

CLAY COUNTY HIGH SCHOOL
2007-2008
STUDENT HANDBOOK

-----MISSION-----

To prepare students to meet the challenges
of an ever-changing world

----- VISION -----

CCHS is committed to maintaining a high
quality educational program, fostering
life-long learners who will succeed
academically and socially. Joining
with the community to embrace common
goals, we will strive to meet the needs
of individual students, helping to assure
their future success as productive citizens.

CLAY COUNTY HIGH SCHOOL

STUDENT HANDBOOK
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THIS STUDENT HANDBOOK IS IN NO WAY INTENDED TO BE ALL-INCLUSIVE. ALTERATION IN PROCEDURES WILL BE MADE AS NEED DICTATES.

It will be the responsibility of each student and his/her parents/guardians to be familiar with all aspects of the Clay County High School Student Handbook.

STUDENT INFORMATION

FRONT OFFICE

- To apply for readmission to class after an absence
- To check in if tardy and check out for early dismissal
- To obtain assistance when ill or injured
- To report a student accident or other emergency
- To obtain a visitor's pass
- To obtain application for free or reduced meals
- To file insurance claims
- To bring or ask for lost articles
- To obtain attendance forms for driver's license
- To correct any attendance errors

GUIDANCE OFFICE

- To obtain information about grades or school records
- To have high school transcripts sent
- To enroll in school
- To withdraw from school
- To obtain applications and bulletins for testing
- To obtain educational, career, and occupational information
- To receive student financial aid information
- To obtain counseling for academic, social, and personal problems
- To receive assistance in educational and career plans for the future
- To make a class change

ADVISORS

- To discuss progress toward graduation
- To discuss types of diplomas that can be earned
- To receive information on test taking skills
- To obtain study skills information
- To discuss problems with classes
- To discuss personal problems

HISTORY AND GEOGRAPHY OF CLAY COUNTY HIGH SCHOOL

Clay County High School, serving grades 9-12, is located in Celina, Tennessee, on the northeastern Highland Rim, which is adjacent to the Cumberland Plateau in the Upper Cumberland area of northern Middle Tennessee. Celina is the county seat of Clay County and is situated approximately 100 miles from Nashville, 110 miles from Chattanooga, and 120 miles from Knoxville. Clay County is bordered on the west by Macon County, Tennessee, on the north by Monroe County, Kentucky, and Cumberland County, Kentucky, on the east by Pickett County, Tennessee, and on the south by Jackson County, Tennessee, and Overton County, Tennessee.

The Clay County High School campus lies just west of the juncture of the Obey and Cumberland Rivers and is located on Tennessee State Highway 52, approximately one mile west of the Courthouse Square in Celina. All of Clay County is rural in nature and is comprised of alternating rugged to rolling hills, narrow creek inlets, and wide river valleys. Much of the eastern half of Clay County is covered by the waters of Dale Hollow Lake, a man-made reservoir created by the construction of Dale Hollow Dam in the mid-1940s by the U.S. Army Corps of Engineers on the Obey River approximately five miles northeast of Celina. The U.S. Army Corps of Engineers continues to maintain the dam, lake, and hydroelectric plant along with several recreational facilities, including a national fish hatchery, several boat ramps, picnic areas, and campgrounds. The Corps also oversees Donaldson Park, a recreational area adjacent to Celina that includes a playground, two picnic shelters, a volleyball court, two tennis courts, a marble yard, a walking trail, and a boat ramp on the Obey River. Dale Hollow Lake is recognized as one of the cleanest and most beautiful lakes in the Southeast and is touted as the smallmouth bass capital, with the world record smallmouth bass. Five marinas operate within Clay County on Dale Hollow Lake, all within 8-18 miles of Celina: Holly Creek, Dale Hollow, Cedar Hill, Horse Creek, and Willow Grove. A public swimming pool is located at Cedar Hill, and most local marinas offer cabin and/or motel accommodations, houseboat rentals, skiing, fishing, boat storage, and fishing guides. Additional recreation is available approximately 10 miles south of Celina at Standing Stone State Rustic Park, which encompasses more than a thousand acres in southern Clay County and northern Overton County. Visitors to Standing Stone may enjoy fishing, walking and hiking trails, a tea room, several picnic shelters, a swimming pool, a tennis court, a basketball court, a volleyball court, two different playgrounds, horseshoes, camping, marble yards, and several family and group rustic cabins. The National Rolley Hole Marble Championship is also held annually at Standing Stone State Park.

Clay County was established by an act of the Tennessee State Legislature in 1870. Geographically, the county was taken from

almost equal sections of northern Jackson and Overton Counties. While several private academies existed at one time or another during Clay County's early history, most notable of which was Montvale Academy in Celina whose most famous alumnus was U.S. Secretary of State and Father of the United Nations Cordell Hull, no public secondary school existed in Clay County until 1919 when Clay County High School was established by the Clay County School Board in a timber frame structure on the grounds of what is currently the Central Office of the Clay County Board of Education on Brown Street in Celina. In 1933, the timber frame building was replaced with a larger two-story brick structure, including an auditorium on the upper floor, and the name of the school was changed to Celina High School. A separate brick gymnasium, which would host hundreds of memorable basketball games over the next 54 years, was constructed on the campus in 1949. A football field and stadium, also destined to host many memorable athletic events, were located across College Street from the gymnasium. At the time the field and stadium were constructed, they were located directly behind Celina Elementary School. Later, a baseball field was added between the elementary school and the football field. In 1955, a modern new two-story Celina High School with an auditorium in one wing and a cafeteria in the basement was built on the same site as the previous brick school. In the mid-1970s the Marshall Donaldson Agriculture building was constructed to house Celina High School's agriculture classes, and a separate building, commonly known as the "Blue Building," was constructed on the campus to provide an additional classroom for CHS and office space for the School Board's Central Office, which was located adjacent to the Celina High School campus at that time. Eventually, the "Blue Building" would house Celina High School's musical practices of the 1970s and 1980s, the ITV room for the Exceed program in the 1990s through the spring of 2003, Volunteer State's dual credit classes in the late 1990s through 2003, and the central hub for Clay County Schools' entire computer network.

In the summer of 2003, construction was finished at the current facility, and the school's name was changed once again from Celina High School to Clay County High School. Despite the change in name, the school's administration, faculty and student body remained unchanged when the transfer was made from the old school, which was then remodeled to house the Central Office.

No private schools, elementary or secondary, are located within the county. In the fall of 2006, the Clay County Board of Education voted to consolidate Hermitage Springs High School, a small school of approximately 100 students located in the western section of Clay County, with Clay County High School beginning with the first day of school in August 2007.

The Clay County High School campus consists of a 79,772 square foot building, including a gymnasium of 20,027 square feet, a rear wing of 14,561 square feet, a 14,047 square foot front wing, a main hall, library, music room, and cafetorium of 26,116 square feet, and an office complex and CDC classroom of 5,021 square feet. The academic section of the building consists of 21 classrooms, a library, a science lab, an agriculture shop, an ITV lab, a life skills lab, a music/band room, and an office complex for administration, counseling, and SRO facilities. The gymnasium wing houses a concession stand, four dressing rooms within the gymnasium, two athletic offices, one training room, and one weight room. In front of the building is a parking lot for faculty and visitors. A student parking lot is located behind the building. In addition to the building the campus hosts a state-of-the art outdoor athletic complex, including a baseball field, a softball field, a stadium with a football field and a track, a concession stand, two tennis courts, and a football field house, which contains two dressing rooms with showers, a weight lifting facility, and athletic offices. The CCHS plant was constructed to house up to 450 students. The cafetorium has a capacity of 350; the gymnasium has a capacity of 1,800, and the football/track stadium seats approximately 3,000.

TYPES of DIPLOMAS and GRADUATION REQUIREMENTS

To meet the requirements for graduation, a pupil shall have attained an approved attendance, conduct and subject matter record, which cover a planned program of education. Only students who meet the requirements for graduation will be allowed to participate in graduation ceremonies. This record shall be kept in the guidance office.

TYPES of DIPLOMAS

A student shall receive a diploma issued only through a Tennessee high school. A student may be issued only one diploma or certificate upon completion of an approved educational program.

I. The Regular Diploma will be awarded to students who

- (1) Earn the specified units of credit or satisfactorily complete an Individualized Educational Program,
- (2) Make passing scores on the 3 state Gateway Tests,
- (3) Have satisfactory records of attendance and conduct.

II. The Certificate of Attendance will be awarded to students who have earned the specified units of credit and have satisfactory records of attendance and conduct, but who have not met the Gateway Test standards.

III. The Diploma of Special Education will be awarded to students who have satisfactorily completed an Individualized Education Program and have satisfactory records of attendance and conduct, but who have not met the Gateway Test standards.

GRADING POLICY

Grade reports shall be issued to students each nine weeks. Parents who wish to have the grade reports sent directly to them may send or bring a self-addressed envelope to school. Progress reports may be sent to parents by individual teachers at any time as needed.

The mandated grading policy of the Clay County Board of Education is:

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

GRADUATION REQUIREMENTS

Each student must earn the following number of credits to earn a diploma from Clay County High School: 2007-2008 seniors must have 24 credits, 2008-2009 seniors must have 22 credits, and the 2009 seniors and all future senior students must have 21 credits.

The following courses are required of all students:

- English 4 credits
- Mathematics 3 credits (Algebra I or Technical Algebra required)
- Science (Biology required) 3 credits
- American History 1 credit
- Lifetime Wellness 1 credit
- Economics .5 credit
- World Geography/World History 1 credit
- American Government .5 credit

All students must be enrolled in 6 credits per year.

In the state of Tennessee, a student must pass Gateway exams in English II, Biology and Algebra I or Technical Algebra to receive a regular high school diploma.

GRADE CLASSIFICATIONS

To be classified as a sophomore, a student must have earned 5 credits. To be classified as a junior, a student must have earned 10 credits and have been enrolled the equivalent of 2 years. To be classified as a senior, a student must have earned 18 credits and have been enrolled the equivalent of 3 years.

VALEDICTORIAN AND SALUTATORIAN CORE CURRICULUM

One (1) credit must be earned in each of the following subjects except where noted otherwise.

English, English II, English III, English IV or Dual Enrollment English

Physical Science

Biology

Chemistry or Anatomy

Algebra I or Tech. Alg.

Geometry or Tech. Geom.

Algebra II

Pre-Calculus or Dual Enrollment Math

U. S. History

Spanish I

Spanish II

Or two related units of a foreign language

Economics (.5 credits)

U. S. Government (.5 credit)

Visual Art or Music History or Art History

Geography or World History

COLLEGE BOUND STUDENTS

It is imperative that students who plan to attend a college or university realize that such decisions need to be made and pursued beginning with the freshman year.

SENIOR HONORS CORE COURSE REQUIREMENTS

Students must complete a Core Course Curriculum as outlined below in order to be eligible for Senior Honors such as Valedictorian, Salutatorian, and other designated honors. Core course information will also be the basis of Scholarship and College Admissions information when requested.

CLASS of 2008

Core Course Curriculum Credits

English (Regular English I - IV)	4
Math (Alg I or Technical Alg, Alg II, Geom. or Tech. Geom., Dual Math, Pre-Cal or Cal)	4
Science (Phy. Science, Biology, Chemistry or Anatomy).....	3
Social Studies (U.S. History and Geography or World History, ½ Econ., ½ U.S. Govt).....	3
Wellness	1
Foreign Language	2
Fine Arts.....	1
Total	18

The grades of Honors Students will be for 3 ½ years and must average 93 on a 100-point scale. The courses designated above will be changed as necessary.

ATTENDANCE POLICY

Recognizing that absenteeism is a hindrance to education and that the progress of the student at school depends on regular attendance, the Clay County Board of Education has adopted the following policy:

1. Students are allowed 5 parent excused* days per semester, a total of 10 per year.
2. After the 5 parent excuses, all other excused absences must be based on doctor or dental appointments, funeral attendance, or discretion of the principal. A statement from the doctor or an obituary card must be presented upon return to school.
3. Any absence not covered under number 1 or 2 will be counted as UNEXCUSED. NOTE: Unexcused absences will result in a daily grade of zero.
4. A referral will be submitted to the Attendance Supervisor when a student misses 5 unexcused absences.
5. Each combination of 3 dismissals or tardies will count as an unexcused absence.
6. Actual time for presence in a class is 40 minutes, except for 5 minutes as covered by number 2.
7. Semester test exemptions may be made for perfect attendance and a C average. Students with an A average may miss 2 excused or parent excused days; students with a B average may miss one excused or parent excused day and still be exempt.

*Absences are parent excused when a call from the parent/guardian is made before 8:00 a.m. on the day the student returns to school. A contact phone number for verification must be on file in the school office. The importance of parents' calls cannot be stressed enough since they often make the difference in a letter grade or even passing or failing a class. Teachers will not be required to go back and change unexcused absences to "excused" after the student leaves the class.

When the absence is excused or parent excused, the student is required to make up any work or test that was missed on a day for day basis. This is the responsibility of the student, not the teacher. All work that is not made up at time scheduled will result in disciplinary action. This absence does not give the student any additional days on work that was previously assigned.

- When a student is late for class he will be required to go to the office and obtain a tardy slip. When a student has 3 tardies and/or dismissals in a given class, he receives an automatic unexcused absence and will receive a 0 to be averaged with his grades during the grading period.
- Students who miss class for a school activity, such as picture taking, etc., will be required to make up tests or work missed. It is the responsibility of the student to arrange for this make-up work on a daily basis.
- Any student who accumulates three (3) tardies within a one month period will be assigned one hour of detention. Each additional tardy during a one month period will result in a one-half hour of detention.
- Students on the homebound program must have a doctor's statement certifying that they will be absent at least ten (10) days. Homebound students must still take the final tests.
- Any student who is suspended will be recorded as excused absent for the suspension period.
- At the secondary level, attendance is calculated on a class-by-class basis. Students will be counted as absent from a class unless they occupy a seat for at least 40 minutes during the class time. (Exceptions are: doctor's/dentist's appointments, funerals or discretion of the principal- students under these exceptions must still check in for a minimum of 5 minutes).
- Transfer students from another school district will not have absences transferred; however, the 5-day "parent excused" will be prorated for each student.
- In order to have system recognized perfect attendance, students must be in school each day for 3 hours and 16 minutes.

EARLY DISMISSAL

The parent/guardian or designated adult listed on the Notarized Sheet may pick up the student at school for an early dismissal. Principal or his/her designee will handle extreme emergencies.

Once an Early Dismissal pass is issued, it is the student's responsibility to obtain the signature of each teacher whose class will be affected by the absence and then return the pass to the front office.

Early Dismissal will count toward maximum Parent/Guardian excused absences. Example: If a student has 3 Parent/Guardian Excuses and is granted an excused Early Dismissal, the student will have only 2 Parent/Guardian excuses left.

Unexcused Early Dismissals will be handled according to the Procedures for Unexcused Absences.

TARDIES

Students not in class at 8:00 a.m. are considered tardy to school and will be marked tardy by their 1st period teacher. Students arriving at school after 8:00 am must report to the front office for an admit slip. Students should show the admit slip to each teacher whose class(es) they missed. No admit slips will be given for classroom tardies. Three (3) tardies will count as one (1) unexcused absence. Failure to be in class for 40 minutes is an absence, not a tardy.

THE ONLY EXCUSED TARDY MUST BE DOCTOR EXCUSED OR FUNERAL EXCUSED.

EXCESSIVE ABSENCES

State Law requires:

Any student absent for 10 consecutive or 15 unexcused days per 18-week semester or who fails 3 subjects at the end of a 9-week grading period will either:

- (1) Be denied the form for driver's license until 3 subjects are passed by the end of the next grading period.
- (2) Have Driver's License pulled by the Department of Safety until 3 subjects have been passed by the end of the next grading period.
- (3) Parking privileges revoked on Clay County High School campus and adjacent areas for that period. Police will be notified when non-licensed students are driving.

A second offense of 10 consecutive or 15 unexcused days in any 18-week semester or the failure of 3 subjects in a 9-week grading period will result in:

- (1) No form being issued until the next school year begins in August.
- (2) Department of Safety will be notified and driver's license pulled until 18 years of age.
- (3) Parking privileges revoked on Clay County High School campus and adjacent areas for that school year. Police will be notified when non-licensed students are driving.

Authority: TCA 49-6-3017, amended 7/1/94, TCA 49-6-3002, 49-6-3007-3012

IT IS THE RESPONSIBILITY OF THE STUDENT TO BE AWARE OF ALL ABSENCES. LACK OF NOTIFICATION BY THE SCHOOL IS NOT AN ACCEPTABLE EXCUSE FOR NOT KNOWING THE NUMBER OF, AND THE PENALTY FOR, UNEXCUSED OR EXCESSIVE ABSENCES, TARDIES, OR EARLY DISMISSALS.

Clay County Schools Code of Acceptable Behavior and Discipline

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I. Development of Plan

Through the years, the Clay County School's Student Code of Conduct has developed through commitment, cooperation and involvement of students, parents, teachers, administrators, director of schools, and the Board.

II. Purpose

Schools should be safe and secure places for all students, teachers, and staff employees. Without a safe learning environment, teachers cannot teach and students cannot learn. Recent concerns by schools, local authorities, and the state and federal governments have prompted us to focus on improving the safety of our schools. It is the Clay County Board of Education's hope that all children will be able to go to and from school and be at school without fearing for their safety or the safety of their friends and teachers. Our school system seeks progress toward providing safer schools by establishing the Code that is periodically monitored and updated. The Code is designed to create a safe and secure environment on school campuses, school buses, and at school functions. The Code's objective is to establish an environment that encourages student interaction and school pride. It will support and recognize positive behavior.

III. Student Rights and Responsibilities

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

Each student has the right to:

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

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the board.
2. Respect the human dignity and worth of every individual.
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. Study and maintain the best possible level of academic achievement.
5. Be punctual and present in the regular school program.
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
7. Maintain or improve the school environment, preserve school and private property, and exercise care when using school facilities.
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process.
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline at school and school-sponsored activities.
10. Possess on school grounds only those materials, which are acceptable under the law and accept the consequences for articles stored in one's locker.

IV. Parental Rights and Responsibilities

1. Parents are partners with educators, administrators, and the School Board in their children's education. Parents shall be encouraged to actively participate in the educational programs for their children. (Section 118(b) of P.L. 103.382)
2. The rights listed in Tennessee Code 49-6-7001 are not exclusive nor does it limit a parent's rights under other law.
3. Unless otherwise provided by law, a board of education, administrator, educator or other person may not limit parental rights.
4. The Board of Education shall provide for procedures to consider complaints that a parents' right has been denied.

Definition:

"Parent" includes a person standing in parental relation. The term does not include a person as to whom the parent/child relationship has been terminated or a person not entitled to possession of or access to a child under a court order.

V. Complaints

Any complaint made by a parent, student or other person must be registered at the level where the problem originated. The teacher shall be given an opportunity to respond and meet with the person making the complaint in order that he/she may rebut the complaint.

The parties hereto acknowledge that it is most desirable to resolve problems through free and informal communication. If,

however, the informal process fails to satisfy the complaint, a complaint may be processed as follows:

Step 1

The student or parent may present the complaint to the principal who will arrange for a meeting to take place in one (1) day. The principal, teacher, and student/parent shall be present for the meeting. If the problem is resolved at this time, then within two (2) days of the meeting, the complainant and the teacher shall be provided with the principal's written response including the reasons for his/her decision.

Step 2

If the complaint is not resolved at Step 1, the principal may refer the complaint to the Director of Schools, at the complainant's request, within three (3) days. The Director of Schools shall arrange for a meeting within three (3) days with all involved persons and an Association representative present. If, after hearing both sides, the Director of Schools, Principal, and the Association Representative render a decision on the matter, the Director of Schools shall notify both parties in writing within three (3) days of the decision.

Step 3

If the complaint is not resolved at Step 2, the complainant may request a review by the Board within three (3) days. The request shall be made in writing through the Director of Schools. The Board shall review the case and render a decision within ten (10) days of receipt of the request. The administration or faculty will not accept complaints not following this procedure.

VI. Violations and Discipline

A. General Guidelines

1. Discipline shall be administered when necessary to protect students, school employees or property, and maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case.
3. Factors to be considered (not exclusive) shall include:
 - a. seriousness of the offense
 - b. age of student
 - c. frequency of misconduct
 - d. Consequences that are required by State/Federal Law
 - e. Effect of the misconduct on the school environment

B. Categories of Offenses

Levels of offenses and disciplinary procedures, as well as options, are designed to protect all members of the educational community.

Level I

Include minor offenses that may impede orderly classroom and/or school activities, or may interfere with the orderly operation of school. Examples: (are not exclusive and may be moved to Level II by persistent offenses of two (2) or more violations or repeated occurrences of the same offense):

- school disturbances – not following posted rules/school rules
- cafeteria disturbances
- tardiness
- rudeness
- failure to do assignments
- failure to follow directions
- hallway misconduct
- sassing
- horseplay (scuffling)
- throwing objects
- disregard for dress standard

Disciplinary sanctions may include:

- 1st offense—verbal reprimand/warning
- 2nd offense—parent notification
- 3rd offense—may go to Level II disciplinary option/use other Level I disciplinary options

Level I disciplinary options:

- special assignment
- counseling
- tardies – three (3) tardies equal an unexcused absence
- corporal punishment

Level II

Include offenses whose frequency or seriousness tends to disrupt the learning climate but do not represent a threat to health and safety of others but whose consequences are serious enough to require action.

Examples: (are not exclusive and may move to Level III by persistent offenses of two (2) or more violations or repeated occurrences of the same offense):

- truancy
- cheating/lying
- forged notes/excuses
- disrespect to teachers, administration, staff, and students
- defiant failure to do assignments or instructions
- crude language to teachers, administration, staff, and students
- use/possession of tobacco product

Disciplinary sanctions may include (exception: tobacco use):

- 1st offense—in-school/after school detention for three (3) days
- 2nd offense—in-school/after school detention for six (6) days
- 3rd offense—go to Level III disciplinary options/use other Level II disciplinary options

Level II disciplinary options:

- counseling
- suspension from school sponsored activities (ballgames, proms, field trips, etc.)
- corporal punishment
- out-of-school suspension (not to exceed ten (10) days)
- juvenile court/truancy service board (for truancy)
- parent conference
- notification to parents and court citation on the 1st tobacco use/possession;
- five (5) days alternative school and court citation on the 2nd tobacco use/possession;
- ten (10) days alternative school and court citation on the 3rd tobacco use/possession;
- twenty (20) days alternative school and court citation on the 4th tobacco use/possession; and to double for each violation thereafter

Short-Term Suspensions of Ten (10) Days or Less

The student will be informed of the reason for suspension prior to serving the suspension. The student will be given an informal hearing where an explanation of the evidence is given and the student is afforded an opportunity to respond. If a student's presence in the school is posing a danger to other students or school officials, or a continual interruption of students' education, the student will be removed from the school immediately. In this case, the notice, information hearing, and parent notification will follow as soon as possible. The matter may be referred to local law enforcement officials.

When a student is suspended, the principal will notify the parent or guardian and the Director of the suspension, cause and condition for re-admission within twenty-four (24) hours.

If the suspension is more than five (5) days, the principal will develop a behavior modification plan, which will be reviewed by the Director upon request. A short-term suspension of ten (10) days or less cannot be appealed beyond the school level.

Level III

Include offenses directly against persons or property. Examples: (are not exclusive and may be moved to Level IV by persistent offenses of two (2) or more violations or repeated occurrences of the same offense):

- fighting (not assault/battery)
- vandalism (\$250 and under)
- threats to students, school personnel and others
- stealing

- sexual harassment toward students, teachers, or administrative staff
- hazing
- vulgar/profane/abusive language
- disruptive practical jokes

Disciplinary sanctions shall include:

- 1st offense—in-school/after school detention for six (6) days
 - 2nd offense—alternative school for ten (10) days
 - 3rd offense—may go to Level IV/use other Level III disciplinary options
- Level III disciplinary options:
- corporal punishment
 - restitution from loss, damage, or stolen property
 - out-of-school suspension not to exceed ten (10) days
 - behavior modification

Level IV

Include acts, which violate the law.

Examples: (are not exclusive):

- extortion
- bomb threat
- threats to students, school employees, and others (death, physical assault – written or verbal)
- vandalism over \$250
- theft/possession/sale of stolen property
- arson
- alcohol

Disciplinary sanctions shall include:

- 1st offense—alternative school for forty (40) days – eighty-nine (89) days
- 2nd offense—alternative school for ninety (90) days or more
- 3rd offense—alternative school for up to one (1) year

Level IV disciplinary options:

- long-term out-of-school suspension for one (1) year
- expulsion

School administration will notify the parent and Director of a student suspension of more than ten (10) days, the cause and conditions for re-admission within twenty-four (24) hours. The administrator will give written notice to the parent of the suspension or expulsion, and their rights to appeal. The notice will be sent by mail or be hand delivered.

The administrator will develop a behavior modification plan for the student, which will be reviewed by the Director upon request.

Appeals Procedure

Appeals may be filed with the Student Disciplinary Hearing Authority Chairman, orally or in writing, within five (5) calendar days of the notice.

The first level of appeals is to the S.D.H.A. The hearing will be held no later than ten (10) school days after the beginning of the suspension, expulsion/remand. Notification of the decision shall include a statement of the rights of either party within five (5) days after receiving the decision to request a review by the Director.

The S.D.H.A. may:

- (1) affirm the decision of the school principal;
- (2) order removal of the suspension/expulsion unconditionally;
- (3) order removal of the suspension/expulsion upon such terms and conditions as it deems reasonable;
- (4) remand the student to alternative placement; or
- (5) suspend/expel/remand the student for a specified period of time

If either the student or principal requests a review of the hearing, the Director shall either review the record or grant a second hearing. If the Director chooses to review the record he/she shall:

- (1) affirm the decision of the hearing authority; or
- (2) modify the decision to a lesser penalty*; or
- (3) grant a hearing before the Board.

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

- (1) affirm the decision of the hearing authority; or
- (2) modify the decision in any manner*; or
- (3) impose a more severe penalty than that of the hearing authority.

School Bus Misbehaviors

Minor Misbehaviors:

Actions, which interfere with orderly procedures during transportation to and from school or on other school, sanctioned bus trips.

Examples (not an exclusive listing):

- mischief (loudness, picking on others, horseplay, throwing objects, etc.)
- violation of safety rules (standing upon seats, in the aisle, arms out windows, etc.)
- eating, drinking
- throwing trash on the floor or leaving on seats
- rudeness

Disciplinary Procedures:

Bus driver action (correction by driver—usually all that is needed)

Disciplinary Options (not an exclusive listing):

- assignment to a specific seat
- verbal reprimand
- written assignment on school bus safety
- suspension of bus privileges—up to ten (10) days or less (principal concurs)
- probation—if minor violations continue (principal concurs)

Major Misbehaviors (not an exclusive listing):

(Interferes with safety of students and the driver)

- continuation of minor misbehaviors
- smoking (follow school board policy)
- abusive language
- fighting/pushing/shoving
- destruction of property/graffiti
- *weapons on the bus
- *alcohol
- *drugs
- *assault/battery
- *vandalism
- *Interference with driver's control of the bus

Disciplinary Procedures:

- fill out a bus conduct report—incident and student(s) involved
- meet with the principal and student
- notify parents/guardians of severity of the conduct
- *Zero Tolerance—Director of Schools designee conducts due process investigation and files report with the Director of Schools

Disciplinary Options (not exclusive):

Driver/student/principal meeting to determine:

1. suspension for more than ten (10) days of bus privileges, or
2. permanent suspension of bus privileges, or
3. referral to the Board of Education—detriment to the school system

VII. Due Process Procedures

In-School Suspension---Under Tennessee Code Annotated 49-6-3401(B)(1), any principal, principal-teacher, or assistant may suspend any pupil from attendance of a specific class, classes or school-sponsored activity without suspending such pupil from attendance from school pursuant to an in-school suspension policy adopted by the local board of education.

Less than 10 days---Oral notice is generally sufficient, even in cases where the local school district required written notice to be given.

More than 10 days---Tennessee Code Annotated 49-6-3401

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

(B) The principal, principal-teacher or assistant principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

Due Process Rights---

1. Written or actual notice to the parent or guardian of the reason for the suspension and the right to appeal the principal's decision.
2. Written or actual notice to the student of the right to appeal.
3. Written or oral request for an appeal within five (5) days after receipt of the notice.

The statute acknowledges that the request for appeal can be filed by:

- parent or guardian
- the student
- person holding a teaching license who is a school employee if the student requests it

Appeals must be filed within five (5) days either written or orally. The parents must be told of their right to appeal the decision of the principal and the school district should do nothing to interfere with the parent filing an appeal.

VIII. Zero Tolerance

The new law states that school districts do not have to put children out of school (expel) for a full calendar year except for the violations listed in the new Tennessee Code Annotated 49-6-3401(g). The Director of Schools still may modify on a case-by-case basis.

Zero tolerance shall include:

Weapons – Possessing a weapon. Includes anything used as a weapon.

Drugs - Unlawfully possessing or under the influence of any drug including any controlled substance as defined in Tennessee Code Annotated Sections 39-17-403 through 39-17-415, or legend as defined by Tennessee Code Annotated Section 53-10-101.

Battery - T.C.A. 49-6-4018---In addition to the other provisions of this part, a student committing battery upon any teacher, principal, resource officer, administrator or any other employee of a local education agency.

Bomb Threat – Written or verbal

Modifications allowed---In the wording of the new law, the legislative intent states that just because a violation is called zero tolerance by a school district, only those areas defined above will constitute a presumptive one (1) calendar year expulsion. Children must have fair due process and even in the mandatory areas there is room for the Director of Schools to modify on a case-by-case basis. For purposes of this section, "expelled" means removed from the pupil's regular school or removed from school attendance altogether, as determined by the school official. The Director of Schools must take all the facts from a zero tolerance case and determine on a case-by-case basis the appropriate discipline. The factors to be used are:

1. age
2. surrounding circumstances
3. severity of the act
4. intent of the action

Appeal Rights---When the suspension hearing is heard by the SDHA, the student can request a review by the director. Next step may be a review by the board. First, the board should review the written record from the SDHA. The board may decide to re-hear the case or accept the decision of the SDHA.

Clay County Schools Student Drug and Alcohol Policy

A student shall not knowingly possess, use, transmit nor be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind:

- On the school grounds during and immediately before or immediately after school hours.
- On the school grounds at any time when the school is being used by any school group, or
- Off the school grounds at a school activity, function or event

Violation of this policy will be handled utilizing the school code of conduct.

Clay County Schools Student Alcohol and Drug Testing

Students are subject to be tested for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers produced evidence of the presence of drugs and/or alcohol;
3. A search of persons and containers produced evidence of a presence of drug and/or alcohol;
4. A search of vehicles produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using drugs and/or alcohol on school property.

Upon receiving reasonable information, the principal or his designee shall take the following steps:

1. Call the student into the principal's office or another private place;
2. Summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding;
3. Inform the student of the substance of the information available to him/her that is the basis for the determination that a test is necessary;
4. Inform the student of the procedures to be followed in administering the test;
5. Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school.
6. If possible, notify the parent or guardian of the student of the impending test.

The appropriate witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will protect the privacy rights of the students and which will assure that the integrity of the specimen itself is not compromised.

The type of specimen taken shall depend on the substance in question and the test performed on the specimen from the student. The specimen shall be taken in a manner which will protect the privacy rights of the students and which will assure that the integrity of the specimen itself is not compromised.

The principal will forward the specimen for analysis to an accredited laboratory. Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:

1. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed.
2. If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the result. In addition, they shall receive referral information to include in-patient, outpatient, and community-based drug and alcohol treatment programs.

In the case of positive results of the analysis, the principal shall take appropriate action as delineated in the school code of conduct. TCA 49-6-4213

IX. Corporal Punishment Policy

Any principal, assistant principal, or regular teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:

1. Corporal punishment shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances.
2. Corporal punishment shall be administered in the presence of another professional employee.
3. Corporal punishment shall be reasonable.
4. The nature of the punishment and its severity shall be in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's conduct on others. (TCA 10-7-504)
5. The child's age, sex, size, physical and emotional condition will determine the use and degree of corporal punishment.

A corporal punishment record must be completed at the time of the punishment; and it must be kept on file in the office of the principal. A parent must request in writing if they chose for their child to not receive corporal punishment.

X. Search Procedures

Students, lockers, containers, visitors, vehicles and packages are subject to search. The only requirement is that a reasonable cause be determined for the search.

XI. Students with Disabilities

The Clay County School System assures that Special Education and Related Services will be provided in compliance as established in Tennessee Rules, Regulations and Minimum Standards and the Administrative Policies and Procedures Manual of the

State Board of Education.

The Clay County Board of Education adopted Tennessee's Administrative Policies and Procedures Manual on April 13, 1995.

(a) Prohibition of discrimination. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations of any place of public accommodation by any private entity who owns, leases (or leases to), operates a place of public accommodation.

XII. Sexual Harassment

SEXUAL HARASSMENT OF STUDENTS

The Clay County Board of Education is committed to safeguarding the rights of all students within the school system by maintaining a learning environment that is free from sexual harassment in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 which requires school districts to have officially adopted a policy statement of nondiscrimination on the basis of sex, disability, national origin and race.

Sexual harassment activity toward any student will not be tolerated. Sexual harassment is defined as conduct, advances, gestures or words of a sexual nature. This includes but is not limited to:

1. Any conduct which unreasonably interferes with the student's work or educational opportunities.
2. Conduct, which creates an intimidating, hostile, or offensive learning environment.
3. Conduct which may be explicit or implicit that sexual favors will result in receiving grades and/or credit.
4. Conduct that implies that submission to or rejection of sexual favors will be used as a basis for determining the student's grades or for granting preferential treatment.
5. Graffiti of a sexual nature—must be removed as soon as possible.
6. The displaying or distributing of sexual explicit drawings, pictures or other written material, and making and playing sexual explicit audio/video tapes.
7. Touch of a sexual nature—patting, pinching, and intentional brushing against a student's body. This also includes sexual gestures including touching one's self sexually or talking about one's sexual activities in front of others.
8. Sexual or "dirty" jokes.
9. Spreading rumors about or rating other student's sexual activity or performance.

Any other students who believes that he/she has been the victim of sexual harassment shall immediately report the alleged acts to an appropriate school official—teacher, counselor, principal, assistant principal. Any third party with knowledge or belief of conduct which constitute sexual harassment to another student should report the alleged acts immediately to an appropriate school official—teacher, principal, assistant principal, counselor. Confidentiality is to be maintained in all instances.

SEXUAL HARASSMENT OF EMPLOYEES

Sexual harassment activity toward any employee will not be tolerated. Sexual harassment is defined as conduct, advances, gestures, or words of a sexual nature. This includes but is not limited to:

1. Submission to any conduct or communication made a term or condition, either explicitly or implicitly, of obtaining or retaining employment.
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in the decision affecting that individual's employment.
3. Conduct or communication that has the purpose or effect, or substantially, or unreasonably interfering with an individual's employment creating an intimidating, hostile or offensive working environment. Such as:
 - a. sexual advances;
 - b. verbal harassment or abuse;
 - c. subtle pressure for sexual activity;
 - d. touching of a sexual nature including inappropriate patting or pinching, intentional brushing against the body of another individual;
 - e. demanding sexual favors especially when accompanied by implied or overt promise of preferential treatment with regard to an individual's employment or continued employment;
 - f. graffiti of a sexual nature
 - g. displaying or distributing sexually explicit drawings, pictures, or other written materials including making and playing sexual explicit audio/video tapes;
 - h. sexual gestures including touching one's self sexually or talking about one's sexual activities in front of others;
 - i. sexual or "dirty" jokes; or

- j. spreading rumors about or rating others as to sexual activity or performance.

Any employee who believes that he/she has been the victim of sexual harassment by a student or an employee of the school system, or any third party with knowledge or belief of conduct, which may constitute sexual harassment, should report the alleged acts immediately to an appropriate school system official.

COMPLAINT PROCEDURES FOR SEXUAL HARASSMENT

In each school, the principal is the responsible person for receiving oral or written reports of sexual harassment at the school level. The principal must notify the Director of School's designee immediately before screening or investigating the report. A written notification shall be forwarded to the Director of School's Office within twenty-four (24) hours containing as much information as possible regarding the incident. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the school principal, the complaint shall be filed directly with the Director of Schools or his/her designee. If the complaint is against the Director of Schools, the complaint will be filed with the Director of Schools designee. If the complaint is against the Director of Schools designee, the complaint will be filed with the Director of Schools. Principals may design a written form for use in filing complaints or may request one from the Director of Schools Office. The school system will respect the confidentiality of the complaint and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations or harassment and take disciplinary action when the conduct has been proven to have occurred: probation, suspension with pay, suspension without pay, dismissal.

An investigation of a complaint shall begin immediately by the Director of Schools designee. A complete report shall be provided concerning the status of the investigation within ten (10) working days to the Director of Schools. In determining whether alleged conduct constitutes sexual harassment, the school system shall consider the circumstances, the nature of the advances, the relationship of the parties involved and the context in which the alleged incident(s) occurred. The investigation shall consist of, but not be limited to: personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or the circumstances giving rise to the complaint; and any other methods and documents deemed pertinent by the investigators. In all cases, immediate steps will be taken to protect the complainant and employees pending completion of the investigation. The investigator will provide a final report to the Director of Schools upon completion of the investigation; including findings and recommendations.

Upon receipt of the investigation report, the school system shall take such action as appropriate based on the findings of the investigation. A report shall be forwarded to the complainant concerning the findings and the disciplinary action taken as a result of the complaint. The school system shall take such steps as are necessary to prevent recurrence of the harassment. The school system shall discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceedings or hearing related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

The school system recognizes that every advance or contact of a sexual nature constitutes harassment. Whether a particular action or incident is a personal/social relationship without a discriminatory employment effect requires a determination based on all the facts and the surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties. Any persons who knowingly and intentionally make a false accusation, for any reason which would be contrary to the spirit and intent of the policy, shall be subject to immediate and appropriate disciplinary action.

The procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Tennessee Department of Human Rights of the United States Department of Education, or in certain instances, seeking redress under State Statutes.

Any system actions taken pursuant to a sexual harassment complaint will be consistent with requirements of federal law, Tennessee Statutes, and school system policies. The school system will take such action as it deems necessary and appropriate, including warnings, suspensions, or immediate discharge for employees; and with students, the action may include suspension, alternative school, or expulsion. These actions will be taken in order to end sexual harassment and to prevent its recurrence.

XIII. F.E.R.P.A. For Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the

time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Board of Education to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

XIV. Evidence that Code Has Been Adopted
Adoption date was June 8, 2006.

XV. Statement Regarding Posting

This policy shall be conspicuously posted at each school in areas accessible to pupils and staff.

- (a) This policy shall be printed and parents must sign showing that they have received a copy. Documentation shall be on file.
- (b) The school system will discuss this policy with students and employees.
- (c) This policy shall be distributed annually to parents, teachers, administrators, and counselors.
- (d) This policy shall be reviewed at least annually for compliance with state and federal law.

XVI. Proof of Dissemination – Written/or Taught During Classes
Parent/student notification forms filed at each school.

ACADEMIC AND DISCIPLINE DEFINITIONS

Advisor-Advisee Program

The advisement program at Clay County High School strives to help students plan to achieve appropriate educational, career, and personal-social goals. When students enter as freshmen, they are assigned a faculty advisor, and that faculty member is the student's advisor for the four years he or she is in high school. The advisor will keep up with the student's progress and well being. Advisors have small groups of approximately 20 students with whom they work. Individual contact between advisors and advisees are made as needed or desired by either party.

Alternative School

The Clay County Board of Education provides a short-term alternative educational setting for students whose behavior is deemed undesirable. The Principal or designee refers students to the Alternative School. The program will identify and take steps toward the remedy of each student's specific problem that resulted in alternative school assignment and will strive to identify and strengthen academic weaknesses in order to promote a better chance of success when he or she returns to the home school.

Students that are assigned will be responsible for obtaining and returning any work that is assigned to them. The Principal will give them a period of 1 day so that said work can be obtained.

Authority: TCA 49-6-3402

Arrival Before and Remaining after School

Students who arrive at school before the 7:55 bell will report to the Cafeteria area and remain there until the bell rings. Students who remain at school after the 3:00 bell and who are not involved in extracurricular activities will remain in the cafeteria area or near the front entrance of the main building until their departure.

Assignment Policy

Assignments required in courses reinforce learning skills and are not to be taken lightly.

Failure to complete assignments will result in the following action:

1. Teacher conference with student.

a. Teacher will explain their make-up policy to student.

b. Teacher will set a deadline for completing assignment.

2. Failure to complete assignment by set deadline.

a. Parent contact by teacher.

b. Reduced grade.

3. Students verbally refusing to do make-up work.

a. Teacher will report student to the Principal for insubordination.

Backpacks, Book Bags

Backpacks/book bags should be graffiti free, no gang terms, vulgar language, symbols, language interpreted to be discriminatory, or any other derogatory symbols or language. Violators will have the backpack/book bag taken and not allowed to bring it back to school.

Bus Regulations

Students are expected to follow Specific State Rules and Regulations pertaining to pupil transportation and display appropriate behavior. Failure to do so could cause the student to become ineligible for transportation. Students are under the supervision of the bus driver from the time they board the bus until they arrive at school and from the time they leave school until they exit the bus at home in the afternoon.

Once a student is seated on a bus, he/she will not change seats without permission of the driver. Drivers may assign students permanent seats on the bus if they wish to do so. Students may not have items considered to be a danger to other students on a bus. Science specimens, that are to be taken to school in glass jars, will be enclosed in cardboard or wooden boxes. Soft drink bottles or cans will not be permitted on the bus. Students will not use tobacco in any form on the bus. Students will always remain on the assigned bus until their designated destination unless written permission from parent/guardian grants authority for the driver to do otherwise.

Authority: TCA 49-6-2101-2115

Cafeteria

A well-balanced meal can be purchased in the cafeteria. Each class has thirty minutes for lunch and goes at an assigned time during the fourth period. After students have finished eating, they are to return their trays to the proper place. Students may not take food or drink outside the cafeteria. During their lunch break, students are to stay in the cafeteria or areas designated by the Principal.

Students are not allowed to leave campus for lunch or call in deliveries, except during approved class activities.

There will be no charges allowed in the CCHS cafeteria. Students must pay for their meals and extra items prior to or at the point of service.

Authority: TCA 49-6-2301-2306

CD Players, Walkmans, iPods, MP3 Players, Headsets, Hand held video Games, Walkie-talkies (FRS radios), Cellular Phones or any other electronic device

Due to the disruptive nature of these devices to a classroom setting, these devices cannot be used in the classroom, except with permission from the teacher or the Principal. Cell phones must be turned off and out of sight. If they are seen or heard, they will be taken and given to the Principal. On the first offense the phone will be held in the front office until the end of the day, second offense will be held for one week with the parent picking up phone, 3rd offense will be held until the end of the year.

Parents must pick up cell phones from the school on second and third offense.

Change of Address or Phone Number

Any change in the student's address or phone number must be reported to the front office and the Guidance office as promptly as possible. The correct information enables the school to send all mail to the proper address and to contact the home when necessary.

Falsification of phone numbers and addresses will result in class 2 disciplinary action.

Cheating

Cheating is a serious offense and will be dealt with using consistent strict guidelines.

First Offense:

1. The student will receive an automatic "0" on the assignment.
2. The teacher will counsel the student and document the offense with the Principal.
3. The guidance counselor will counsel the student and notify the parent(s).

Second Offense:

1. The student will receive an automatic "0" on the assignment.
2. Student will be sent to the Principal for counseling.
3. Student will be placed in Alternative School.

ADDITIONAL OFFENSES WILL RESULT IN SUSPENSION FROM SCHOOL.

Children and Youth in Transition

Clay County High School will follow the requirements of the McKinney-Vento Act, required for compliance in the "The No Child Left Behind Act". If any other information is needed, contact Ms. Debbie Eads, Clay County Schools, 931-243-3310.

Corporal Punishment

Should corporal punishment be necessary, it will be administered by the Principal or Assistant Principal, witnessed by at least one other professional staff member or will be administered by a teacher witnessed by at least one other professional staff member. All corporal punishment will be administered in the front office.

Authority: TCA 49-6-4103, 49-6-4402-4404

Cumulative Records

A cumulative record for each student is required in the guidance office. This record includes such things as scholastic achievement, health information and attendance/discipline data. A student may request his/her counselor to interpret this record. Tennessee law requires that this record be kept indefinitely so that any legitimate agency (e.g., colleges and universities, state and federal agencies) may be provided with information upon request.

Authority: TCA 49-6-5001-5105

Daily Announcements

At the beginning of school, announcements will be made over the intercom system so that students and faculty can be informed of events each day. Students and faculty should listen carefully to the announcements to keep abreast of school/student activities. Announcements will also be on the daily absentee. It is the student's responsibility to be aware of announcements.

Daily Class Schedule

7:55 a.m.	Warning bell to go to class
8:00-8:55	1 st Period Class
8:55-9:05	Breakfast break and change classes
9:05-10:00	2 nd Period Class
10:00-10:05	Change Classes
10:05-11:00	3 rd Period Class
11:05- 12:30	4 th Period
11:00-11:30	1 st Lunch
11:30-12:00	2 nd Lunch
12:00-12:30	3 rd Lunch
12:30-12:35	Change Classes
12:35-1:30	5 th Period Class
1:30-1:35	Change Classes
1:35-1:55	Activity Period (with your Advisor/ Sponsor/Teacher)
	· Advisor/Advisee (Tues. & Thurs.)
	· Tutoring/Clubs (Mon., Wed., & Fri.)

1:55-2:00	Change Classes
2:00-2:55	6 th Period Class

Dangerous Weapons

Weapons include any dangerous instrument or substance, which is capable of inflicting any injury on any person.

No knives or other deadly weapons are to be on school property. (Examples: pocketknives, box cutters, razor cutters, etc.)

Authority: TCA 49-6-4202

Detention

Any student assigned detention must schedule with the detention teacher at least one day in advance. Morning detention is from 6:55 am until 7:55 am Tuesday through Friday. Afternoon detention is from 3:00 pm until 4:00 pm Monday through Thursday. No student will be admitted late to detention.

Directory Information

Directory information at Clay County High School includes the following information relating to a student: the student's name, address, telephone number, date of birth, place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, attendance records, type of diploma received, list of honor roll students, and photographs.

Parents have the right to refuse to allow the school to release the above information. A parent must notify the school in writing that he or she does not want any or all of the above-mentioned information designated as directory information.

Authority: TCA 10-7-504, 49-6-406

Dress and Appearance

Students should use such taste in the selection and wearing of their clothes, makeup and hair styles, and maintain such neatness, cleanliness, and self-respect that the school maintains a desirable environment in which to promote learning and character development. No apparel, dress, accessories, or grooming that is or may become potentially disruptive to the classroom atmosphere or educational process will be permitted. Apparel or appearance that tends to draw attention to an individual rather than to a learning situation must be avoided.

The following represents examples of clothing and accessories, which SHALL NOT be worn by students, but is NOT intended to be all-inclusive. In matters of opinion, the judgment of the Principal or designee shall prevail.

1. Garments must be properly hemmed. Student's clothes are to be size appropriate and are to be worn appropriately. Pants must worn at the waist, no holes or tears above the knees. Shorts, skirts and dresses should be no shorter than fingertips with arms relaxed at side and worn at the waist.
2. Students may not wear tank tops, halter tops, muscle shirts, cut out T-shirts, off shoulder blouses, spaghetti type dresses or blouses, midriff blouses, fishnet type jerseys, or any other type of shirt, blouse or top which fails to cover the midriff and lower back completely. Sleeveless shirts and blouses must fit around the joint of the arm and the shirt or blouse from the shoulder joint to the neck must be 3 inches wide. All undergarments must be completely covered by clothing.
3. Clothing articles, which advertise alcohol, drugs, tobacco, gang activity, racial or ethnic slurs/symbols or clothing with inappropriate or distracting pictures or obscene language, MAY NOT BE WORN.
4. No body markings, jewelry, backpacks, notebooks and patches depicting gang membership, drugs, alcohol, racial or ethnic slurs/symbols and inappropriate or distracting pictures or obscene language will be allowed.
5. Head apparel, except for religious or medical purposes is not to be worn in the building by boys or girls.
6. Jewelry must be of appropriate size. No external body piercing except ears. No sunglasses worn inside the building. No chains hooked to pants or other garments will be allowed. No animal chains worn in any manner will be allowed. Necklaces considered being chains will not be allowed. Studded or chain bracelets, belts and necklaces will not be allowed. Any inappropriate items that could be a weapon will not be allowed and all will be confiscated and may be returned at the end of school.
7. No attire that causes a disruption or a distraction to the education process will be allowed. (Examples: Extreme hairstyles, make-up, and clothing including safety pins in clothes.) All students' hair should be of a natural hair color.
8. Trench coats are not allowed.

Students wearing inappropriate clothing will be sent home to change, this will be unexcused, and can be suspended until they can adhere to the dress code.

If there is any question as to whether the apparel would be acceptable, it should not be worn to school. Anything that distracts from the spirit or dignity of Clay County High School will be regulated.

Authority: TCA 49-6-4215, 49-1-302

Driving and Parking Regulations

All students driving to school must register with the Principal.

A hanging parking permit will be issued to students that must be hung from their rear view mirror while on the Clay County High School campus. Students will not be charged a fee unless they lose their permit. Replacement permits will cost students \$2.00.

Parking in handicapped areas can result in vehicle being towed at owner's expense.
Parking privileges can be revoked for failure to comply.

Drop/Add Period

At the beginning of the school year and at the beginning of the second term, an ample amount of time will be allotted for students to make class changes as necessary. In certain circumstance parents, teachers, counselors, or administrators may initiate changes.

Drugs and Alcohol

Selling, giving, possessing, using, or being under the influence of illicit drugs, narcotics, marijuana in or on school property, school functions, including buses, is strictly prohibited.

Students taking prescription or over the counter drugs must have a form on file with the school nurse.

Alcohol possession or use is prohibited on school property or at school functions. This shall include buses, and/or state vehicles used to transport students. Selling, giving, possessing, using or being under the influence of alcohol is strictly prohibited by law. Violators will be disciplined under Level IV disciplinary options.

Authority: TCA 49-6-4018, 49-6-4202, 49-6-4216

Family and Community Engagement Policy

In compliance with No Child Left Behind (NCLB), Clay County Schools has developed the Clay County Family and Community Engagement Policy, a plan to provide a framework through which families, educators, and community can work together to improve teaching and learning. The Family Involvement Team- made up of parents, teachers, principals, students, staff, community members- has a vested interest in ensuring that all students achieve their full potential and realizes its role in increasing the level and quality of family involvement in education. The Clay County Schools Family Involvement Plan is prepared on the confirmation, through research, that family involvement has a positive impact on student achievement.

Contact Ms. Anna Ruth Locke at Clay County Schools Central Office to obtain a complete copy of this policy.

Fifth-Year Student

Fifth-year students will be required to be in school only for the length of time required for the subjects, which they lack for graduation.

Fighting (Assaults)

Intentionally, knowingly, or recklessly causing bodily injury to another student, threatening another student with imminent bodily injury and/or causing physical contact with another student when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Financial Obligations

Any student who owes any school-related debt will not participate in Activity Period or school field trips until such debts are paid.

Gambling

Students are not allowed to play cards, pitch money, match money, or bet on sports events for money at school.

Gateway Testing Initiative

To raise the academic bar for all high school students and add accountability for students' academic performance, Tennessee has adopted a new testing proposal for end-of-course tests in key subjects. Students graduating in 2005 and later will be required to pass three gateway exams: Algebra I, Biology I, and English II. Each exam will count 15% of the last 9 weeks grade in the respective course.

Passing scores for Gateway exams are established by the state and will be adjusted for each test. Clay County High School will develop a conversion table for each test.

The school will provide intervention to meet students' needs.

Grading and Reporting

Students will receive grade reports each nine weeks' grading period. Any student who has a failing grade for a nine weeks' grading period will be required to obtain the signature of one of his/her parents (or guardian) on the report card of the class in which the failing grade was made and return the report card to the teacher.

All teachers are to contact the parents of any student who has received a failing grade for any nine weeks' period. Contact may be by parent conference, telephone conversation, or by mail. If the contact is made orally, the teacher will keep a written record of the contact.

Grades will be recorded on the grade report in numerical form. The numerical grading values are A= 93-100, B= 85-92, C= 75-84, D= 70-74, F= Below 70, and P= Pass.

Gun-Free Schools Act

Clay County High School, in compliance with the 1994 Federal Gun Free Schools Act, will expel any student caught with a firearm on the school campus for a period of not less than (1) one calendar year. Definition of a firearm will be as defined in Section 921 of Title 18 of the United States Code.

The Act also states that the Clay County High School's chief administering officer may modify the expulsion requirement on a case-by-case basis.

Authority: TCA 49-6-4203-4208, 49-6-4216

Hall Passes

School staff will accept only official school hall passes when students are in the hallways during class periods.

Highly Qualified Teachers

Clay County High School promotes the recruitment, retention, and training of highly qualified teachers, principals, and, when appropriate, para-professionals. Clay County High School ensures that all teachers that are teaching in core subject areas meet the highly qualified definition as defined by NCLB.

Homebound Instruction

Students requesting homebound instruction must first see Ms. Betsy Holtam at the Clay County Schools Central Office. Phone number is 243-3310.

Students should note that not all classes could be completed through homebound services. There could be a loss of credits and/or completion of graduation requirements could be jeopardized.

TCA 49-6-3002

Home Page:

Clay County High School can be found on the Internet at www.claycountyhigh.edu.

Immunization Requirements:

Any student initially entering school without a Permanent Tennessee Certificate of Immunization or a Temporary Tennessee Certificate of Immunization will not be permitted to attend school unless he or she has a medical or religious exemption.

Any student transferring from out-of-state or a non-public school will not be permitted to enroll in school without an Immunization certificate. Students transferring from public school within the state without proof of immunization must obtain proof of immunization within 30 calendar days in order to remain in school.

The Tennessee General Assembly has mandated that all students attending school are required to have two doses of MMR (Measles, Mumps, and Rubella).

Authority: TCA 49-6-5001

Lockers

Lockers will be issued at the beginning of the year. Lockers should be kept locked at all times. Each student is responsible for keeping his or her locker clean both inside and outside. Any locker malfunction should be reported to the proper adviser or the front office personnel. Students are cautioned not to keep money or other valuables in their lockers. Administrative personnel maintain the right to search or inspect lockers any time it is deemed necessary.

Authority: TCA 49-6-4204 and 49-6-4208

Lunch/Breakfast Payments

Students can pay lunch/breakfast money into an electronic pay system in the Cafeteria. This electronic pay system automatically tracks the student's balance.

Make-Up Work

Work missed due to a school activity or a parent, doctors, or funeral excused absence may be made up with the teacher determining a time period for completion. Failure to submit work within the time period will result in disciplinary action being taken against the student. Students are responsible for work missed due to a suspension.

Medication

By law, no one but a physician may prescribe or give medication. Any medication, which is to be taken while in school, must be taken to the school nurse. A form must be on file in the school nurse's office for any medication, prescribed or over the counter. Teachers or staff, with the exception of the school nurse or his/her designee, cannot administer or make available any medication. This includes any over the counter medication. All Medications must be brought to school by a parent or guardian. No student is allowed to bring any medication to school.

Authority: TCA 49-5-415

Minimum Enrollment for Students

All students in grades 9 through 12 will be enrolled in 6 subjects per year.

Fifth-year students may come to school only for the portion of the school day they have classes.

Office Telephones

Office telephones are for business purposes only. Callers are requested to leave a message for emergencies, as students will not be taken from classes for a routine call. Only emergency calls will be delivered during a class period.

A pay telephone is available for routine student use. All calls should be limited to three minutes so that telephone use remains equitable for all students.

Pagers

Law prohibits possession of an electronic pager by a student on school property, without the permission of the Principal.

Authority: TCA 49-6-4214

Personal Relationships

Displays of affection will be limited to holding hands. Any further display tends to destroy reputations and embarrass others, will not be tolerated, and will result in disciplinary action.

If you encounter problems dealing with other students or teachers, it is recommended that you consult a teacher, administrator, or guidance counselor to help resolve the problem.

Physical Education/Wellness Excuses

A student enrolled in physical education may be excused temporarily by a doctor's excuse. The doctor's excuse will be maintained in the student's cumulative folder. No student will be excused permanently from earning the required one unit in wellness. If the student cannot participate in the regular physical education program, the student must provide a statement outlining the physical education activities in which the student may participate. The physical education teacher is required to modify the student's course of study to meet his or her individual tolerance as outlined by the doctor.

Authority: TCA 49-6-3002

Repeating Classes

Any student may repeat as many as 2 passed credits of their choosing during their high school career. Most recent grade will be used in the average and only 1 credit granted for the course.

Any failed course may be repeated.

Resident Requirements for Senior Honors

To be eligible for consideration for Senior Honors, such as Valedictorian or Salutatorian, a student must have been enrolled at CCHS full time for two full semesters, which means the student must have entered CCHS at least at the beginning of the first semester of his/her senior year.

School Colors and Mascot

The Clay County High School colors are purple, black and gold, and the mascot is "Bulldogs".

School Functions

All school functions will be organized through the respective sponsor. Approval for activities and functions will be secured from the Principal for activities scheduled from 8 a.m. until 3 p.m. during the week. The Committee appointed by the Director of Schools must approve activities scheduled after school hours, weekends and summers, including all fund raising activities.

School Nurse

First aid is given in the School Nurse's office. Students who wish to see the nurse must have a hall pass from the classroom teacher. Students are urged to use the first aid facilities in all emergencies. The nurse and the front office will excuse students when it becomes necessary to leave school because of illness.

The school nurse is a registered nurse (RN). The RN gives first aid when necessary and provides isolation and care for the sick student while they are in the school building. No student should leave the building because of an accident or ill health without first receiving permission from the nurse and the front office.

The responsibility of the school nurse is to verify that medication brought to school by students to be given during school hours is by order of a physician. The parent must sign a permission form before this can occur.

Over the counter medications that have been brought in by a parent or guardian will be available from the school nurse, who must have written permission from the parent before giving medication to the student.

Each student will be required to complete a Medical Emergency Card at the beginning of each school year. This Medical Emergency Card remains in the School Nurse's Office. It will be used when a student becomes ill or has an accident.

Parents of students who have been diagnosed with chronic or acute medical conditions must make an appointment with the

school nurse to complete an Individual Health Plan (IHP) for each diagnosis.

STUDENTS WHO USE INHALERS AND EPI PENS MUST KEEP THIS MEDICATION WITH THEM (ON THEIR PERSON) AT ALL TIMES. Please check with the nurse on the first day of school for the necessary forms to be completed by your doctor.

Authority: TCA 49-5-415

School Trips

Any student leaving the school for a school-sponsored excursion must have written permission from a parent on a form supplied by the school. Since field trips are supplementary to schoolwork, they require a student behavior appropriate to school standards. Students with excessive absences, poor classroom performance, excessive disciplinary referrals, or owing money may lose the opportunity to attend school trips. It is the responsibility of the trip sponsor to provide a list of students to the front office prior to the trip.

School Visitation

Each senior is allotted one college or post-high school educational institution visit during his/her senior year only. Students must notify the principal or assistant principal and provide documentation of attendance. If proper procedure is not followed, the visit will not be excused. Students with excessive absences, poor classroom performance, excessive disciplinary referrals, or owing money may lose the opportunity to attend a post-high school educational institution visit.

Searches

Students, lockers, containers, visitors, vehicles and packages are subject to search by the Principal or designee. The only requirement is that a reasonable cause be determined for the search.

Authority: TCA 49-6-4204-4205

Skateboards/Roller Blades/Scooters

Use of skateboards, scooters and roller blades is banned on the Clay County High School campus at all times.

Smoking/Tobacco

Clay County High School, in compliance with the Federal Environmental Tobacco Smoke/Pro-Children Act, strictly prohibits the use or possession of tobacco on school grounds. To meet federal and state guidelines, students caught smoking or in possession of tobacco products will be cited into court.

Under the guidelines of the aforementioned act, persons caught smoking by a federal inspector in buildings that house school age children will also face up to \$1,000 in fines for each violation.

Authority: TCA 39-17-1604-1606, USC Section 1043

Student Accident and Sickness Procedures

All student accidents will be reported to the Principal. The School Nurse will be called and arrangements made to transport the student to the hospital if necessary, and the student's parents will be notified as soon as possible. The teacher responsible for supervision of the injured student is required to file an accurate completed accident report on the date of the accident

In case of sickness, the student will be brought to the school nurse's office and his/her parents will be called to pick them up if necessary. All reports will be kept for 7 years.

Student Errands:

The supervising teacher must provide students who are sent on errands a hall pass. Under no circumstances during the school day will a student be sent on an errand in a vehicle.

Student Permanent Records (release of)

Student permanent records include academic records, transcripts, and health information, which can be released under the following guidelines:

1. Information, which has personally identifiable information, is protected. Notice that disclosure of the records themselves is not prohibited, only the "Personally Identifiable Information" within them.
2. When records are released, parents must state in writing which specific records to be released and they must be told to whom the records are being released and why and be given a copy of each disclosed record if they desire.
3. Information cannot be disclosed to comply with a judicial order or a lawfully issued subpoena, unless the parent is notified in advance presumably to give sufficient time to challenge the disclosure in court.

Exceptions:

1. Other school officials who have a legitimate educational interests
2. Officials of other schools in which the student seeks to enroll
2. Authorized representatives of U.S. Secretary of Education
3. Application for financial aid
4. Testing organizations (if anonymous)

5. Accrediting organizations
6. Parents of a dependent student
7. To health and safety of student or others in an emergency
8. State and local officials if required by state law prior to November 19, 1974.

Authority: TCA 10-7-504

Suspension from Classes/School

Should a student display behavior so disruptive as to interfere with the orderly operation of the school, he/she should be escorted to the front office or the Principal must be summoned. The teacher may excuse the student for one class period only. Only the Principal, Director of Instruction or Superintendent can approve any further suspension from a class or school.

Suspension from school will count toward the Driver's License Law on maximum days missed for a semester and the student is responsible for knowing the material that is missed. Suspended students will be allowed to make up semester tests.

Authority: TCA 49-6-3401

Textbooks

Textbooks are on loan to students for their use during the school year and must be kept clean, not marked in or highlighted in any way and handled carefully. The student must pay for lost or damaged books. Any student who fails or refuses to pay for a lost or damaged textbook shall not receive diplomas, certificates of progress, transcripts or be able to attend field trips and school visits until restitution is made.

Authority: TCA 49-62201-2209

Transfer Option for Students Victimized by Violent Crime at School

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

Unauthorized Vehicles on Campus

Students are not to communicate in any way with occupants of unauthorized vehicles driving through or parking on campus.

Drivers of unauthorized vehicles will be asked to leave the campus, license recorded, and reported to the police department.

Authority: TCA 49-6-2008

Unsafe School Choice Policy

Each State receiving funds under this Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.

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

Contacting Clay County Schools at 243-3310 may obtain additional information regarding this option. Clay County High School is a single school system

Visitors

All visitors to the school are required to register with the front office on arrival. Student visitors must be out-of-town guests and at least twelve (12) years of age. No student who is enrolled in the Clay County School System will be permitted to visit Clay County High School during the school day.

Authority: TCA 49-6-2008

Withdrawal from School

When a student withdraws from school, the student is responsible for obtaining a withdrawal form from the guidance office and completing it before they leave school. Students should begin this process at least the day before they plan to withdraw so they can return books and receive transfer grades. Students who do not transfer properly may have their grades withheld until the required paperwork has been completed.

Authority: TCA 49-6-3001

REQUIRED NOTICES

BOMB THREATS

Instructions will be provided via the intercom concerning procedures to be followed in the event of a bomb threat. These procedures will be followed promptly and in an organized fashion. Classes should resume as soon as possible at the location provided by the intercom announcement.

FIRE ALARM PROCEDURES

Fire drills are necessary for the safety of the students and faculty. Everyone is responsible to know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. Fire drill information is posted in each room. Each building will have the assigned faculty members to serve as fire marshals for the building or wing. The fire marshal's responsibility is to see that all doors and windows are closed and that the building is completely evacuated. A list of fire marshals will be provided at the beginning of the school year.

Fire Alarm Signal:

Bell (one long ring, intercom, or combination of these)

All Clear Signal:

Bell (one short ring, intercom, or combination of these)

FLOOD PROCEDURES

Extensive flood plans are in place at each possible affected school. Procedures have been developed in cooperation with state and local emergency officials. Parents are urged to update all student emergency information as situations change.

TORNADO DRILL PROCEDURE

The tornado signal will be by intercom or word of mouth. When administrative staff has received the warning, all students and faculty will be asked to get into the hallways and to kneel down and cover their heads.

NON-DISCRIMINATION POLICY

"It is the policy of the Clay County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities or employment under Title VI of the Civil Rights Act of 1964, Title IX of the Federal Educational Amendments of 1972 and section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of Clay County School System that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society."

HANDICAPPED ACCESSIBILITY POLICY

All classes and activities at Clay County High School will be made accessible to all students. In the event a classroom is inaccessible to a particular student, such class will be moved to an area that is accessible.

DISCRIMINATION COMPLAINT PROCEDURES

In accordance with the *Rules of the Tennessee Department of Personnel Chapter 1120-11 Grievance*, any person who believes he has been discriminated against by Clay County High School concerning educational opportunities or employment in regard to race, color, religion, sex, national origin, age, disability, political affiliation or belief may file a complaint as follows:

Step I – Verbal

1. Submit complaint verbally to the appropriate individual within fifteen (15) workdays (Monday – Friday, 8:00 a.m. to 4:00 p.m.) of the alleged incident.
2. Grievance officer conducts investigation and fact finding
3. Officer clearly communicates decision to grievant within five (5) workdays of discussion.

Step II – Written

1. If verbal decision is not accepted, grievant may submit written complaint to the next appropriate higher level of management within ten (10) workdays. Employees may submit written grievance to supervisor or the Employee Grievance Officer.
2. Supervisor/Officer conducts informal discussion or hearing of facts and allegations.
3. Investigation, fact-finding, and written decision communicated to grievant within ten (10) workdays of discussion.

Step III – Next Level Written

1. Written grievance and prior step decision submitted to the Superintendent/Director within ten (10) workdays of receipt of decision from Step II.
2. Informal discussion or hearing of facts and allegations with witnesses and documentation.

3. Investigation, fact-finding, and written decision communicated to grievant within ten (10) workdays of discussion.

Step IV – Written

1. Written grievance and prior step decision submitted to the agency appointing authority or designee within ten (10) workdays of receipt of decision from Step III.
2. Informal discussion or hearing of facts and allegations with witnesses and documentation.
3. Investigation, fact-finding, and written decision communicated to grievant within ten (10) workdays of discussion.
4. The appointing authority shall have full authority to overturn, reduce, or alter any disciplinary action based on information gathered at the step IV hearing.

Employees should refer to the *Rules of the Tennessee Department of Personnel Chapter 1120-11* for a complete list of grievance procedures.

2007-2008 AFFIRMATIVE ACTION PLAN

The plan of Clay County High School is to comply with all rules and regulations set forth by the State of Tennessee. It is the policy of this facility to abide by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973, which prohibit discrimination on the basis of race, color, sex, age, handicap, disability, religion, or national origin.

We will comply with the State Executive Order No. 13 Regarding Equal and Fair Employment Practices. Through the Department of Education's Affirmative Action Plan, an annual workforce analysis is completed on the demographics of our employees and compared to the demographics of the area. To date, no discrepancy has been found in employment practices.

The Clay County High School Advisory Board, faculty, and staff will review a description of this policy annually with non-discrimination information posted throughout the school, in the student handbook, and in the employee handbook.

Any person who believes he or she has been discriminated against in any educational or employment activity should write to: Clay County Schools, P O Box 469, Celina, TN 38551.

Betsy Holtam, Title IX Coordinator and 504 Coordinator

Debbie Eads, Title VI Coordinator

Parent Notification

The school encourages the involvement of parents in the education process and wants to keep them informed of their rights.

*Clay County High School does not discriminate on the basis of race, sex, color, religion, national origin, age, or handicap in the provision of educational opportunities, activities, or other administered programs. Parents play a vital role in this mission.

*Parents have the right to request information about the professional qualifications concerning their child's teacher(s) and should be informed if their child is served by any paraprofessionals providing educational assistance, and if so, their qualifications. Teaching certifications can be found by accessing the Tennessee Department of Education, Teacher Licensing Web Site ([www.state.tn.us/education/lic home.htm](http://www.state.tn.us/education/lic%20home.htm)) or contacting the system's Director of Instruction.

*Parents must receive notification if a teacher not highly qualified is teaching their child's teacher, in a core curriculum subject, for 4 or more consecutive weeks.

*Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in late fall of each year) through their website (www.state.tn.us/education) or at the school.

*Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring, an explanation of what this means, academic comparison with state, steps being taken to improve achievement, parent involvement, etc.

*Parents will be informed by annual notice regarding the availability of supplemental educational services if a school fails to meet adequate yearly progress.

*Parents must receive annual academic results (mid reporting periods, end of reporting periods, Writing Assessment (grade 11), End-of-Course and Gateway Exams) in a timely manner as required by the Tennessee Department of Education.

*Parents of a student identified as Limited English proficient (ELL - English Language Learner) must be notified in a timely manner of their child's participation in an ESL Program, details of the program, rights to waive participation, and specific information on the child's level of English proficiency.

*A parental involvement policy is available in the school's handbook or by contacting the school office. Title I Schools: A written

parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I Programs. This includes an annual meeting for parents to inform them of their school's participation in programs (ex. Title I) funded under the No Child left Behind Act.

*Schools and parents must be notified of school wide program authority under which schools can consolidate funds from federal, state, and local sources to upgrade the educational program of the entire school (qualification: 50% of students must be from verified low income families.)

*Parents can visit the state's web site (www.state.tn.us) to access a description of the curriculum (Tennessee Curriculum Standards), assessment, and proficiency levels students are expected to meet.

*Parents have access to district and school information and reports through the media (local newspaper and radio), and the System/School Report Cards available on the State web site or at the system's administrative offices.

*The School policy relating to students' privacy and parental access to information is available in the Student handbooks. Notification of Rights and Release of Directory Information under FERPA, Family Education Rights and Policy Act, are also done through media announcements. This Federal law affords parents and students (over 18 years of age) certain rights with respect to educational records. Parents will be notified of any change in school policy.

*Students and parents are encouraged to participate in safe and drug-free school programs to prevent student violence and drug use. Parents can request in writing their child's non-participation in such activities.

*School health requirements, policies, and procedures (ex. Immunizations, medication at school, etc.) are available from the Principal, School Nurse, and Guidance Department.

*Parent/Student Rights in Identification, Evaluation, and Placement - A complete description of the rights granted by federal law to students with disabilities is available by contacting the Special Education Department of Clay County High School The intent of this law is to keep parents fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of those decisions.

*CHILD FIND REQUIREMENT UNDER IDEA - Clay County High School has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years suspected of having a disability. If you have any questions or concerns, please contact the Special Education Director at 243-3310.

*Military recruiter access to student information. Districts receiving federal education funds must notify parents of secondary school students that they have a right to request that their child's name, address and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such request. 20 U.S.C. 7908(a)(2).

TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

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

Legal Services Division
Division of Special Education, Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, TN 37243-0380
Phone: 615-741-2851
Fax: 615-253-5567 or
615-532-9412

West Tennessee Regional Resource Center
100 Berryhill Drive
Jackson, TN 38301
Phone: 731-421-5074
Fax: 731-421-5077

East Tennessee Regional Resource Center
2763 Island Home Blvd.
Knoxville, TN 37290

Phone: 865-594-5691
Fax: 865-594-8909

CHILD ADVOCACY INFORMATION

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

The ARC of Tennessee is on the Internet at <http://www.thearctn.org/>
44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: 615-248-5878 Toll Free: 1-800-835-7077
Fax: 615-248-5879 Email: pcooper@thearctn.org

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

West Tennessee	901-756-4332	jenness.roth@tnstep.org
Middle Tennessee	615-463-2310	information@tnstep.org
East Tennessee	423-639-2464	karen.harrison@tnstep.org

Tennessee Protection and Advocacy (TP&A) is on the Internet at <http://www.tpainc.org/>
416 21st Avenue South
Nashville, TN 37212
Phone: 615-298-1080 or 615-298-2471 Toll Free: 1-800-287-9636
Fax: 615-298-2046

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

West Tennessee
(Jackson Area)
Phone: 731-660-6365
Fax: 731-660-6372

Middle Tennessee
1315 8th Avenue South
Nashville, TN 37203
Phone: 615-269-7751 Toll Free: 1-800-670-9882
Fax: 615-269-8914
Email: TVC@tnvoices.org

East Tennessee
(Knoxville Area)
Phone: 865-609-2490
Fax: 865-609-2543

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services--Disability Pathfinder Database:

http://mintgus.kc.vanderbilt.edu/t_dir/dbsearch.asp

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

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education and Clay County High School does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page. This is posted in compliance with TCA 49-2-203(b) as amended.