2019-20
Student-Parent Handbook
Attendance, Grading, and
Student Rights and Responsibilities Policies

Grades
6th – 8th

This handbook includes the policies of the Sullivan County Board of Education regarding attendance, grading, and student rights and responsibilities. Please read and become familiar with these policies and we encourage you to discuss them with your child/children. If you have questions concerning these policies, please direct them to the principal of the school or the Supervisor of Student Services.

(The Sullivan County Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or religion)
Our Children, Our Future!

Dear Parents, Guardians, and Family Members,

Welcome to a brand new 2019-2020 school year in Sullivan County! We look forward to a very successful and productive year for all of our students and to many exciting and engaging learning opportunities that will prepare your child(ren) for their future successes.

With this letter of welcome, you will find the student handbook, containing much information and resources concerning our policies, practices, procedures. Please review this information with your child(ren) and also talk with them about the importance of reporting any and all instances of bullying, harassment, and discrimination to the appropriate adults.

I would also like to encourage you to be highly involved in your child’s education by establishing important relationships and communication with your child(ren)’s teachers and school administrators. Also, please contact your child(ren)’s school anytime you have any questions.

Let’s have a great year!

Sincerely,

David A. Cox, Ed. D.  Michael Hughes
Director, Sullivan County Schools  Chairman, Board of Education

Mission:

Graduating students prepared for college and career who are productive community members.

Vision:

Maximizing student opportunities for lifelong success.
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ATTENDANCE POLICY—GRADES 6-8

UNDER TENNESSEE LAW, SCHOOL ATTENDANCE IS THE RESPONSIBILITY OF THE PARENT

A. Attendance: Students are required to attend school between the ages of six (6) and seventeen (17), both inclusive, unless withdrawn in accordance with legal requirements. (T.C.A. 49-6-3001). **Students must be in class for 3 hours and 31 minutes in order to be counted present for the school day.**

School System rules and procedures prohibit the enrollment of any child in Sullivan County Schools unless the student is living with a parent/legal guardian who resides in the area served by Sullivan County School System. Students are required to attend the school in the school zone in which they reside, except in cases where they have received approval to attend an out-of-zone school in accordance with Sullivan County School Board Policy #3000.

B. Information Required to Enroll in School

1. **Proof of residence:** The parent/guardian of every student will be required to provide proof of residency, such as, lease, real estate tax receipt, mortgage information, utility receipts, or the like. Residence may also be checked randomly from time to time, and students improperly attending out of zone may be required to return to their proper school.

2. **Proof of Custody**
   a. **Custody Issues:** Only the residence of the parent with legal custody may be used for registration and attendance purposes. (T.C.A. 49-6-3103) In cases where parents have joint custody, only the address of the parent named as the primary custodian or designated as having primary responsibility to determine educational issues may be used for registration and attendance purposes.
   b. **Power of Attorney for Child Care (T.C.A. 34-6-302):** Parents of a minor child may delegate to any adult person in this state temporary care-giving authority when hardship prevents the parent(s) from caring for the child.

Hardships are identified by law, as follows:

i. The serious illness or incarceration of a parent or guardian;

ii. The physical or mental condition of the parent or legal guardian is such that care and supervision cannot be provided;

iii. The loss or un-inhabitability of the child’s home as the result of a natural disaster.

When one of the above hardships is applicable, the custodial parent(s) and the care giver must make an appointment to meet with the principal of the school in the school zone of the care giver and present the properly completed power of attorney, in order to make arrangement for school attendance.

Circumstances not listed above and identified by law as allowable hardships, should be referred to the appropriate court for change of custody.

3. **Educational Documentation** – Academic, Attendance, Discipline, and Immunization records.

4. **Homeless Students**– Homeless students may be subject to certain federal requirements. Parents/Guardians should check with the school regarding attendance.

C. Required Documentation for Excused Absence

1. Students in the following categories will be excused temporarily from school attendance:
   a. Personal illness
      i. **Doctor’s excuse** (should be provided to the school on the first day back at school and must be provided **within one week of the date that the student returns to school**).
      ii. **Parent/Guardian note (Five days excused per year).** Parent notes should be submitted to the school on the first day that the student returns to school. School may call to add parent notes if students do not submit notes in a timely manner.
   b. Serious illness in the immediate family (Verification may be required)
   c. Death in the immediate family
   d. Regularly observed religious holidays
   e. Medical and dental appointments that cannot be arranged during non-school hours with a note from doctor.
   f. Required Court Appearance
   g. Circumstances which in the judgment of the principal create justifiable absences over which the student has no control.
After the student has been absent several days with an excuse from a physician, the principal may require a statement from the physician indicating the student’s continued need to be absent from school. A parent must arrange for a conference with the school administration to possibly negate these rules.

It shall be a separate offense under this school system’s discipline policy to forge or alter a doctor’s excuse or written statement from any health provider. Students may be subject to disciplinary action.

Students attending a doctor’s appointment during school hours are expected to return to school as soon as possible as stated by the doctor’s excuse. Time/Days taken in addition to what is covered by the doctor’s excuse will have to be covered by parent notes or an additional doctor’s excuse.

Excessive unexcused absences (5 or more) will result in a truancy contract and intervention plan. Continued unexcused absences will result in a referral to Truancy Board, Department of Children’s Services and/or Juvenile Court.

D. Make-Up Work for Absences:
Students are granted the opportunity to make-up school work missed due to any absence, including unexcused absences and/or suspensions. However, for students making up work for unexcused absences and/or suspensions, the highest score they may receive for the work is 80% of a perfect score. For all students making up work missed due to absences, whether excused, unexcused or suspension, the following conditions must be met:

a. It is the student’s responsibility to initiate arrangements for making up work.

b. A student will complete written make-up work within a time period equal to the number of days missed unless an extension is granted by the teacher.

c. If make-up tests, quizzes, etc. are scheduled at other than normal student school hours, the student must be notified at least twenty-four (24) hours in advance.

d. If a student and/or parent refuses the opportunity to serve ISS or to attend Alternative School, the student forfeits the opportunity to make-up work for the days of out-of-school suspension.

E. School Functions

a. School functions will not count as an absence from school.

b. School functions must be approved by school administrators prior to the activity designated as a school function.

GRADUATION REQUIREMENTS

Each student must take the following core curriculum:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Math</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
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<tr>
<td>Fine Arts</td>
<td>1</td>
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<tr>
<td>Foreign Language</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Lifetime Wellness</td>
<td>1</td>
</tr>
<tr>
<td>Elective focus</td>
<td>3</td>
</tr>
</tbody>
</table>

**Math credits must include:** Algebra I, Geometry, Algebra II, and an upper level math credit.

**Science credits must include:** Biology (Life Science), Chemistry or Physics, and another laboratory Science credit.

**Social Studies credits must include:** U.S. History, U.S. Government/Economics, Personal Finance, World History or World Geography. (Successful completion of 3 years of JROTC substitutes for Personal Finance credit.)

**Electives to complete graduation requirements**
The fine arts and foreign language requirements may be waived for students who are sure they are not going to attend a
University and be replaced with courses designed to enhance and expand the elective focus.

Students completing a Career Technical focus must complete the minimum of three units in the same program area.

**Total = 23 credits (Sullivan County Requires 5 Additional Credits for Graduation to equal 28 Total Credits)**

**MIDDLE SCHOOL GRADING AND PROMOTION POLICIES**

The middle school academic curriculum will consist of four (4) basic subjects: English Language Arts, Mathematics, Science, and Social Studies. The grading period shall be on a nine-weeks basis.

**A. RELATED ARTS AND ENRICHMENT:**

The middle school related arts subjects MAY consist of the following: Art, Band, General Music, Choir, Computer Literacy, Introduction to Technology, Project Lead the Way, Physical Education, and Health. The grading period shall be on a nine-weeks basis.

Enrichment courses may be offered that will reinforce the core curriculum.

**B. GRADING**

Number grades will be used to record a student’s progress in the academic and related arts programs. In determining nine-weeks grades, regularly scheduled tests (chapter, unit, etc.) shall count one-half while daily grades (quizzes, class work, etc.) shall count one-half. Accumulative evaluation is encouraged, but will be left to the discretion of the teacher. **No grade less than a 60 will be awarded for any grading period unless approved by the principal.**

**Grade Scale**

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

The final grade for each of the 4 basic subjects shall be determined using the following method:

1. **1st nine-weeks final grade x 21.25% = Score 1**
2. **2nd nine-weeks final grade x 21.25% = Score 2**
3. **3rd nine-weeks final grade x 21.25% = Score 3**
4. **4th nine-weeks final grade x 21.25% = Score 4**
5. **TNReady score x 15% = Score 5**

Score 1 + Score 2 + Score 3 + Score 4 + Score 5 = Final Grade

1. 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.
2. 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.
3. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to pay any activity fee, pay a library or other school fine or make restitution for lost or damaged school property.

**C. GRADE CARD DISTRIBUTION**

Progress reports will be issued at the mid-point (4 ½ weeks) of the nine-week grading period.

Grade cards will be issued on the sixth (6th) school day following the close of the nine-weeks grading period.

**D. PROMOTION**

**Promotion to the next grade:** A student must pass a minimum of three of the four academic subjects.

Grade Results, on-line learning program in Sullivan County, may be used to earn failed credit in 1 core subject in for promotion.

The determination of whether a pupil is promoted or retained in a grade or which class he/she is assigned to (transition or regular, advanced or basic) is made by appropriate school officials, not parents. The law clearly authorizes the local board “through its officers and employees” to assign children not only to schools but also to “grades, classes, or courses of study within school.” (TCA 49-6-3101(f); 49-6-3102, et seq.) As long as such assignments are made reasonable – i.e., based upon appropriate screening, tests, examinations, and other educational indicators – they will be upheld by the courts if challenged.
E. SOCIAL PROMOTION
Social promotion may be given to:
  a. Students who have repeated twice since entering school;
  b. Students who are repeating the same grade; or
  c. Students who would have been retained, but social promotion would better serve the interests of the student.

Consideration should be given to regular attendance, academic effort, social and physical growth, and teacher recommendation in determining social promotion. A parent conference may be required for any student who is being considered for social promotion prior to the granting of the promotion. When 3 attempts to contact the guardian(s) for a conference have been unsuccessful (phone, e-mail, or letter), the school will notify the guardian(s) of the school’s recommendation by registered mail. Documentation of this conference will be recorded by use of the Parent Conference Report.

SUMMARY OF POLICIES PROHIBITING HARASSMENT AND DISCRIMINATION OF STUDENTS AND EMPLOYEES

A. Prohibition. The Sullivan County Board of Education prohibits any form of harassment based on Race, Color or National Origin, Gender, Sexual Orientation, Section 504, Disabilities, age, and Religion.

B. Examples Graffiti containing offensive language, threats or intimidation, jokes, name calling, negative stereotypes or slurs, written materials, including posters or t-shirts, which have the purpose or are intended to degrade someone based on race, color or national origin, age, gender, sexual orientation, section 504, disabilities, or religion. Physical violence, theft or property damage

C. Reporting Students: Students are encouraged to report harassment to any teacher, staff member or administration. Teachers: Teachers (and other school personnel) are required to report harassment of students to their school's Compliance Coordinator, their principal or assistant principal, the Board of Education's Title VI Coordinator, or the Director or Assistant Director of Schools.

D. How to Report: Any person can report verbally or on a Harassment Report Form (available in the school office or on the web at www.scde.k12.tn.us)

Students may report to the Compliance Coordinator, a teacher, a school counselor, the principal, the Board Title VI Coordinator or the Director or Assistant Director of Schools. Teachers or other personnel are encouraged to report harassment of teachers or other employees to their supervisor, their principal, their department head, the supervisor of the person engaging in harassment, the Compliance Coordinator, the Title VI Coordinator or the Supervisor of Human Resources.

E. Disciplinary Actions: Students who engage in harassment based upon race, color or national origin, gender, sexual orientation, section 504, disabilities, or religion may face disciplinary action up to and including suspension or expulsion. Teachers or other personnel who engage in harassment based on race, color or national origin, gender, sexual orientation, Section 504, disabilities, or religion may face disciplinary action up to and including dismissal.

F. Retaliation. Retaliation against any person who reports harassment or assists in the investigation of reported harassment is prohibited.

HARASSMENT/BATTERY

The Sullivan County Department of Education will not tolerate behavior by students that would be likely to cause emotional distress to another student or to subject another student to a hostile environment.

In all cases of harassment, the system wide compliance supervisor must be immediately notified of any incidents of harassment within the schools by the appropriate building level administrator.

Any form of harassment, including sexual, racial, national origin and sexual orientation, is prohibited. Conduct is prohibited harassment if:
  Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a student's grade or credit or admission to or participation in a student activity; or
  Submission to or rejection of such conduct is used as a basis for educational decisions affecting that student; or
  Such conduct interferes with the student's performance or creates an intimidating, hostile, or offensive learning environment.

Following the investigation of a report, the Title VI/VII Coordinator shall recommend what action, if any, is required. If,
after the investigation, it is determined that this policy has been violated, immediate and appropriate corrective and/or disciplinary action shall be initiated by the Department of Education. A violation of this policy by a student may result in disciplinary action up to and including suspension.

A. Sexual Harassment - Sexual harassment of a student consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature. Sexual harassment can include, but is not limited to unwelcome verbal, written or physical conduct directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.

B. Racial Harassment - Racial harassment of a student consists of physical or verbal conduct relating to an individual's race. Racial harassment can include, but is not limited to, unwelcome verbal, written or physical conduct, directed at the characteristics of a person's race, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking and negative references to racial customs.

C. National Origin Harassment - National origin harassment of a student consists of verbal or physical conduct relating to an individual's country of origin or the country of origin of the individual's parents, family members or ancestors. Examples of conduct which may constitute harassment because of national origin harassment include, but are not limited to the following:

Graffiti containing offensive language, which is derogatory to others because of their national origin,
Threatening or intimidating conduct directed at another because of the other's national origin,
Jokes, name calling, rumors based on an individual's national origin,
Ethnic slurs, negative stereotypes, hostile acts which are based on national origin, or
Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes,
Physical act of aggression or assault on another because of, or in a manner reasonably related to, national origin, or,
Other kinds of aggressive conduct such as theft or damage to property, which is motivated by national origin.

D. Sexual Orientation Harassment - Sexual orientation harassment of a student consists of verbal, written or physical conduct based on a student’s actual or perceived sexual orientation. Sexual orientation harassment can include, but is not limited to, unwelcome verbal, written or physical conduct that offends, denigrates, or belittles any individual because of his or her sexual orientation. Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, name calling, imitating mannerisms, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, or the display or circulation of written materials or pictures.

E. Reporting and Investigation of Harassment - Any student who believes he or she has been the victim of harassment by a student, teacher, administrator or other school personnel of the Department of Education, or by any other person who is participating in, observing, or otherwise engaged in school activities is encouraged to immediately report the prohibited conduct. Any student with knowledge or belief that another student has or may have been the victim of sexual harassment is required immediately to report the prohibited conduct.

Reports of sexual harassment may be made to any of or all of the following:
The student's teacher;
A counselor;
The principal/assistant principal of the student's school and/or school compliance coordinator;
The System Wide Title VI and VII Coordinator and/or;
The Supervisor of Student Services.

The Department of Education requests that reports of harassment be made in writing, if possible. Report forms may be obtained from the principal's office, the Office of the Title VI and Title VII Coordinator or the school system website. Upon receipt of a report alleging sexual harassment, the Title VI/VII Coordinator shall immediately undertake or authorize an investigation. The investigation will be completed as soon as practicable. Instances of harassment will be reported to the Department of Children’s Services, Sheriff’s Department and District Attorney General’s Office as required by law.
F. Confidentiality - The Department of Education recognizes that both the student and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the student making the report, the individual(s) against whom the report is filed, and any witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

G. Retaliation - Retaliation of any kind against a student or employee who, in good faith, reports a claim of harassment will not be tolerated. It is a separate and distinct violation of this policy for anyone to retaliate against any person who reports alleged harassment or against anyone who assists or participates in an investigation relating to such harassment. Anyone found to have engaged in retaliation will be promptly and appropriately disciplined. Students disciplined for retaliation may receive OSS, placement in alternative school or expulsion for the remainder of the term.

REPORTING SUSPECTED CHILD ABUSE—TENNESSEE CODE ANNOTATED 37-1-403

“Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse or neglect…shall report it, by telephone or otherwise,” to the one of the following agencies:

   1) Department of Children’s Services,
   2) the Sheriff of the County where the child resides,
   3) the Chief Law Enforcement Officer of the city where the child resides, or
   4) to the juvenile court having jurisdiction over the child.

To report child abuse, call the Department of Children’s Services:

   HOTLINE: 1-877-237-0004.

The Children’s Advocacy Center of Sullivan County “combats child sexual and severe physical abuse by coordinating and providing services to children and families in a crisis in a safe, caring environment.”

   HOTLINE: 1-877-54-ABUSE

MEDICATION POLICY

If any student must have medication of any type given during school hours, the parent/guardian has the following choices.

1. The parent/guardian may come to the school and give the medication at the appropriate time(s).

2. The parent/guardian may obtain a copy of the “Permission for Medication” form on the website, from the school secretary or the nurse. This form must be submitted and completed for both prescription and non-prescription medication. For all prescription medication, the form must be signed by the doctor and brought to the school by the parent/guardian in a pharmacy-labeled bottle containing instructions regarding how and when the medication is to be given as well as the name of the student for whom the medication is prescribed. For non-prescription medication, the medication must be delivered to the school by the parent/guardian in its original, sealed container with the student’s name written clearly on the bottle.

3. The parent/guardian may discuss with the doctor any alternative schedule for administering the medication. If medication is ordered three times a day, it should be given before school, after school and at bedtime unless the doctor states otherwise.

All medications (prescriptions and otherwise) must be brought to school by parent/guardian—NO EXCEPTIONS!

   • Any medication containing aspirin will require a Medical Practitioner’s signature (MD, DO, or NP).
   • Any medication given to a pregnant student will require a Medical Practitioner’s signature.
• School personnel will not assist with any medication given to students unless the school has received a properly completed medication form and the medication is inside an appropriately labeled container delivered to the school by a parent/guardian.
• Medication brought to school in envelopes, baggies, aluminum foil or any other type of container will not be given to students.
• Questions regarding this policy or other issues related to the administration of medication in the schools should be directed to the school administrators, the school nurse or the School Health Services Supervisor.

Violations of the Medication Policy that do not fall under Zero-Tolerance by middle school students will be principal discretion.

DEFINITION OF TERMS

**Expulsion:** Removal of a student for more than ten (10) days, the remainder of the semester, year or as recommended by the Board of Education. Principal/designee to have guardian complete “Letter of Appeal to Director of Schools Upon Expulsion from School.” This document is located in Department 6 of SCDE on-line Forms. Fax completed document to the Director of Schools office the day of suspension.

**Suspension, In-School and Out-of-School:** Removal of the student from the classroom and exclusion from the participation in all school-sponsored activities.

**Full Restitution:** Payment or replacement of property. Any waiver must be granted by the Director of Schools or Board of Education.

**Alternative School:** A school to serve students who would otherwise be suspended for 10 days or expelled.

**Student Disciplinary Hearing Authority:** A hearing board appointed by the Board of Education to hear disciplinary cases.

**Violation/Breach of Conduct:** Disobeying the rules and codes herein stated.

**Weapon:** Any object or instrument intended to be used or is used to harm another person.

**Harassment** - Harassment occurs when a student exhibits conduct which has the purpose or effect of unreasonably interfering with another student’s academic development or creates an intimidating, hostile or offensive learning environment.

STUDENT RIGHTS AND RESPONSIBILITIES POLICY

In any organized society, appropriate rules and regulations must be set forth if the society is to function properly. Even in the best organized societies disputes are bound to arise. When they do, if that society is to remain orderly, some agent or agency must be responsible for settlement of the disagreement. In case of the school community, these agencies are the Board of Education, Director of Schools, and/or principals and their delegates, as authorized by the state legislature.

The philosophy of the Sullivan County Schools presupposes that most disciplinary problems will be handled among teachers, student, parent and/or guardian in a calm reasonable manner. This philosophy assumes that effective discipline leads to increased maturity and desirable behavior on the part of the student. It is the intent of this school system that every effort be taken on the part of each school to work constructively with the student in such a manner that the student be allowed to attain his/her educational goals without interruption.

School boards are delegated the authority to make rules and policies governing the conduct of students in school and may in turn delegate this authority to the Director and other proper personnel. In this document we are attempting to communicate clearly to all concerned what the policies on conduct are and to stipulate due process procedures which may be used by the student and/or parent or guardian to appeal administrative decisions or express grievances. Students will be provided due process.

In every situation, students shall be afforded the right to due processes as required by law. This shall include, as a minimum, the right to be advised of charges or allegations against the student, and the right to present the student’s side of the situation.
A. STUDENT EXPECTATIONS

- Students will respect their fellow students, teachers, rules and regulations as they respect themselves.
- Students will communicate with others to help unite their school.
- Students will help eliminate the use of violence as an answer to problems and become a good citizen of their school.
- Students will demonstrate respect for their school campus.
- Students will support their school’s activities and organizations.
- Students will display good sportsmanship and school spirit at all times.
- Students will have reverence for their own beliefs and respect those of others.
- Students will work to improve their school.

B. LEGAL AUTHORITY (TCA 49-6-4001)

The Board of Education of the Sullivan County School Department is required by State Statute to make and adopt rules setting forth standards of conduct and behavior that must be met by all pupils as a condition to the right of such pupils to attend schools in this district. The rules shall take into account the necessity for scholastic progress in order that the welfare of the greatest number of pupils shall be promoted, even though such rules may result in the ineligibility of pupils who fail to observe the required standards and may require the suspension or permanent dismissal of such pupils.

C. APPLICATION OF CODE

The following regulations concerning standards of conduct and behavior will apply to every student in Sullivan County Schools. They will apply to the student while present at the school where he/she is enrolled, while present at any other school in Sullivan County, while on school buses, and while present at any school-sponsored activity, on or off the school campus, or whose conduct at any time or place (including off-campus conduct) has a direct effect on maintaining order and discipline in the school.

D. Student Groups/Clubs and School Sponsored Events (Limited Public Forum)

BOE Policy 4.802 set the rules and requirements for the formation of student clubs/groups and rules regarding school sponsored events.

SEARCH PROCEDURES

A. SEARCH OF LOCKERS (TCA 49-6-4204)

Permits a principal to order that lockers, packages, containers, vehicles parked on school property by students or visitors, or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the principal’s presence or in the presence of other members of the principal's staff when individual circumstances dictate it. Such circumstances may include incidents on school property, including school buses, involving, but not limited to, the use of dangerous weapons, drugs or drug paraphernalia by students. Such incidents may be known to the principal or to other school staff or based on information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or intent to assault on school property with dangerous weapons, or any other actions or incidents known by the principal which give rise to reasonable suspicion that alcohol and other drugs, drug paraphernalia or dangerous weapons are held on school property by one or more students. A notice that such searches are possible must be posted in the school by the school principal.

B. SEARCH OF PERSONS AND CONTAINERS (TCA 49-6-4205)

Permits the physical search of a student when a locker search indicates the need, or when information received from a teacher, staff member, student, or other person makes such a search reasonable in the eyes of the principal. Standards of reasonableness set forth in this section are to include:

1. A particular student has violated school policy.
2. The search will yield evidence of the violation of school policy or will lead to disclosure of alcohol, dangerous weapon, drug paraphernalia or other drugs.
3. The search is in pursuit of a legitimate interest of the school in maintaining order, discipline, safety, supervision and education of students.
4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution.
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.
C. SEARCH OF VEHICLES (TCA 49-6-4204)

A notice shall be posted where it is visible from the school parking lot that vehicles parked on school property by students or visitors are subject to search for alcohol and other drugs, drug paraphernalia or dangerous weapons.

D. USE OF METAL DETECTORS (TCA 49-6-4207)

Permits the use of metal detectors in conducting searches, including hand held models which are passed over a student’s or visitor’s body, and stationary detectors through which students, visitors, containers and packages are required to pass.

E. USE OF ANIMALS (TCA 49-6-4208)

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

OFFENSES AND ACTIONS

When there is a violation of alcohol and other drugs, dangerous instruments or substance, bomb threat, arson or intentional assault policies, the parent/guardian, Director’s Office and Sheriff’s Department will be notified as soon as possible.

In general, any conduct by students, which is injurious to others, poses a threat to the health or safety of persons or property or themselves or other students shall result in disciplinary action. It is the intention of the Board of Education that principals be given the discretion to assess the disciplinary needs and circumstances of their school. For this reason, disciplinary action in each situation may not always result in the same consequences for the violation of the same policy. Violations which display an intent to violate school policy, or which are more serious in posing a threat to students, staff, or others, or which involve other aggravating factors will typically result in greater disciplinary action.

The following list of offenses and suggested consequences is not intended as an all-inclusive list. It is an attempt to bring some consistency in handling breaches of conduct throughout the school system.

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in certain behaviors listed below will be subject to expulsion for a period of not less than one (1) calendar year. The Director shall have the authority to modify this expulsion requirement on a case-by-case basis as part of the appeal procedure set out in the Student Rights and Responsibility Policy. (TCA 49-6-4216)

Discipline for ALL Zero Tolerance Offenses (1-4 below): 1-5 days OSS. Expulsion for (1) calendar year.

Principal/designee to have parent/guardian complete “Letter of Appeal to Director of Schools Upon Expulsion from School.” This document is located in Department 6 of SCDE on-line Forms. Fax completed document to the Director of Schools office the day of suspension.

Notify Sheriff’s Department in ALL Zero Tolerance Offenses (1-4 below).

Complete a DCS referral in ALL Zero Tolerance Offenses (1-4) below.

A. ZERO-TOLERANCE BEHAVIOR

1. DRUGS (ZERO TOLERANCE BEHAVIOR)
   Students who knowingly acquire, possess, use, sell, transmit or are under the influence of any narcotic drug, stimulant drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, legend drug, any manner of illegal or controlled substance or any substance used as a drug to include K2, synthetic marijuana or bath salts on school property, on a school bus or at any school activity shall be expelled for one (1) calendar year. Use of a recommended dosage of a drug authorized by a medical prescription for a student from a registered physician in accordance with school rules and procedures shall not be considered a violation of this rule.

2. WEAPONS (ZERO TOLERANCE BEHAVIOR)
   Any student who possesses, handles, transmits or uses a weapon or a knife on school property, on a school bus or at any School activity shall be expelled for one (1) calendar year. A dangerous instrument or substance, which is capable of inflicting any injury on any person, and includes, but is not limited to, “an explosive, a firearm, a switch blade, a box
cutter, a razor blade, a pocket knife with a blade of at least two and one-half (2 ½) inches in length, and any other knife-like instrument.” Pocket knives with a blade less than two and one-half (2 ½) inches in length shall be dealt with as a dangerous instrument.

3. AGGRAVATED ASSAULT ON STAFF (ZERO TOLERANCE BEHAVIOR)
   Students who commit aggravated assault on a teacher or other employee of the school on school property, a school bus or at any school activity shall be expelled for one (1) calendar year. Aggravated assault is defined as intentionally or knowingly causing serious bodily injury to another; using or displaying a deadly weapon; or attempting or intending to cause bodily injury to another by strangulation. (amendment to TCA 49-6-3401 (g), Public Chapter No. 442, effective July 1, 2013)

4. TRANSMISSION OF THREAT BY ELECTRONIC DEVICE (ZERO TOLERANCE BEHAVIOR)
   Students who transmit by an electronic device a credible threat to cause bodily injury or death to another student or school employee, and that threat creates actual disruptive activity at the school, shall be expelled for one calendar year. (TCA 49-6-4216, Public Chapter 375) This law also requires students, employees and volunteers to report to school officials any knowledge of such threats.

B. OTHER DRUG RELATED OFFENSES

1. DRUG LOOK-ALIKE/PROHIBITED SUBSTANCES/RELATED PARAPHERNALIA
   “Drug look-a-likes” shall include pills, powders, or substances which gives the appearance of prohibited drugs or substances. Drug paraphernalia shall include clips, rolling papers, pot pipes, pagers, hollow tubes, or any other device or materials used with illegal substances. “Prohibited substances paraphernalia” shall include alcohol containers, including flasks, bottles, cans and the like, tobacco containers, including cigarette packs/boxes, and smokeless tobacco cans and the like, and any other containers or items the purpose of which is to be used in conjunction with a substance prohibited under this policy. This may include items that are typically used to assist in using prohibited substances such as cigarette lighters, pipes, containers or packaging. This may also include holsters, ammunition boxes, or any other items used in conjunction with an item or substance prohibited by this policy. The following actions are to be taken if a student is caught with “drug look-a-likes” or paraphernalia:

   a. Immediate Actions
      1. The staff member who discovers the “drug look-alike/paraphernalia” will summon the principal, the principal’s designee, or escort the student to the principal’s office.
      2. The student’s locker will be searched according to policy.
      3. The principal, or designee, will request that the student empty his/her pockets or purse and volunteer all contents. If the student refuses to cooperate, law enforcement will be called in to conduct a search after the parents/guardian arrive.

   b. Notification of the Parents/Guardians
      1. The parents/guardians will be contacted immediately, the situation described, and a conference arranged.
      2. The parents/guardians will be informed that the school is required by state law to report the incident to law enforcement personnel.

   c. Disposition of Substance – The substance will be sealed, documented, and turned over to law enforcement personnel with a request for analysis.

   d. Notification of Law Enforcement – The incident will be reported to law enforcement as required by state law.

   e. Intervention – The school will recommend to the parents/guardians that the student be assessed to determine the extent of possible involvement and the appropriate level of counseling or treatment necessary.

   f. Discipline:
      First Offense: 1-3 days OSS and a 10 day alternative school placement.
      Second Offense: 3-5 days OSS and expulsion for the remainder of the term.
      Third Offense: 3-5 days OSS and expulsion for the remainder of the school year.

      Notify Sheriff’s Department each offense.
      Complete a DCS Referral at DCS Hotline or on-line site each offense.
2. VIOLATION OF THE MEDICATION POLICY - Students who require the use of medications at school are required to follow the Student Medication Policy (see p. 10) and all relevant procedures. Students who violate the Student Medication Policy are subject to the following discipline.

1. Possession of prescription medication for which the student has a valid, up-to-date prescription:

   First Offense: 1-3 days OSS and a 10-day alternative school placement.
   Second Offense: 3-5 days OSS and Expulsion for the remainder of the term.

2. Possession of non-prescription medication:

   First Offense: 1-5 days ISS.
   Second Offense: 3-5 days OSS and a 10 day alternative school placement.
   Third Offense: 3-5 days OSS and expulsion for remainder of the term.

   Notify Sheriff’s Department each offense.
   Complete a DCS Referral at DCS Hotline or on-line site each offense.

3. Giving, selling or transmitting prescription medication to another:

   Subject to Zero-Tolerance Policy, Other Drug Related Offenses, or Violation of Medication Policy as determined by the Principal/designee. Subject to discipline specified for corresponding offense.

4. Giving, selling or transmitting non-prescription medication to another:

   First Offense: 1-3 days OSS and a 10-day alternative school placement.
   Second Offense: 3-5 days OSS and expulsion for the remainder of the term
   Third Offense: 3-5 days OSS and expulsion for remainder of the school year.

   Notify Sheriff’s Department each offense.
   Complete a DCS Referral at DCS Hotline or on-line site each offense.

3. TOBACCO, (SMOKE OR SMOKELESS) PRODUCTS INCLUDING LIGHTERS AND MATCHES

The use of tobacco, (Smoke or Smokeless) by students while at school or school-related functions is prohibited. In addition to the consequences set out in the Students Rights and Responsibilities Policy for possession or use of tobacco products, the Tennessee Legislature has passed a statute, T.C.A. 39-17-1505, making the possession of tobacco products under the age of eighteen (18) years of age, a civil offense, and providing for certain civil penalties for violation of the statute.

This statute enables law enforcement officers at their discretion to issue a citation to any student under the age of eighteen (18) who violates the statute. Such citation shall require the person to appear in Juvenile Court. In addition, the tobacco and/or products are to be seized as contraband.

Students who use or possess tobacco products (smoke or smokeless), including lighters or matches shall be subject to the following:

   First Offense: 1-3 days ISS.
   Second Offense: 1-3 days OSS
   Third Offense: 3-5 days OSS and a 10-day alternative school placement

   Notify Sheriff’s Department each offense.
   Complete a DCS Referral at DCS Hotline or on-line site each offense.
4. ALCOHOLIC BEVERAGES, INTOXICANTS, ELECTRONIC CIGARETTES, NICOTINE PRODUCTS, OTHER SMOKING DEVICES, and PRODUCTS (not covered under Zero Tolerance)

Students shall not acquire, possess, use, sell, transmit, or be under the influence of any alcoholic beverage, narcotic drug, intoxicant of any kind, electronic cigarette, nicotine product, or other smoking device and its products.

The Tennessee Legislature has passed a statute, T.C.A. 39-17-1502, making the possession of electronic cigarettes by persons under the age of eighteen (18) years of age, a civil offense, and providing for certain civil penalties for violation of the statute.

This statute enables law enforcement officers at their discretion to issue a citation to any student under the age of eighteen (18) who violates the statute. Such citation shall require the person to appear in Juvenile Court. In addition, the product and the electronic cigarette/device must be seized as contraband.

Students who use or possess alcoholic beverages/intoxicants/electronic cigarettes, nicotine products, or other smoking devices, including all products associated with these devices, shall be subject to the following discipline:

**First Offense:** 1 - 5 days OSS and a 10 day alternative school placement.
**Second Offense:** 3 - 5 days OSS and expulsion for the remainder of the term.
**Third Offense:** 3 - 5 days OSS and expulsion for one calendar year.

Notify Sheriff’s Department each offense.
Complete a DCS Referral at DCS Hotline or on-line site each offense.

C. DANGEROUS INSTRUMENT, SUBSTANCE, AND/OR ACTIVITY

1. DANGEROUS INSTRUMENT AND/OR SUBSTANCE

   Possession, storing, or having access to a weapon or dangerous instrument or substance not covered by the zero tolerance offense regarding weapons on school property, school bus or at any school activity. This shall include pocketknives with a blade less than 2 ½ inches in length or a weapon replica.

   **First Offense:** 1 - 5 days OSS and a 10 day alternative school placement.
   **Second Offense:** 1 - 5 days OSS and expulsion for the remainder of the term

   Notify Sheriff’s Department each offense.
   Complete a DCS Referral at DCS Hotline or on-line site each offense.

2. FAILURE TO REPORT A BOMB THREAT; FALSELY ACTIVATING ANY ALARM SYSTEM; CALLING 911 UNDER FALSE PRETENSES; TAMPERING WITH AED.

Any student who has prior knowledge of a bomb threat and does not report it or who otherwise false activates any alarm system shall be subject to Immediate 1-5 days OSS and 10 day Alternative School placement.

Notify Sheriff’s Department.
Complete a DCS Referral at DCS Hotline or on-line site

3. BOMB THREAT

The Director shall have the authority to modify this expulsion requirement on a case-by-case basis as part of the appeal procedure set out in the Student Rights and Responsibility Policy.
1-5 Days OSS and expulsion for remainder of term. Possible restitution and payment of the expenses of the emergency units who respond to the threat. Appeal to Director of Schools for 45 Days Alternative School.

Notify Sheriff’s Department each offense.
Complete a DCS Referral at DCS Hotline or on-line site each offense.

4. FIRE VIOLATIONS

Starting a fire, being an accomplice to starting a fire, or implying a fire will be started on school property, or unjustified handling or activation of an alarm or fire extinguisher while at school or while riding a school bus.

**First Offense:** 1 - 5 days OSS and a 10-day alternative school placement.

**Second Offense:** 1-5 Days OSS and expulsion for remainder of term. Possible restitution and payment of the expenses of the emergency units who respond to the threat. Appeal to Director of Schools for 45 Days Alternative School.

Notify Sheriff’s Department each offense.
Complete a DCS Referral at DCS Hotline or on-line site each offense.

5. FIREWORKS

Use or possession of any type of fireworks on school property, at a school activity, or on a school bus.

Possession of fireworks in Sullivan County is a misdemeanor. Fireworks may be considered a dangerous instrument.

a. **Possession of fireworks** - 1-3 Days ISS. Notify Sheriff’s Department and complete a DCS referral at DCS Hotline or on-line website.

b. **Firing of fireworks** – 1-3 Days OSS. Parents notified. If an offense involves danger to other persons or property, students may be disciplined under other sections of this code. Notify Sheriff’s Department and complete a DCS referral at DCS Hotline or on-line website.

D. THEFT OR VANDALISM

Unlawful taking, destruction, defacing or damage of private or school property on school property, on the school bus or at school-sponsored activities.

**Discipline:** Full restitution. Hearing and suspension at the discretion of the principal; possible 10-day alternative school placement.

Possible notification of the Sheriff's Department.
Complete a DCS Referral at DCS Hotline or on-line website.

E. ABUSIVE CONDUCT

Bullying, making fun of, intimidating, endangering, hazing, or harassing another person. Students are urged to seek the assistance of administrators, teachers, and/or counselors to help with resolving student conflict before it results in a physical or verbal confrontation. Students who are intimidated or harassed by another student should report that to a teacher or an administrator. Teachers should report incidents of intimidation or harassment to the administration. Students should not take matters into their own hands, but should allow an administrator to handle the situation.
1. **HORSEPLAY** - Hearing and discipline at the discretion of the principal.

2. **MUTUAL FIGHTING**—Punches exchanged between students. No distinction made between who started the fight and who was “just defending” if punches are aggressively exchanged by both students.

   - **First Offense:** 1-3 days OSS.
   - **Second Offense:** 3-5 days OSS.
   - **Third Offense:** 3-5 days OSS and a 10-day alternative school placement.
   - **Fourth Offense:** 3-5 days OSS and expulsion for the remainder of the term.

3. **VERBAL AND/OR NON-VERBAL THREATS TO STUDENTS:** intimidation; extortion; instigation of disruptive behavior; provocation of a fight.

   - **First Offense:** The school administration may use alternative means of punishment at their discretion.
   - **Second Offense:** 1-3 days ISS
   - **Third Offense:** 1-5 days OSS and a 10 day alternative school placement.
   - **Fourth Offense:** 1-5 days OSS and expulsion for the remainder of the term.

4. **INTENTIONAL ASSAULT/BATTERY AGAINST A STUDENT.**

   - **First Offense:** 1-5 days OSS and a 10 day alternative school placement.
     - Notification of Sheriffs’ Department and parents/guardians.
     - Complete a DCS referral at DCS Hotline or on-line website.
   - **Second Offense:** 3-5 days OSS and expulsion for the remainder of the term.
     - Notification of the Sheriffs’ Department and parents/guardians
     - Complete a DCS referral at DCS Hotline or on-line website.

5. **MALICIOUS MISCHIEF**

   Full restitution if appropriate. Hearing and suspension at the discretion of the principal with possible recommendation for long-term suspension, possible expulsion, and/or notification of Sheriffs’ Department.

   Possible DCS referral at DCS Hotline or on-line website.

6. **THREAT OF AN EXTREME NATURE INCLUDING BODILY, PROPERTY, and DEATH THREATS**

   - **First Offense:** 1-5 days OSS and a 10 day alternative school placement.
   - **Second Offense:** 3-5 days OSS and expulsion for remainder of the term.
   - **Third Offense:** 3-5 days OSS and expulsion for one calendar year.

   - Notify the Sheriffs’ Department and parent/guardian each offense.
   - Complete a DCS referral at DCS Hotline or on-line website.

   *Some harassment incidents may be severe enough that the above disciplinary step might not be adequate. In these incidents, the administration must immediately notify the Sheriffs’ Department and suspend the student out of school. The Student Disciplinary Hearing Authority may be convened if necessary. The recommendation in such circumstances will be expulsion for either the remainder of the term or one calendar year.*

7. **VERBAL OR PHYSICAL THREATS/INTIMIDATION TO TEACHERS OR STAFF**

   a. **Verbal threat**

      For such violations, 1-5 days OSS, with possible 10-day alternative school placement.
b. Physical threat
First Offense: 1-5 days OSS and a 10-day alternative school placement. Possible expulsion for the remainder of the term in extreme cases.
Second Offense: 3-5 days OSS and expulsion for remainder of the term.

BULLYING/CYBERBULLYING, HAZING, HARASSMENT (www.stopbullying.gov)
Sullivan County Schools incorporate the values of E.P.I.C. (Encourage, Protect, Invest, Connect) in all schools to help combat bullying, harassment, and inconsiderate behavior while instilling positive behavior in all students.

Students are to report to a staff member if they are or have knowledge of, a student being bullied/harassed/Cyber-bullied.

8. BULLYING

EPIC definition: “a person is being bullied when he or she is exposed repeatedly and over time to negative actions on the part of one or more persons”.

49-6-1014. Legislative findings - Safety and civility - The general assembly hereby finds and declares that:

1) A safe and civil environment is necessary for students to learn and achieve high academic standards;
2) Harassment, intimidation or bullying, like other disruptive or violent behavior, is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment.

49-6-1015. Definition of "harassment, intimidation or bullying" - As defined in TCA 49-6-1015 “harassment, intimidation, or bullying “ means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

1) Physically harming a student or damaging a student's property;
2) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
3) Creating a hostile educational environment.

*Bullying/Cyber-bullying may include acts that are carried out by use of a computer, cell phone or other electronic means.

Discipline:
Investigation of Bullying will begin within 48hrs of notification and completed plan of action within 20 days. Discretion of the principal up to and including 3-5 days OSS and/or a 10-day placement in alternative school. Severe situations involving harassment, intimidation or bullying may result in expulsion. Each School will develop a plan to monitor, regulate, and educate those who bully others.

Response to Reported Bullying/Cyberbullying. Administrator will:
- Documented date and time of report and when investigation began.
- Contact parents of both the victim and perpetrator(s).
- Investigate accusations.
- Determine consequence of the action. (Consequences could include but not limited to: counseling, progress monitoring, parent conferences, I.S.S., O.S.S., expulsion, notification of the Sheriff’s Office, etc.)
- Develop Intervention Plan. Your investigation will determine the intensity needed for the intervention.
9. HAZING

Hazing is defined as harassing by exacting unnecessary or disagreeable work, harassing by banter, ridicule, or criticism or playing silly, abusive and humiliating tricks by way of initiation.

Hazing is not tolerated in Sullivan County Schools. Punishment is at discretion of the principal up to and including 3-5 days OSS and 10 days Alternative School. In severe cases expulsion may be administered. See TCA 49-2-120; 49-6-3401.

Notification of Sheriff's Department in all cases of Hazing. Complete a DCS referral to DCS Hotline or on-line website.

10. HARASSMENT

In an effort to help students understand the damaging effects harassment can have on individuals who are the victims of harassment, Sullivan County Schools will make every endeavor to educate the student populace on issues concerning the various factors and the “intent and impact” of harassment. It is understood that education alone might not be enough to eradicate harassment from our schools. Therefore, disciplinary actions must be taken to help the students in refraining from harassing activities. Every effort will be made to use education as a first attempt to stop harassment. If the initial attempts are not successful, then a combination of education and discipline will be administered.

First Offense: 1-5 days ISS*
Second Offense: 1-3 days OSS*
Third Offense: 3-5 days OSS and consideration of a 10-day alternative school placement. *
Fourth Offense: Expulsion for the remainder of the school term.

*Some harassment incidents may be severe enough that the above disciplinary step might not be adequate. In these incidents, the administration must immediately notify the Sheriff’s Department and suspend the student out of school. Complete a DCS referral at the DCS Hotline or on-line website. A Student Disciplinary Hearing Authority may be convened if necessary. The recommendation in such circumstances will be expulsion for the remainder of the school term.

F. ELECTRONIC TAMPERING, OTHER INAPPROPRIATE USE OF SCDE-OWNED TECHNOLOGY

1. User Obligations And Responsibilities

SCDE's technology resources, including the Internet, can be used only for legitimate educational pursuits. Use of the computer and the Internet is limited to authorized district business use by employees and authorized educational activities by employees and students. The use of the Internet is a privilege, not a right.

No student shall be allowed to use SCDE's access to the Internet unless the student and the student's parent or guardian first signs an Internet Acceptable Use Agreement. Employees shall be allowed to use SCDE's access to the Internet only after signing the Internet Acceptable Use Agreement.

2. Prohibitions

The following are examples of the types of activities that will result in the loss of privileges to use technology and/or disciplinary action and/or legal action if appropriate. These include, but are not limited to, the following:

1. Facilitation of illegal activity.
2. Commercial for profit purposes.
3. Unauthorized non-work or non-school-related activity.
4. Hate mail, discriminatory remarks, and offensive or obscene communications.
5. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
6. Accessing, uploading or downloading inappropriate materials.
7. Use of inappropriate language or profanity.
8. Transmission of material likely to be offensive or objectionable to recipients, such as sexually harassing material.
9. Intentionally obtaining or modifying files, passwords or data belonging to other users or to the district.
10. Impersonation of another user, posting anonymously or using pseudonyms.
11. Fraudulent copying, communications or modification of materials in violation of copyright laws.
12. Loading or use of unauthorized games, programs files, or other electronic media on district equipment.
13. Disrupting the work of users.
14. Destroying, modifying or abusing network hardware or software.
15. Recording personal communications in a public post without the original author's prior consent.
16. Participating in or accessing chat rooms, such as ICQ, IRC, MIRC, AOL Instant Messenger, Windows Messenger, or Yahoo Messenger, accessing unauthorized social media networks.

3. Consequences for Inappropriate Use of Technology

Students who fail to abide by this policy may be subject to disciplinary action, revocation of their privilege to use technology and/or access the Internet, or legal action as appropriate. In appropriate cases, the Sheriff's Department may be notified. Disciplinary action to include: immediate out-of-school suspension up to 5 days and 10-day suspension. (Parent/guardian may make written request for alternative school.) Severe cases may result in expulsion. In addition, a user who damages equipment, systems or software in a deliberate or willful manner will be responsible for repair or replacement costs. Users who incur unauthorized charges or fees resulting from access to the Internet will be responsible for payment of the same. Any violation of copyright law will be the liability of the one who violated the copyright.

Pursuant to T.C.A. 37-1-1:

“A minor commits illegal use of a telecommunication device who:
(1) Intentionally or knowingly, by use of a telecommunication device, transmits, distributes, publishes, or disseminates a photograph, video, or other material that contains a sexually explicit image of a minor; or
(2) Intentionally possess a photograph, video, or other materials; that contains a sexually explicit image of a minor.

Consequences of this action will be:
1st offense: 1-5 days OSS and possible 10 day Alternative School placement.
2nd offense: 3-5 days OSS and 10 days Alternative School placement.
3rd offense: 3-5 days OSS and expulsion for the remainder of the term.

Notify Sheriff’s Department each offense.
Complete a DCS Referral at DCS Hotline or on-line site each offense.

(Regardless of the number of offenses, if the offense is determined to be egregious enough that it causes a major disruption of the learning environment, in addition to being charged by the Sheriff’s Office, an immediate expulsion can occur.)

G. STUDENT DISTURBANCE/CLASSROOM DISTURBANCE

Causing disturbance of the teaching/learning environment and/or orderly operation of the school.

First Offense: 1-3 days ISS*
Second Offense: 3-5 days ISS*
Third Offense: 1-3 days OSS*
Fourth Offense: 3-5 days OSS and a 10-day alternative school placement*

*In cases where the school disturbance is so disruptive that the school environment is affected, the discipline will be at the discretion of the principal to include OSS, alternative school placement and/or expulsion.

H. USE OF VULGAR, PROFANE WORDS (EITHER SPOKEN OR WRITTEN), GESTURES OR ACTS (TO INCLUDE POSTINGS ON SOCIAL MEDIA), THAT IMPACT THE ORDERLY LEARNING ENVIRONMENT OF THE SCHOOL


2. Directly toward or about a student
   First Offense: 1-5 days of ISS or OSS at Principal’s Discretion.
   Second Offense: 3-5 days OSS.
   Third Offense: 3-5 days OSS and a 10-day alternative school placement.
   Fourth Offense: 3-5 days OSS and expulsion for the remainder of the term.

3. Directly toward or about a staff member
   First Offense: 1-5 days OSS and a 10-day alternative school placement.
   Second Offense: 1-5 days OSS and expulsion for the remainder of the term.
   Third Offense: 1-5 days OSS and expulsion for the remainder of the school year.

4. Indecent Exposure; “Shanking” and “Mooning”, Exposing underwear or skin:
   Discipline: 1-5 days OSS and a possible 10-day alternative school placement with Immediate notification of parent/guardian.

   Complete a DCS Referral at DCS Hotline or on-line site each offense.
   Notification of the Sheriff’s Department if genitalia or buttocks are exposed.

I. GAMBLING - Discipline at discretion of principal with possible suspension.

J. DRIVING AND PARKING ON SCHOOL CAMPUS
   Middle school students are prohibited from driving or parking motorized vehicles on campus. Discipline at the discretion of the principal.

K. TARDINESS/Early Dismissal

   The Sullivan County Department of Education firmly believes that students should be in class on time. The area of tardiness continues to be an ever increasing area of concern. Therefore, tardiness will continually be studied to ascertain ways of improvement. It should always be remembered that tardiness is a habit that can be corrected and it is the responsibility of both the parents and the student to ensure the student arrives to school on time. The student is responsible for arriving at all classes on time and being prepared to work in the class. Teachers may begin lessons promptly without disruption and maximize instructional time.

   The following policy has been put into place to encourage students to be in school and class on time. Students who arrive at school anytime after classes begin will be considered tardy to school and will be required to sign in at the main office. Students arriving after first period begins are considered tardy to school.

   Tardy Policy /Early Dismissal (per semester)

   Tardy 1-3 Excused per semester. Letter sent home with Tardy 3.

   Tardy 4-9 Discipline at the discretion of the principal to include ISS and exclusion from
daytime activities such as assemblies/programs. Time-Out options. Cannot exclude from Field Trips.

Tardy 10 and beyond will be handled with discipline at the discretion of the principal that could include suspension (ISS, OSS, Alternative School). A parent conference is held for each Tardy above 10 to discuss implications of tardiness. The Attendance Supervisor, Attendance Officer, and/or Student Services Supervisor should attend.

The total number of minutes of tardiness to school each day MAY be considered an absence once the time reaches 7 hours or 420 minutes.

**Tardies After Reporting to School** - Tardiness to each individual class will be addressed by the tardy policy of the school.

**L. LEAVING CLASS OR MISSING CLASS WITHOUT PERMISSION**

- **First Offense**: Discipline at discretion of principal. Notification of parents
- **Second Offense**: 1-3 days ISS.
- **Third Offense**: 1-3 days OSS and a 10-day alternative school placement.
- **Fourth Offense**: 3-5 days OSS and possible expulsion for the remainder of the term.

**M. LEAVING CAMPUS WITHOUT PERMISSION**

Students are considered to be on campus when they come onto school grounds. Leaving without signing out is a violation of this policy.

- **First Offense**: 1-3 days OSS. Notification of parent.
- **Second Offense**: 1-3 days OSS and a parent conference prior to reinstatement.
- **Third Offense**: 1-5 days OSS and a 10 day Alternative School placement.
- **Fourth Offense**: 3-5 days OSS and expulsion for the remainder of the term.

**N. EXCESSIVE EARLY DISMISSALS**

Early dismissals must be excused with a parent note or a medical excuse. Excessive unexcused early dismissals will result in a parent conference with the school principal. Continued unexcused early dismissals may result in a hearing with the Supervisor of Student Services. Principals have the authority to excuse early dismissals as needed.

The total number of minutes of Early Dismissal time from school each day MAY be considered an absence once the time reaches 7 hours or 420 minutes.

**O. CHEATING** - Discipline at the discretion of the teacher and/or principal.

**P. PUBLIC DISPLAY OF AFFECTION**

Inappropriate displays of affection on school property or at a school sponsored event will not be tolerated. Discipline at the discretion of the administration. Parents are to be notified.

**Q. DISRESPECT TOWARD STAFF**

- **First Offense** – 1-3 days ISS
- **Second Offense** – 1-3 days OSS
- **Third Offense** – 3-5 days OSS and a 10-day alternative school placement.
- **Fourth Offense** – 3-5 days OSS and expulsion for the remainder of the term.

**R. UNCOOPERATIVE BEHAVIOR**

1. Failure to follow the directions of a teacher, administrator or staff. (Example: not working on assignments, sleeping in class, etc.)
2. Flagrant or repeated failure to follow the directions of a teacher, administrator or other
appropriate individual.
3. Failure to report to the office when requested.
4. Flagrant or repeated failure to report to the office when requested or failure to submit to a search. (Failure to agree to a search constitutes an admission of guilt.)
5. Inappropriate use of technology
   - **First Offense** – Principal’s discretion; possible 1- 3 days ISS
   - **Second Offense** – 3-5 days ISS
   - **Third Offense** - 1-3 days OSS
   - **Fourth Offense** – 3-5 days OSS and a 10-day Alternative School placement.

Severe instances of uncooperative behavior and/or repeated instances beyond the fourth offense could result in expulsion for the remainder of the term.

S. CONSISTENT OFFENDER

Wherever a student has five (5) offenses that involve suspension (ISS or OSS) and/or a student’s conduct is so consistently disruptive over a fair period of time that the teacher’s opportunity to teach and the rights of other students have been impaired, the student may be considered a consistent offender.

The parents and the student shall be afforded an immediate opportunity for a parent conference with a school counselor’s involvement. **A school disciplinary plan must be developed that can includes a loss of school privileges.** (examples of school privileges but not limited to participation or attendance of extracurricular activities, end of year field trips, school dances, etc…)

1. 1-5 days OSS and a 10-day Alternative School placement.
2. Discretion of Principal

T. TECHNOLOGY USAGE INCLUDING CELL PHONE, SMART WATCHES, AND PERSONAL DEVICES

**The Attorney General of Tennessee states “a school has the authority to confiscate a cell phone when the cell phone has been determined to be an unauthorized item in the school rules. The disciplinary action is cumulative so that repeat or persistent violation of the policy result in enhanced disciplinary action. Further, a student’s due process rights are ensured with notification of the cell phone policy.”**

*If a cell phone is used for illegal acts or for purposes which would otherwise constitute a violation of this policy, such as, but not limited to, profanity, sending pornographic images, or selling banned substances, the phone will be kept for police/school evidence.
*If reasonable suspicion exists, a cell phone’s memory may be accessed and reviewed by school personnel.

**Definition of Technology**

“Technology” is defined as a privately or SCDE owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDA’s), hand held entertainment systems or portable information technology systems that can be used for work processing wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

**Internet**

Only the Internet gateway provided by SCDE may be accessed while on campus. Personal internet connective devices such as but not limited to cell phones/cell network adapters are not permitted to be sued to access outside internet sources at any time. Our WIFI network will operate in compliance with the Children’s Internet Privacy Act and will continue to filter the Internet allowing only appropriate Internet
Security and Damages
Responsibility to keep the device secure rests with the individual owner. SCDE and local education agencies are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that appropriate skins (decals) and other custom touches are used to physically distinguish and identify individual phones. Additionally, protective cases for technology are encouraged.

Technology and Cell Phones, Smart Watches and Personal Devices

- Must be in silent mode while on school campus and while riding the school bus.
- May not be used to record, transmit, post, or share and view photographic images or video of a person, or persons on campus or during school activities and/or hours to include all students and personnel at school.
- May not be used to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Students may use technology and/or cell phones only when authorized by administrators, teachers, or other school staff, to include school activities away from campus.
- If technology or cell phones are used for illegal acts or purposes which would otherwise constitute a violation of this policy, such as, but not limited to, profanity, sending pornographic images, or selling banned substances, the phone/technology will be kept for police/school evidence.
- If reasonable suspicion exists, a cell phone or technology’s memory may be accessed and reviewed by school personnel. The Attorney General of Tennessee states “a school has the authority to confiscate a cell phone when the cell phone has been determined to be an unauthorized item in the school rules. The disciplinary action is cumulative so that repeat or persistent violations of the policy result in enhanced disciplinary action. Further, a student’s due process rights are ensured with notification of the cell phone policy.”

Students using a cell phone or technology without permission must turn over the device to the school administration.

Violation of this technology usage policy will result in the following consequences:

1. First Offense: Technology device or cell phone will be confiscated and held for a minimum of 1 school day and a maximum of 5 school days and returned to the parent/guardian at the end of the designated time.
2. Second Offense: Technology device or the cell phone will be confiscated and held for a minimum of 3 school days and a maximum of 7 school days and returned to the parent/guardian at the end of the designated time.
3. Third Offense: 3 days ISS; Technology device or the cell phone will be confiscated and held for a minimum of 5 school days and a maximum of 7 school days and returned to the parent/guardian at the end of the designated time.
4. Fourth offense: Disposition as a consistent offender.

Serious offenses will be at discretion of the Principal.

Refusal to hand over a cell phone or technology device will result in 3 days OSS.

Recording or transmitting a fight will result in the following consequences:

1. First Offense: 1-3 days ISS.
2. Second Offense: Principal’s Discretion.
U. DRESS CODE

Students should adhere to the following dress code at school and at school activities:

SHIRTS AND TOPS

All shirts, dresses, and tops must have a at least a 2 inch wide strap across the shoulder and fit under the armpit without gapping. The waist area must be covered by apparel at all times. Shirts worn outside the waistband must be long enough so that no flesh is exposed when the student fully extends one arm over the head. All shirts must have a collar or neckline that does not expose more flesh than is appropriate. No cleavage should be visible. The back of the clothing should be no lower than the neckline in the front. See-through or cutout clothing will not by allowed. Undergarments must not be visible.

SHORTS, SKIRTS AND DRESSES

Mini-skirts and short shorts are not allowed. All skirts, dresses, and shorts must fall no more than a dollar bill’s width above the knee. Slits in dresses and skirts must also comply with this requirement. The top of the dress must meet all requirements of the dress code.

PANTS

Pants, leggings, yoga pants and shorts are permissible as long as the top is proper length used to cover. Clothing that is too tight, too loose, or which creates a distraction or a safety concern will not be allowed. Sagging pants are not allowed. Pants, leggings and shorts should be neat in appearance and should not have holes, rips, or tears in inappropriate places (i.e. crotch, seat, etc.) Any holes in clothing must be no more than a dollar bill’s width above the knee. No sleepwear or pajama pants will be permitted at school.

ADVERTISING, OBSCENE, OR SUGGESTIVE MATERIALS

Clothing advertising drugs, alcohol, tobacco or anything illegal will not be allowed. Clothing with suggestive, profane, vulgar, violent, immoral, obscene gestures or language will not be allowed. Clothing that displays hate messages will not be allowed.

SHOES

Shoes must be worn at all times. House shoes, bedroom slippers or shoes with wheels are not allowed.

OTHER GENERAL REQUIREMENTS

Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment. Accessories must not disrupt the educational process or draw undue attention to the individual. Athletic uniforms, when worn during the school day, must meet or be altered to meet the dress code. Body or facial piercing or tattoos that are a safety issue or a disruption to the educational process will not be permitted. Hats and head covers (i.e. head bands, doo rags, hoodies with the hood up, bandanas, etc.) may not be worn inside the school building. They must be kept in a locker during the school day. Neither industrial/pet chains/collars on the body nor chains attached to the wallet will be permitted. Spiked bracelets or necklaces will not be permitted. Students are not allowed to wear, carry, or display gang paraphernalia or items associated with gangs. Sunglasses may not be worn in the building. Lettering on the rear of pants, shorts, skirts, etc. will not be allowed. Dress for all classes must meet the safety codes for the class. Dress Code applies to all activities and functions unless otherwise noted by the school administration.
The main purpose of the dress code and the discipline policies is to prepare students to participate in the community and the workplace and to teach students appropriate standards of dress for the community and the workplace. The administration reserves the right to determine if any clothing or accessory worn by our students is a safety issue or is disruptive to the educational process. Every possible situation cannot be addressed in this policy; therefore, the administration reserves the right to make amendments deemed necessary for the welfare of the school. The administration has the discretion to approve exceptions to the dress code when necessary/ appropriate.

ALL administrative amendments/exceptions to the above policies MUST be approved by the grade-level supervisor at the Central Office prior to implementation.

Consequences for dress code violations:

First Offense: Warning, parent notification, student will be required to comply with the dress code.

Second Offense: Parent notification, detention or 1 day ISS, student will be required to comply with the dress code.

Third Offense: 1-3 days ISS, student will be required to comply with the dress code.

Fourth Offense: 3-5 days ISS and a 10-day alternative school placement.

The student will be required to comply with the dress code.

Further offenses would qualify a student as a consistent offender.

V. FORGERY/ALTERATION OF DOCUMENTS

Students who forge or alter a written statement or document such as; notes from school officials, report cards, transcripts, notes from doctors or any health providers, etc. may be subject to in-school suspension, out-of-school suspension, alternative school or expulsion for such offense.

W. TRUANCY

Excessive unexcused absences (5 or more) will result in a truancy contract and intervention plan. Continued unexcused absences will result in a referral to Truancy Board, Department of Children’s Services and/or Juvenile Court.

SCHOOL BUS TRANSPORTATION

We know you share our concern for the safety of every student who rides a school bus or an activity bus. We ask that you impress upon your child that it is absolutely necessary to follow all rules while on the bus.

The principal of each public school in Sullivan County has local supervision of all buses operating to and from that school, to include the supervision of all students on-loading or off-loading and the conduct of pupils being transported. All school rules apply to each student while on the school bus. The school bus is an extension of the school classroom/building. Discipline for many bus infractions could be the same as those in the classroom unless the safety of the student(s) on the bus are at risk. In this case, alternative discipline measures can be considered.

To report a safety complaint, please call 423-354-1000 or 423-712-0788

COMPLAINT PROCESS:

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor.
2. Complaints may be submitted in person, via phone, mail, or email.
3. Written complaints shall be submitted on forms located on the district’s website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation’s findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

REGULATIONS FOR PUPILS RIDING SCHOOL BUSES AND PARENT INFORMATION

PARENTS ARE NOT ALLOWED TO BOARD A BUS FOR CONFRONTATION WITH A BUS DRIVER or STUDENT. ANY COMPLAINT MUST BE FILED WITH THE PRINCIPAL, TRANSPORTATION SUPERVISOR, or BUS OWNER.

A. PREVIOUS TO LOADING (At a bus stop in the morning and when loading buses at school in the afternoon)

1. Be on time at the designated school bus stop; the bus cannot wait for those who are not on time.
2. Students should be at the bus stop 5 minutes before the bus is scheduled to arrive.
3. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
4. Respect other people's property. If bus stop is in front of someone's home, stay off his or her property.
5. Do not move toward the bus at the school bus loading zone until the buses have been brought to a complete stop.
6. Once the bus has stopped, students should board in an orderly manner with no pushing or shoving.

B. WHILE ON THE BUS

1. Keep hands, head and feet inside the bus at all times.
2. Assist in keeping the bus safe and clean at all times.
3. Maintain a noise level which will not distract from the driver's concentration. Remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and could result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, windows, etc. must be paid for by the offender.
5. The driver in whatever way that the driver deems necessary to maintain order may assign seats.
6. Bus riders should never remove safety padding from seat backs; tamper with the bus or any of the equipment.
7. Books, lunches, or other articles should not be left on the bus.
8. Do not throw things inside the bus or out of bus windows and doors.
9. Keep books, packages, coats and all other objects out of the aisles.
11. Bus riders are not permitted to leave their seats while the bus is in motion.
12. It is a violation of state law to stand in the stairwell or beyond the guardrails.
13. Occupy no position, which interferes with the driver's vision to the front, side or by means of mirrors to the rear.
14. Horseplay is not permitted around or on the school bus.
15. Bus riders are expected to be courteous to fellow pupils and the driver.
16. Be absolutely quiet when approaching a railroad-crossing stop.
17. In case of a road emergency involving vehicles other than the school bus, children are to remain on the bus, unless instructed to do otherwise by the driver.
18. Use the rear door ONLY in an emergency.
19. Absolutely no eating on the school bus.
20. Abstain from the use of foul language.
21. In order to maintain order and safety, students may at times be videotaped while on the school bus.

C. AFTER LEAVING THE BUS
   1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus to enable the driver to see your shoes in the event you drop something) but only after seeing the driver's or patrolman's signal and looking to be sure that no traffic is approaching from either direction.
   2. Be alert to the danger signal from the driver.
   3. The driver will not discharge riders at other places than the regular bus stop at home or at school unless by proper authorization from parent and signed by the child's principal.
   4. Abide by all other school regulations governing conduct on buses, before, during and after the ride.

D. EXTRA-CURRICULAR TRIPS
   1. The above rules and regulations would apply to any trip under school sponsorship.
   2. Pupils shall respect the wishes of a chaperone appointed by the school.
   3. The principal has the right to exclude any parent from school activities to include field trips and school activities.

E. RESPONSE TO STUDENT MISBEHAVIOR ON BUSES

   The driver shall monitor the conduct of passengers while riding on the school bus. Disciplinary problems that the driver is unable to control are reported to the principal of the school which the student attends. En route to and from school, if a disciplinary problem arises which would affect the safe operation of the bus, the driver is instructed to park the bus in a safe location and call the principal for instructions. In extreme cases whereby a student(s) is out of control or a safety situation of an extreme nature exists, the driver is instructed to park the bus in a safe location and call 911 for immediate assistance and then the principal of the school and the bus owner.

F. CONSEQUENCES OF VIOLATIONS OF RULES: (bus driver makes referrals to the school administrator. The Principal will investigate the referral and determine if the referral is a bus offense.)

   First Offense: Discipline at the discretion of the principal.
   Second Offense: Student may be suspended from riding the school bus for one (1) week.
   Third Offense: Student may be suspended from riding the school bus for two (2) weeks.
   Fourth Offense: If, after a fourth (4th) offense, a pupil persists in uncontrollable conduct while riding a school bus, he/she may be suspended from riding such bus for the remainder of the school year with the approval of the Transportation Supervisor.

   Serious misbehavior by student passengers on buses may result in immediate removal from the bus for an indeterminate length of time. More drastic measures may be necessary to curb any behavior that jeopardizes the safety and well being of all persons on the bus. Notify the Transportation Supervisor in these circumstances.

G. FIELD TRIPS

   Professional staff are to report violations/violators of the Student Rights and Responsibility Policy to the school administrator as soon as possible and a full report be given upon the return to school.

H. OUT-OF-ZONE STUDENTS

   Transportation is not provided for out-of-zone students. Parents/guardians of out of zone students must provide transportation.

METHODS OF DISCIPLINE

   The Board of Education of Sullivan County Schools affirms that every effort should be taken on the part of each school to work constructively with the student in such a manner that the student be allowed to preserve uninterrupted educational goals. Disciplinary measures should be used constructively when possible, punitively when necessary. The following are some methods of discipline.
A. CONSEQUENCES FOR MINOR VIOLATIONS NORMALLY IMPOSED BY THE CLASSROOM TEACHER

If a student is accused of a minor violation of school and/or School Board Student Rights and Responsibility Policy, the consequence might include the following:

- admonishing the student
- temporary removal from class in a time-out room
- denial of class privileges
- requirement of restitution
- restricting activities
- behavior modification activities
- imposition of demerits that might affect citizenship or deportment grades

The classroom teacher normally imposes such consequences. Before imposing such consequences, the teacher will make an investigation into the incident to assure that the guilty is accurately identified, that he or she understands the nature of the offense, and that he or she was on notice as to the consequences to which he or she is subject for that offense. The consequence should be reasonably related to the offense. Any explanation of conduct that the pupil may offer should be considered as the teacher decides upon the appropriate consequence.

B. EXTRA CURRICULAR ACTIVITIES AND DISCIPLINE

Sullivan County Schools promotes good sportsmanship. “Athletic events are played according to the rules of the Tennessee Secondary School Athletic Association (TSSAA). These rules provide for a fair competition among players. All spectators are expected to promote good sportsmanship at all times. Each one is expected to take personal responsibility for keeping each game at a high level of sportsmanship.” (TSSAA creed) Therefore, poor sportsmanship such as; taunting of players, officials and/or fans, racial or ethnic slurs, profanity, inappropriate signs and cheers, etc. will not be allowed. Anyone who conducts themselves in an inappropriate manner will be asked to leave and could be banned from future events at the discretion of the principal. Students may also receive additional disciplinary action as listed in other sections of the “Student Rights and Responsibilities” handbook.

Participation and attendance in extra curricular activities is a privilege, not a right, as affirmed by the U.S. Supreme Court.

1. Students are not guaranteed a position in any school-sponsored organization to include, but not limited to, Athletic Teams, Bands, Cheerleader Teams, Drill Teams, Student Government, or any other group representing the school.
2. Infractions of any disciplinary rules of the school may result in removal from any organization and its activities
3. As a result of any suspension (i.e. OSS, ISS) or alternative school placement students who represent their school in any school-sponsored activity or organization will forfeit their opportunity to participate in or attend said activities for the duration of that suspension. (to include the entire last day of the ISS, OSS or alternative school placement)
4. Students shall be present in school the entire day of and the entire day following the scheduled activity unless administrative approval has been obtained.
   If student does not attend school the entire day on the above mentioned days, he/she will not be permitted to participate in or attend the next planned extra-curricular activity. Exceptions to this rule, would be those groups attending functions out of town and unable to return to school the next day.

C. IN-SCHOOL SUSPENSION (As Required)

IN LIEU OF IN-SCHOOL SUSPENSION FOR GRADES 6-8, DISCIPLINE WILL BE AT THE DISCRETION OF THE PRINCIPAL. STUDENTS WHO COMMIT MINOR VIOLATIONS ARE NOT TO BE PLACED IN IN-SCHOOL SUSPENSION.

1. In-school suspension should be used to minimize the number of days that a student would be otherwise out of school through the disciplinary process.
2. After a student has been in the in-school suspension program for a total of twelve (12) days or four (4) times, a discipline board will be held to determine the effectiveness of the in-school suspension program for that student.
3. In-school suspension is not to be used for trivial incidents.
4. Principals are to review the in-school suspension program monthly to determine the appropriateness and the extent of the use of the program.
5. In-school suspension should not be used for extended periods of time, i.e., five (5) days should be the maximum
number of days per occurrence.

6. The following procedure will be used when disciplining students who are involved in school-sponsored programs: If a student should have a disciplinary problem that warrants placement in the in-school suspension program late on Monday or near the end of a school day, the student will appear before the appropriate administrator and will be informed that he/she would secure classroom assignments for the period of in-school suspension on Tuesday. In this example, a three-day in-school suspension would begin on Wednesday and end on Friday. The student would be eligible to return to the school-sponsored activities on the following Monday. The student would not be eligible to participate in athletics or school-sponsored activities, to include practice, during the time of his suspension.

It is the administrators’ responsibility to inform the student of the school’s desire as it pertains to attending school-sponsored activities as a spectator during the period of suspension.

Should a student become involved in a problem early in the school day on Monday, as in the example above, which would permit him/her to obtain assignments on Monday, the three-day in school suspension should begin on Tuesday, with student eligibility to participate in or attend athletics or school activities to be reinstated on Friday.

This procedure should be followed in the interest of achieving uniformity in dealing with student’s system-wide.

D. SCHOOL DISCIPLINE BOARD

The school discipline board is a school building level committee designed to develop a plan in order to attempt to prevent the continuation of disciplinary problems with a student who is identified as a consistent offender. The school disciplinary board must complete a plan before students are brought to the SDHA for cases of consistent offender. A copy of this plan must be provided to the SDHA at the time of the hearing. When discipline procedures have failed to provide desired results in modifying student behavior, a discipline board may be convened to attempt to solve the problem.

The discipline board will be held at the school in which the student attends. In addition to the student, members of the board may consist of student’s parent, school principal or his designee, a representative from the office of the Director, a school counselor, and teachers as required. During this meeting, specific behavior changes will be discussed and specific disciplinary actions will be outlined in the case of noncompliance.

The purpose of the board is to attempt to prevent the continuation of disciplinary problems that the student is experiencing.

E. ALTERNATIVE EDUCATION PROGRAM

Alternative School

Alternative School placement will be for students who are so disruptive that they hinder the teaching and learning environment of the school or who’s apathy is so great that they resist teaching and are a negative influence on their peers. Alternative school may be used as an alternate placement, early re-admittance to school after a 365 day or shorter expulsion, or as a location for behavior modification. Each school has a designated Alternative School where students are to be placed. Only the Director of Schools or Supervisor of Student Services can place students at another location.

1. Definition: An alternative school is a short-term intervention program designed to develop academic and behavioral skills for students who have been suspended or expelled from the regular school program.

2. Requirements: The instruction shall be as practicable as possible in accordance with the instructional program in the student’s regular school.
   a. All course work and credits earned shall be transferred and recorded in the student’s regular school.
   b. Students are subject to all rules of the school system providing the alternative school. Violation of rules may cause students to be removed from the program but shall not constitute grounds for extending the length of original suspension or expulsion.
   c. All laws, rules, and regulations shall be followed with children eligible for special education. If a change of placement is made, due process procedures are mandated.
   d. Reasons for placement in an alternative school must be documented. End of year reports must be made to the regular school for each student.
e. Teachers must have a valid Tennessee teacher license.
f. Support services such as counseling and psychological services must be accessible.

3. Goal: The goal of the Sullivan County Department of Education’s Alternative Program is to establish an alternative educational program for those students in grades 6-12 who would otherwise be excluded from school.

4. Objectives: The behavioral and academic expectations for student participants in the Sullivan County Department of Education’s Alternative Program are as follows:
   a. To return to their assigned school setting as soon as possible.
   b. To encourage students and parents to participate in other community resources designed to assist youth with problems.
   c. Through participation in the Alternative Program, the students will see themselves as worthwhile individuals and have active, positive regard for every person as an individual and will, as a result, improve their self-concept.
   d. The students will acquire skills necessary for establishing effective interpersonal relationships, i.e., conciliation, persuasion, honest communication, and group decision-making.
   e. The students will increase competence in the basic academic skills.
   f. The students will acquire an understanding of the value of lifelong learning for personal growth as they increase self-directed behavior, with emphasis on the importance of observing rules and regulations.
   g. The students will acquire problem-solving skills.
   h. The students will understand the world, as it exists today while at the same time exploring concepts of alternative futures and seeking solutions to contemporary problems.

5. Population to be Served
   a. Placement in the Alternative School is a privilege and serves as an alternative to suspension from school. If a student or his/her parents request placement in the Alternative School, he/she may be admitted to the Alternative School without appearance before the Student Disciplinary Hearing Authority, upon the following conditions:
      1. The student and his/her parents agree the student is guilty of the offense charged;
      2. The student and his/her parents agree that the student has forfeited his/her right to attend school by virtue of commission of the offense charged and is subject to suspension or expulsion;
      3. The student and his/her parents agree to abide by the rules of the Alternative School.

6. Characteristics
   a. A low-pupil teacher ratio of approximately (10) students per teacher;
   b. A curriculum, which emphasizes the basic skills and strives to meet the student’s individual needs;
   c. An environment in which students are under close supervision for the entire school day;
   d. A program which provides the opportunity for improving self-concept, interpersonal relationships and problem solving skills. The student’s growth in these areas is encouraged through a relationship between him/her and a caring, trusting adult who has the opportunity and take the time to listen.

7. Curriculum
   The curriculum in the alternative school emphasizes the regular academic program. The second major emphasis of the alternative school program is on counseling. Counseling activities will emphasize improvement of self-concept, development of effective interpersonal relationships, value clarification, and the acquisition of self-directed behavior. In addition to individual counseling, family counseling may be available through outside agencies.

8. Length of Stay
   The length of stay for a student will depend on the program placement, as per Student Rights and Responsibility Policy, progress in appropriate behavioral modification and/or evaluation at various intervals. Students who accumulate two (2) unexcused absences during placement at the alternative school may receive an Out-of-School suspension for the remaining days of the alternative school placement. Further discipline infractions occurring during the alternative school placement will result in additional consequences, up to and including expulsion. Excused days and the 1st unexcused day will be made up in the Alternative School.
9. Fees
There is no charge for Sullivan County Department of Education’s participants, during the regular school year. Participants in the Alternative School during summer school will pay regular tuition rates.

10. Lunches - The students are to provide their own lunch if not co-located with a school. Special circumstances may require exceptions to this policy. For example, food allergies, doctor’s orders, etc.

11. Schedule
The Alternative School shall operate on the same calendar as the regular school calendar. A summer session may be held if deemed appropriate. The school day for students participating in the Sullivan County Department of Education Alternative Program varies.

12. Transportation
Parents are responsible for providing transportation to and from the Alternative Program. Field trips, work study, and other activities requiring transportation during the school day will be provided by school personnel.

13. End of Year Placement
If a student is subject to expulsion during the last semester and if such student were accepted for the Alternative School and he/she could not spend at least ten (10) days in Alternative School, such placement shall be effective either during the summer session, or as of the next school year, as determined by the Board or its designee.

F. OUT OF SCHOOL SUSPENSION and EXPULSION
The principal may for disciplinary reasons, suspend a student for a period not exceeding ten (10) days, or expel a student for the remainder of the term/year under the following guidelines:

1. The student shall be brought before the principal and orally notified of the specific charges against him/her, and be given an opportunity to present his/her version of the incident. If he/she denies the charges, he/she shall be given an explanation of the authorities’ evidence.
2. The parent/guardian must be notified prior to the day of suspension of the impending OSS. Upon the suspension of the student, the principal shall send a written notice to the Director of Schools or his/her designee and to the student’s parent or guardian. The notice shall set forth the length of time of the suspension and the specific charges constituting the reason for the suspension.
3. If expulsion for any length of time is recommended, the principal must obtain approval from the Supervisor of Student Services prior to notifying the student and the parent/guardian. Approval or denial of the requested expulsion will be given by the Supervisor of Student Services after notification and discussion with the Director of Schools.
4. Pursuant to TCA 49-6-3402, placement in Alternative School or an Alternative Program is voluntary for students in grades 1-6 unless the local Board of Education adopts a policy mandating attendance at each.
5. Pursuant to TCA 49-6-3402, students in grades 7-12 who have been assigned OSS or Expulsion from the regular school program MUST be assigned to an Alternative School or Alternative Program if space and staff are available.

G. SUSPENSION, PLACEMENT IN ALTERNATIVE SCHOOL, EXPULSION
1. If a student is accused of violating school and/or Student Rights and Responsibility Policy that may result in out-of-school suspension/expulsion the following procedures will be followed:
   a. The student will be brought before the principal or principal’s designee by the person making the charges.
   b. The principal and/or principal’s designee will provide the student with due process; a student should always be allowed an opportunity to demonstrate facts which indicate he/she has not committed the charged offense or which might bear upon the disciplinary action to be taken; the hearing will include the following.
      i. Advise the student of the charges.
      ii. If the student denies charges, receive information regarding the charges, including the student’s explanation of the evidence against him/her and the student’s side of the matter.
      iii. Decide if the student committed the offense
      iv. If it is determined that the student did commit the offense, make a decision as to disciplinary action to be taken.
   c. In emergency situations, a student may be suspended from school without a prior hearing where his/her continued presence poses danger to persons or property in the school or an on-going threat of disrupting the academic
process. However, a hearing shall be afforded the student as soon as practicable following the suspension, in accordance with the procedural guideline set forth below.

2. If the student is suspended, the principal will adhere to the following:
   a. Except in an emergency, no principal shall suspend any student until that student has been advised of the nature of his misconduct, questioned about it, and allowed to give an explanation.
   b. Upon suspension of any student, other than for in-school suspensions of one (1) day or less, the principal shall notify the parent/guardian and the Director or his designee:
      1. Of the suspension, which shall be for a period of no more than ten (10) days;
      2. Of the cause of the suspension; and
      3. Of the conditions for readmission, which may include at the request of either party, a meeting of the parent or guardian, student and principal.

   No student will be sent home before the end of the school day unless the parent or guardian has been notified.
   c. If the suspension is for more than five (5) days the principal shall develop and implement a plan for improving student behavior, which shall be made available for review by the Director of Schools or his designee upon request.
   d. If at the time of the suspension the principal determines that an offense has been committed which would justify a suspension for more than ten (10) days, expulsion or placement in the Alternative School, and the parent/guardian wishes to appeal the discipline given by the school administration, the administrator shall refer the case to the Supervisor of Student Services in order to convene the Student Disciplinary Hearing Authority appointed by the local Board of Education. The Student Disciplinary Hearing Authority will be composed of: the Director of Schools or his/her designee, an administrator, a counselor, and a Central Office Supervisor. A hearing before the Student Disciplinary Hearing Authority shall be held no later than ten (10) school days after the beginning of the suspension. The notice of the time and place of this Hearing shall be given in writing to the parent by the principal.
   e. (i) If the decision is determined by a Student Disciplinary Hearing Authority, a written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the Student Disciplinary Hearing Authority. The student, principal, principal-teacher or assistant principal may within (5) days of the decision request review by the Board of Education. Absent a timely appeal, the decision shall be final. The Board of Education, based upon a review of the record, may grant or deny a request for a Board hearing and may affirm or overturn the decision of the Student Disciplinary Hearing Authority without a hearing before the Board; the Board of Education may not impose a more severe penalty than that imposed by the hearing authority without first providing an opportunity for a hearing before the Board. The action of the Board of Education shall be final.
      (ii) In the event of an appeal to the Board of Education, the documentation regarding the appeal shall be submitted to the School Board’s executive committee. The executive committee shall make a recommendation to the Board of Education as to whether to hear the appeal or not. Thereafter, the Board of Education shall vote as to whether to hear the appeal or not. In the event the Board of Education chooses to hear the appeal, the student shall be notified of the date that the appeal shall be heard which shall not be less than (5) days after the Board has determined to hear the appeal.
   f. After a hearing, the Board of Education or the Student Disciplinary Hearing Authority may order removal of the suspension unconditionally or upon such terms and conditions as it deems reasonable, assign the student to an alternative program or suspend the student for a specified period of time.
   g. In the event that the parent or guardian is in agreement with the principal’s decision, the parent may sign a written waiver of their board approved right to have the case determined by the Student Disciplinary Hearing Authority or by the Board of Education, the punishment may then be imposed immediately.

3. If a principal recommends suspension, placement in Alternative School, and/or expulsion to the Board and the period of time between the recommendation and a Board meeting is greater than ten (10) days, and the principal feels the student should not be allowed to return to school during the interim between suspension and the Board meeting at which the student’s case is to be considered, the following procedures may be followed:
   a. The principal may submit to the Director significant data concerning the student and the incident(s) with his/her recommendation no later than two (2) school days after the incident.
   b. The Director and/or his designee will conduct an investigation of the incident.
   c. The Director and/or his designee will schedule a date for a hearing with the Disciplinary Hearing Authority and will notify by certified letter, the parents or guardians of the date, time and place of the hearing and advise them of their rights.
   e. A hearing will be conducted by the Student Disciplinary Hearing Authority no later than ten (10) days after the incident.
   f. The principal will present the reason for his recommendations.
   g. The Student Disciplinary Hearing Authority will hear the case and decide either to reinstate the student until the
next Board meeting, suspend the student until the next Board meeting, or to continue a long-term suspension.

H. END OF YEAR DISCIPLINE
Ordinarily, discipline, suspension, placements in the Alternative School, and expulsion shall be carried out in the school year in which the offense occurred. However, where it is felt appropriate, with the concurrence of either the Director or the Board, punishment may be carried out in the remainder of the current school year and/or in the succeeding school year.

STUDENT'S RIGHTS AND RESPONSIBILITIES FOR STUDENTS WITH DISABILITIES STATEMENT OF POLICY

State and Federal laws relating to the education of students with disabilities contain requirements relating to the discipline of students with disabilities. The Individuals with Disabilities Education Act (IDEA) requires that school systems receiving certain public funds are required to meet certain standards for the education of disabled children. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination upon the basis of disability, and also imposes certain requirements in regard to the education of disabled children. Parents, and where appropriate, students are given statements of the rights of disabled children by the school system.

It is the purpose of this policy, and the intent of the Sullivan County Board of Education to accord to Students with Disabilities the rights and protections to which they are entitled under the law. As used herein, the term “disabled” or “disabled student” means those students identified by the Sullivan County System as disabled under the IDEA or Section 504 of the Rehabilitation Act of 1973.

Parents and students are referred to the statements of rights, which are provided to disabled children pursuant to the IDEA and/or Section 504 of the Rehabilitation Act of 1973.

If a student accused of violation of school and/or the Student Rights and Responsibility Policy is identified as a disabled child (as defined herein), the applicable provision of the law relating to Students with Disabilities shall apply. All students are expected to conform to the standard of conduct established by the Student Rights and Responsibility Policy; however, the treatment of Students with Disabilities shall be governed by the additional rules and regulations applicable to Students with Disabilities where this policy conflicts with those laws.

NOTICE REGARDING RELEASE OF STUDENT INFORMATION

This information is being provided to parents of students and students over 18 years of age (hereinafter referred to as "eligible students") in attendance in the Sullivan County School System, as required by the Family Educational Right and Privacy Act.

A. Parents or eligible students may inspect and review their educational records by making a request, in writing, to the custodian of the records. The school system will comply with a request for access to the records within a reasonable period of time, but in no case more than forty-five (45) days after it has received the request. Parents or eligible students shall be entitled to inspect and review educational records unless, in the case of parents, the school system is aware of a court order preventing such inspection and review, or in the event of duplicate requests for inspection and review of the records such that the custodian concludes that an undue burden is placed upon the school system.

B. Parents or eligible students have the right to request the amendment of the student's educational records on the ground that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

C. Personally identifiable information in a student's education record will not be released from an education record, except to the parent or eligible student, without the prior written consent of the parent or eligible student, except to the extent that the Family Education Right to Privacy Act and its regulations authorize disclosure without consent. Student directory information may be made available by the school system upon request without consent. Directory information relating to a student means information contained in education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent
educational agency or institution attended.

D. Parents of students or eligible students have two weeks after notification of rights to advise the school system in writing of items they designate not to be included as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parents or the eligible student.

E. The school system, pursuant to law, discloses personally identifiable information from education records without parental or eligible student consent to other school officials, including teachers, within the school system whom the school system has determined to have a legitimate educational interest.

F. Parents or eligible students have a right to file a written complaint with the Family Policy Compliance Office of the United States Department of Education regarding an alleged violation of the Family Educational Right to Privacy Act, or regulations enacted pursuant thereto. The address where such a complaint is to be filed is: Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue SW, Washington, D.C. 20202-4605.

G. Parents or eligible students have a right to obtain a copy of the school system's full policy on student records by making a written request to office of the Director of Schools. Copies of this policy are located at the school system's Central Office, on the system's website: www.sced.k12.tn.us, and in the Administrative Office of each school.
Dear Families,
RE: G Suite Apps for Education

The Sullivan County School District is offering an online service for its students called G Suite. G Suite is an integrated communication and collaboration solution hosted by Google and managed by SCDE. It allows students to create and store documents, access information, study, and collaborate with students and teachers. Students can access G Suite while at school, but students can also access the online service outside of school from any place that they have access to the internet. Google provides G Suite free to educational institutions, and the online service is used by thousands of K-12 schools and major universities throughout the nation. The G Suite homepage can be found at [http://bit.ly/2J344x1](http://bit.ly/2J344x1)

G Suite is a secure website that offers dozens of security features specifically designed to keep students’ data safe, secure, and private. In particular, G Suite for Education is governed by a detailed Privacy Policy which ensures that Google will not share or otherwise use personal information that is placed into the system. Additionally, Google guarantees that it is in compliance with all applicable U.S. privacy laws.

Students grades K-5 will be issued a partial Google Apps for Education account that will give them access to only the collaboration G Suite (Drive, Docs, Sheets, and Slides) with no email. Students grades 6-12 will be issued a full G Suite account that will include an “in house” email that can only be used to communicate with teachers and other students within the district. For all student accounts Google +, Google Hangouts, and Google Voice are disabled.

Your child will also receive internet safety training during the school year.

Use Of Internet/Use of the Computer Systems Policy 4.406 should be reviewed and can be found on the Sullivan County Webpage under BOE or [click here](http://example.com).
Use of the Internet/Use of the Computer Systems Policy 4.406

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.

Employees

Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign a written agreement, developed by the director/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file. All employees must maintain confidentiality of all computer systems, to include passwords, any and all student information, and all other information obtained from and pertaining to the Sullivan County Department of Education computer system.

The director of schools shall develop and implement procedures for appropriate Internet use which shall address the following:

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. Prohibited and illegal activities, including but not limited to the following:
   - 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 to any computer
   - 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

Students

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

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. The director shall provide adequate inservice instruction on internet safety. 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.

SOCIAL NETWORKING

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity.

2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.

3. District staff are encouraged to establish and maintain communication with students and parents on educational matters only, and through resources such as district based email, web portal accounts, or other venues approved by the principal. Any communication created or received by an employee in his or her capacity as such is subject to retention, and perhaps disclosure under public records law.

4. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

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.

Legal References Cross References

1. TCA 39-14-602


3. Report and Order (March 30, 2001)

4. TCA 10-7-512

5. TCA 49-1-221 Use of Electronic Mail (e-mail) 1.805 Web Pages 4.40