action: gambling, profanity, cheating, theft, physical violence, disturbances, using narcotics, weapons, or intoxicating liquors, disrespect for others, vandalism, destruction or defacing of other's property, pushing, running and boisterousness in the building, relationships that are in poor taste, loitering in the hallways or restrooms, use of firecrackers or any other type of explosive or other disruption, refusing to identify oneself to a school employee, going to the parking area without proper permission, being in an unauthorized area during lunch or at the designated times, leaving school without permission of the administration of the school, deliberate destruction of school property, refusal to accept the discipline of any teacher or disrespectful conduct shown to any teacher

### **TEXTBOOKS**

All textbooks are the property of Marshall County Board of Education. The board shall establish policies as it deems necessary for the care and protection of its textbooks. Such policies may include any sanctions against a pupil who fails or refuses to pay for a lost or damaged textbook and the replacement cost less stated depreciation. The principal or designee may refuse to issue an additional textbook and withhold all grade cards, diplomas, certificates of progress, or transcripts until restitution is made. The mutilation or destruction of public property must be paid for by the parents of the students responsible and additional disciplinary action may be taken. All outstanding bills must be paid in full to the school before diplomas, report cards, school records or any other school business can be conducted.

### **TARDIES**

Students who arrive late to class will be issued a tardy and will be subject to discipline by the administration of the school.

### **TRANSCRIPT REQUEST**

When a student needs a transcript released, he/she must complete a transcript release form which can be obtained in the guidance office or write a letter which includes your full name and address, date of birth, social security number, date and full name and address of the agency or institution to which the transcript is to be sent.

### **TRUANCY**

Judge Lee Bussart of the Marshall County Juvenile Court informs the parents and/or guardians of students enrolled in the Marshall County School System of the state law governing truancy issues. A child's parent/legal guardian is responsible for ensuring proper school attendance of any child less than eighteen years of age. A child is considered to be truant from school after acquiring a total of five unexcused absences from school. Once a child has been referred to the Juvenile Court for being truant the child and a legal guardian shall appear before the Marshall County Truancy Board. Failure to comply with the Board's recommendations shall result in a formal Court appearance. The Court may impose a fine or incarceration for parents who fail to comply with the compulsory school attendance law. The Juvenile Court will assist the school system in enforcing school attendance and will support legal intervention when necessary. It is the wishes of Judge Bussart and the Juvenile Court Services that parents and students enjoy a safe and productive school year. \* SEE Attached page

### **VENDING MACHINES**

Vending machines are available for the use of the students under the direction of the school personnel. Each classroom teacher will determine whether food or drinks may be used in his or her classroom. Students are not allowed to bring food or drink into the gym, library or auditorium. Students are not allowed to bring food or drinks into the building from outside sources. There is not a refund policy on all machines located at Forrest School.

#### **VISITORS**

All visitors must report to the office upon entering the building. A sign-in log and visitor tags will be provided. Due to liability requirements students may not have visitors in the building during the school day. Due to safety and health concerns, students who have small children are not allowed to bring them to school. As referenced from TCA 49-6-2008, in order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto school buses, enter upon the grounds or into the buildings of any school during school hours, except students assigned to that bus or school, the staff of the school, parents of students, and other persons with lawful and valid business on the bus or school premises. Any person loitering on the premises of a school shall depart on the request of the school principal or other authorized person. A violation of this law is a Class A misdemeanor. In addition to any criminal penalty provided by law, this is treated as a civil cause of action for an intentional assault upon educational personnel by any person during school hours or during school functions if the parties are on school grounds or in vehicles owned, leased, or under contract by the LEA and used for transporting students or faculty. A person who commits such assault shall be liable to the victim for all damages resulting there from, including compensatory and punitive damages. Upon prevailing, a victim shall be entitled to three times the amount of the actual damage, shall be entitled to reasonable attorney fees, and costs. Please note that school officials may prohibit any person from entering school property that disrupts the educational environment or poses a threat to students or staff, even if that person is a parent.

**Forrest Discipline Rubric  
2018-2019**

Alcohol

1 – Alternative School (Level 3), Court Petition, Notify Parent

Bringing Inappr. Items (excluding drugs/weapons)	<ul style="list-style-type: none"> <li>1 – Parent Pick Up, Notify Parent</li> <li>2 – Detention and Parent Pick Up, Notify Parent</li> <li>3 – 1 Day ISS and Parent Pick Up, Notify Parent</li> <li>4 – 3 Days ISS and Parent Pick Up, Notify Parent</li> <li>5 – 5 Days ISS and Parent Pick Up, Notify Parent (some items – more severe consequences)</li> </ul>
Bullying	<ul style="list-style-type: none"> <li>1 – Warning, No Contact Order, Notify Parent</li> <li>2 – 3 to 15 Days ISS, Notify Parent</li> <li>3 – Alternative School (Level 2), Court Petition, Notify Parent</li> </ul>
Cell Phones	<ul style="list-style-type: none"> <li>1 – Parent Pick Up, Notify Parent</li> <li>2 – Detention and Parent Pick Up, Notify Parent</li> <li>3 – 1 Day ISS and Parent Pick Up, Notify Parent</li> <li>4 – 3 Days ISS and Parent Pick Up, Notify Parent</li> <li>5 – 5 Days ISS and Parent Pick Up, Notify Parent</li> </ul>
Display of Affection	<ul style="list-style-type: none"> <li>1 – Warning, Notify Parent</li> <li>2 – Detention, Notify Parent</li> <li>3 – 1 Day ISS or Paddling, Notify Parent</li> </ul>
Dress Code	<ul style="list-style-type: none"> <li>1 – Warning, Change Clothing, Notify Parent</li> <li>2 – Detention, Change Clothing, Notify Parent</li> <li>3 – 1 Day ISS or Paddling, Change Clothing, Notify Parent</li> </ul>
Fighting	<ul style="list-style-type: none"> <li>1 – 3 Days OSS, Notify Parent</li> <li>2 – 5 Days OSS, Court Petition, Notify Parent</li> <li>3 – Alternative School (Level 1), Notify Parent</li> </ul>
Forged Note	<ul style="list-style-type: none"> <li>1 – 2 Days ISS, Notify Parent</li> <li>2 – 4 Days ISS, Notify Parent</li> <li>3 – 3 Days OSS, Notify Parent</li> </ul>
Forged Doctor's Note	<ul style="list-style-type: none"> <li>3 Days OSS, Court Petition, Notify Parent</li> </ul>
Insubordination, Disrespect, Or Disruptive Conduct	<ul style="list-style-type: none"> <li>1 – 3 Days ISS or Paddling, Notify Parent</li> <li>2 – 5 Days ISS or Paddling, Notify Parent</li> <li>3 – 3 Days OSS, Notify Parent</li> </ul>
Leaving Class w/o Permission	<ul style="list-style-type: none"> <li>## – If apparent emergency, warning only##</li> <li>1 – 3 Days ISS or Paddling, Notify Parent</li> <li>2 – 5 Days ISS or Paddling, Notify Parent</li> <li>3 – 2 Days OSS, Notify Parent</li> </ul>
Not Checking In	<ul style="list-style-type: none"> <li>1 – Warning, Notify Parent</li> <li>2 – Detention, Notify Parent</li> <li>3 – 3 Days ISS or Paddling, Notify Parent</li> </ul>
Parking Lot/Driving Offenses	<ul style="list-style-type: none"> <li>1 – Warning, Notify Parent</li> <li>2 – Possible Traffic Citation, Notify Parent</li> <li>3 – Suspend parking privileges, Possible Traffic Citation, Notify parent</li> </ul>
Photographing/Videoining/ Recording to Embarrass or Harass	<ul style="list-style-type: none"> <li>1 – 5 Days ISS, Notify Parent</li> <li>2 – 10 Days ISS, Court Petition, Notify Parent</li> <li>3 – Alternative School (Level 2), Court Petition, Notify Parent</li> </ul>
Profanity	<ul style="list-style-type: none"> <li>1 – Detention, Notify Parent</li> <li>2 – 1 Day ISS or Paddling, Notify Parent</li> <li>3 – 3 Days ISS, Notify Parent</li> </ul>

Profanity towards teacher	1 – 10 Days ISS or Alternative School (Level 2 or 3), Possible Arrest or Expulsion, Consult with Referring Teacher (depending on the severity of the incident), Notify Parent
Skipping School, Class, Detention, or Leaving Campus	1 – 2 Days ISS, Notify Parent 2 – 5 Days ISS, Notify Parent 3 – Alternative School (Level 1), Notify Parent
Tardy to School / Unexcused early checkout	3 – Warning, Notify Parent 4 – Detention, Notify Parent 5 – Detention, or Paddling, Notify Parent 6 – Detention, Notify Parent 7 – 1 Day ISS, Notify Parent 8 – 1 Day ISS, Notify Parent 9 – 1 Day ISS, Notify Parent 10+ – 3 Day ISS, Notify Parent
Theft	1 – 5 Days ISS, Restitution made before return, Court Petition if more than \$20, Notify Parent 2 – Alternative School (Level 1), Restitution made before return, Court Petition, Notify Parent
Tobacco	1 – 5 Days ISS or Paddling, Court Citation, Notify Parent 2 – 5 Days ISS, Court Petition, Notify Parent
Tobacco Over 18	1 – 5 Days ISS 2 – Alternative School 3 – Recommendation of expulsion
Leaving Trays/Food/ Throwing Food	1 – 5 Days Cafeteria Clean-up during last 20 minutes of lunch, Notify Parent 2 – 10 Days Cafeteria Clean-up during last 20 minutes of lunch, Notify Parent
Vandalism	1 – 5 Days ISS, Restitution made before return, Court Petition if damage is estimated more than \$20, Notify Parent 2 – Alternative School (Level 1), Restitution made before return, Court Petition, Notify Parent

**\*Student and Parents choice of paddling.** Before any student is paddled the guardian must be contacted and a Corporal Punishment Permission Form must be on file in the office.

- Alternative School Levels:**  
 Level 1 = 18 Days  
 Level 2 = 45 Days  
 Level 3 = 78 Days  
 Level 4 = 121 Days

### SECTION III: BOARD POLICIES

**While many of the policies in this book are taken from Marshall County School Board Policies and are intended to convey the meaning of the official policies, they may not be presented in exactly the same way. For an**

accurate reading of official policy, please contact the administration of Forrest or visit the policy link of the Marshall County School System website ([www.mcs.marshall.k12tn.net](http://www.mcs.marshall.k12tn.net)). At any time during the school year, the administration may make any changes to the student handbook as deemed necessary to maintain a safe and productive school environment.

#### **ALCOHOL AND DRUG USE – POLICY 6.307**

Students will not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school building or on school grounds, in school vehicles or buses, or at any school sponsored activity at any time, whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs. Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

#### **ALCOHOL AND ILLEGAL/CONTROLLED SUBSTANCES – POLICY 6.3071**

Students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that the school board policy on alcohol and drug use has been violated; a search of lockers produced evidence of a presence of drugs or alcohol; a search of persons and containers produced evidence of a presence of drugs or alcohol; or a search of vehicles produced evidence of the presence of drugs or alcohol; or through observation or other reasonable information reported by a teacher, staff member or other student that a student is using, or under the influence of, drugs or alcohol on school property.

Upon receiving reasonable information, the principal shall take the following steps: call the student into the principal's office or another private place; summon an appropriate witness to the proceeding to assist in furtherance of the proceeding; inform the student of the substance of the information available to him/her, which is the basis for the determination that a test is necessary; inform the student of the procedures which shall be followed in administering the test; give the student an opportunity to decline the test and inform the student that if the test is not taken, the penalty shall be suspension from school and a hearing before the disciplinary hearing authority; and notify the parent or guardian of the student of the impending test.

Two appropriate witnesses (certified personnel) shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will protect the privacy rights of the students and which will assure that the integrity of the specimen itself is not compromised. If a parent or guardian is on school premises, he/she will be given the opportunity to witness the specimen collection. The type of specimen taken shall depend on the substance in question and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the student. The principal will forward a written, certified copy of the analysis from the laboratory accredited by the Tennessee Department of Health and Environment and designated by the board.

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reasons thereof, shall be destroyed. The subject's parent(s) shall have the right to be present when the records and evidence are destroyed. If the results are positive, the student and parents or guardian shall be given the written notice of the result. In addition, they shall receive referral information which shall include counseling, inpatient, outpatient, and community-based drug and alcohol treatment programs.

Due to the severity of the drug use problem, both locally and throughout the state, students involved in any voluntary extracurricular activities shall be subject to random drug tests. Parents and students

will be informed of this policy prior to participation and shall sign a consent to the drug testing and a release of information as a condition of participation.

#### **ALTERNATIVE PLACEMENT PROGRAM – POLICY 6.319**

The goal of the Alternative Placement Program (APP) is to provide an alternative public education setting for students whose problems have attained a level beyond the home school's ability to deal with them: said school must have exhausted all other recourses prior to recommending APP, or the student must have committed a major violation of school board policy. Placement will be for a minimum of 20 days in attendance or until the student has successfully completed his/her individual improvement plan in the Alternative Placement Program. Additional days may be assigned if deemed necessary by the principal. Unsuccessful days (days the student did not meet the goals established or days missed) will not count toward time served.

- (1) The Board shall operate an alternative school program for students in grades 7-12 who have been suspended or expelled from regular school programs. Sixth grade students may be placed only in unusual circumstances.
- (2) The alternative school shall be operated pursuant to the rules of the state board of education pertaining to them, and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's home school. All course work completed and credits earned in the alternative schools shall be transferred to and recorded in the student's home school, which shall grant credit earned and progress thereon as if earned in the home school.
- (3) Attendance in alternative school programs shall be mandatory and students attending an alternative school shall provide their own transportation.
- (4) The student shall be subject to all rules appertaining thereto. A violation of such rules by a student may result in the student's removal from the school for the duration of the original suspension or expulsion, but shall not constitute grounds for any extension thereof. The final decision on such removal shall be made by the chief administrator of the alternative school.
- (5) Teachers in alternative schools shall be certified by the state and shall be selected on the basis of interest and ability to work in alternative situations.
- (6) Student-teacher ratios shall be small enough to allow for adequate instruction but shall be determined by the age, behavior and academic achievement of students in the program.
- (7) Copies of school records and textbooks shall be provided by the home school.
- (8) Formal transition plans for the integration of students from regular schools to alternative schools and from alternative schools to regular schools shall be developed and implemented.
- (9) The principal or designee will notify the parents in writing that a student has been assigned to Alternative Placement and shall state the reason for such placement.
- (10) The principal or designee will schedule a meeting with the parent or guardian at the home school, at which time they will be informed of the incident or incidents which have determined placement.
- (11) A parent or guardian must then accompany the student to the Alternative Placement Program.
- (12) Students found to be eligible for special education and related services shall be placed and served in accordance with the law and rules relating to special education.
- (13) Students may not attend or participate in any Marshall County School function or activity, and they are not allowed on any other school premises while placed in the Alternative School Program.
- (14) The Alternative school will follow the district calendar and all attendance policies will apply.

#### ***Alternative School Dress Code***

In addition to the above guidelines, students attending the Alternative School will be required to comply with the following:

**Pants:** Pants are to be navy, black or khaki. Pants are to be worn at the waist. No undergarments are to be showing.

**Belts:** Belts must be worn at all times and meet the guidelines above. In general, belts should be as plain as possible.

**Shirts:** Shirts must be white polo or button down with no logos. All buttons, except for the top button, are to be buttoned at all times. Sleeves, if long, are not to be rolled up, but should be buttoned at the wrist. Undershirts are to be white only. Shirts should be tucked in at all times (belt should be visible).



**Shoes:** Tennis shoes are the only acceptable type/design to be worn. Shoes must be black, gray or white and shoestrings must match the color of the shoe. Shoestrings are to be tied tightly and all Velcro must be strapped. This is a safety precaution and will be enforced.

**Jewelry:** No jewelry, watches or sunglasses are to be worn or brought to school.

**Fingernails:** Fingernails must be clean and short. Artificial nails CANNOT be worn. Only clear polish is acceptable.

**Physical Education:** Gray short or gray sweatpants (must be worn at waist) and a white t-shirt.

**Attire:** Attire must be tucked in at all times.

**Outerwear:** Jackets, coats, gloves and toboggans are allowed in cooler weather but are NOT to be worn in the halls or classrooms. These items will be checked in and hung in the designated area when a student enters the building. Likewise, they will be reissued when a student checks out in the afternoon.

#### **ATHLETIC ELIGIBILITY – POLICY 4.301**

Participation in extracurricular activities at Forrest School is a privilege; and students involved in extracurricular activities are held to high academic, attendance and behavior standards. Student misconduct during school and/or outside of school can be grounds for consequences by the activity sponsor/coach ranging from a warning to dismissal from the club, sport or activity depending on the severity of the actions but are not limited to these consequences. These consequences would be in addition to any school consequences. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunity shall be provided for members of both sexes. Interscholastic athletics shall be administered as part of the regular school program and shall be the principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/her designee must accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board provided that the team's school reimburses the Board for mileage. Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of secondary athletics. There shall be a complete annual physical examination of every student prior to his/her participation in interscholastic athletics. Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the principal's office. It shall be the responsibility of the parent or guardian to provide health and hospitalization insurance for all students participating in interscholastic athletics. No principal or teacher of any school under the control of the Board shall dismiss his/her school or any group of students for the purpose of permitting them to practice or play baseball, football, basketball, or any similar game within the regular school hours of any school day of the week without written permission from the board. This does not prevent the inclusion of regular physical training lesson in the daily school program. Students shall not be disqualified from participation on a school athletic team solely on the basis of participation in another sport except where the season overlaps by more than two weeks. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities as part of the athletic program. Forrest students must be present at school on game days of their respective sports and should be present at school on the day following an athletic event. All students will be transported using county vehicles and Forrest students must travel to and from the events with their team members and coaches. Students may travel with their parents in extreme circumstances if they have obtained prior written approval from the Athletic Director and the written approval has been presented to the coach. Students assigned to ISS are not allowed to participate in any activity during the school day. Restricted activities include, but are not limited to: participation in any athletic contests (during the assigned time in ISS), pep rallies, homecoming activities. Students who are in ISS will not be allowed to leave until the regular dismissal time. This includes athletic trips, co-op, pep rallies, club activities, etc.

#### **ATTENDANCE POLICIES – POLICY 6.2001**

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:

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

### **Absences**

Absences shall be classified as either excused or unexcused as determined by the principal or assistant principal. Professional documentation shall be required.

**Excused absences will be divided into three (3) categories —**

- ⊕ **Medical Excuses:** Students must provide valid documentation for absences which details accurate dates of illness (this includes doctors, dentists, and/or health care agencies). Upon returning to school, a student has three (3) school days in which to submit a note. After three (3) days, the absence(s) will become permanently unexcused.
- ⊕ **Personal Days:** Students will be allowed three (3) excused personal days per semester. These days will cover the following types of absences; however, proper documentation must be presented to the office in order for the absence to be excused:
  - ⊕ **Personal illnesses, serious family illness, or family emergency —** (a note from the student's parent/ guardian or legal custodian will be required upon the student's returning to school). The note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a student has three school days in which to submit a note. After three (3) days the absence(s) will become permanently unexcused.
  - 2. **Driver's license** (documentation is required).
  - 3. **Deaths**
    - A. In the family —** One (1) day will be excused. Additional days will be excused at the discretion of the principal (program or death notice is required up return to school)
    - B. Of others —**The principal may excuse absences with appropriate documentation.
  - 4. **Religious Holidays or Retreats—** Religious holidays will be excused with proper documentation from the parent. Religious retreats must be pre-authorized by the principal with documentation from religious church/agency sponsoring the retreat.
  - 5. **College visits** must be pre-approved by the principal, and documentation from the college is required.
  - 6. **Appearance in court** (documentation from a court official will be required as documentation).
- ⊕ **Extenuating Circumstances:** Absences involving extenuating or unusual circumstances may be approved by the principal on a case-by-case basis.

### **TRUANCY**

#### **General**

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court. Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

#### Tier I

Tier I of the progressive truancy intervention plan is triggered at three (3) unexcused absences and shall include the following:

1. A scheduled/attempted conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee.

The contract shall include:

- a. A specific description of the school's attendance expectations for the student;
  - b. The period for which the contract is effective; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

#### Tier II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II. Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community based services, or other services to address the student's attendance problems.

#### Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful. Students will be cited to the Marshall County Schools Truancy Board. Interventions/Recommendations shall be determined by the Marshall County Schools Truancy Board. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee. After five (5) unexcused absences and the progressive truancy intervention have been attempted, the student/parent will be referred to Juvenile Court

#### **Driver's License Revocation**

More than ten (10) consecutive or fifteen (15) reported absences (unexcused) by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

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

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

#### **State-Mandated Tests**

Students who are absent the day of the scheduled state-mandated test must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam developed by the teacher that will count as 25% of the second semester course grade.

Students who have an unexcused absence shall receive a failing grade on the state-mandated test which shall be averaged into their final grade at 25% of the second semester course grade.

**Out-of-School Suspension days are likewise unexcused absences.**

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; and
6. Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. In addition, the principal/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student's attendance. Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to determine the appropriate services needed to improve the student's attendance. The principal/designee shall document all communication attempts and refine the attendance plan as needed. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parents and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

**Tardies, Early Dismissals And Detention**

1. Truancy is defined as an unexcused absence for an entire school day, a major portion of the school day or any portion of any class, study hall or activity during the school day for which the student is scheduled.
2. Any student who misses more than fifteen (15) minutes of a class period will be counted as absent.

**Attendance Rules and Penalties**

1. A student must present documentation of his/her absence and receive a class admittance note before entering class. Absences are calculated on a block/period basis. Documentation must be turned in within three (3) school days from the date the student returns to school, or the absences will be unexcused.
2. All missed class work and tests (whether from an excused or unexcused absence) may be made up if the student makes the request immediately upon returning to class. Requests for make-up work should be provided by the teacher(s) by 2:30 p.m. the same day. Make-up work must be completed and returned to the teacher within one day per absence.
3. If a student has an illness that requires hospitalization exceeding five (5) school days, the student or his/her parent/guardian may apply to the Special Education Supervisor for a "homebound" teacher to provide instruction.
4. The principal shall be responsible for notifying in writing the director of schools and the parents of the student of any action taken by the school.
5. A student participating in a school-sponsored activity, whether on or off campus, will not be counted absent. The student will be eligible to make up all work missed and will receive full credit for the assignment upon completion of the work. To qualify as "school-sponsored", the activity must be school-planned, school-directed, and supervised by an approved sponsor.
6. Mass exodus, early dismissal, or late arrival of all students, or any segment of students, will not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.

7. Student attendance records will be given the same level of confidentiality as other student records. Only authorized school officials engaged in legitimate educational purposes may have access to student information without the express consent of the parent or guardian, if the student is a minor, or the student, if he or she has attained the age of eighteen (18).
8. Foreign exchange students will be dealt with on a case-by-case basis by the principal.

#### **Attendance Committee**

1. The director of schools will appoint the Attendance Committee annually from names submitted by the attendance supervisor. The Attendance Committee will consist of the following members: one or two members of the Board of Education, a principal, a teacher and/or counselor, and the attendance supervisor.
2. Any school administrative decision regarding attendance may be appealed to the Attendance Committee. The parent/guardian of the student must make the appeal in writing to the director of schools within five (5) school days following the administrative action.
3. Any Attendance Committee decision regarding attendance may be appealed to the Board of Education. The Board may or may not hear the appeal. The parent/guardian of the student must make the appeal in writing to the director within five (5) school days following the action of the Attendance Committee.

#### **BUS CONDUCT – POLICY 6.308**

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus. The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and 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. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.

The Supervisor of Transportation shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. In the event that an incident takes place near a school, the principal may be called upon to assist. A student may be denied the privilege of riding the bus if the Supervisor of Transportation 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. 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. Bus Drivers will take and/or fax bus conduct forms which they have completed to the Supervisor of Transportation who will determine the severity of the action and the appropriate discipline in accordance with Board Policy 6.313. The Supervisor will send the Discipline form to the schools to be given to the student by the principal/designee. The discipline form will include the contact information for the Supervisor of Transportation if parents have questions.

All bus riders will receive a group explanation of this procedure and a copy of this policy. Any student found destroying seats or committing any other act of bus vandalism will be required to pay for the actual damages, according to a payment schedule agreed upon by the principal and parent/guardian, before the student will be allowed to ride any Marshall County school bus again. Restitution for damages will be required in addition to other consequences that the student had incurred. Special Education children will have an IEP-team meeting after the first warning. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. A school bus driver should never put a child off the bus for disciplinary purposes at any point to and from school. Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or guardian and principal of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus must have written permission of parent or guardian and the written approval of the principal or his/her designee which includes the name, address, and phone number of where the child is to be taken. Students who transfer from bus to bus while enroute 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. Students should not be allowed to get off a school bus until they reach their destination, except in cases of emergency or when students have notes signed by the parents and principal, or when the parent appears in person to get the child. The principal of a school will have jurisdiction over students from another school when they are waiting for transportation on his/her campus. He/she shall have the authority to discipline any of these students for misconduct while on the school grounds or in the school building. The principal taking action shall make written notification, as prescribed by the discipline policy and send a copy to the principal of the school which the student attends.

#### **Use of Video Surveillance**

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. 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 for governing the use of video cameras in accordance with the provisions of the law and established Board policies.

#### **CARE OF SCHOOL PROPERTY – POLICY 6.311**

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities. All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the director of schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian. In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/ guardian has paid for the damages. When the minor and parent are unable to pay for the damages, 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 sanctions shall not be imposed if the student is not at fault.

#### **CHILD ABUSE AND NEGLECT – Policy 6.409**

Child abuse is defined as any wound, injury, disability, or physical or mental condition which is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which on the basis of available information reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately. The report shall be made to the judge having juvenile jurisdiction, the office of the chief law-enforcement official where the child resides, or to the Department of Children's Services in a manner specified by the department, either by contacting a local representative of the department or by utilizing the department's centralized intake procedure where applicable.

#### **CHILD CUSTODY – Policy 6.208**

No principal or teacher shall permit a change in the physical custody of a child at school unless:

1. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee Court designating the person who has custody of the child; and
2. The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school.

The burden of proof is on the parent that does not have custody. If the non-custodial parent is not on the list to pick up a child, no MCBOE employee will let a student leave with that person. If a parent would like to place someone on the no contact or no pick up list that may be done in the Main Office.

#### **CLASS RANKING - POLICY 4.602**

Students must be enrolled full time at the home-based school to be eligible for ranking among the top high school seniors. All grades earned in grades 9, 10, 11, and the first semester of grade 12 will be counted toward the grade point average and the rank in class. To become valedictorian or salutatorian, a student must be enrolled in the high school as least three of the seven semesters proceeding the final semester. The final semester will not be used in determining class standing. Student ranking will be based on a weighted grade point average beginning with the class of 2017. The long average on a scale of 0-105 will be used to break a tie. In Honors courses, students may earn up to a maximum of 103 points. The Honors course teacher will multiply each student's course average by 1.03 before turning in grades to be recorded on permanent records. In Advanced Placement courses, students may earn up to a maximum grade of 105 points. The Advanced Placement teacher will multiply each student's actual classroom average by 1.05 before turning grades in to be recorded on permanent records. Teachers in classes other than Honors and Advanced Placement shall not give course grades above 100 points. Graduation honors will be based on a 100-point scale. To graduate with Honors, a student must score at or above the readiness benchmark scores on the ACT or SAT. The following table contains these benchmarks:

<b>ACT Benchmark Scores</b>		<b>SAT Critical Reading plus Math</b>
English	18	860 – 890
Math	22	1020 – 1040
Reading	22	980 – 1010
Science	23	1090 – 1120

To Graduate with Distinction, a student must attain a “B” average and complete at least one of the following:

- Earn a nationally recognized industry certification
- Participate in at least one of the Governor's Schools
- Participate in at least one of the state's All State musical organizations
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a score of 31 or higher composite on the ACT
- Attain a score of 3 or higher on at least two Advanced Placement exams
- Successfully complete the International Baccalaureate Diploma Program
- Earn 12 or more semester hours of transcribed postsecondary credit (dual enrollment)

For the Class of 2018 to graduate in the Top 10%, a student must attain a final grade point average in the Ninetieth (90<sup>th</sup>) percentile of the graduating class on a 105 point scale. GPA's will be calculated using a 4-point scale but will be used only to provide information to post-secondary institutions and other agencies which request an average based on this scale.

For all Classes in the future, beginning with the Class of 2019, GPA's will be calculated using a weighted 5.0 scale and will be used to provide information to post-secondary institutions and other agencies which request an average based on this scale. Honors courses will be weighted at 4.5 and AP courses will be weighted at 5.0.

#### **CODE OF BEHAVIOR AND DISCIPLINE – POLICY 6.300**

The director of schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code. The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination. The Board delegates to the director of schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely, elementary, middle and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board's Code. A copy of the Code shall be posted at each school and guidance counselors shall be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the Code.

#### **COMMUNICABLE DISEASES - POLICY 6.403**

No student will be denied an education solely because of a communicable disease or parasite or fungal infestation, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease. Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees, and the infected student shall be taken. No student infected with a communicable disease which may endanger the health of either himself/herself or other individuals will enter or remain in the regular school setting. If a principal has reason to believe a student has a communicable disease which may endanger the health of either himself/herself or others in the regular school setting he/she may assign the student to a setting which will protect other students, employees and the student himself or exclude the student from school until the student is no longer communicable as certified by a licensed health care provider or the County Health Department or in accordance with the head lice procedure.

#### **COMPLAINTS AND GRIEVANCES - POLICY 6.305**

Decisions made by school personnel - such as assistants, 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 in writing at the school office within 24 hours (excluding weekends and holidays). If the principal does not make a decision within two school days following the date of complaint, students or parents may appeal at that time by contacting the director or designee at the central office. The information provided should include the student's name, the school, and a description of the problem. As per new federal regulation, parents have the right to know the qualifications of their child's teachers. This information can be accessed on the Tennessee Department of Education web site.

#### **COMPULSORY ATTENDANCE AGES - POLICY 6.201**

Children between the ages of six and seventeen years, both inclusive, must attend a public or private school. Under certain circumstances the board may temporarily excuse students from complying with the provisions of the compulsory attendance law. A person eighteen years of age or older who applies for admission must have the application approved by the principal and director when he/she fails to enroll within thirty calendar days after school officially starts; or after he/she has dropped out of school and wants to re-enter.

#### **CONDUCT - POLICY 6.314**

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



include the use of reasonable force to restrain or correct students and maintain order. A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school sponsored activity, function or event, whether on or off campus. Neither shall he/she urge other students to engage in such conduct. Harassment, intimidation and other conduct that may be considered “bullying” will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student’s academic development or that creates a hostile or offensive learning environment. A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender’s prior record.

#### **CORPORAL PUNISHMENT – POLICY 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 in accordance with the following guidelines:

1. Corporal punishment shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances.
2. The instrument to be used in administering corporal punishment shall be approved by the principal and shall take place in the principal’s office or other such place out of the view of other students.
3. Corporal punishment shall be reasonable and administered in the presence of another professional employee.
4. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender’s example and conduct on others.
5. The witness must be informed beforehand and in the student’s presence of the reason for the punishment.
6. 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 or students whichever is appropriate.

#### **DETENTION – POLICY 6.315**

Students may be detained before or after the school day as a means of disciplinary action.

The following guidelines shall be followed:

1. The student will be given at least one (1) day of notice before detention;
2. Attempts will be made to inform the parent(s) before detention takes place;
3. Students in detention will be under the supervision of certified staff members;
4. Detention will not exceed one (1) hour after the official closing of the school day but may be administered several days in succession; and
5. Teachers must have the approval of the principal before detaining a student.

Detention will be issued to students as discipline for offenses such as tardiness, dress code violations, traffic or parking lot rule violations, class disruption, and other violations of school rules and board policies. Any student arriving for detention after the designated time will not receive credit for that session. Any student needing to leave detention before the designated time will not receive credit for that session. Students will be assigned detention by an administrator, and a schedule of sessions will be planned. If the students fail to complete the detention assignment as planned further disciplinary action will be taken. There will be absolutely no interaction between students during detention. Each student must work on his or her own assignments. Any questions or comments must be directed to the detention teacher. Students who are not working on their assignments will be counted absent for the detention session. Students must complete detention during the week in which it is assigned. Failure to complete detention hours will result in disciplinary action.

Morning detention starts at 6:30 at Forrest. In addition to this county policy, any student arriving late to detention between 6:30-6:40 will receive a tardy and after 6:40 will be placed in ISS.

#### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

Suspensions for more than a total of ten (10) days per incident shall be considered a change of placement for handicapped students. Prior to such action, the student's M-Team must meet and determine: whether the offense is a manifestation of the student's handicapping condition; and the appropriateness of the student's current placement. If the M-Team determines that the offense is a manifestation of the student's handicap, the student cannot be suspended.

If the M-Team determines that the offense is not a manifestation of the student's handicap, the student is treated as if he/she were not handicapped and may be suspended. Either determination is subject to due process procedures, and, upon challenge; placement shall be frozen pending the outcome of any administrative or judicial proceeding. If a student is suspended, education services, as determined by the M-Team, must be provided during the discipline period.

#### **DISCIPLINARY HEARING AUTHORITY – POLICY 6.317**

A Disciplinary Hearing Authority (DHA) will conduct hearings for students who have been suspended/expelled/remanded for more than ten (10) school days. The Board shall appoint members of the DHA which shall consist of nine (9) members, (maximum number must not exceed total membership of Board) at least two (2) of which shall be licensed employees of the board, appointed to one (1) year terms and subject to reappointment. Board members shall not serve on the DHA. The director of schools shall appoint a chairman of the DHA from the members appointed by the Board.

The chairman shall perform the following duties:

1. Identify the members of the DHA assigned to hear each individual case;
2. Prepare and disseminate the minutes of each meeting; and
3. Set the time, place and date for each hearing.

At the conclusion of each hearing, the chairman shall sign and maintain a copy of the minutes of the meeting. The DHA shall notify the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing. Each hearing shall be conducted by at least three (3) members of the DHA, one of which must be a licensed employee of the Board. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension/expulsion. Notification of the decision shall include a statement of the right of either party within five (5) days after receiving the decision to request a review by the Board. The DHA may take the following disciplinary actions:

1. Affirm the decision of the school principal;
2. Order removal of the suspension/expulsion unconditionally;
3. Order removal of the suspension/expulsion upon such terms and conditions as it deems reasonable;
4. Remand the student to alternative placement; or
5. Suspend/Expel/Remand the student for a specified period of time.

If the student, principal, principal-teacher or assistant principal requests a review, then the Board shall either review the record or grant a second hearing. If the Board chooses to review the record it shall:

1. Affirm the decision of the hearing authority; or
2. Modify the decision to a lesser penalty\*; or
3. Grant a hearing before the Board.

If the Board chooses to grant a hearing, it may:

1. Affirm the decision of the hearing authority; or
2. Modify the decision in any manner\*; or
3. Impose a more severe penalty than that of the hearing authority.

The notice of the hearing shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any hearing will be

closed to the public. Zero-tolerance offenses set forth in statute (firearms, drug possession and battery upon a school employee) require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the director of schools.

**DISCIPLINE PROCEDURES – POLICY 6.313**

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.<sup>1</sup>

**MISBEHAVIORS: Level I**

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

**B** (not an exclusive listing):

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Non Defiant failure to do assignments or carry out directions
- Harassment (Sexual, Racial, Ethnic, Religious)

**S**

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

**S**

- Verbal reprimand
- Special Assignment
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Issuance of demerits which might affect citizenship or department grades
- Strict supervised study
- Detention
- Corporal punishment
- In-school suspension
- Out-of-school suspension

**MISBEHAVIORS: Level II**

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

**B** (not an exclusive listing):

- Continuation of unmodified Level I behaviors
- School or class tardiness
- School or class truancy
- Use of tobacco
- Using forged notes or excuses
- Disruptive classroom behavior
- Harassment (Sexual, Racial, Ethnic, Religious)

**S**

- Student is referred to principal for appropriate disciplinary action.
- Principal meets with student and teacher.

Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances. Principal takes appropriate disciplinary action and notifies teacher of action. Record of offense and disciplinary action maintained by principal.

8

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Teacher/schedule change  
Modified probation  
Behavior modification  
Social probation  
Peer counseling  
Referral to outside agency  
In-school suspension  
Transfer  
Detention  
Suspension from school-sponsored activities or from riding school bus  
Corporal punishment  
Restricting school related honors student is otherwise due  
Out-of-school suspension not to exceed ten (10) days.

### MISBEHAVIORS: Level III

Acts directly against persons or property but whose consequences do not threaten the health or safety of others in the school.

B o

(not an exclusive listing):

Continuation of unmodified Level I and II behaviors  
Fighting (simple)  
Vandalism (minor)  
Stealing  
Threats to others  
Harassment (Sexual, Racial, Ethnic, Religious)

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Student is referred to principal for appropriate disciplinary action. Principal meets with student and teacher. Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct. Principal takes appropriate disciplinary action. Principal may refer incident to director of schools and make recommendations for consequences. If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing. Any change in school assignment is appealable to the Board. Record of offense and disciplinary action maintained by principal or director of schools.

8

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In-school suspension  
Detention  
Corporal punishment  
Restitution from loss, damage or stolen property  
Out-of-school suspension not to exceed ten (10) days  
Social adjustment classes  
Transfer  
Long term out-of-school suspension  
Alternative School

### MISBEHAVIORS: Level IV

Acts which result in violence to another's person or property or which do threaten to the safety of others in the school. These acts are so serious that they usually require administrative actions which

result in the immediate removal of the student from the school, the intervention of law enforcement authorities or action by the Board.

- B** ◦ (not an exclusive listing):
  - Unmodified Level I, II and III behaviors
  - Death threat
  - Extortion
  - Bomb threat
  - Possession/use/transfer of dangerous weapons \*
  - Assault
  - Battery \*
  - Vandalism
  - Theft/possession/sale of stolen property
  - Arson
  - Possession of unauthorized substances \*
  - Use/transfer of unauthorized substances
  - Harassment (Sexual, Racial, Ethnic, Religious)

- 8** ◦ -
  - Principal confers with appropriate staff members and with the student.
  - Principal hears accusation by accusing party and permits offender opportunity of explaining conduct.
  - Parents are notified as soon as possible.
  - Law enforcement officials are contacted.
  - Incident is reported and recommendations made to the director of schools.
  - Complete and accurate reports are submitted to the director of schools.
  - Student is given hearing before disciplinary hearing authority.

- 8** ◦ '
  - Out-of-school suspension
  - Alternative schools
  - Other hearing authority or Board action which results in appropriate placement

\* Suspension for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis.

**ADDITIONAL GUIDELINES:**

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
  - a. pay any activity fee;
  - b. pay a library or other school fi ne; or
  - c. make restitution for lost or damaged school property.

**DIRECTORY INFORMATION PROCEDURE – POLICY 6.601**

“Directory information” means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but it is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent or previous educational agency or institution attended by the student. No Directory Information will be distributed or released

for any student whose parent(s) or legal guardian(s) have informed the school, in writing, that Directory Information shall be withheld. Parental notification via written correspondence shall operate as a complete bar to the release of Directory Information for the student. Student directory information for 11<sup>th</sup> or 12<sup>th</sup> graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces. The student becomes an eligible student when he or she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.

#### **STUDENT DISCRIMINATION/HARASSMENT AND BULLYING/INTIMIDATION AND CYBERBULLYING – Policy 6.304**

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination or harassment. 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. Student discrimination or harassment will not be tolerated. Discrimination or harassment is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic or religious nature. Alleged victims of sexual, racial, ethnic, and religious discrimination or harassment shall report these incidents immediately to a teacher, counselor or building administrator. Allegations of discrimination or harassment shall be fully investigated. 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 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. There will be no retaliation against any person who reports harassment or participates in an investigation. However, anyone 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. No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

#### **DRESS CODE – POLICY 6.310**

The Board recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, the Board shall require that all students, grades K-12, exercise good taste with regard to their personal appearance. Attire which is considered disruptive to others or a risk to one's health or safety is not appropriate. Clothing, personal items, or anything which can be offensive to others will not be tolerated. **In grades K-6**, parental guidance is of utmost importance in preparing students for the school day. Elementary school administrators will contact the parents of children whom they deem to be inappropriately dressed. If the consultation with parents is unsuccessful, disciplinary measures will be taken as per this policy.

**In grades 7-12 or 6-12** depending on the grade configuration in each school, school administrators are responsible for enforcing the following standard school attire in a fair manner while applying common sense. Violations will be handled in accordance with this policy.

1. All shirts must have shoulders and sleeves – no cleavage or midriffs.
2. Shorts, skirts, dresses, and skorts must not be shorter than 4 inches above the knee.
3. Bottom wear must be worn securely around the waist – no sagging.
4. Clothing must be free of holes, rips or tears that show skin above the knee.
5. Visible undergarments (bras, underwear, etc.) are not allowed.
6. Shoes must be worn at all times.
7. Clothing must be size appropriate and worn in the manner it was designed to be worn.

8. Nothing is to be worn on heads.

9. Jewelry must not be excessive and/or disruptive – such as chains, spikes, etc.

**Special Dress** Schools may develop special dress days/special dress occasions for students at the discretion of the school administration (examples: cheerleaders, FFA, FHA, etc.).

**Special Situations** If a student cannot comply with the standardized dress code based on religious beliefs, his/her parent or guardian may write a letter explaining the situation to the director of schools, with a copy to the school principal. Each case will be dealt with on an individual basis.

**Students dressed inappropriately will be subject to disciplinary consequences as outlined below:**

1st Offense: Warning, call parent for replacement clothing or correction by principal, i.e. rope, belt, string for trousers

2nd Offense: Two hours of detention, Parental Conference, replacement clothing or correction by principal, i.e. rope, belt, string for trousers.

3rd Offense: Defiance of Authority (refer to policy 6.313)

In addition to the dress code policy, Forrest School will not allow pajamas to be worn during the school day except during special dress up events.

#### **DRIVER'S LICENSE REVOCATION – POLICY 4.601**

Any student fifteen years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if he or she has not received passing grades in at least half of the attempted credits at the end of semester grading. A student shall be deemed deficient in attendance when he or she drops out of school or has ten consecutive or fifteen total unexcused absences during a single 18-week session. Suspensions shall be considered unexcused. The state requires that the student pay a reinstatement fee and provide documentation from the school to verify compliance with the law when they are eligible to have their driver's license reinstated.

#### **FINES – POLICY 6.709**

Students who destroy, damage, or lose school property, including but not limited to books, equipment and records will be responsible for the actual cost of replacing or repairing such materials or equipment. The grades, report cards, diplomas, or transcripts of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to Forrest may be held until the student and the student's parent or guardian has paid for the damages. When the student and parent or guardians are unable to pay the debt, the school will provide a program of voluntary work for the student. Upon completion of the work, the student's grades, diploma or transcript shall be released. Textbooks are available free to students as a loan. Parents will accept full responsibility for the proper care, preservation, return or replacement of textbooks issued to the student. The condition of each book and a book number shall be recorded by the teacher when the book is issued. The teacher is accountable for assessing fines to students whose textbooks are damaged beyond reasonable wear and tear. The life of the book is considered to be six years. Charges for the lost books will be the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. The following schedule will be followed for damaged or lost textbooks: 1-2 years use 100%, 3-4 years use- 75%, and 5 or more years use – 50%. Fines may be assessed for overdue, damaged, or lost library books. In no event will the one exceed the current cost of replacing the book.

#### **GRADUATION REQUIREMENTS/ACTIVITIES – POLICY 4.605**

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject matter record which covers a planned program of education, and such record shall be kept on file in the high school. The program of studies shall include areas and content in these areas within State Board of Education Regulations and shall be flexible enough to facilitate progress from one stage of development to another, thus providing for more effective student adjustment. The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education and the Board of Education.

**Graduation requirements:**

Before graduation, every student shall:

1. Achieve 26 units of credit;
2. Take the required end-of-course exams;
3. Have satisfactory records of attendance and conduct, and
4. Take a series of required examinations.

**Special Education Students**

The high school diploma will be awarded to students who earn the specified units of credit, and have satisfactory records of attendance and conduct. A special education diploma may be awarded at the end of their fourth year of high school to students with disabilities who have not met the requirements for a high school diploma, have satisfactorily completed an individualized education program, and have satisfactory records of attendance and conduct. Students who obtain the special education diploma may continue to work towards the high school diploma through the end of the school year in which they turn twenty-two (22) years old.

**Student Load**

All students in grades nine (9) through twelve (12) shall be enrolled each semester in subjects that will allow them to graduate within those four (4) years. Hardship or gifted cases may be appealed by the student to the director of schools with further appeal to the Board.

**Graduation Activities**

Students who have met all graduation requirements on the day of graduation may participate in graduation activities. If extenuating circumstances exist at any school, the matter shall be presented to the Director prior to graduation activities. Students and parents of graduating seniors must be notified one week prior to the graduation date if the student has not met all graduation requirements. Students are expected to participate in all graduation activities. Graduation apparel shall be determined by the administration of each school and shall be the personal expense of each student, except for students who are eligible to receive free or reduced price lunches. In such cases, the school shall assume responsibility for payment of the cap and gown. All other graduation expenses shall be the responsibility of the student. Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians, and other interested citizens. Students for whom extenuating circumstances make it impossible to participate in graduation activities should make their intentions known to the school principal at least ten (10) days prior to the date of graduation. Students who cannot attend graduation because of their involvement in school approved activities should advise the principal as soon as possible. Students who do not participate in graduation will receive their diplomas, or certificates, from the principal's office on the first work day following graduation ceremonies. Principals shall ensure that students graduating with distinction and state honors are recognized at graduation.

**HOMEBOUND PROGRAM – POLICY 4.206**

The Homebound Instruction Program is for students who, because of health impairments, are unable to attend the regular instructional program. The program consists of three hours per week provided by a certified and properly endorsed teacher. Students enrolled in the Homebound Program must be present for instruction as scheduled by the homebound instructor. Homebound students must provide legal or medical documentation for absences to avoid truancy petitions. The Board of Education reserves the right to require a parent or guardian to be present during homebound instruction. Students may not work at a public job while enrolled in homebound instruction since they have been deemed unable to attend a regular school program. To qualify for the Homebound Program, a student must have a health impairment of sufficient seriousness to anticipate that the student will be absent for a minimum of ten consecutive school days. The student must be certified by an appropriate health care provider as being health impaired and unable to attend the regular instructional program. The homebound teacher will conduct the M-Team meeting and will develop an IEP for the program. Homebound instruction for pregnant students shall consist of three hours of instruction per week for a period of six weeks. A homebound instruction program for longer than the six weeks period shall only be provided to a student who is certified in writing by her physician as having health complications that prevent her from returning to regular classes.



## **HOMELESS STUDENTS – POLICY 6.503**

In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory students who meet one of the above described circumstances.

### **Enrollment Placement**

The district will consider the best interests of the student with parental involvement in determining whether the student should be enrolled in the school of origin or the school that non homeless student who lives in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the student's best interest, the student should continue his/her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the student in deciding where the student shall be educated. The choice regarding placement shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere. The school selected shall immediately enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of the student to submit contact information. The district shall provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent/guardian, or to the homeless student if unaccompanied, if the district sends the student to a school other than the school of origin

or other than a school requested by the parent or guardian. If a dispute arises over school selection or enrollment in a school, the student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The student or parent/guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

### **Services**

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the student's status as homeless.

### **Transportation**

In the event that it is in the best interest of the homeless student to attend the school of origin, transportation to and from school shall be provided at the request of the parent/guardian or, in the case of an unaccompanied student, the homeless coordinator. If the student's temporary housing is outside the district of the school of origin, the [district name] will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the student. If an agreement cannot be reached, the costs will be shared equally.

### **Records**

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless

child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act. The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator shall ensure that:

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families and students receive educational services for which such families and students are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless student and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Students who need to obtain immunizations, or immunization or medical records, will receive assistance.

#### **IMMUNIZATIONS – POLICY 6.402**

State law requires that every student who is admitted to public school must have proof of immunization, as determined by the Commissioner of Public Health. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal on the school which the student is attending. Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor excusing his from such immunization.

#### **INTERNET USE – POLICY 4.406**

The director of schools shall develop and implement procedures for appropriate internet use by students. Activities which are prohibited or illegal include but are not limited to sending or displaying offensive messages or pictures; using obscene language; harassing, insulting defaming or attacking others; hacking or attempting unauthorized access; violation of copyright laws; trespassing in another's folders or files; intentional misuse of resources; using another's password or other identifier; use of the network for commercial purposes; and buying or selling on the internet.

#### **IN-SCHOOL SUSPENSION – POLICY 6.316**

Students may be placed in In-School Suspension for behavioral and disciplinary purposes. Students in this program will be housed in a separate area from other students. The educational service of the student will continue, but students will not be allowed to participate or attend any school activities during the assigned period. Students will remain in In-School Suspension until he or she has

successfully completed his or her work and has maintained successful conduct for the assigned number of days. Students who are placed in In-School Suspension may not participate in school activities until after 3:00 of the last day of the suspension.

### **INTERROGATIONS AND SEARCHES – POLICY 6.303**

#### **Interrogations By School Personnel**

School personnel have a duty to report any reasonable suspicion that a student is carrying, or has carried, a weapon or is violating, or has violated, a provision of the Tennessee Drug Control Act to the principal, the principal's designee or, if the principal and the principal's designee are unavailable and the offense was committed on school property, to the appropriate authorities. 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 student code of conduct, 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 unless circumstances require otherwise. 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)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise. 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.

#### **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

, 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 student 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.

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.

School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

#### **Use of Animals**

When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.

#### **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 an illegal or unauthorized metal-containing object or weapon, s/he 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 students' lockers and desks, or students' or non-students' 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 of members 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 or 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.

#### **MEDICATIONS – POLICY 6.405**

A student shall not possess any prescribed or over-the-counter medication at any time during the school day, at a school activity, or on school grounds. The purpose of administering medications in school is to help each student maintain an optimal state of health to enhance his or her education. Medications should be limited to those required during school hours and necessary to provide the student access to the educational program. This policy applies during the school day and at school-approved functions.

The intent of this policy is to limit the number of medications given in school yet assure safe administration of medications for those students who require them. A designated employee(s) will be assigned by each school administrator to assist in the self-administration by students of medications in school. Related in-service training will be provided. Tennessee Code Annotated 49-5-415 states that the Board may permit an employee “to assist in self administration (by students) of medication.” Self-administration by the student with assistance of school staff shall be permitted under the following conditions:

1. The student must be competent to self-administer non-prescription or prescription medication with assistance;
2. The student’s condition, for which the medication is authorized and/or prescribed, must be stable;
3. The self-administration of medication must be properly documented;
4. Guidelines, not inconsistent with this section, for the assistance in the self-administration of nonprescription and/or prescription medications by personnel in the school setting, developed by the Department of Education and approved by the Board of Nursing, must be followed;
5. The student’s parent or guardian must give permission in writing for school personnel to assist with self-administration of medication. Such written permission shall be kept in the student’s school records; and
6. Assistance with self-administration shall primarily include storage and timely distribution of medication.

When a student is determined by the school administrator and a health care professional (a school nurse or the student’s physician) to be incompetent to self-administer medications, this team shall develop and implement an appropriate plan of administration of medication. In determining competency, consideration will be given to mental and physical abilities as well as chronological age. It shall be the duty of the principal of the school to adhere to the following procedures for students requiring self-administration of medication at school. This must be done in order to insure their safety and to avoid adverse reaction and legal repercussion.

#### **Long Term Prescription Medications (In excess of two weeks)**

1. Written orders must be provided by a physician, dentist, or nurse practitioner (Health Care Provider) that has the legal right to write a prescription, detailing the name of the drug, dosage, and time medication is to be given. The order must be completed by both the Health Care Provider and the parent or guardian of the student in order that the school may comply with the Health Care Provider’s order.
2. Medication must be transported to and from school in the original, pharmacy labeled container by a parent or responsible adult.
3. The person responsible for assisting in administering the medication must read the doctor’s orders to become familiar with proper administration, taking care to note the

dosage and time as well as the potential benefits and side effects of the medication. All medications given must be recorded on the Medication Record.

4. All medication must be kept in a secured area designated by the principal.
5. Renewal or changes:
  - a. All long-term medication must be renewed at the beginning of the new school year.
  - b. Any change in medication or dosage during the school year requires new documentation.
  - c. Changes in prescription medication shall have written authorization from the licensed prescriber and the parent. The change will be noted on the Medication Administration Form (MAR) without obliterating the previous information. Only a Registered Nurse or Licensed Practical Nurse employed by Marshall County Public Schools can make changes on the MAR. Changes can include but are not limited to: time, dose, addition, discontinuation, etc.
6. All original medication orders must be kept in the school office file and copy given to the teacher responsible for the student when necessary.
7. All medication documentation must be kept on file in the student's health record.
8. At the end of the school year, the parent must remove the remaining or unused medication, or it will be disposed of in an appropriate manner. If the medication order changes during the school year, the parent must pick up remaining or unused medication.
9. If a parent and physician agree that a student should self-medicate without assistance, (e.g. inhaler), this should be indicated on the **T.C.A. 49-5-415** was amended that under certain circumstances students can carry and self administer inhalers for asthma. The LEA must permit possession and self-administration of prescribed, metered dose, asthma-reliever inhaler by any student with asthma if the student's parent or guardian. Note : School nurses will monitor storage and proper documentation of medications administered on a regular basis to insure that medications are handled properly.

### **Emergency Medications**

Emergency meds need to be available to the student immediately.

- A. The ability of a student to carry emergency medications should be determined by age, competency, and doctor's orders.
- B. All emergency medications will require a current doctor's order on file.
- C. Emergency meds include inhalers 1, epi-pens 2, and glucagon 3.

### **Short Term Prescription Medications (Up to two (2) weeks)**

In the event medication must be given during school hours, it must be sent in the original container (e.g. antibiotics) with a dosage spoon or cup and a signed note from the parent or guardian specifying student's name, dosage, and time to be given. Items 4, 5, 7, and 8 under "Long Term Prescription Medications" apply to short term prescription medications, also. Medications given must be recorded on the Medication Record.

### **Over-The-Counter Medications (Non-Prescription):**

A student shall not possess any prescribed or over-the-counter medication at any time during the school day, at a school activity, or on school grounds.

The school may assist in a student's self-administration of over-the-counter medications with the written permission of the parent/guardian. All non-prescription medication to be self-administered in school shall:

- A. Be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container;
- B. Require a written parental/guardian request, which shall include:
  - a. Child's name
  - b. Name and signature of parent/guardian
  - c. Name of medication dosage route of administration frequency and time of administration
  - d. Discontinuation date

- e. Reason medication is needed
- f. Parents/guardian's phone number in case of emergency
- C. Medication must be transported to and from school by a parent or responsible adult and given to a designated Marshall County Public School employee.
- D. No homeopathic or herbal medications shall be self-administered with assistance at school. (These drugs are not standardized by the FDA). Note: Volunteer personnel, trained by the school nurses, may administer emergency medicines to a student based on that student's Individual Health Plan (IHP).

### **Blood Glucose Self-Checks**

Upon written request of a parent or guardian, and if included in the student's medical management plan and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in the clinic with the school nurse. Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

### **MENINGOCOCCAL VACCINE**

Meningococcal vaccine is not required by the state of Tennessee nor is it recommended by the Advisory Committee of Immunization Practices for healthy children who are younger than 11 years old. The new meningococcal conjugate vaccine, Menactra, is licensed for persons aged 11-55 years. The older meningococcal polysaccharide vaccine (Menomune) may be given to younger children; however, because it provides protection for only 3-5 years, it is recommended only for specific groups; those with high-risk medical conditions, travelers to some developing countries, and designated groups during disease outbreaks.

### **NOTICE OF NONDISCRIMINATION**

Complaints may be filed if any person believes the Marshall County School System or any of the system's staff has inadequately applied the principles or regulations of Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment Act, Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, or Due Process Rights. Inquiries regarding compliance with the notice of Nondiscrimination Policy may be directed to the Marshall County School Board, 700 Jones Circle, Lewisburg, Tennessee 37091 – 359-1581. In compliance with new federal regulations, parents have the right to know the qualifications of their child's instructional staff. This information can be accessed from the Tennessee Department of Education website.

### **PERSONAL COMMUNICATION DEVICES – POLICY 6.312**

Students may possess cell phones on school property so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls during class time and programs. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of cell phones to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work; however, all approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the Marshall County School System's (MCSS) guest network. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion. The Marshall County School System/Marshall County Board of Education will not be responsible for damaged, lost, or stolen cell phones.

#### **Internet**

All Internet access shall occur using the MCSS guest network. Cellular network adapters are not permitted to be used by students to access the Internet at any time. The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted. Students must comply with a teacher's request to turn off the device. Unauthorized use or improper storage of a device during class time or programs will result in confiscation until such

time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action as per board policy 6.316 Suspension/Expulsion/Remand.

- 1<sup>st</sup> offense: Parent must pick up
- 2<sup>nd</sup> offense: 1 hour Detention and parent must pick up
- 3<sup>rd</sup> offense: 1 day of ISS and parent must pick up
- 4<sup>th</sup> offense: 3 days of ISS and parent must pick up
- 5<sup>th</sup> offense: 5 Days of ISS and parent must pick up

**PROMOTION AND RETENTION – POLICY 4.603**

Student’s academic progress will be reported to the parents or guardians at least eight times per year. Numerical grades will be used in reporting the progress of students in grade. Parent-Teacher Conferences are scheduled throughout the year. Parents’ involvement with their child’s academic progress is very important, and parents may request a conference with their child’s teacher at any time. Please call the principal for an appointment if a conference is desired. In order to be promoted to the next grade students in grades 9-12 must complete and or accrue the prescribed number of credits per grade level designated by the Board of Education and the State of Tennessee. A course must be successfully completed for credit to be assigned; no partial credit may be earned for a one or two credit course. Graduation requirements are outlined in the student educational planning guide.

**REPORT CARDS – POLICY 4.601**

Student progress reports shall be provided at least once every four and one half weeks during the school year. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year. Each report shall be signed by the parents and returned promptly to the school.

**RIGHTS AND RESPONSIBILITIES – POLICY 6.301**

The board expects all school staff, students, and parents to assume the responsibility for appropriate behavior in the school. Each student has the right to have the opportunity for a free education in the most appropriate learning environment; be secure in his or her person and protected against unreasonable searches and seizure; expect that the school will be a safe place; have an appropriate environment conducive to learning; not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities: and be fully informed of school rules and regulations. Each student has the responsibility to know and adhere to reasonable rules and regulations established by the board; respect the human dignity and worth of every other individual; refrain from libel, slanderous remarks, and obscenity in verbal and written expression; study and maintain the best possible level of academic achievement; be punctual and present in the regular school program; dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety; maintain and improve the school environment preserve school and private property, and exercise care while using school facilities; refrain from behavior which would lead to physical or emotional harm or disrupt the educational process; respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school sponsored activities; obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and possess on school ground only those materials which are acceptable under the law and accept the consequences for articles stored in one’s locker.

**SECTION 504 AND ADA GRIEVANCE PROCEDURES – POLICY 1.802**

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

**Definition**

309 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. A 80



provides that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

**Coordinator**

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

**Notice**

The Board shall make available the name, office address and telephone number of the ADA/Section 504 coordinator. Methods of initial and continuing notification may include the posting of notices, publication in newspapers and student and employee handbooks and distribution of memoranda or other written communications.

**Complaint Procedure**

The coordinator will hear ADA/Section 504 complaints. Complaints may be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

**Due Process Hearing Procedures**

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child's identification, evaluation, and placement under Section 504.6 If a parent/guardian requests a Section 504 hearing, the parent/ guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator. The request shall be submitted on or reduced to writing on a form provided through the Central Office.

The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current employee of the school system and shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

Office for Civil Rights

U.S. Department of Education

61 Forsyth St. S.W., Suite 19T10

Atlanta, GA 30303-8927

Telephone: 404-974-9406; TDD: 877-521-2172

Email: OCR.Atlanta@ed.gov

The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appointment and provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing shall take place at a mutually agreeable time and place.

**2** Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the hearing date and set a new hearing date.

**v** If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request.

The school system shall not have legal representation at the hearing unless the parent provides notice that he/she will have legal representation.

**-** The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending on the hearing officer's decision based on the convenience to both parties.

**8** If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

**-** The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit testimony and introduction of exhibits for reasons or relevance.

**3** Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

**Y** Witnesses will present their information in narrative form, without the traditional question and answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the hearing officer, at his/her discretion, ask a witness a certain question.

**U** Each side will have an equal amount of time to present their positions as determined by the hearing officer. The parent/guardian will present his/her case first by making an opening statement outlining the calling witnesses, and making a closing argument. The school system will present its side next. At the end of the school system's presentation, the parent/guardian may offer a short response. Each side may present personally or through their representatives.

**B** As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports, evaluations, correspondence, notes, or any other documents that may support their positions.

Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

**2**

The hearing officer may allow or request written closing arguments summarizing and characterizing the information presented at the hearing.

**8**

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decision shall address all of the issues raised by the parent/ guardian as well as any corrective actions, if any, the school system must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

**3**

If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction.

#### **SPECIAL EDUCATION SERVICES – POLICY 4.202**

Special Education and related services are mandated by Federal and State Law to be provided at no cost to parents for eligible students. These services must be designed to meet the unique needs of the student and are supervised and directed in a public school setting that meets state standards. These services are provided for ages 3-22 or from preschool through high school. Placement must be provided in the least restrictive environment with other students who do not have a disability, as much as possible. Parents should contact the school guidance office for information concerning the available programs.

#### **SPECIAL EDUCATION STUDENTS – Policy 6.500**

All disabled students between the ages of three and twenty-one (inclusive) shall receive the benefit of a free appropriate public education. This provides the assurance that these students will be educated with nondisabled students to the maximum extent appropriate, and should be placed in separate or special classes only when the severity of the disabled is such that education in regular classes cannot be achieved satisfactorily. Eligibility standards and options of service for special education services will be based upon the criteria for disabling conditions specified in Rules, Regulations, and Minimum Standards, Tennessee State Board of Education. Students receiving special education services shall not be restrained, except as permitted by law.

#### **STUDENT EQUAL ACCESS – POLICY 4.802**

##### **STUDENT MEETINGS**

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity. No student may be compelled to attend or participate in a meeting under this policy. A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date. The principal shall approve the meeting if he/she determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and

5. Non-school persons will not direct, control or regularly attend.

### **STUDENT RECORDS – POLICY 6.603**

Authorized school officials will have access to and permit access to student education records for legitimate educational purposes. A “legitimate educational interest” is the official’s need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student’s education;
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student’s education record without the parent(s) or eligible student’s\* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student’s parent(s) or the eligible student;
2. If the disclosure is an item of directory or statistical information;
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address and age of the child, the name and address of the person responsible for the care of the child, and the facts requiring the report;
4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school system;
5. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system’s behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;
6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code of 1954;
7. To accrediting organizations to carry out their accrediting functions;
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students or eligible students have a right to obtain copies of records transferred under this provision;
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid and to enforce financial aid agreements.
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student of other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.
11. To the Attorney General or his designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order issued under this Act shall not be liable to any person for that production.

Authorized school officials may release information from a student’s education record if the student’s parent(s) or the eligible student gives written consent for the disclosure. The written consent must include: a specification of the records to be released; the reasons for the disclosure; the person, organization, or class of persons or organizations to whom the disclosure is to be made; the signature of the parent(s) or eligible student; and the date of the consent and, if appropriate, a date when the consent is to be terminated. The student’s parent(s) or the eligible student may obtain a copy of any records disclosed under this provision. The school system will maintain an accurate record of all requests to disclose information from, or to permit access to, a student’s education records. The system will maintain an accurate record of information it discloses and access it permits. The system

will maintain this record as long as it maintains the student's education record. The record will include at least: the name of the person or agency that makes the request; the interest the person or agency has in the information; the date the person or agency makes the request; and whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

#### **STUDENT SURVEY INFORMATION - POLICY 6.4001**

Surveys for research purposes shall be allowed by the board when the project is viewed as contributory to greater understanding of the teaching – learning process, the project does not violate the goals of the board, and the disruption of the regular school program is minimal. Surveys conducted for agencies, organizations, or individuals must have the recommendation of the Director of Schools and the approval of the Board as to content and purpose. The Director of Schools shall develop administrative procedures for approving request for conducting surveys. The request shall outline what is to be done, who is to be involved, and how the results will be used and distributed. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program. No student may, without parental consent, take part in a survey, analysis, or evaluation that reveals information concerning political affiliations, potentially embarrassing psychological problems, sexual behavior or attitudes, anti-social and demeaning behavior, critical appraisals of family members, legally privileged relationships, income and religious affiliations.

#### **STUDENT WELLNESS – POLICY 6.411**

The Board recognizes the link between nutrition, physical activity and learning. In order to implement overall wellness for students, the plan below shall be followed by all schools in the district.

##### **I. SCHOOL HEALTH ADVISORY COUNCIL**

An advisory council shall be established to serve as a resource to school sites for implementing policies. The council shall consist of individuals representing the school and community, including but not limited to, staff, students, teachers, school administrators, parents, civic organizations, community organizations and agencies, and others concerned with the health and wellness of students with at least two-thirds of the members being non-school personnel. The primary responsibilities of the council include but are not limited to:

- Developing, implementing, monitoring, reviewing and, as necessary, making recommendations as to physical activity and nutrition policies;
- Ensuring that all schools within the district create and implement an action plan related to the modules from the School Health Index;
- Ensuring that the results of the action plan are annually reported to the council; and
- Ensuring that school level results include measures of progress on each indicator of the School Health Index. The State Board of Education's Physical Education Policy shall be used as guidance by the Council to make recommendations. The Board may consider recommendations of the Council in making policy changes or revisions.

##### **II. COMMITMENT TO NUTRITION**

All schools shall offer school meal and snack programs with menus that meet the patterns and nutrition standards established by the U.S. Department of Agriculture and State Board of Education's Minimum Nutritional Standards for individual food items sold or offered for sale to pupils in Pre-K through eight. The designated system-wide wellness coordinator shall be responsible for overseeing the school district's compliance with the State Board of Education Rules and Regulations for sale of food items in the school district and that this Wellness Policy is being fulfilled by all schools in the district. He/She shall register with the State Department of Education. Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged.

##### **III. EVALUATION OF EFFECTIVENESS OF NUTRITION PROGRAM**

The Board shall monitor the effectiveness of the school nutrition program within a wide-range of student constituency groups. Factors to be considered shall include, but are not limited to:

1. Participation rates in school meal programs;

2. Student satisfaction surveys to monitor the effects of consumption of healthy snacks on children's health, behavior, and school performance and to monitor satisfaction with snack choices;
3. Parent satisfaction surveys to monitor the effects of consumption of healthy snacks on children's health, behavior, and school performance and to monitor satisfaction with snack choices; and
4. Test scores; and
5. Teacher surveys of students' classroom behavior, attention span, and memory.

#### **IV. COMMITMENT TO PHYSICAL ACTIVITY**

The Board recognizes physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. All students shall receive 90 minutes of physical activity per week during the school day. Physical activity may be integrated into any areas of the school program. Physical Education classes shall be offered with moderate to vigorous physical activity being an integral part of the class. Students shall be encouraged by staff whenever possible to be physically active. Supervised recess/physical activity should be offered daily to all elementary (K-6) school children.

#### **V. COMMITMENT TO ENSURING A HEALTHY SCHOOL ENVIRONMENT**

The Board strives to ensure that all schools offer healthy, safe, and supportive environments for students, staff, parents, and visitors. To further this goal, the Board and each school shall implement all state and federal laws and regulations related to the development, curriculum, services, standards, staffing, and assessment of wellness programs.

#### **SUSPENSION/EXPULSION/REMAND – POLICY 6.316**

**Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

**Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

**Remand:** assignment to an alternative school.

#### **Reasons for Suspension/Expulsion**

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus 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:

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of a person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun or firearm on school property;
7. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
8. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;3
10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
12. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and

14. Any other conduct prejudicial to good order or discipline in any school.

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

**In-School Suspension:**

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and class work 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.

**Procedures For Out Of School Suspension and Expulsion**

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The principal shall notify the parent or guardian and the director of schools or designee in writing: of the suspension/expulsion and the cause for it; and a request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum often (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed by the Board.
8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.
9. Students who have been suspended Out of School, placed in In-School Suspension, or placed in Alternative School may not participate in any school related extracurricular activities until the end of the regular school day on the last day of the suspension.

**TESTING PROGRAMS – POLICY 4.700**

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;
6. Assist in the screening of students with learning difficulties;
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.

The director of schools shall be responsible for planning and implementing the program, which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provision for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education. Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science and social studies. Students who do not take the TCAP test will be given a zero. They may appeal to the director of schools, who will determine if there are extraordinary circumstances which would warrant a summative test be given at grade level on the tested areas. This will be determined on a case-by-case basis. Other tests may be given as requested by students, teachers or parents when approved by the principal. Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians. Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures. No later than July 31 of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include:

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered; and
5. The time and manner in which parents and students will be notified of the results of the test.

Beginning with the 2015-2016 school year and for school years thereafter, the testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis.

### **TOBACCO POLICY – POLICY 1.803**

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia, are prohibited in all of the school district's buildings. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms. The use of tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia, will be prohibited in all vehicles, owned, leased or operated by the district. District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia, while they are participants in any class or activity in which they represent the school district. Any student seventeen (17) or under who possesses tobacco products shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile

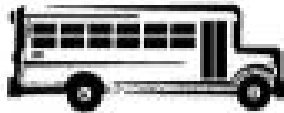




**MARSHALL CO. BOARD OF  
EDUCATION/TRANSPORTATION**

Bus Garage: 931-359-4866

Board of Education: 931-359-1581



**From the Director:**

School bus transportation is a vital service for our students. We want your child to be as safe as possible aboard our buses. We need your help to ensure the children's safety. Our drivers need to concentrate on their driving and not be distracted by misbehavior. Please go over the bus safety rules with your child. Stress the importance of good behavior on the bus. Let your child see that you support the driver's efforts to keep order and observe safety rules. Your child's safety is our main concern.

Thanks,  
Jacob Sorrells

**From the Supervisor of Transportation:**

The Transportation Dept. of the Marshall Co. Board of Education is concerned, foremost, with your child's safety to and from school. Each child that has the privilege of riding a school bus must obey the rules and regulations, which are set up by the State Dept. and the Board of Education. Bus riding is a privilege and if that privilege is abused, children will not be allowed to ride a school bus. These concerns are for the safety of all the children of Marshall Co.

Thanks,  
Chuck Brown

**School Bus Safety Rules for all Students:**

- Must take orders from the driver;
- Must stand well off the road and clear of the bus until it comes to a complete stop;
- Must load in an orderly manner;
- Must be seated before the bus starts;
- Must get off the bus only at the direction of the driver;
- Must cross the road under the direction of the driver;
- Must approach the bus stop carefully;
- Must walk on the left side of the road, facing oncoming traffic;
- Must cross the road after the driver has signaled that it is safe;
- Must be at the bus stop 5 minutes before scheduled pick-up time;
- Must sit in assigned seat and remain seated without disturbing others;
- Must obey driver promptly and cooperatively;
- Must treat driver, as well as other students, with courtesy;
- Must not distract driver's attention with loud talking, laughing or unnecessary confusion;
- Must always keep head, arms and hands inside the bus;
- Must not clutter the aisles with books, lunch boxes, band equipment, etc;
- Must treat bus equipment carefully and help keep it clean;
- Must never run when boarding or leaving the bus;
- Must not open or close windows without driver permission;
- Must never bring glass objects, balloons or aerosol sprays on the bus, and keep all sharp objects (pencils, etc.) packed away;
- There are to be NO TOBACCO PRODUCTS (DIP, ETC.).

**Attention Parents:**

Service will cease for students who are the last pickup or live on a dead-end road and do not ride the bus for 3 consecutive days until the bus garage is notified.

**MCBOE Disciplinary Procedures:**

Bus drivers in the Marshall Co. School System will observe the following disciplinary procedures in dealing with student misbehaviors. All bus riders will receive a group explanation of this procedure and a copy of this policy.

Thanks,

Tres Beasley

- **Group Warning:** All Students will receive a group warning of rules and consequences of breaking the rules.
- **1<sup>st</sup> incident:** Warning issued to student and parent/guardian notified.
- **2<sup>nd</sup> incident:** Five days suspension from bus riding privileges and parent/guardian notified.
- **3<sup>rd</sup> incident:** Ten days suspension from bus riding privileges and parent/guardian notified.
- **4<sup>th</sup> incident:** Suspension from bus riding privileges for remainder of school year and parent/guardian notified.

**THE BUS DRIVER IS AUTHORIZED  
TO ASSIGN SEATS.**

- Anyone caught **THROWING OBJECTS** or **FIGHTING** on the bus will receive an automatic five day suspension from bus riding privileges.
- Any student found **DESTROYING SEATS** or **COMMITTING ANY OTHER ACT OF VANDALISM** will be required to pay for the actual damages according to a payment schedule agreed upon by the principal and parent/guardian before the student will be allowed to ride any Marshall Co. school bus again. Restitution for damages will be required in addition to other consequences that the student has incurred.
- **ABUSIVE** or **OBSCENE LANGUAGE** toward a driver will result in 10 days suspension from the bus. A second incident will be considered a Level IV offense under the Board's Disciplinary Procedure (JCC), and the student will be suspended from bus riding privileges for the remainder of the school year.

**GOOD BUS HABITS:**

- Observe same conduct as in the classroom.
- Be courteous to driver and others.
- Don't eat, drink, or smoke on bus.
- Keep bus clean.
- Cooperate with the driver.
- Take care of the bus and seats.
- Stay in your seat at all times.
- Keep head, hands, and feet inside the bus.

**SCHOOL BUS TRANSPORTATION....  
A PRIVILEGE**

