STUDENT HANDBOOK

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

TIPTON COUNTY BOARD OF EDUCATION

Dr. William E. Bibb, Director of Schools

MISSION STATEMENT

The mission of the Tipton County School System, the leading catalyst for educational excellence, is to guide and inspire students to become model citizens who pursue postsecondary education and thrive in the global job market by engaging each student in challenging experiences led by quality educators in a safe and nurturing environment.
# TIPTON COUNTY SCHOOLS

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<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>City, State 38019</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Learning Center</td>
<td>800 Bert Johnston Drive</td>
<td>Covington, TN</td>
<td>901-475-3502</td>
</tr>
<tr>
<td>Atoka Elementary School</td>
<td>870 Rosemark Rd.</td>
<td>Atoka, TN</td>
<td>901-840-9525</td>
</tr>
<tr>
<td>Austin Peay Elementary School</td>
<td>474 Academic Drive</td>
<td>Covington, TN</td>
<td>901-840-9325</td>
</tr>
<tr>
<td>Brighton Elementary School</td>
<td>1201 Old Highway 51 South</td>
<td>Brighton, TN</td>
<td>901-840-9505</td>
</tr>
<tr>
<td>Brighton Middle School</td>
<td>7785 Hwy 51 South</td>
<td>Brighton, TN</td>
<td>901-840-9450</td>
</tr>
<tr>
<td>Brighton High School</td>
<td>8045 Hwy 51 South</td>
<td>Brighton, TN</td>
<td>901-840-9400</td>
</tr>
<tr>
<td>Crestview Elementary School</td>
<td>151 Mark A. Walker Blvd.</td>
<td>Covington, TN</td>
<td>901-840-9300</td>
</tr>
<tr>
<td>Crestview Middle School</td>
<td>201 Mark A. Walker</td>
<td>Covington, TN</td>
<td>901-840-9250</td>
</tr>
<tr>
<td>Covington High School</td>
<td>803 South College</td>
<td>Covington, TN</td>
<td>901-840-9200</td>
</tr>
<tr>
<td>Covington Integrated Arts</td>
<td>760 Bert Johnson Avenue</td>
<td>Covington, TN</td>
<td>901-840-9150</td>
</tr>
<tr>
<td>Drummonds Elementary School</td>
<td>5068 Drummonds Road</td>
<td>Drummonds, TN</td>
<td>901-840-9750</td>
</tr>
<tr>
<td>Munford Elementary School</td>
<td>1200 McLaughlin Drive</td>
<td>Munford, TN</td>
<td>901-840-9700</td>
</tr>
<tr>
<td>Munford Middle School</td>
<td>100 Education Drive</td>
<td>Munford, TN</td>
<td>901-840-9650</td>
</tr>
<tr>
<td>Munford High School</td>
<td>1080 McLaughlin Drive</td>
<td>Munford, TN</td>
<td>901-840-9600</td>
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Tennessee and Tipton County Board Policies will have precedence over any information included in the book.
Tennessee Department of Education Contact Information

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

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

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

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

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

<table>
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<tr>
<th>West Tennessee:</th>
<th>Middle Tennessee:</th>
<th>East Tennessee:</th>
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<tbody>
<tr>
<td>(901) 756-4332</td>
<td>(615) 463-2310</td>
<td>(423) 639-2464</td>
</tr>
<tr>
<td><a href="mailto:jenness.roth@tnstep.org">jenness.roth@tnstep.org</a></td>
<td><a href="mailto:information@tnstep.org">information@tnstep.org</a></td>
<td><a href="mailto:karen.harrison@tnstep.org">karen.harrison@tnstep.org</a></td>
</tr>
</tbody>
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**Tennessee Protection and Advocacy (TP&A)** is on the Internet at [http://www.tpainc.org/](http://www.tpainc.org/)
416 21st Avenue South
Nashville, Tennessee 37212
1-800-287-9636 (Toll free) or 615-298-1080
615-298-2471 (TTY) 615-298-2046 (FAX)

**Tennessee Voices for Children** is on the Internet at [http://www.tnvoices.org/main.htm](http://www.tnvoices.org/main.htm)

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


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

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.
2017-2018
TIPTON COUNTY SCHOOLS
SCHOOL CALENDAR

Teacher Administrative Day...........August 1
First day for teachers

Student’s First Day ....................... August 2
Abbreviated Day

Students & Teachers Dismissed At 11:30 am

Teacher In-Service Day....................... August 3

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

Student’s First Full Day ................. August 7

Afternoon Teacher In-Service ............ August 17
Teachers work 3:15 –6:15 pm

School Out/Labor Day ................. September 4

Afternoon Teacher In-Service .......... September 14
Teachers work 3:15 –6:15 pm

Fall Break ....................... October 9-13

Parent/Teacher Conferences 3:15-6:15 pm
Full Day for Students
Elementary Schools....................Oct 23 & 30
Middle Schools .........................Oct 24 & 30
High Schools .........................Oct 26 & 30

Thanksgiving Holidays .............November 20-24

Last Day of First Semester ............. December 19
Abbreviated Day
Students & Teachers Dismissed At 11:30 am

Christmas Break .........................Dec 20 – Jan 1

87 Days 1st Semester
93 Days 2nd Semester
TCAP –
End of Course Tests –
New Student Registration Day is 7/25/2017

Kindergarten registration will be held on
March 8, 2018, April 5, 2018, May 15, 2018

Teacher In-Service Day.......................January 2

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

First Day Students.........................January 4

Parent/Teacher Conferences 3:15-6:15 pm
Full Day for Students
High Schools .........................Jan 11 & 18

School Out/M. L. King Day ...............January 15

Parent/Teacher Conferences 3:15-6:15 pm
Full Day for Students
Elem Schools .........................Feb 1 & 6
Middle Schools .........................Feb 1 & 8

School Out/Presidents’ Day ............February 19

Spring Break ....................... March 26-30

Last Day for Students ..................... May 23
Abbreviated Day
Students & Teachers Dismissed At 11:30 am

Teacher Administrative Day .................. May 24

Teacher Administrative Day .................. May 25

Progress Report Cards
Grading Periods                                     Reports
08/02-10/06          45 days  will be sent by 10/23
10/16-12/19          42 days 9/7  01/11
01/04-03/14          48 days 11/16 03/22
03/15-05/23          45 days 2/01  05/23

Graduation Dates
BHS 5/17
MHS 5/18
CHS 5/21

Lunch Will NOT Be Served On Any Day
School Is Dismissed At 11:30
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CALL CRIME STOPPERS

476-4411
Introduction

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

STUDENTS

Student Goals and Objectives

6.100

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

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities.¹

2. To protect and observe the legal rights of students;

3. To promote a learning environment which provides opportunities for all students without regard to race, creed, ethnic origin, sex or disabilities;

4. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment which provides positive encouragement from frequent success;

5. To provide an environment or reality in which students can learn civic responsibility for their actions through meaningful experience as school citizens;

6. To deal with students in matters of discipline in a fair and constructive manner;

7. To provide for the safety, health and welfare of students; and

8. To promote faithful attendance and good work.

CODE OF CONDUCT

STUDENTS

Rights and Responsibilities

6.301

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

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;

2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;

3. Expect that the school will be a safe place;

4. Have an appropriate environment conducive to learning;

5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities;² and

6. Be fully informed of school rules and regulations.

Each student has the responsibility to:³

1. Know and adhere to reasonable rules and regulations established by the Board and the procedures of his/her school;

2. Respect the human dignity and worth of every other individual;

3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;

Legal References:
¹ 20 U.S.C. § 1703; TCA 49-6-3109
² 20 U.S.C. § 1703
³ TCA 49-6-3401
4. Study and maintain the best possible level of academic achievement;

5. Be punctual and present in the regular school program;

6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;

7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;

8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;

9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;

10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and

11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one’s locker.

STUDENTS
Procedural Due Process
6.302

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

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

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

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

STUDENTS
Code of Discipline and Behavior
6.300

GUIDING POLICY

1. Good discipline is more than the maintenance of school and classroom order. It has as its ultimate objective the development of socially approved self-control with due respect for democratically constituted authority. Policies and practices of discipline should be such as will help achieve this broad objective while at the same time achieving the immediate objective of maintaining the desired degree of order in the school.

2. The responsibility of the school staff for student behavior shall extend to all school activities, including ball games, field trips and etc.

3. The principal is responsible for establishing and maintaining effective discipline within the school.

4. Each teacher is responsible for the maintenance of good order within the classroom for the promotion of a conducive learning environment.

5. Every teacher is a disciplinarian during every hour of the school day and in every part of the school plant.

6. The initial judgement that certain conduct violates school rules, which may result in school suspension, is made by the principal or assistant principal. The principal/assistant principal is authorized by statute to suspend students for good and sufficient reasons. The teacher has the authority to dismiss students from a class for cause by referring the pupil to the principal or principal’s designee. These rules, regulations, and due process procedures are designed to protect all members of the educational community in the exercise of their rights, duties, and responsibilities. A student found to be in continued violation of these rules is subject to long-term suspension.

Legal References:
1 Ingraham v. Wright, 430 U. S. 651, (1977)
3 TCA 49-6-3401
The following school disruptions and disciplinary procedures are designed to protect all members of the educational community in the exercise of their rights and duties.

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

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

**STEP #2**: Detention, Saturday School, Corporal Punishment, 1-4 Day(s) In-School Suspension, 1-2 Day(s) Out-of-School Suspension and Parental Contact

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

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

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

The **STEP Discipline Program EXPLANATION**:

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

**DISRUPTIONS: CONSEQUENCES: PROBATION PERIOD:**

1. Violation of Dress Code ............STEP #1 .......... 10 DAYS
2. Violation of Classroom Rules.....STEP #1 .......... 10 DAYS
3. Improper Behavior Outside.......STEP #1 .......... 10 DAYS Classroom, Including, But Not Limited to: Cafeteria, Campus, Assemblies or Other School Activities.
4. Refusal to Identify Oneself.......STEP #1 .......... 10 DAYS Properly When Requested to Do So By a Faculty or Staff Member.
5. Cheating, Cutting Classes, ......STEP #2 .......... 6 WEEKS Truancy, Leaving Campus Without Authorization, Excessively Tardy
   **NOTE**: Repeated violation of Rule #4 could result in a referral to the Tipton County Truancy Board.
6. Improper Student Relationship STEP #2 .......... 6 WEEKS
   **NOTE**: May result in a referral to the Student Disciplinary Hearing Authority.
7. Defacing School Property.......STEP #2 .......... 6 WEEKS
8. Use or Possession of ............STEP #2 .......... 6 WEEKS Fireworks, Explosive Devices, or Odorous Devices
9. Profanity or Vulgarity ............STEP #2 .......... 6 WEEKS
10. Possession and/or Use of ......STEP #2 .......... 6 WEEKS Tobacco or Tobacco Related Products
    **NOTE**: By Tennessee law all violators are cited to Juvenile Court.
11. Gambling or Possession of .....STEP #2 .......... 6 WEEKS Gambling Devices
12. Bullying, Harassment, ............STEP #3 .......... 6 WEEKS Degradation, Intimidation or Threatening of Other Students or School Staff
13. Personal Multi-Media/.........STEP #2 .......... 6 WEEKS Communication Devices. 1st Offense - Confiscation up to 9 weeks. Multiple Offenses - Confiscation up to remainder of school year
    **NOTE**: Student will have the opportunity for a hearing before the principal.
14. Theft or Vandalism, Forgery, ...STEP #3 .......... 6 WEEKS Falsifying School Records
    **NOTE**: Restitution is required.
15. Gangs, Gestures, Actions, ......STEP #3 .......... 6 WEEKS Signals, Literature, Colors, Drawings, Signs, Jewelry, or Manner of Grooming Implied Affiliation with Unauthorized Societies, Clubs or Gangs
16. Open Defiance of a Teacher....STEP #3 .......... 18 WEEKS
17. Fighting at School, On the ......STEP #3 .......... 18 WEEKS Way To and From School or At School Activities
18. Possession or Use of ............STEP #5.0-TOLERANCE Weapons or Dangerous Instruments
19. Use, Sale or Possession of.....STEP #5.0-TOLERANCE Drugs or Alcohol on or Near School Property
20. Battery upon any teacher, ......STEP #5.0-TOLERANCE principal, administrator, any other employee of the school or school resource officer.

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

The Graduation ceremony is a privilege not a right. Any violation of school rules may result in a student not being allowed to participate in the ceremony.
STUDENTS
Zero-Tolerance Offenses
6.309

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

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

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

Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms (as defined in 18 U.S.C. § 921) 3

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

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

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

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

Legal References: Cross References:
1 TCA 39-17-1309 Discipline Procedures 6.313
2 TCA 39-11-106(a)(5)(A)(B) Suspension/Expulsion/Remand 6.316
3 18 U.S.C. 921
4 20 U.S.C. § 8921; TCA 49-6-4216(b); TCA 49-6-3401(g)
5 TCA 49-6-3401(g); TCA 49-6-4216(b)
6 TCA 49-6-4216(a)(2)(C)
7 TCA 49-6-4209; TCA 39-17-1312
8 TCA 49-6-2008

STUDENTS
Bus Conduct
6.308

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus. 8

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

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

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

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

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

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

Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.
Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

**USE OF VIDEO CAMERAS**

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

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

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

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

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

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**School Bus Discipline Steps**

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

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

**The STEP Discipline Program EXPLANATION:**

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

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

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

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**Reward for Reporting Vandalism of Bus Property**

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

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

This information may be reported to either the bus driver, principal, supervisor of transportation, or the Director of Pupil Services. After the information has been verified, the reward shall be forwarded from the Tipton County Board of Education.
STUDENTS
Dress Code
6.310

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

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

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

1. Caps, hats or headcoverings of any type;
2. Sunglasses;
3. Shorts. Pre-K through 5th Grade students may wear knee length shorts.
4. Any apparel made from spandex material;
5. “Mesh” shirts, tank tops or “cut off” tops, see through shirts. Midriffs must be covered at all times including when students are seated and/or raising their hands. Cleavage is NOT allowed to be shown at anytime.
6. Clothing that promotes the use or consumption of alcohol, drugs or with sexual innuendoes conveying suggestive or inappropriate messages. Clothing which denotes possible gang affiliation is not permitted.
7. Untucked shirts where belt can not be seen.
8. Articles of clothing that are ripped or torn;
9. Body piercings with the exception of ear piercing.
10. Apparel worn so tight that it is distracting.
11. Low riding pants.
12. Dresses and skirts not at least knee length.
13. Wording across seat of pants.
14. Flip-flops or house shoes.
15. Pants that are not the appropriate size and not worn at the waist. Belts are required for pants that have belt loops.

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

Students who are considered to be in violation of the student dress code will be required to be in compliance immediately or be placed in in-school suspension until he/she is in compliance.

INTERROGATIONS BY SCHOOL PERSONNEL

6.303

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 actions, including suspension.

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

INTERROGATIONS BY POLICE (AT ADMINISTRATOR’S REQUEST)

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

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

POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation, inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s)/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, (Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

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

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for 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. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

A student may be subject to physical search. 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.

SEARCHES BY POLICE

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

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

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

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

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

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

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.\(^\text{1}\)

Legal References:
\(^{1}\) TCA 49-6-4202 through TCA 49-6-4212
STUDENTS
Weapons and Dangerous Instruments
6.309

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon1 in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school sponsored activity, function, or event.

Dangerous weapons for the purposes of this policy shall include, but not be limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.1

Violators of this section shall be subject to suspension and/or expulsion from school.

When it is determined that a student has violated this policy, the principal of the school shall notify the student’s parent or guardian and the criminal justice or juvenile delinquency system as required by law.2

STUDENTS
Reward for Reporting Gun or Drugs on School Property

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

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

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

CALL CRIME STOPPERS
476-4411

STUDENTS
Alcohol and Drug Use
6.307

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community, the Board’s plan for dealing with alcohol and drugs3 shall include the following:

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

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

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act4 by:
   a. Informing all students in grades seven (7) through twelve (12) of its provisions;
   b. Distributing to all such students a pamphlet describing the law;
   c. Including the teaching of the components of the law;
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events.

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

Legal References:
1 TCA 39-11-106(a)(5)(A)(B)
2 TCA 49-6-4209; Gun Free Schools Act 1994, Section 14602 (a); TCA 39-17-1312
3 TRR/MS 0520-1-3-08 (2) (d)
4 TCA 55-10-701 et seq.
Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.¹

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials.² A student who unlawfully possesses any narcotic, stimulant, prescription drug or other controlled substance shall be subject to the suspension for a period of not less that one (1) calendar year. The director of schools shall have the authority to modify this suspension requirement on a case-by-case basis.³

STUDENTS
Use of Personal Multi-Media / Communication Devices In School
6.312

K-5 and ALC/TLC
Students may not possess personal communication devices and personal electronic devices, including but not limited to wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones, laptops, tablets, mp3 players, and cameras, on school property. A student in violation of this policy is subject to disciplinary action as outlined in the Tipton County Handbook.⁴

6-12
Students may possess personal communication devices and personal electronic devices, including but not limited to wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones, laptops, tablets, mp3 players, and cameras, on school property so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

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

At no time shall a Tipton County School be responsible for preventing theft, loss or damage to personal communication or electronic devices, including but not limited to wearable technology or cell phones, laptop, tablets, mp3 players, and cameras brought onto school property. Furthermore, Tipton County Schools shall not be responsible for servicing any such devices.⁵

STUDENTS
Suspension/Expulsion/Remand
6.316

DEFINITIONS:⁶

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:⁶

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
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Marking, defacing or destroying school property;
7. Possession of a pistol, gun or firearm on school property;
8. Possession of a knife or other dangerous instruments etc., as defined in TCA 39-17-1309, on school property;
9. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
10. Unlawful use or possession of barbital or legend drugs, as defined in TCA 53-10-101;⁷
11. Any other conduct prejudicial to good order or discipline in any school;
12. Off campus criminal behavior resulting in felony charges when such behavior poses a danger to persons or property or disrupts the educational process;
13. Use or possession of alcohol;
14. Smoking on school property;
15. School bus conduct;
16. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
17. Engaging in behavior which disrupts a class or school-sponsored activity; and
18. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school.

Legal References: Cross References:
¹ TCA 39-17-417
² TCA 49-6-4209
³ TCA 49-6-4018
⁴ TCA 49-6-4214
⁵ TCA 49-6-3007(h) Procedural Due Process 6.302
⁶ TCA 49-2-203 (a) (7); TCA 49-6-3401
⁷ TCA 49-6-4216; TCA 39-17-1309; TCA 39-17-417 Bus Conduct 6.308
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.1

Suspensions are considered unexcused absences. Students with unexcused absences will be required to make up work at academic detention or Saturday School. A suspended student will not be allowed to be on the campus of any Tipton County School during the duration of the suspension.

IN-SCHOOL SUSPENSION2

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has text books and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

EMERGENCY EXCEPTION

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.

SHORT TERM SUSPENSION (10 Days or Less):3

1. Upon suspension/expulsion of any student other than for in-school suspension for one (1) day or less, the principal shall make a prompt attempt (within twenty-four (24) hours) 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.
2. The principal shall notify the parent or guardian and the director of schools or designee in writing:
   a. of the suspension/expulsion and the cause for it; and
   b. 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.
3. 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 re-admission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.

LONG-TERM SUSPENSION AND EXPULSION (MORE THAN 10 DAYS)4

If the principal or assistant principal determines an offense has been committed which, in the judgement of the principal or assistant principal would justify a suspension of more than ten (10) days, he/she shall immediately refer the case by way of the Director of Pupil Services to the Disciplinary Hearing Authority. The Student Disciplinary Hearing Authority is composed of administrators of Tipton County Schools and meets on a weekly basis.

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

The hearing before the Student Disciplinary Hearing Authority shall be limited to the charges contained in the notice to the student and his/her parent(s) or guardian(s) and the student shall not be suspended or expelled unless the Hearing Authority finds the student guilty of the charges; provided, however, the Hearing Authority may consider prior misconduct of the student in determining whether or not a student will be suspended and/or expelled, if a student has been informed in the notice that such prior misconduct may be used against him/her. Prior to the hearing the student and his/her attorney shall have the right to examine and copy any relevant records which may be used against the student at the hearing.

At the hearing before the Hearing Authority, the student shall have the right to be represented by an attorney, the right to confront and cross examine adverse witnesses and the right to testify and present witnesses and evidence in his/her own behalf.

After the hearing, the Hearing Authority may dismiss the charges against the student if they do not find sufficient evidence to support the same or upon finding the student guilty of the charges, may permit him/her to remain in school upon such conditions as it deems reasonable, assign the student to an alternative program or suspend the student for a specified period of time, or expel.

The Director of Pupil Services shall prepare a written record of the preceding including a summary of the facts and the reason supporting the decision. The student or principal may within five (5) days of the decision request review by the Board of Education. Absent a timely appeal, the decision shall be final. The Board of Education, based upon a review of the record, may grant or deny a request for a Board Hearing and may affirm or overturn the decision of the Hearing Authority with or without a hearing before the Board; provided, the Board may not impose a more severe penalty than that imposed by the Hearing Authority without first providing an opportunity for a hearing before the Board. The action of the Board of Education shall be final.

If a student is suspended in the last ten (10) days of a term or semester, the pupil may be permitted to take such final examination or submit such required work as is necessary to complete course work.

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Legal References:
1. TCA 49-6-3401(i) Zero Tolerance Offenses 6.309
2. TCA 49-6-3401(b)(1) Dress Codes 6.310
3. TCA 49-6-3401(2)-(3)
4. TCA 39-6-3401(4) A-D
STUDENTS
Corporal Punishment
6.314

Any principal, assistant principal, or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:¹
1. Corporal punishment shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances;
2. The instrument to be used in administering corporal punishment shall be approved by the principal;
3. Corporal punishment shall be reasonable;
4. Corporal punishment shall be administered in the presence of another professional employee; and
5. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender’s example and conduct on others.

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.²

STUDENTS
Student Discrimination/Harassment and Bullying/Intimidation
6.304

The Tipton County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.³

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

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

DEFINITIONS
Bullying/Intimidation/Harassment - An act that substantially interferes with a student’s educational benefits, opportunities, or performance, and the act has the effect of:
• Physically harming a student or damaging a student’s property;
• Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property;
• Causing emotional distress to a student or students; or
• Creating a hostile educational environment.

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

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

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.⁴

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

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.⁵ All school employees are required to report
alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

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

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

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

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

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

STUDENTS

Student Concerns, Complaints and Grievances

STUDENT CONCERNS AND COMPLAINTS

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

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

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

REPORTS

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

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

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

RETAILIATION AND FALSE ACCUSATIONS

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

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

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

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

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

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

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

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

APPOINTING COMPLAINT MANAGERS

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

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

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

STUDENTS

Compulsory Attendance Ages 6.201

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

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

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

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

Legal References:
1 Title IX, Education Amendment of 1972 4
2 TCA 49-6-3001 (c)(1)
3 TCA 49-6-3001 (c)(5)
4 TCA 49-6-3005
5 TCA 49-6-201 (b)(3); TCA 49-6-3001 (b)(1)
6 TCA 49-6-201 (b)(4)
A child entering a special education program shall be no less than three (3) years of age.\textsuperscript{1}

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

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

The compulsory attendance law shall not apply to the following:\textsuperscript{1}

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

**TIPTON COUNTY JUVENILE COURT TRUANCY BOARD**

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

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

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

**STUDENTS ATTENDANCE 6.200**

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session.

The attendance supervisor shall oversee the entire attendance program which shall include:\textsuperscript{2}

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 fails to maintain satisfactory academic progress.

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

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

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

1. Personal illness (a physician’s statement may be required);
2. Death in the family (not more than three (3) days absence shall be excused);
3. Religious observances;\textsuperscript{3}

Legal References:

1. U.S.C. Sec 5. 1400-14857; TCA 49-6-3001 (c)(2)(A)-(D)
2. TRR/MS 0520-1-3-.03(15); TCA 49-6-2904
3. TCA 49-6-3108
Absences other than those outlined above may be considered unexcused.

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

An excuse for absence must be made in writing by the parent(s) or guardian(s) and should include the name of the student, the date(s) he/she was absent, the reason for the absence and parent’s or guardian’s signature. For a student to be excused by a parent/guardian note, the note must be turned in no later than two (2) days starting the day the student returns to school following his/her absence.

After being absent from school ten (10) days, a student’s absence will only be excused upon the presentation of a healthcare provider’s statement (i.e. doctor’s note) specifying the day(s) to be excused. After ten (10) healthcare provider statements an assessment meeting may be held. All questions concerning student attendance records should be directed to the local school attendance coordinator.

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.
6. Notifying the Department of Safety whenever a student with a driver’s permit or license fails to maintain satisfactory academic progress.  

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

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

Truancy is defined as five (5) or more unexcused absences for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled. A Prevention Meeting will be held at the school following the student’s eighth (8th) unexcused absence. After ten (10) unexcused absences, a student may be referred to the Tipton County Truancy Board. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.¹

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

Military Service of Parent/Guardian

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

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

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

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

Requests for students to attend school in counties in adjoining states shall be considered on a case-by-case basis.²

PROMOTION/RETENTION

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

High School students will be permitted a maximum of 4 absences per semester for each class. Students with absences will be required to make up work and may be assigned academic detention or Saturday School. Absences occurring at the end of the year may be made up in summer sessions.

Parent(s)/guardian(s) will be notified after three (3) days absent. Appeals for any failing grades due to attendance will be heard at the end of each semester at the student’s respective high school.

Legal References:

1 TRR/MS 0520-1-3-.03(15); TCA 49-6-2904
2 TCA 49-6-3108
3 TCA 49-6-3107 (e)
STUDENTS
School Admissions
6.203

Any student entering school must present:

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

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

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

STUDENTS
Visitors
1.501

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

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

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

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

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

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

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

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

Legal References:
¹ TCA 49-6-3008(b)
² TRR/MS 0520-1-3-.08 (2)(a)
³ TCA 49-6-5001 (c)
⁴ TCA 49-6-3001 (c)(6); TCA 37-1-131(a)(2)
⁵ TCA 49-3051
⁶ TCA 49-2-303 (b)(4)
⁷ TCA 49-6-2008; TCA 39-14-406
STUDENTS
Student Fees and Fines
6.709

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Legal References:
¹ TCA 49-2-114
² TCA 49-6-3001 (A); TCA 49-2-110 (c)
³ TCA 37-10-101 through TCA 37-10-102
⁴ TRR/MS 0520-1-3-.03 (13)
STUDENTS
Gifts
6.710

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

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

The following guidelines will govern the delivery of arrangements to all schools:
1. School will not accept deliveries prior to 1:00 p.m.
2. For school bus safety purposes, flowers in glass containers and balloons will not be permitted on school buses. Students/parents must arrange transportation for students with flowers in glass containers and balloons.
3. Arrangements must be identified with the student’s name, grade and homeroom teacher prior to delivery to the school office.
4. Check with individual schools regarding deliveries to students on Valentine’s Day.

STUDENTS
Student Solicitations/Fundraising Activities
6.701

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

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

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

LOTTERIES

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

Legal References:
1. Tennessee Internal School Uniform Accounting Policy Manual; Section 4-26
CONCUSSION

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

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

Read and keep this page.
Sign and return the signature page.

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

Did You Know?

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

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

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

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

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

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

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

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

WHY SHOULD AN ATHLETE REPORT HIS OR HER SYMPTOMS?

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

Remember:

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

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

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

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

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

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

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

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

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

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

INSTRUCTION
Grading System

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

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

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

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

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

GRADING SCALE

<table>
<thead>
<tr>
<th>GRADE</th>
<th>SCALE</th>
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<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
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<tr>
<td>B</td>
<td>85 - 92</td>
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<tr>
<td>C</td>
<td>75 - 84</td>
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<tr>
<td>D</td>
<td>70 - 74</td>
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<tr>
<td>F</td>
<td>Below 70</td>
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</tbody>
</table>

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

- S: Satisfactory
- N: Needs Improvement
- U: Unsatisfactory

GRADING SCALE

<table>
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<td>D</td>
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<td>F</td>
<td>Below 70</td>
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</tbody>
</table>

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

- S: Satisfactory
- N: Needs Improvement
- U: Unsatisfactory

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

Student scores on the Tennessee Comprehensive Assessment Program in math, reading/language arts, science, and social studies will comprise 15% of the second semester grades.

Second semester grades will be weighted as follows: 42.5% third nine weeks, 42.5% fourth nine weeks and 15% TCAP score.
### GRADES 6-12

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

### GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
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<tr>
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<td>D</td>
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</tr>
<tr>
<td>F</td>
<td>Below 70</td>
</tr>
</tbody>
</table>

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

### ISSUANCE OF CREDIT – GRADES 9-12

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

### MINIMUM COURSE LOAD – GRADES 9-12

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

### GRADES 9-12 GRADING SCALE AND LOTTERY SCHOLARSHIPS

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

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

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

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

Legal References:
1. TCA 49-4-904-907
2. TRR/MS 0520-1-3.05
The Board supports the right of students to have reasonable access to various information formats and believes it incumbent upon students to use this privilege in an appropriate and responsible manner.

The Director of Schools shall develop and implement appropriate procedures to provide guidance for student access to electronic media. Guidelines shall address ethical use of electronic media (such as the Internet) and issues of

Legal References:
1 TCA 49-10-108 -6
2 20 USCA 1232g(h)
3 TRR/MS 0520-1-3-03(9)
4 TCA 49-1-617
5 TCA 10-7-504

INSTRUCTION
Promotion and Retention
4.603

Students will normally progress annually in sequential order from grade to grade. The professional staff will place students at the grade level best suited to them academically, socially and emotionally. Retentions may be made when, in the judgement of the teacher, such retentions are the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher. However no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results.

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

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

The following factors shall be considered in making a decision on promotion and retention:

1. Mastery of essential competencies. Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.

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

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

4. Attendance. Attendance shall become a relevant factor only when excessive absenteeism becomes an educational problem. Attendance is a significant factor for student learning and excessive absenteeism will be cause for retention at every grade level. See the Student handbook for a complete breakdown of the number of allowable absences per grade level and type of school.

5. Conduct. Retention shall not be used as a disciplinary measure.

6. Previous retention. Except under unusual circumstances, students shall not be retained more than once in the same grade.

7. Grade Level. Retention shall be considered more appropriate in grades K-3.

STUDENT
Access to Electronic Media

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

The Director of Schools shall develop and implement appropriate procedures to provide guidance for student access to electronic media. Guidelines shall address ethical use of electronic media (such as the Internet) and issues of
privacy versus administrative review of the electronic files and communication and shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages or the use of other programs with the potential of damaging or destroying programs or data. A written parental request shall be required prior to the student being granted independent access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent(s)/guardian(s) of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal binding document. In order to modify or rescind the agreement, the student/parent(s)/guardian(s) (or the student who is at least 18 years old) must provide the Director of Schools with a written request.

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

PARENTAL FAMILY NOTIFICATIONS

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

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

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

If you do not want Tipton County Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 5, 2017 to the Tipton County Board of Education, 1580 Hwy, 51 South, Covington, TN 38019. The Tipton County Schools has designated the following information as directory information:

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

STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

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

Additional information regarding this option may be obtained by contacting Daryl Walker at 508-4638.

MIGRANT STUDENTS:

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

HOMELESS:

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

ENGLISH LANGUAGE LEARNERS:

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

NOTICE OF NON-DISCRIMINATION:

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

Legal References:
¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.
PARENT / FAMILY INVOLVEMENT
4.502

GENERAL EXPECTATIONS FOR ALL SCHOOLS

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

The Board shall implement the following as required by federal and state legislation:²

• The school district will put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.

• The school district shall incorporate activities and strategies that support this districtwide family and community engagement policy into its Tennessee Comprehensive Systemwide Planning Process (TCSPP).

• The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.

• The TCSPP shall include strategies for parent participation in the district’s schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance and discipline.

• The TCSPP shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes.³

• If the school district’s TCSPP is not satisfactory to the parents, the school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

• To the extent practicable, the school district and its schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable in a language parents understand.

• The school district shall appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of students in elementary, middle and high schools, community business leaders, a member of the school board, and representatives from the school district.

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

FAMILY ENGAGEMENT
4.5021

FAMILY ENGAGEMENT

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

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

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

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

Legal References:
¹ PL 107-110, No Child Left Behind Act of 2001
² TCA 49-6-7001-7003; State Board of Education - Tennessee Parent Family Involvement Policy
³ Tenn. Code Ann. § 49-2-305(b)(6)
⁴ TCA 49-6-7001-7003; State Board of Education - Tennessee Parent Family Involvement Policy
The board recognizes the value of proper nutrition, physical activity, and other health conscious practices and the impact that such practices have on student academic achievement, health, and well being. In order to provide an environment conducive to overall student wellness, this policy shall be followed by all schools in the District.

**COMMITMENT TO COORDINATED SCHOOL HEALTH**

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

**SCHOOL HEALTH ADVISORY COUNCIL**

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

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

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

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

**COMMITMENT TO NUTRITION**

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

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

**DISTRICT GOALS**

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

**COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

The board recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program. Physical Education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply
with the State Board of Education’s Physical Education Standards. In addition to the district’s physical education program, non-structured physical activity periods shall be offered as required by law.  

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

**COMMITMENT TO CURRICULUM**

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

**SCHOOL HEALTH INDEX**

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

**RECORD KEEPING COMPLIANCE**

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

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

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

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

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

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

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

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

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

AED (Automated External Defibrillator)
Tipton County Schools are AED equipped facilities which may be used in case of a cardiac emergency.

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

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

By signing the Acknowledgement of Parental Responsibility, you are also acknowledging that you are aware
TIPTON COUNTY SCHOOLS
AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

Please Complete All Information

Student Name_______________________________ School ____________________________

Academic Year: ____________________________

Date of Birth: ______________________________ Sex: _____________________________

THE FOLLOWING IS TO BE COMPLETED BY THE PHYSICIAN:

<table>
<thead>
<tr>
<th>Diagnosis for which medication is given:</th>
<th>(i.e. Behavioral, Seizure, Asthma, Diabetes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Medication: ___________________</td>
<td>Dosage _________________________________</td>
</tr>
<tr>
<td>Form (pill, liquid, inhaler): ___________</td>
<td>How often to be given? _________________</td>
</tr>
<tr>
<td>List significant side effects: __________</td>
<td>Length of time medication prescribed?</td>
</tr>
</tbody>
</table>

☐ The undersigned hereby verifies that the cooperation of school personnel in assisting with this medication is necessary in order to permit the student to maintain regular school attendance.

☐ The undersigned hereby verifies that the above student suffers from asthma and has been instructed in self-administration of the prescribed, metered dosage, asthma-reliever inhaler.

Physician’s Signature ___________________________________________________________________

Date _________________________________________________________________________________

Physician’s Name (print) __________________________________________________________________

Telephone ____________________________________________________________________________

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

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

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

☐ I want my child to self-carry his/her asthma inhaler

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

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

DATE ______________ PARENT/GUARDIAN SIGNATURE __________________________ TELEPHONE _____________

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

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

Are there warning signs?
Although SCA happens unexpectedly, some people may have signs or symptoms, such as:
- fainting or seizures during exercise;
- unexplained shortness of breath;
- dizziness;
- extreme fatigue;
- chest pains; or
- racing heart.

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

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

Public Chapter 325 – the Sudden Cardiac Arrest Prevention Act
The act is intended to keep youth athletes safe while practicing or playing. The requirements of the act are:
- All youth athletes and their parents or guardians must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.
- (i) Unexplained shortness of breath;
- (ii) Chest pains;
- (iii) Dizziness
- (iv) Racing heart rate; or
- (v) Extreme fatigue; and
- Establish as policy that a youth athlete who has been removed from play shall not return to the practice or competition during which the youth athlete experienced symptoms consistent with sudden cardiac arrest
- Before returning to practice or play in an athletic activity, the athlete must be evaluated by a Tennessee licensed medical doctor or an osteopathic physician. Clearance to full or graduated return to practice or play must be in writing.

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

Signature of Student-Athlete ___________________________ Print Student-Athlete’s Name ___________________________ Date __________

Signature of Parent/Guardian ___________________________ Print Parent/Guardian’s Name ___________________________ Date __________
### Student-athlete & Parent/Legal Guardian Concussion Statement

Must be **signed and returned** to school or community youth athletic activity prior to participation in practice or play.

Student-Athlete Name: _________________________________________________________

Parent/Legal Guardian Name(s): _________________________________________________

After reading the information sheet, I am aware of the following information:

<table>
<thead>
<tr>
<th>Student-Athlete initials</th>
<th>Parent/Legal Guardian initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>A concussion is a brain injury which should be reported to my parents, my coach(es) or a medical professional if one is available.</td>
<td></td>
</tr>
<tr>
<td>A concussion cannot be “seen.” Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.</td>
<td></td>
</tr>
<tr>
<td>I will tell my parents, my coach and/or a medical professional about my injuries and illnesses.</td>
<td>N/A</td>
</tr>
<tr>
<td>I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.</td>
<td>N/A</td>
</tr>
<tr>
<td>I will/my child will need written permission from a health care provider* to return to play or practice after a concussion.</td>
<td></td>
</tr>
<tr>
<td>Most concussions take days or weeks to get better. A more serious concussion can last for months or longer.</td>
<td></td>
</tr>
<tr>
<td>After a bump, blow or jolt to the head or body an athlete should receive immediate medical attention if there are any danger signs such as loss of consciousness, repeated vomiting or a headache that gets worse.</td>
<td></td>
</tr>
<tr>
<td>After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before the concussion symptoms go away.</td>
<td></td>
</tr>
<tr>
<td>Sometimes repeat concussion can cause serious and long-lasting problems and even death.</td>
<td></td>
</tr>
<tr>
<td>I have read the concussion symptoms on the Concussion Information Sheet.</td>
<td></td>
</tr>
</tbody>
</table>

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

______________________________ ________________________
Signature of Student-Athlete Date

______________________________ ________________________
Signature of Parent/Legal guardian Date

(PLEASE DETACH AND RETURN TO SCHOOL)
TIPTON COUNTY BOARD OF EDUCATION

STUDENT’S NAME

HOMEROOM TEACHER

STUDENT’S SIGNATURE

DATE

POLICIES REQUIRING PARENT/GUARDIAN SIGNATURES

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

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

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

Elementary and middle school students will be permitted a maximum of twenty (20) days absence during a school year. All questions concerning student attendance records should be directed to the local school attendance coordinator. Any student who exceeds the maximum of twenty (20) days may be retained in his/her present grade.

High school students will be permitted a maximum of four (4) absences per semester for each class. An accumulation of four (4) other attendance events, tardies and/or checkouts during the school day will equal one unexcused day.

After being absent from school ten (10) days, a student’s absence will only be excused upon the presentation of a health provider’s statement (i.e. doctor’s note) specifying the day(s) to be excused. After ten (10) healthcare provider statements an assessment meeting may be held. After ten (10) unexcused absences, a student may be referred to the Tipton County Truancy Board. Parent will be notified after the 15th absence and the 19th absence.

INCLEMENT WEATHER POLICY
In case of inclement weather, please call the Central Office at 476-7148 for information regarding school closings. Information will also be broadcast on 93.5 FM and 1250 AM. Television Channels 3, 5, 13 and 24 will have information on closings.

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

SIGNATURE OF PARENT/GUARDIAN

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

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

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

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

Terms and Conditions:

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

Acknowledgment of Parental Responsibility

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

Print Student’s Name

Parent’s/Guardian’s Signature

Print School Name

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

For Parent or Guardian

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

Parent’s or Guardian’s Signature/Date

For Pupils

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

Student’s Signature/Date

GRADE

SCHOOL

(PLEASE DETACH AND RETURN TO SCHOOL)