

Chapel Hill Elementary School
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Greetings!

Welcome to Chapel Hill Elementary School, home of the “Rocketeers”. The faculty and staff are committed to excellence and with a shared partnership; each student will receive the training that is so essential in these formative years.

You are always welcome to visit us at CHES, and if I may be of any service to you or your child, please feel free to contact me. Let’s join forces and let the educational experiences of our students be both enjoyable and beneficial.

Sincerely,

A handwritten signature in cursive script that reads "Dawn Kirby".

Dawn Kirby

CHAPEL HILL ELEMENTARY SCHOOL

Mission Statement

Our mission is to work in partnership with the community to provide a safe and secure learning environment in which students will be challenged and can develop the skills necessary to achieve success in their secondary education and lifelong goals.

Motto

Success and Nothing Less at CHES!

Philosophy

CHES is a K-3 community school. Our aim is to provide each student with varied learning experiences which will prepare him/her for a pluralistic society. Therefore, our school cultivates the intellectual, social, moral, aesthetic, and physical qualities of individual students.

To prepare students for the challenges of an ever changing society, attention is given to providing a sound foundation of basic skills and knowledge that will enable the student to progress from level to level throughout the system and to enter secondary activities.

Through experiences beginning in the primary grades, each student is encouraged to develop responsibility, values, and respect for the rights of others. At all grade levels, we encourage the ability to think and communicate critically, as well as creatively. To implement these goals, we believe that discipline is essential to the maintenance of a learning environment and to the personal growth of each student.

Since we have a community school, a tradition-rich environment will continue. A sense of belonging to a strong school community fosters school pride and nurtures academic success. We feel there should be a free exchange of ideas among the principal, faculty, students, and community in implementing, expanding, and improving every facet of our school.

Main Objectives

The three main objectives of Chapel Hill Elementary School are to insure: (1) Academics, (2) Attendance, and (3) Discipline.

To help each of you accomplish these objectives, the administration strongly suggests you follow these three simple rules:

Be where you are supposed to be,
Do what you are supposed to do,
and
Be there on time.

Marshall County Elementary Attendance Policy 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: 1. All accounting and reporting procedures and their dissemination; 2. Alternative program options for students who severely fail to meet minimum attendance requirements; and 3. Ensuring that all school-age children attend school.

Absences

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

Excused absences will be divided into three (3) categories:

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

II. Personal Days: Secondary students (grades 7-12) will be allowed three (3) excused personal days per semester and elementary students (grades K-6) will be allowed five (5) excused personal days per semester. These days will cover the following types of absences; however, proper documentation must be presented to the office in order for the absence to be excused:

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

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

C. Religious Holidays/Retreats – Religious holidays will be excused with proper documentation from the parent. Religious retreats must be pre-authorized by the principal with documentation from religious church/agency sponsoring the retreat.

D. Appearance in court (documentation from a court official will be required as documentation).

E. Extreme weather conditions.

F. School sponsored or endorsed activities.

III. Extenuating Circumstances: Absences involving extenuating or unusual circumstances would be pre-approved by the principal on a case-by-case basis.

Any absence without a note is automatically an unexcused absence.

Military Service of Parent/Guardian

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

Credit/Promotion Denial

Credit/Promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion. However, if attendance is a factor, prior to credit/promotion denial, the following shall occur: 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism. 2. Procedures in due process are available to the student when credit or promotion is denied.

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

The principal shall be responsible for ensuring that: 1. Attendance is checked and reported daily for each class; 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day; 3. All student absences are verified; 4. Written excuses are submitted for absences and tardiness; 5. System-wide procedures for accounting and reporting are followed; and 6. Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. In addition, the principal/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student's attendance. Upon notification that a student has been absent ten (10) days without adequate excuse, the principal designee shall attempt to meet in person with the student and parent(s)/guardian(s) to determine the appropriate services needed to improve the student's attendance. The principal/designee shall document all communication attempts and refine the attendance plan as needed. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

Tardies/Early Dismissal/Detention

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

****ELEMENTARY TARDY POLICY****

A tardy is defined as a late check in or an early check out from school. After five (5) unexcused tardies, parents will receive written notice from school as a warning that further unexcused tardies will result in a summons to the Marshall County Schools Tardy Review Board. After a student reaches eight (8) unexcused tardies, parents will be summoned to appear before the Tardy Review Board. After a subsequent unexcused tardy, parents may be charged with Educational Neglect in the Marshall County Juvenile Court. Tardies continue to accumulate during the second semester. They DO NOT start over after the winter break. If you have ever been to the Tardy Review Board, that step will be skipped and you will be summoned straight to Juvenile Court. Please note: Elementary students receive five parent notes per semester. Parent notes can be used for unexcused tardies.

A STUDENT IS CONSIDERED TARDY IF HE/SHE ARRIVES AFTER 7:40 A.M. THE TARDY STUDENT MUST BE BROUGHT TO THE SCHOOL OFFICE TO BE CHECKED IN BY AN ADULT BEFORE GOING TO THEIR CLASSROOM. STUDENTS WILL NOT BE PERMITTED TO CLASS WITHOUT A "TARDY SLIP" FROM THE OFFICE. DO NOT LET YOUR CHILD OUT OF THE CAR TO ENTER THE SCHOOL UNACCOMPANIED BY AN

ADULT. THE STUDENT WILL NOT BE ALLOWED TO GO TO CLASS UNTIL PROPER ADMISSION PROCEDURES HAVE BEEN FOLLOWED.

Rules and Penalties

1. A student must present documentation of his/her absence and receive a class admittance note before entering class. Documentation must be turned in within three (3) school days from the date the student returns to school, or the absences will be unexcused.
2. All missed classwork and tests (whether from an excused or unexcused absence) may be made up if the student makes the request immediately upon returning to school and if class time is not taken. Requests for make-up work made prior to the first bell must be provided by the teacher(s) by 3:00 p.m. the same day. Make-up work must be completed and returned to the teacher within one day per absence.
3. Time spent in before-school or after-school detention is for disciplinary purposes and will not be construed as make-up time. Under no circumstances will detention time be substituted for class time and/or work missed.
4. If a student has an illness that requires hospitalization exceeding ten (10) school days, the student, or his/her parent/guardian may apply to the Special Populations Supervisor for a "homebound" teacher to provide instruction.
5. The principal shall be responsible for notifying in writing the director of schools and the parents of the student of any action taken by the school.
6. A student participating in a school-sponsored activity, whether on or off campus, will not be counted absent. The student will be eligible to make up all work missed and will receive full credit for the assignment upon completion of the work. To qualify as "school-sponsored", the activity must be school-planned, school-directed, and supervised by an approved sponsor.
7. Mass exodus, early dismissal, or late arrival of all students, or any segment of students, will not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.
8. Student attendance records will be given the same level of confidentiality as other student records. Only authorized school officials engaged in legitimate educational purposes may have access to student information without the express consent of the parent or guardian, if the student is a minor, or the student, if he or she has attained the age of eighteen (18).
9. Foreign exchange students will be dealt with on a case-by-case basis by the principal.

Attendance Committee

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

A note from Judge Lee Bussart

Dear Parent or Guardian:

Please be informed by this letter that you are responsible for ensuring proper school attendance for the child under 18 years of age in your care and custody.

A child is considered truant after acquiring five (5) unexcused absences from school. If your child accrues three (3) unexcused absences, you and your child will be referred to the Marshall County Truancy Board. Failure to appear or comply with the Board's recommendation will result in a summons to the Marshall County Juvenile Court.

If your child is found to be truant by the Marshall County Juvenile Court, you should expect to perform 48 hours of community service work. If you appear for a second offense of truancy, you should expect to be sentenced to 48 hours in the Marshall County Jail for failure to comply with Compulsory School Attendance Law. The Court may impose more severe penalties for continued offenses.

The Juvenile Court will support you and the Marshall County School System to achieve educational success for your child. Thank you for your dedication to your child's future.

Sincerely,

Judge Lee Bussart

Immunization Records and Beginning School

No students entering school, including those entering kindergarten or first grade, those from out-of-state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as determined by the Commissioner of Public Health. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal or designee of the school which the student is to attend. MCSS Policy 6.402 Please keep your child's shot record up to date. Other state requirements are **1. Legal Birth Certificate, 2. Social Security Card, 3. Tennessee Child Health Record, 4. Current Physical Exam, 5. Proof of Residence in Marshall County, 6. Photo ID of custodial parent/guardian** To enter kindergarten a student must be at least five (5) years of age before August 15 of that school year; however, one does not have to enter school at age five (5). Developmental factors other than age are important to assure a successful first experience at school. (A developmental factor is an ability that develops at different times for each individual over which we have no control, such as walking or talking.) For school purposes, important factors include things such as time one can stay on task while working in a large group, ability to follow more than one direction, ability to sit and listen for a period of time, ability to finish a task without an adult, etc. Kindergarten teachers can assist parents in determining Kindergarten readiness.

Morning Procedures

The school day begins at 7:40a.m. The building will not open and children will not be supervised until 7:00a.m. Please do not leave children unattended at CHES. When dropping off car riders, **do not** park in the parking lot and walk your child across the street. Also, **do not** park in the parking lot and allow your child to walk alone across the street to enter the school. All car riders should enter the building through the double doors next to the library. Bus riders will unload and enter at the rear of the building. Car riders and bus riders that arrive prior to 7:30a.m. will report to the playroom. Students will sit quietly in their designated grade areas. If a student plans to eat breakfast, he or she will report to the cafeteria upon arrival at school. Be sure to drop your child off to allow enough time to eat breakfast and report to class by 7:40. **ALL** students will report to their classrooms to begin their school day by 7:40a.m.

CHES and DHIS will be sharing entrance and exit drives. Please plan to arrive at CHES first and then DHIS if you have students attending both schools. Drop-off and pick-

up of students whose parents/guardians will need to go to both schools must use the south loop at CHES. Do not return to CHES traffic to exit the campuses after picking up at DHIS.

After School Dismissal

For the safety of your child, if there is a change in transportation, please send a note with your child. Please call the school office by 12:00p.m. for emergency transportation changes *only*. Students will not be allowed to change buses unless it is an emergency.

Bus riders will be dismissed at 2:40p.m. from the rear of the building. Car riders and walkers will be dismissed at 2:40p.m. from the front of the building **ONLY**, and must be picked up promptly. K-1 will dismiss from the south end (main entrance) and 2-3 from the north end (library entrance). **Students in grades 2-3 who have younger siblings in school, will walk to the south entrance to load with their younger sibling along with all CHES students that will be going to DHIS to pick up after CHES. Do not return to CHES traffic to exit the campuses after picking up at DHIS.**

DO NOT park in the parking lot and walk across to pick up your child or expect your child to be sent across the traffic to you. Pull in to the designated loading zone for pick up. Your child will not be dismissed until you are in the loading zone. The teachers will bring your child to the car. Please remain in your car. If you need to speak with a teacher, please pick up your child first, then park in the visitors' lot, and wait until the loading area is cleared. For safety purposes do not allow your child to get out of the car once loaded.

Please make arrangements to pick up your child up by 2:50p.m. Any child remaining at school after 2:50p.m. will wait for their ride in the CHES lobby or office. The parents must park his or her car and come inside the school to pick up the child. Persistent disregard of this rule will be reported to the proper authority.

Early Dismissal

We encourage you to try to schedule your child's appointments around school hours. If this is not possible, please come to the office to pick up your child. **Permission from the parent is needed if a person other than the parent is picking up the child. The parent or responsible party must sign the student out in the office. Please understand the safety measure and be prepared to show proper identification.**

Perfect Attendance

Perfect attendance awards will be given each nine weeks. The award is given to students with no absences, tardies, or early dismissals from the first day of school through the last.

School Closings

In the event of severe weather or mechanical breakdown, the school may be closed, starting time delayed, or dismissed early. Any such circumstances will be announced over all local radio (WJJM-94.3 FM) and television stations. If no report is heard, it may be assumed that school will be open on time.

GRADING POLICY K-3rd Grade

Kindergarten – 3rd Grades – Progress reports will be issued every 4 1/2 weeks and report cards issued every 9 weeks. These reports should be signed by a legal parent/guardian and returned to school.

Judgment of the teacher and principal regarding progress in the mastery of essential competencies, special procedures for special students, flexible placement, attendance, conduct, previous retention, and grade level are factors considered before making a decision on promotion/retention.

In 3rd grade each student's second semester grade will be determined by the final average of the 3rd and 4th nine-week final grades which determines a 2nd semester average. Once the second semester average has been calculated, the TCAP score will be included and calculated as a percentage of the 2nd semester final grade for grades 3-5 in the subjects of mathematics, reading/LA, science, and social studies.

The evaluation of student achievement is one of the important functions of the teacher. Kindergarten and 2nd grade students receive a standards based checklist. The accepted marking system for 3rd grade is as follows:

A - Excellent 93-100

B - Good 85-92

C - Average 75-84

MCSS Policy 4.600

D - Poor 70-74

F - Failure 69 or below

I - Incomplete

Physical Education, Music, and Art Grading Policy

Physical education, music, and art grades are determined on the basis of student participation, following directions, and discipline. Students should wear tennis type shoes to participate in physical education classes. A parent/doctor note is required to excuse your child from participation in physical education.

Class Ranking

Honor roll students will be determined by standards approved by the Board. Students who meet these standards, and who do not request otherwise, will have their names submitted to the principal for release to the news media. The method of determining the Honor Roll will be uniform throughout the county. An "A" and a "B" Honor Roll will be named each grading period. If a student has a 93 and above in all subjects, he or she will be placed on the "A" Honor Roll. If a student has an 85 or above in every subject, he or she will be placed on the "B" Honor Roll. In 3rd grade, math, social studies, science, reading, spelling, and English will be considered in determining Honor Roll students. For Honor Roll purposes, the English and spelling grades will be combined into one grade, with English counting 2/3 and spelling counting 1/3. The other four subjects will be counted once each. MCSS Policy 4.602

Student Records/Use of Records

Authorized school officials will have access to and permit access to student education records for legitimate educational purposes. A "legitimate educational interest" is the official's need to know information in order to: 1. Perform required administrative tasks; 2. Perform a supervisory or instructional task directly related to the student's education; 3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s) or eligible student's* prior written consent in the following instances: 1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student's parent(s) or the eligible student; 2. If the disclosure is an item of directory or statistical information; 3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address and age of the child, the name and address of the person responsible for the care of the child, and the facts requiring the report; 4. When certain federal and state officials need information in order to audit or enforce legal

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

Authorized school officials may release information from a student's education record if the student's parent(s) or the eligible student gives written consent for the disclosure. The written consent must include: 1. A specification of the records to be released; 2. The reasons for the disclosure; 3. The person, organization, or class of persons or organizations to whom the disclosure is to be made; 4. The signature of the parent(s) or eligible student; 5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The school system will maintain an accurate record of all requests to disclose information from, or to permit access to, a student's education records. The system will maintain an accurate record of information it discloses and access it permits. The system will maintain this record as long as it maintains the student's education record.

The record will include at least: 1. The name of the person or agency that makes the request; 2. The interest the person or agency has in the information; 3. The date the person or agency makes the request; and 4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made. MCSS Policy 6.603

Testing Programs

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to: 1. Assist in promoting accountability; 2. Determine the progress of students; 3. Assess the effectiveness of the instructional program and student learning; 4. Aid in counseling and guiding students in planning future education and other endeavors; 5. Analyze the improvements needed in a given instructional area; 6. Assist in the screening of students with learning difficulties; 7. Assist in placing students in remedial programs; 8. Provide information for college entrance and placement; and 9. Assist in educational research by providing data.

The director of schools shall be responsible for planning and implementing the program, which includes: 1. Determining specific purposes for each test; 2. Selecting the appropriate test to be given;

3. Establishing procedures for administering the tests; 4. Making provision for interpreting and disseminating the results; 5. Maintaining testing information in a consistent and confidential manner; and 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.

Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8) shall comprise a percentage of the student's final grade for the spring semester in the subject areas of mathematics, reading/language arts, science, and social studies. In the 2017-2018 school year, the percentage shall be fifteen percent (15%). In the 2018-2019 school year and thereafter, the percentage shall be determined by the local board from a range of no less than fifteen percent (15%) and no more than twenty-five percent (25%). The director of schools may exclude Tennessee Comprehensive Assessment Program scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the school year.

Students who do not take the TCAP test will be given a zero. They may appeal to the director of schools, who will determine if there are extraordinary circumstances which would warrant a summative test be given at grade level on the tested areas. This will be determined on a case-by-case basis.

Other tests may be given as requested by students, teachers or parents when approved by the principal. Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.

Results of all group tests shall be recorded on the student's permanent records and shall be made available to appropriate personnel in accordance with established procedures. No later than July 31 of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include: 1. The name of the test; 2. The purpose and use of the test; 3. The grade or class in which the test will be administered; 4. The tentative date or dates that the test will be administered; 5. The time and manner in which parents and students will be notified of the results of the test; and 6. How parents can access the questions and answers on their student's state-required tests. MCSS Policy 4.700

STUDENT SERVICES

Conferences

Your child's teacher will be happy to arrange a conference with you at your request. Please contact the school between the hours of 7:30a.m. and 3:00p.m. to arrange a conference time that will be convenient for you and your child's teacher. The county-wide conference is scheduled for October 2 and 3, 2017 from 3:00 p.m.-6:00 p.m. each evening.

Field Trips

The faculty and staff at CHES encourage field trips that are educationally sound. If your child is going on a field trip, notices will be sent home to be signed by the parent or guardian, returned to the school, and kept on file.

Moving

Students will receive a withdrawal form and instructions from the school counselor. All textbooks and fines must be cleared before the student secures a transfer record to another school.

Child Custody

Child custody is a decision of the court. A court document dated and signed by a judge, must be on file in the school office in order for us to restrict pickup or visitation by either parent.

Parent/Legal Guardian Signatures

Any documents that require parent/guardian signatures must have the signature of the legal parent/guardian. Signatures of other family members or acquaintances will not be accepted.

Information Forms

During registration of your child, you will be given an information sheet to complete. Having this information filled out completely and correctly is of utmost importance. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. **PLEASE UPDATE ANY CHANGES AS THEY OCCUR.**

Lunch Visitors

All lunch visitors must be on the approved contact list on the registration form or a note from a legal parent/guardian prior to the visit detailing the name of the visitor and the date the visitor will be attending lunch must be sent to CHES to be allowed to eat lunch with students.

Illness at School

Veronica Davenport serves as the school nurse at CHES/DHIS. If your child becomes ill at school, she will contact the parent so that you can make immediate arrangements. If she cannot reach you, she will contact other emergency contact numbers that you have provided.

Please keep phone numbers updated. If your child has a fever, please keep him/her at home. Children will be sent home from school if they have a fever of 100.5 or higher. The student is expected to return to school after an absence, tardy, or early dismissal with either a parent note or a doctor's note explaining the absence, tardy, or early dismissal. If sent home from school due to an illness, the nurse will provide the excuse note.

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

The intent of this policy is to limit the number of medications given in school, yet assure safe administration of medications for those students who require them. A designated employee(s) will be assigned by each school administrator to assist in the self-administration by students of medications in school. Related in-service training will be provided.

Tennessee Code Annotated 49-5-415 states that the Board may permit an employee "to assist in self-administration (by students) of medication." Self-administration by the student with assistance of school staff shall be permitted under the following conditions: 1. The student must be competent to self-administer non-prescription or prescription medication with assistance; 2. The student's condition, for which the medication is authorized and/or prescribed, must be stable; 3. The self-administration of medication must be properly documented; 4. Guidelines, not inconsistent with this section, for the assistance in the self-administration of non-prescription and/or prescription medications by personnel in the school setting, developed by the Department of Education and approved by the Board of Nursing, must be followed; 5. The student's parent or guardian must give permission in writing for school personnel to assist with self-administration of medication. Such

written permission shall be kept in the student's school records; and 6. Assistance with self-administration shall primarily include storage and timely distribution of medication.

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

LONG TERM PRESCRIPTION MEDICATIONS (In excess of two weeks)

1. Written orders must be provided by a physician, dentist, or nurse practitioner (Health Care Provider) who has the legal right to write a prescription, detailing the name of the drug, dosage, and time medication is to be given. The *Administration of Medication Request Form* must be completed by both the Health Care Provider and the parent or guardian of the student in order that the school may comply with the Health Care Provider's order.
2. Medication must be transported to and from school in the original, pharmacy labeled container by a parent or responsible adult.
3. The person responsible for assisting in administering the medication must read the doctor's orders to become familiar with proper administration, taking care to note the dosage and time as well as the potential benefits and side effects of the medication. All medications given must be recorded on the Medication Record.
4. All medication must be kept in a secured area designated by the principal.
5. Renewal or changes: a. All long-term medication must be renewed at the beginning of the new school year. b. Any change in medication or dosage during the school year requires new documentation. c. Changes in prescription medication shall have written authorization from the licensed prescriber and the parent. The change will be noted on the Medication Administration Form (MAR) without obliterating the previous information. Only a Registered Nurse or Licensed Practical Nurse employed by Marshall County Public Schools can make changes on the MAR. Changes can include but are not limited to: time, dose, addition, discontinuation, etc.
6. All original medication orders must be kept in the school office file and copy given to the teacher responsible for the student when necessary.
7. All medication documentation must be kept on file in the student's health record.
8. At the end of the school year, the parent must remove the remaining or unused medication, or it will be disposed of in an appropriate manner. If the medication order changes during the school year, the parent must pick up remaining or unused medication.
9. If a parent and physician agree that a student should self-medicate without assistance (e.g. inhaler), this should be indicated on the *Administration of Medication Report Form*.
10. T.C.A. 49-5-415 was amended that under certain circumstances students can carry and self-administer inhalers for asthma. The LEA must permit possession and self-administration of prescribed, metered dose, asthma-reliever inhaler by any student with asthma if the student's parent or guardian provides a written statement from the doctor that the student suffers from asthma and has been instructed in self-administration of a prescribed, metered dose, asthma reliever inhaler. Items 1, 3, 5, 6, 7, 8 under "Long Term Prescription Medications" apply to inhalers.

NOTE: School nurses will monitor storage and proper documentation of medications administered on a regular basis to insure that medications are handled properly.

EMERGENCY MEDICATIONS

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

SHORT TERM PRESCRIPTION MEDICATION (Up to two weeks)

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

OVER-THE-COUNTER MEDICATIONS (Non-Prescription):

A student shall not possess any prescribed or over-the-counter medication at any time during the school day, at a school activity, or on school grounds. The school may assist in a student's self-administration of over-the-counter medications with the written permission of the parent/guardian. All non-prescription medication to be self-administered in school shall:

A. Be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container;

B. Require a written parental/guardian request, which shall include: a. Child's name, b. Name and signature of parent/guardian, c. Name of medication- 1) dosage, 2) route of administration, 3) frequency and time of administration, d. Discontinuation date, e. Reason medication is needed, f. Parent's/Guardian's phone number in case of emergency.

C. Medication must be transported to and from school by a parent or responsible adult and given to a designated Marshall County Public School employee.

D. No homeopathic or herbal medications shall be self-administered with assistance at school (these drugs are not standardized by the FDA).

NOTE: Volunteer personnel, trained by the school nurses, may administer emergency medicines to a student based on that student's Individual Health Plan (IHP).

BLOOD GLUCOSE SELF-CHECKS

Upon written request of a parent or guardian, and if included in the student's medical management plan and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in the clinic with the school nurse. Sharps shall be stored in a secure, but accessible, location, including the student's person, until use of such sharps is appropriate. Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of both an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate. MCSS Policy 6.405

Procedures for implementing local board policies are on file in the district CSH procedures manual.

Head and Body Lice

No student will be denied an education solely by reason of head lice infestation and his educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice and/or nits). A letter will be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment. Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice and/or nits). This evidence may include but not be limited to: (1) proof of treatment with a pediculicide product (head lice shampoo); and (2) satisfactory examination by a school health official. Children diagnosed with scabies or lice shall have proof of treatment prior to readmission.

Treatment and prevention procedures will be developed by the director of schools/designee/school nurse and distributed to all classroom teachers. A student will be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice and/or nits. All days in excess of the allowable period will be marked as unexcused and referred to the attendance supervisor at the proper time. There will be random checks, and you will be asked to follow Marshall County Board Policy 6.403.



Coordinated School Health Required Health Screenings



"Promoting and providing all students with an opportunity to live and learn healthy lifestyle behaviors"

The Marshall County School System Office of Coordinated School Health performs required health screenings annually to all students in grades PreK, K, 2nd, 4th, 6th, 8th, and Lifetime Wellness students, as mandated by the State of Tennessee. **Parents/Guardians who do not want their child screened have the right to not have their child screened.** Trained individuals will complete all screenings with strict adherence to confidentiality of each student screened in a private area. Parents/guardians will be notified of all screening results and provided with a referral, as mandated by the state, if the results of the child's screening require a referral.

Overview of Screening

Vision-T.C.A. 49-6-5004.

All students in grades PreK, K, 2, 4, 6 and 8 are screened annually.

Hearing

All students in grades PreK, K, 2, 4, 6 and 8 are screened annually.

Blood Pressure

All students in grades K, 2, 4, 6 and 8 and Lifetime Wellness students are screened annually.

Body Mass Index (BMI) (Height and Weight)

All students in grades K, 2, 4, 6, 8 and Lifetime Wellness students are screened annually. This screening requires passive parental/guardian permission.

Scoliosis

Scoliosis screenings are provided for all students in 6th grade. Licensed professionals will conduct the scoliosis screening.

Parents not wanting their child to participate in the health screening must write a letter stating that you do not want your child to participate in the screening no later than September 1st and send it to:

Marshall County Schools
Office of Coordinated School Health
700 Jones Circle
Lewisburg, TN 37091

Please note: If a letter stating that you do not want your child to participate in the screening is submitted it will apply to all portions of the screening process that your child is eligible to receive. No partial screenings will be given.

Health screenings are only given to students in grades PreK, K, 2nd, 4th, 6th, 8th, and Lifetime Wellness Students of the current school year

School Lunches

A nutritious breakfast/lunch will be prepared daily; therefore all students are encouraged to participate in the food program. Students can deposit money into their meal account on Monday and Friday. Payments can cover single days, a week, a month, etc. Parents may send one payment that covers both breakfast/lunch. The computer will only accept charges up to five days. Juice and extra milk cannot be charged. Arrangements to pay the bill must be made before your child can eat in the cafeteria. After a week of charges has accumulated and the student is unable to pay the bill, the student should bring a lunch from home or be served an alternate lunch until the bill is paid. Breakfast/Lunch money should be paid directly to the cafeteria or sent in an envelope clearly identified with the student's name, the teacher's name, and the amount enclosed. If paying by check, the checks should be made for the amount deposited into the lunch account only and made out to CHES Cafeteria. The Marshall County School System will continue to use the online tracking and payment system (paypams.com) for school meals.

Breakfast/Lunch money will be collected on Mondays and Fridays by the cafeteria cashier. Any questions concerning a breakfast/lunch bill can be handled by calling the school cafeteria manager, Angela Lamb at 246-4899.

Students with milk allergies must provide a doctor's note stating this allergy. The student will then be allowed to receive juice instead of milk at no additional charge.

If your child brings a lunch from home, he/she may purchase juice or milk (cannot be charged). Students will be permitted to bring their lunches from home and to purchase beverages and incidental items at school. Students will **NOT** be permitted to have lunches, breakfasts, or outside beverages brought from outside food service facilities to be consumed in the cafeteria.

Applications for free and reduced meals must be completed every year. A student who was on free or reduced price meals last year is expected to complete a new application this year.

Refunds to a student will only be made at the end of the school year if requested or at the time of a student withdrawing. A student can carry money over to the next year.

2017-2018 Prices:	Lunches:	K-8 = \$2.35	Adults = \$3.25	Reduced = \$.40
	Breakfast:	K-12 = \$1.25	Adults = \$1.50	Reduced = \$.30
	Extra Milk:	\$.40 All other extras, as per cafeteria.		

Lunch Visitors

All lunch visitors must be on the approved contact list on the registration form or a note from a legal parent/guardian prior to the visit detailing the name of the visitor and the date the visitor will be attending lunch must be sent to CHES to be allowed to eat lunch with students.

Lunch Room Rules

The cafeteria is maintained as a service to all students of C.H.E.S. While in the cafeteria students should obey the following rules:

1. Students should remain seated at all times.
2. Students should maintain clean tables and pick up any debris in their area.
3. Students should not run in the cafeteria.
4. Students should speak softly while in cafeteria, and be considerate of others. Good manners should be practiced at all times. Elevated noise levels could result in cafeteria monitors inability to hear students in emergency situations.
5. Students who need to leave cafeteria during breakfast/lunch must obtain permission from a cafeteria monitor.
6. Students who fail to follow cafeteria guidelines are subject to further disciplinary action, such as, silent lunch, assigned seat, isolation, or removal from cafeteria.

7. Simple rule to follow – Cafeteria behavior should be patterned or practiced as if you were at home.

Guests are requested to adhere to the same rules as the students.

Lockers

School lockers are the property of the Marshall County Board of Education. School lockers are subject to inspection by school officials at any time.

Lost and Found

Articles which have been found should be taken to the office and library books to the librarian. Lost articles can be claimed by proper identification. Clearly mark your items with your name so that they can be returned to the appropriate owner.

Telephone

The telephones in the office are for school business only. Students will not be called to the office to receive a telephone call, but messages will be delivered in **cases of emergency**.

E-Mail between Teachers and Parents

Many teachers send home daily e-mails with homework assignments. These e-mails are sent to everyone who signs up to receive them.

Directory Information Procedure

Statistical information not identified with a particular student may be released to any person, agency, or the public.

“Directory Information” relating to a student includes the following: name, address, telephone listing, date, place of birth, major field of study, participation in officially recognized activities/sports, weight, height of members of athletic teams, dates of attendance, degrees, awards received, and the most recent or previous educational agency or institution attended by the student.

Within the first three weeks of each school year, the school district will notify parents and eligible students of the items it proposes to designate as “directory information.” For students enrolling after this notice is published, a list of the directory items will be given to the student’s parent(s) or eligible student at the time and place of enrollment.

After the parent(s) or eligible students have been notified, they will have two weeks to advise the school system in writing (a letter to the superintendent’s office) of any or all of the items they refuse to permit the school system to designate as directory information about that student. At the end of the two-week period, each student’s records will be appropriately marked by the records custodian to indicate the items the school system will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student’s parent(s) or the eligible student.

Dress Code

According to the Marshall County Board of Education, The Board recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, the Board shall require that all students, grades K-12, exercise good taste with regard to their personal appearance. Attire which is considered disruptive to others or a risk to one’s health or safety is not appropriate. Clothing, personal items, or anything which can be offensive to others will not be tolerated.

In grades K-6, parental guidance is of utmost importance in preparing students for the school day. Elementary school administrators will contact the parents of children whom they deem to be inappropriately dressed. If the consultation with parents is unsuccessful, disciplinary measures will be taken as per this policy. MCSS Policy 6.310

- * All shirts must have shoulders and sleeves – no cleavage or midriffs.
- * Shorts, skirts, dresses, and skorts must not be shorter than 4 inches above the knee.
- * Bottom wear must be worn securely around the waist – no sagging.
- * Clothing must be free of holes, rips or tears that show skin above the knee.
- * Visible undergarments (bras, underwear, etc.) are not allowed.
- * Shoes must be worn at all times. No cleats or rollers.
- * Clothing must be size appropriate and worn in the manner it was designed to be worn.
- * Jewelry must not be excessive and/or disruptive – such as chains, spikes, etc.
- * Nothing is to be worn on heads. Hats and caps are permitted outside the building and on special days.
- * Clothing which can in any way be interpreted as being suggestive, obscene, or offensive is not permitted.

Schools may develop special dress days/special dress occasions for students at the discretion of the school administration (examples: cheerleaders, FFA, FHA, etc.). If a student cannot comply with the standardized dress code based on religious beliefs, his/her parent or guardian may write a letter explaining the situation to the director of schools, with a copy to the school principal. Each case will be dealt with on an individual basis. The Principal or designee will determine proper dress in cases not identified. MCSS Policy 6.310.

STUDENTS DRESSED INAPPROPRIATELY WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES AS OUTLINED BELOW:

- 1st Offense: Warning, call parent for replacement clothing or correction by principal, i.e. rope, belt, string for trousers.
- 2nd Offense: Two hours of detention, Parental Conference, replacement clothing or correction by principal, i.e. rope, belt, string for trousers.
- 3rd Offense: Defiance of Authority (refer to MCSS Policy 6.313)

Grievance Procedure

Please discuss any concern first with the teacher. If further attention is needed, please discuss the issue with the administration. If the issue cannot be resolved within the school, contact the director of schools.

Special Services

In addition to regular classroom experiences, students will have available to them the following special services:

Learning Disability (Resource)	Title I
504 Services	Gifted Classes
LRE Classes	Physical Education Classes
Speech Therapy	Library Classes
Drug Awareness Classes	Music Classes
CDC Classes	Art Classes
Computer Classes	Guidance Services

Special Education Services Available in Marshall Co.

All disabled students between the ages of three and twenty-one (inclusive) shall receive the benefit of a free appropriate public education. This provides the assurance that these students will be educated with non-disabled students to the maximum extent appropriate, and should be placed in separate or special classes only when the severity of the disabled is such that education in regular

classes cannot be achieved satisfactorily. Eligibility standards and options of service for special education services will be based upon the criteria for disabling conditions specified in Rules, Regulations, and Minimum Standards, Tennessee State Board of Education. Students receiving special education services shall not be restrained, except as permitted by law. MCSS Policy 6.500

To access the referral process at your school, you should contact your child's classroom teacher, the school instructional facilitator, or administration. Decisions about a student's Individualized Education Program (IEP) must be developed at a meeting of the MULTIDISCIPLINARY TEAM. This team must include: The parent or guardian, student, if appropriate, a teacher with knowledge of the instructional needs of the student, a principal or his designee, specialist who understands and can explain the student's assessment which is a requirement at the first meeting, and any other specialist deemed appropriate.

Additional Educational Programs Available in Marshall Co.

STEPS AHEAD - Preschool (ages 3-5) program for eligible students having an identified disability. (Oak Grove Elementary)

RESOURCE CLASSES - Special education teachers instructing disabled students in a "pull-out" remediation model or inclusion remediation model for math, reading and language arts instruction.

BEHAVIOR INTERVENTION AND TRAINING ELEMENTARY PROGRAM (BITE) - Students with severe behavioral/emotional concerns are enrolled in a separate program. Behavior/Social Skills training, academic skills, vocational skills, counseling and community based job training are available.

HOMEBOUND SERVICES - Instruction can be provided to any student with a physical handicap, when a professional person (physician) licensed by the Board of healing Arts, certifies that the illness will necessitate the student's absence from school for a least (2) consecutive weeks. For three (3) hours per week the homebound teacher will provide instruction in the home or hospital at no cost to the parent.

Surveys of Students

Surveys for research purposes shall be allowed by the Board when the project is viewed as contributory to greater understanding of the teaching-learning process, the project does not violate the goals of the Board and the disruption of the regular school program is minimal. Surveys conducted for agencies, organizations or individuals must have the recommendation of the director of schools and the approval of the Board as to content and purpose. The director of schools shall develop administrative procedures for approving requests for conducting surveys. The requests shall outline what is to be done, who is to be involved and how the results will be used and distributed.

Parents shall have the right to inspect all instructional material that will be used for a survey, analysis or evaluation as part of a federal program. No student may without parental consent, take part in a survey, analysis, or evaluation that reveals information covering: 1. Political affiliations; 2. Potentially embarrassing psychological problems; 3. Sex behavior or attitudes; 4. Anti-social and demeaning behavior; 5. Critical appraisals of family members; 6. Legally privileged relationships; 7. Income; 8. Religious affiliations

Technology Information

The Marshall County School System provides access to school computer network services to students to promote educational excellence by facilitating resource sharing, innovation, and communication. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Inappropriate use of language or threats, 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 may cause

access privileges to be revoked, school disciplinary action to be taken, and/or appropriate legal action to be taken.

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

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following: 1. General rules and ethics of Internet use. 2. Prohibited or illegal activities, including, but not limited to: sending or displaying offensive messages or pictures, using obscene language, harassing, insulting, defaming or attacking others, damaging computers, computer systems or computer networks, hacking or attempting unauthorized access, violation of copyright laws, trespassing in another's folders, work or files, intentional misuse of resources, using another's password or other identifier (impersonation), use of the network for commercial purposes, buying or selling on the Internet.

Internet safety measures shall be implemented that effectively address the following: controlling access by students to inappropriate matter on the Internet and World Wide Web, safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications, preventing unauthorized access, including "hacking" and other unlawful activities by students on-line, unauthorized disclosure, use and dissemination of personal information regarding students, restricting students' access to materials harmful to them.

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to: utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students, maintaining and securing a usage log, monitoring on-line activities of students.

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures. A written parental consent shall be required prior to the student being granted 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/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

E-MAIL- Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

INTERNET SAFETY INSTRUCTION- Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. Parents and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

VIOLATIONS- Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District. MCSS Policy 4.406

PARENTS AND COMMUNITY

Visitors

ALL VISITORS MUST SIGN IN AT THE OFFICE UPON ENTERING SCHOOL GROUNDS TO RECEIVE A VISITOR'S PASS. VISITOR PASSES MUST BE VISIBLE AT ALL TIMES. ALL VISITORS MUST SIGN OUT AND LEAVE PROMPTLY WHEN THEIR BUSINESS IS COMPLETED. THIS INSURES THAT THE NORMAL ROUTINE OF YOUR CHILD'S EDUCATION IS INTERRUPTED AS LITTLE AS POSSIBLE. THE FOLLOWING STEPS MUST BE OBSERVED: (1) SIGN IN, (2) RECEIVE PERMISSION FROM OFFICE PERSONNEL BEFORE CONTINUING, (3) RECEIVE VISITOR'S PASS, AND (4) SIGN OUT WHEN BUSINESS HAS BEEN COMPLETED.

Security measures have been implemented that involve allowing/restricting access to Marshall County School buildings. All visitors must show identification and state the reason for their visit at the security camera located at the front entrance.

Parental and Community Involvement

CHES welcomes the parents and community of Chapel Hill onto our campus. We believe that a cooperative partnership between the home, school, and community is essential to the educational success of each child. We have an active Parent Volunteer Program. If you would be interested in volunteering your time in any capacity, please contact the CHES Guidance Counselor, Mrs. Pamela Gentry at 246-4255. Many of you have special talents and jobs that our students would enjoy hearing about. If you would be willing to talk to a class at your convenience, please call the office or send your name, phone number, and interest on a sheet of paper by your child. Perhaps you know someone with a special talent or hobby; please list his/her name, interest, and phone number. We will keep this information on file for future use. It is important that we receive this information to help enrich our curriculum.

K.I.D.S.S. First

K.I.D.S.S. First, "Key Individuals Developing School Support", is our parent organization. It is dedicated to enhancing communication between parents, teachers, students, and the community focusing on Chapel Hill Elementary School. Parents are encouraged to become a member of this organization. Meetings will be held throughout the school year.

The 2017-2018 KIDSS First Officers are as follows:

President- Jennifer Bowyer	Vice-President- Amy Matlock	Secretary- Emmy Bruce
Treasurer- Kelly Jo Fuller	Membership- Kathryn Pfeifer	
Parent Representative- Renee King, Angel Duvall, and Merry Sedlack		
K-1 Teacher Representative- Angie Rollins	2-3 Teacher Representative- Amanda Chilton	

Student Equal Access

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

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy. A student or a group of students who wish to conduct a meeting under this policy must file an

application with the principal at least three days prior to the proposed date. The principal shall approve the meeting if he/she determines that: 1. The meeting is voluntary and student-initiated; 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees; 3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings; 4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and 5. Non-school persons will not direct, control or regularly attend.

SCHOOL SPONSORED EVENTS- If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that: 1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject; 2. There is an appropriate method of selecting student speakers which is based on neutral criteria; 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

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

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks. MCSS4.802

STUDENT CONDUCT

EACH STUDENT IS EXPECTED TO SHOW RESPECT TO ALL PERSONNEL.

Students who do not comply with the rules and regulations of CHES and the Marshall County Board of Education will be subject to in-school suspension, suspension from class or school, denial of the right to attend or participate in extra-curricular activities, or other appropriate action. Corporal punishment is another option as outlined in the *Marshall County School Board Policy Manual*.

Rules and General Suggestions to Students and Parents

1. Instruct your child never to converse with, never accept a gift from, and never get in a car with a stranger.
2. All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia, are prohibited in all of the school district's buildings. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms. The use of tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia, will be prohibited in all vehicles, owned, leased or operated by the district. District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia, while they are participants in any class or activity in which they represent the school district. Any student seventeen (17) or under who possesses tobacco products shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local police/sheriff's department, is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations. Any student eighteen (18) years of age or older who uses tobacco

products on school property or possesses tobacco in any school building shall be subject to the following disciplinary action(s):

1st Offense - Five (5) days ISS/video and report

2nd Offense - Alternative School

3rd Offense - Recommendation of expulsion

Parents and students shall be notified of this citation requirement at the beginning of each school year. Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: Smoking is prohibited by law in seating areas and in restrooms. MCSS Policy 1.803

3. Students will be disciplined for insolence, disrespect, or insubordination.

4. Any student who is diabetic, takes medication, has a heart condition, etc. should make the teacher aware of this condition at the beginning of the school year.

5. Inappropriate use of language will not be tolerated.

6. Students must have teacher's permission to leave playground or enter building during recess.

7. Your child should receive plenty of sleep each night to assure maximum learning capabilities.

8. Willful destruction of public property must be paid for by parents of pupils responsible, and disciplinary action may be taken.

9. Rowdy behavior (fighting, throwing rocks, running, pushing, shoving, yelling, slamming doors, etc.) will not be accepted.

10. Toys, video games, head sets and other non-academic items should not be brought to school.

11. Textbooks issued are the property of the Marshall County Board. They should be used with care and returned in good condition. Students will be responsible for reimbursement of books which are lost, stolen, or damaged. Students whose library books are lost, stolen, or damaged will be assessed and replacement costs for the books will be expected.

12. Many, but not all, teachers send home daily e-mails with homework assignments and upcoming events. These e-mails are sent to everyone who signs up to receive the e-mail. If you prefer that your e-mail address not be viewed by others, you should not sign up for this service. If your child's teacher offers mass e-mailing of assignments and events, please be aware that your e-mail address may be viewed by others who receive the same e-mail.

13. Baseball/Football/Trading cards, Silly Bands, or any other collectible items and toys are prohibited.

14. No earphones, walkmans, CD/cassette players or personal entertainment devices (iPods, hand held gaming systems, etc.) are allowed at school or school sponsored activities, unless authorized by school personnel.

15. The use of facility/playground areas after school hours must have approval from the Marshall County School Board.

16. Any/all non-academic items are prohibited, unless authorized by school personnel.

17. Discipline procedures include verbal warning, written warning, phone call to parent/guardian, written report to parent/guardian, ISS, OSS, removal from school activities/events, corporal punishment.

Rights and Responsibilities

The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school. 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; and

6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;

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

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

4. Study and maintain the best possible level of academic achievement;

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

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

7. Refrain from behavior which would lead to physical or emotional harm or disrupt the educational process; and

8. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities. MCSS Policy 6.301

Code of Behavior and Discipline

The director of schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code. The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination.

The Board delegates to the director of schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely, elementary, middle and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board's Code. A copy of the Code shall be posted at each school and guidance counselors shall be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the Code. MCSS Policy 6.300

Bus Conduct

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except: 1. Students assigned to that bus; 2. Parents of students who have prior permission to enter the bus (field trip, chaperone, etc.); 3. Marshall County School System employees; or 4. Other persons with lawful and valid business on the bus.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed.

A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.

The Supervisor of Transportation shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. In the event that an incident takes place near a school, the principal may be called upon to assist. A student may be denied the privilege of riding the bus if the Supervisor of Transportation determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student

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

Bus Drivers will take and/or fax bus conduct forms which they have completed to the principal/principal designee who will determine the severity of the action and the appropriate discipline in accordance with Board Policy 6.313. All bus riders will receive a group explanation of this procedure and a copy of this policy.

Any student found destroying seats or committing any other act of bus vandalism will be required to pay for the actual damages, according to a payment schedule agreed upon by the principal and parent/guardian, before the student will be allowed to ride any Marshall County school bus again. Restitution for damages will be required in addition to other consequences that the student had incurred. Special Education children will have an IEP-team meeting after the first warning.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. A school bus driver should never put a child off the bus for disciplinary purposes at any point to and from school. Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or guardian and principal of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written permission of parent or guardian and the written approval of the principal or his/her designee which includes the name, address, and phone number of where the child is to be taken. Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school. Students should not be allowed to get off a school bus until they reach their destination, except in cases of emergency or when students have notes signed by the parents and principal, or when the parent appears in person to get the child.

The principal of a school will have jurisdiction over students from another school when they are waiting for transportation on his/her campus. He/she shall have the authority to discipline any of these students for misconduct while on the school grounds or in the school building. The principal taking action shall make written notification, as prescribed by the discipline policy and send a copy to the principal of the school which the student attends.

Use of Video Cameras- Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with the law.

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

The director of schools is directed to develop procedures for governing the use of video cameras in accordance with the provisions of the law and established Board policies. MCSS Policy 6.308

Any questions concerning bus transportation should be directed to, Supervisor of Transportation, at 359-4866.

Suspension of Students

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 to a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to: 1. Willful and persistent violation of the rules of the school; 2. Immoral or disreputable conduct, including vulgar or profane language; 3. Violence or threatened violence against the person of any personnel attending or assigned to any school; 4. Willful or malicious

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

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

In-School Suspension

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

Procedures for Out of School Suspension and Expulsion

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

term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal. 9. Students who have been suspended Out of School, placed in In-School Suspension, or placed in Alternative School may not participate in any school related extracurricular activities until the end of the regular school day on the last day of the suspension. MCSS Policy 6.316

Discipline Procedures

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

Misbehaviors: Level I- Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member. *Examples* (not an exclusive listing): Classroom disturbances, classroom tardiness, cheating and lying, abusive language, Non-defiant failure to do assignments or carry out directions, harassment (Sexual, Racial, Ethnic, Religious)

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

Disciplinary Options: Verbal reprimand, special Assignment, restricting activities, assigning work details, counseling, withdrawal of privileges, issuance of demerits which might affect citizenship or department grades, strict supervised study, detention, corporal punishment, in-school suspension, out-of-school suspension

Misbehaviors: Level II- Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel. *Examples* (not an exclusive listing): Continuation of unmodified Level I behaviors, school or class tardiness, school or class truancy, use of tobacco, using forged notes or excuses, disruptive classroom behavior, harassment (Sexual, Racial, Ethnic, Religious)

Disciplinary Procedures: Student is referred to principal for appropriate disciplinary action. Principal meets with student and teacher. Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances. Principal takes appropriate disciplinary action and notifies teacher of action. Record of offense and disciplinary action maintained by principal.

Disciplinary Options: Teacher/schedule change, modified probation, behavior modification, social probation, peer counseling, referral to outside agency, in-school suspension, transfer, detention, suspension from school-sponsored activities or from riding school bus, corporal punishment, restricting school related honors student is otherwise due, out-of-school suspension not to exceed ten (10) days.

Misbehaviors Level III- Acts directly against persons or property but whose consequences *do not seriously endanger* the health or safety of others in the school. *Examples* (not an exclusive listing): Continuation of unmodified Level I and II behaviors, fighting (simple), vandalism (minor), stealing, threats to others, harassment (Sexual, Racial, Ethnic, Religious)

Disciplinary Procedures: Student is referred to principal for appropriate disciplinary action. Principal meets with student and teacher. Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct. Principal takes appropriate disciplinary action.

Principal may refer incident to director of schools and make recommendations for consequences. If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of

his/her choosing. Any change in school assignment is appealable to the Board. Record of offense and disciplinary action maintained by principal or director of schools.

Disciplinary Options: In-school suspension, detention, corporal punishment, restitution from loss, damage or stolen property, out-of-school suspension not to exceed ten (10) days, social adjustment classes, transfer, long term out-of-school suspension, alternative School

Misbehaviors: Level IV- Acts which result in violence to another's person or property or which *pose a threat* to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities or action by the Board. *Examples* (not an exclusive listing): Unmodified Level I, II and III behaviors, death threat, extortion, bomb threat, possession/use/transfer of dangerous weapons*, assault, battery*, vandalism, theft/possession/sale of stolen property, arson, possession of unauthorized substances*, use/transfer of unauthorized substances, harassment (Sexual, Racial, Ethnic, Religious)

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

Disciplinary Options: Out-of-school suspension, alternative schools, other hearing authority or Board action which results in appropriate placement, Suspension for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis.

Additional Guidelines: 1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court. 2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense. 3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship. 4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy. 5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to: a. pay any activity fee; b. pay a library or other school fine; or c. make restitution for lost or damaged school property. MCSS Policy 6.313

Zero Tolerance Offenses

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

Weapons and 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. 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.

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 possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Drugs/2nd Offense Alcohol

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. Offenses include possession, consumption or being under the influence.

Assault

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

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.

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. MCSS Policy 6.309

Drug Free Schools

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Board's plan for dealing with alcohol and drugs shall include the following: 1. Appropriate ways for handling alcohol/drug-related medical emergencies; 2. Guidelines for reporting alcohol/drug incidents and illegal activities; 3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other sources of appropriate help; 4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of state guidelines the director of schools shall be responsible for: 1. Developing and implementing an appropriate curriculum on alcohol and drug education for students; 2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities; 3. Implementing the relevant portions of the Drug-Free Youth Act 2; 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; and 5. Providing notification to parents and students that compliance with this policy is mandatory.

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs. Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation programs will be made available through the school office. MCSS Policy 6.307

Interrogations by School Personnel

School personnel have a duty to report any reasonable suspicion that a student is carrying, or has carried, a weapon or is violating, or has violated, a provision of the Tennessee Drug Control Act to the principal, the principal's designee or, if the principal and the principal's designee are unavailable and the offense was committed on school property, to the appropriate authorities. Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to

disciplinary action, including suspension. If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

Interrogations by police (at administrator's request)- If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation. The use of police women or female staff members is desirable in the interrogation of female students.

Police-initiated Interrogations- If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation, inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

Searches by School Personnel- Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (*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 or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met: 1. A particular student has violated policy; 2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug; 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students; 4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and 5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed. School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

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

Use of Metal Detectors- In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's

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

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may conduct a metal detector check of the student's person and personal effects. A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension. The director of schools shall develop procedures for use of metal detectors.

Searches by Police- If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or 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 of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed. Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be: 1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools. 2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to: 1. Search any area of the school premises, any student or any motor vehicle on the school premises; or 2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy. The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered. MCSS Policy 6.303

OTHER GUIDELINES

Emergencies and Crises

The Marshall County Board of Education has implemented procedures and guidelines for emergencies and crises. Students will be instructed in how to react in such situations. Fire drills, tornado drills, intruder drills, etc. will be held during the school year. It is impossible to know whether the children will be in their class, the library, lunchroom, playground, playroom, or in the music room. For this reason, the teacher carefully instructs the children on what to do and exactly where to go when they hear an alarm.

Procedural Due Process

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the

seriousness of the offense and the consequence attached thereto. For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry may 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 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 the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall refer the case to the superintendent, who will refer the case to the Board of Education for action.

Asbestos

Floor tile containing asbestos has been identified in certain areas of Chapel Hill Elementary School. The floor tile is being maintained under an Operation and Maintenance Program. The management plan is available at the Central Office and in the administration office of Chapel Hill Elementary School.

Asbestos Management Plan

Is kept at: Marshall County Board of Education
700 Jones Circle
Lewisburg, TN 37091

Can be viewed: Monday thru Friday
7:30a.m. to 4:00p.m.

Ask for: Mr. Jacob Sorrells
(931)359-1581, Ext. 2017

Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying

The Marshall 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. 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 hostile educational environment or otherwise 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.

“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. 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. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reason why the investigation was not initiated within the required timeframe.

The principal/designee shall notify the parent/legal guardian when a student is involved with an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.

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. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.

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. 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 the Human Resource Coordinator. 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.

Retaliations 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. MCSS Policy 6.304

Student Disciplinary Hearing Authority

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

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

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

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

If the student, principal, principal-teacher or assistant principal requests a review, then the Board shall either review the record or grant a second hearing. If the Board chooses to review the record it shall: 1. Affirm the decision of the hearing authority; or 2. Modify the decision to a lesser penalty; or 3. Grant a hearing before the Board.

If the Board chooses to grant a hearing, it may: 1. Affirm the decision of the hearing authority; or 2. Modify the decision in any manner; or 3. Impose a more severe penalty than that of the hearing authority.

The notice of the hearing shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public. MCSS 6.317

Alternative School Programs

The goal of the Alternative School Program is to provide an alternative public education setting for students whose problems have attained a level beyond the home school's ability to deal with them; said school must have exhausted all other recourses prior to recommending Alternative School Placement, or the student must have committed a major violation of school board policy. Alternative schools shall offer alternative learning environments in which students are offered a variety of educational opportunities, such as learning at different rates of time or utilizing different, but successful, learning strategies, techniques and tools. Placement will be for a **minimum** of twenty (20) days in attendance at Alternative School. Additional days may be assigned if deemed necessary by the principal. Each day must be successful in the student meeting all goals as established in the individual improvement plan. Unsuccessful days (days the student **did not meet the goals established or days missed**) will not count toward time served.

(1) The Board shall operate an alternative school program for students in grades 7-12 who have been suspended or expelled from regular school programs. Sixth grade students may be placed only in unusual circumstances.

(2) The alternative school shall be operated pursuant to the rules of the state board of education pertaining to them, and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's home school. All course work completed and credits earned in the alternative schools shall be transferred to and recorded in the student's home school, which shall grant credit earned and progress thereon as if earned in the home school.

(3) Attendance in alternative school programs shall be mandatory and students attending an alternative school shall provide their own transportation.

(4) The student shall be subject to all rules appertaining thereto. A violation of such rules by a student may result in the student's removal from the school for the duration of the original suspension or expulsion, but shall not constitute grounds for any extension thereof. The final decision on such removal shall be made by the chief administrator of the alternative school.

(5) Teachers in alternative schools shall be certified by the state and shall be selected on the basis of interest and ability to work in alternative situations.

(6) Student-teacher ratios shall be small enough to allow for adequate instruction but shall be determined by the age, behavior and academic achievement of students in the program.

(7) Copies of school records and textbooks shall be provided by the home school.

(8) Formal transition plans for the integration of students from regular schools to alternative schools and from alternative schools to regular schools shall be developed and implemented.

(9) The principal or designee will notify the parents in writing that a student has been assigned to Alternative Placement and shall state the reason for such placement.

(10) The principal or designee will schedule a meeting with the parent or guardian at the home school, at which time they will be informed of the incident or incidents which have determined placement.

(11) A parent or guardian must then accompany the student to the Alternative Placement Program.

(12) Students found to be eligible for special education and related services shall be placed and served in accordance with the law and rules relating to special education.

(13) Students may not attend or participate in any Marshall County School function or activity, and they are not allowed on any other school premises while placed in the Alternative School Program.

(14) The Alternative school will follow the district calendar and all attendance policies will apply.

MCSS Policy 6.319

Detention

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

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

MCSS Policy 6.315

Corporal Punishment

Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines: 1. Corporal punishment shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances; 2. The instrument to be used in administering corporal punishment shall be approved by the Board and the punishment shall take place in the principal's office or other such place out of the view of other students; 3. Corporal punishment shall be reasonable and administered in the presence of another professional employee; 4. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others; and 5. The witness must be informed beforehand and in the student's presence of the reason for the punishment. 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. MCSS Policy 6.314

Care of School Property

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

School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the director of schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian.

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages.¹ When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault. MCSS Policy 6.311

Use of Personal Communication Devices by Students

Students may possess cell phones on school property so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls during class time and programs. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of cell phones to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work; however, all approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the Marshall County School System's (MCSS) guest network. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion. MCSS Policy 6.312

The Marshall County School System/Marshall County Board of Education will not be responsible for damaged, lost, or stolen cell phones.

Internet

All Internet access shall occur using the MCSS guest network. Cellular network adapters are not permitted to be used by students to access the Internet at any time. The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted. Students must comply with a teacher's request to turn off the device. Unauthorized use or improper storage of a device during class time or programs will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action as per board policy #6.316 Suspension/Expulsion/Remand. MCSS Policy 6.312

Notification of Unsafe School Choice Policy

Transfer Option for Students Victimized by Violent Crime at School

Under the Tennessee 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 30-12-101, 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 the Director of Schools, Mr. Jacob Sorrells at (931)359-1581, Ext. 2017.

Notice of Parent's Rights to Notification of Teachers' Qualifications

In compliance with new Federal Regulations, parents have the right to know the qualifications of their child's instructional staff. This information can be accessed from the State Department of Education website.

Homeless Students

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

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement. 2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. 3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings. 4. Migratory students who meet one of the above described circumstances. The district will consider the best interests of the student with parental involvement in determining whether the student should be enrolled in the school of origin or the school that non-homeless student who lives in the attendance area in which the homeless student is actually living are eligible to attend. For more information contact Julie Thomas at 359-1581 Ext. 2010. MCSS Policy 6.503

Public Notice
Marshall County School System
Notice of Nondiscrimination

It is the policy of the Marshall County School System not to discriminate on the basis of race, color, national origin, age, or disability in its educational programs or employment policies as required by

1. Titles VI and Title VII of the 1964 Civil Rights Act;
2. Title IX of the 1972 Educational Amendment Act;
3. Individuals with Disabilities Education Act;
4. Section 504 of the Rehabilitation Act of 1973;
5. The Americans with Disabilities Act of 1990;
6. Due Process Rights Inquires regarding compliance with the notice of nondiscrimination policy may be directed to the Marshall County School District, 700 Jones Circle, Lewisburg, TN 37091, (931) 359-1581.

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

–Title VI of the Civil Rights Act of 1964, 42 USC §2000d.

Title VI prohibits any public school system from:

- Preventing a person from enrolling in a school, class or extracurricular school activity based on race, color, or national origin;
- Arbitrarily placing a student in a school or class with the intent of separating the student from the general population of students because of the student's race, color or national origin;
- Setting higher standards or additional requirements as a prerequisite to enrollment in a school, program, or activity, which only applies to students of color;
- Unequally applying or not applying disciplinary action based on the race, color or national origin of the victim or the perpetrator;
- Failing to provide the necessary language assistance to allow students who are not proficient in English the same opportunities to learn, or participate in activities or programs as those students who are proficient in English;
- Administering tests or other evaluative measures which by design or by grading do not allow students, due to their race, color or national origin, the same opportunity to present a true measure of their abilities;
- Providing advice or guidance to students with the intent to discourage students of color from seeking admission to schools, classes, or other educational activities;

- Providing inferior facilities, instruction, or related services to students because of their race, color or national origin;
- And any other activity which would tend to discriminate against students based on their race, national origin or color.

If you think a violation of Title VI has occurred within your school system or against your child, a complaint may be filed with:

1. Your local school system's Title VI Coordinator, Julie Thomas, (931)359-1581, Ext. 2010.

OR

2. Tennessee Department of Education
Office for Civil Rights
710 James Robertson Parkway
Andrew Johnson Tower, 6th Floor
Nashville, TN 37243
Telephone: 615-741-2731
Email: Tiffany.Bakercox@state.tn.us
Web: <http://www.tennessee.gov/education/civilrights.shtml>

OR

3. Office for Civil Rights
U.S. Department of Education
61 Forsyth Street S.W., Suite 19T70
Atlanta, GA 30303-3104
Telephone: (404)562-6350 TDD: (404)331-7236
Email: OCR_Atlanta@ed.gov
Web: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Parent Information Summary for Section 504

Section 504 background:

- Section 504 is a civil rights law that requires that school districts that receive any federal funding make programs and activities accessible to individuals with disabilities.
- The Office of Civil Rights (OCR) has expanded the definition of accessible to include all major life activities including learning, seeing, walking, taking care of oneself, etc. OCR enforces Section 504 compliance.
- **Eligibility requirements:**

To be eligible the student must have the following:

- A physical or mental impairment (has a history of having a physical or mental impairment) that **substantially limits** one or more life processes in order to be eligible for a Section 504 plan.

****This criteria must be met before a student qualifies for a 504 Accommodation Plan.**

Review request:

- Parents, teachers, adult-age students, other staff, or community agencies, etc. can request that a student review for Section 504 eligibility occur.

The eligibility review process:

- Parent, etc., or School's Support Team (S-Team) (or similar group) determines that a pattern of student need has possible Section 504 implications.
- Parent or guardian is provided prior written notice of the student evaluation; a listing of parental rights under Section 504, and the parent provides written permission before any diagnostic evaluation work is done.
- Appropriate staff and other individuals (those knowing the student and information being reviewed) convene to review student need basing their decision on the Section 504 eligibility criteria.
- If a student is found 504 eligible then appropriate accommodations and/or related services are defined by the eligibility team and provided by regular education teachers.
- Discuss and implement plan with appropriate staff.

- Review plans yearly.

If you feel your child qualifies for services under Section 504, contact the Principal at your school or the District 504 Coordinator, Julie Thomas at (931) 359-1581, Ext. 2010.

Section 504 and ADA Grievance Procedures

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

Definition

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

Title II of the Americans with Disabilities Act, 1990 provides that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

Coordinator

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

Notice

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

Complaint Procedure

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

Due Process Hearing Procedures

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

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

Impartial Hearing Officer - The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense to the parent. The hearing officer

that is appointed shall not be a current employee of the school system and shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: 404-974-9406; TDD: 877-521-2172
Email: OCR.Atlanta@ed.gov

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

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

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

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

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

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

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

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

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

Format of Presentation - Each side will have an equal amount of time to present their positions as determined by the hearing officer. The parent/guardian will present his/her case first by making an

opening statement outlining the issues, calling witnesses, and making a closing argument. The school system will present its side next. At the end of the school system's presentation, the parent/guardian may offer a short response. Each side may present personally or through their representatives.

Submission of Exhibits - As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports, evaluations, correspondence, notes, or any other documents that may support their positions. Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

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

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

Review Procedure/Appeal 33 - If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction. MCSS 1.802

PLEASE LET THE RECORD SHOW THAT ANY POLICY OR ISSUE THAT IS NOT IN THIS HANDBOOK, WILL BE RULED ON ACCORDING TO THE POLICY OF THE MARSHALL COUNTY BOARD OF EDUCATION AND THE RULES AND REGULATIONS OF THE STATE OF TENNESSEE THAT GOVERN PUBLIC SCHOOLS (TN CODE ANNOTATED). IN COMPLIANCE WITH NEW FEDERAL REGULATIONS, PARENTS HAVE THE RIGHT TO KNOW THE QUALIFICATIONS OF THEIR CHILD'S INSTRUCTIONAL STAFF. THIS INFORMATION CAN BE ACCESSED FROM THE STATE DEPARTMENT OF EDUCATION'S WEB SITE AT: <https://www.k-12.state.tn.us/tcertinf/Search.asp>

2017 Chapel Hill Youth Football League Schedule

Sept. 2	Richland	H	TBA
Sept. 19	BYE		
Sept. 16	Columbia Academy	A	TBA
Sept. 23	Eagleville	H	TBA
Sept. 30	Liberty	H	TBA
Oct. 7	Cascade	A	TBA
Oct. 14	Unionville	A	TBA
Oct. 21	Cornersville	A	TBA
Oct. 28	MTCS	H	TBA

2017 Forrest Varsity Football Schedule

Aug. 11	Jamboree	H	TBA
Aug. 18	BGA	H	7:00
Aug. 25	Fayetteville City	H	7:00
Sept. 1	Eagleville	A	7:00
Sept. 8	Summertown – HC	H	7:00
Sept. 15	Columbia Academy	A	7:00
Sept. 22	Watertown	A	7:00
Sept. 29	Lewis Co.	H	7:00
Oct. 6	Loretto	H	7:00
Oct. 13	Open		
Oct. 20	Cascade	A	7:00
Oct. 28	Community	A	7:00

2017 Forrest Middle School Football Schedule

Aug. 4	Jamboree	@ Cascade	TBA
Aug. 10	Westwood	H	6:30
Aug. 17	Fayetteville	A	6:30
Aug. 24	Cascade	H	6:30
Aug. 31	MTCS	A	6:30
Sept. 7	Community	A	6:30
Sept. 14	BYE		
Sept. 21	Eagleville	A	6:30
Sept. 28	Liberty – HC	H	6:30
Oct. 5	LMS	H	6:30

REMOVE THIS PAGE, SIGN, AND RETURN TO YOUR CHILD'S TEACHER.

**MARSHALL COUNTY SCHOOL SYSTEM STUDENT/PARENT
VERIFICATION FORM OF RULES AND REGULATIONS
GRADES K-3**

I acknowledge that I have received and read the Chapel Hill Elementary School Student Handbook which explains the rules and regulations governing the Marshall County School System. The handbook contains information regarding policies, procedures, and general information for the 2017-2018 school year. I understand that the purpose of these rules is to ensure a safe learning environment for my child. I further understand that all students will be required to abide by the policies outlined in this handbook and that my child will participate in surveys conducted by the school system.

CHAPEL HILL ELEMENTARY SCHOOL

STUDENT NAME (Please Print) _____

STUDENT SIGNATURE _____

GRADE _____ HOMEROOM TEACHER _____

PARENT SIGNATURE _____

DATE _____

COMMENTS _____

