

CLAY COUNTY
STUDENT HANDBOOK
TABLE OF CONTENTS

Student Information
Attendance Procedures
Code of Conduct
Discipline Options.....
Sexual Harassment Prevention.....
Family Rights Act.....
Academic and Discipline Definitions.....
Dress Code.....
Bomb Threats
Fire Alarm Procedure
Tornado Drill Procedure
Nondiscrimination Policy.....
Complaint Procedures.....
Handicapped Accessibility
Affirmative Action Plan.....
Required Annual Notice
Parent Notifications.....

*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 their parents/guardians to be familiar with all aspects of the Clay County Student Handbook *

STUDENT AND PARENT INFORMATION SOURCES

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
- 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 correct any attendance errors

GUIDANCE

- To obtain information about grades or school records
- To enroll in school
- To withdraw from school
- To obtain applications and bulletins for testing
- To obtain educational, career, and job information
- To obtain counseling for academic, social, and personal problems
- To receive assistance in future educational and career plans

ATTENDANCE PROCEDURES

Excused Absences/Tardies:

An EXCUSED admit slip will be issued if a phone call from the parent/guardian provides one of the following reasons:

- (1) Parent/guardian approved absence (maximum of 5 parent excuses per semester) requires a phone call from the parent/guardian, with a contact phone number to verify. It is the parent's responsibility to notify the teacher of a change in the type of absence with proper verification from the front office. This change of status from unexcused to excused must be completed within 24 hours of the return to school; otherwise the absence will remain as listed.
- (2) Doctor/Dentist Appointments (statement from doctor/dentist is required with his/her phone number).

(3) Funeral Attendance (note required from funeral home, with a phone number and the name of the person whose funeral you attended).

(4) Discretion of the principal.

Clay County does not recognize any reason for absence/tardies other than those listed above as an excused absence/tardy. The school is not responsible for students that leave campus without following proper procedure.

Authority: TCA 49-6-3002, 49-6-3007-3012

Early Dismissal:

Early Dismissal will count toward maximum Parent/Guardian excused absence. Example: If a student has 5 Parent/Guardian Excuses, and is granted an excused Early Dismissal, the student will have only 4 Parent/Guardian excuses left.

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

Authority: TCA 49-6-3002, 49-6-3007-3012, 36-6-105

Tardies:

Students not in class at 8:00 a.m. are considered tardy to school and will be marked tardy by their teacher. Students arriving at school after 8:00 a.m. must report to the front office for an admit slip. Students should show the admit slip to each teacher whose class(es) they missed. Three (3) unexcused tardies will count as a day absent and count toward total absences for unexcused.

Excuse of tardies will be handled in the same manner as absences.

1ST TARDY - Verbal notice to student

2ND TARDY- Parents contacted.

3RD TARDY- 1 hour of detention/Discretion of Principal

Each additional unexcused tardy will result in further action.

3 Tardies count as a day missed.

Procedure for Handling Unexcused Absences and Early Dismissals:

(1) First Unexcused - Written notice given to parent.

(2) Second Unexcused - Parent Conference.

(3) Third and Fourth Unexcused - Discretion of the principal.

(4) Fifth Unexcused- Referral to attendance supervisor

(5) Unexcused absences/dismissals after 5 will be handled by juvenile court.

Authority: TCA 49-6-3002, 49-6-3007-3012

IT IS THE RESPONSIBILITY OF THE PARENT/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.

General School Rules

1. All students must be in the classroom by the second bell.
2. Students will address all faculty and staff members with respect.
3. Students are not to leave the classroom without a hall pass.
4. Students are not to use profane, vulgar or abusive oral or written language. No disrespectful gestures will be tolerated. There will be no provocative or inflammatory language (oral or written) directed toward faculty, staff or other students. (Also-Code of Conduct)
5. All couples to avoid undue familiarity and the violation of accepted standards of behavior should use discretion. The administration considers arm or arms around the other person, kissing, petting, and standing in close proximity to each other and similar actions of undue familiarity as violations of accepted standards of conduct during school hours or when under school supervision.
6. The office telephones are for business purposes and EMERGENCY only. Callers are requested to leave messages, as students will not be taken from classes for routine calls.
7. Lockers are to be kept clean. Lockers may be searched.
8. Students should be picked up in front of the school.
9. Fighting is not acceptable way of solving problems. Any student involved may be disciplined. If another student in any way threatens you, you are encouraged to discuss your problems with the teacher, principal, counselor, or a faculty member.
10. There is to be no vandalism or destruction of any school property including textbooks. Your parents' tax money pays for books and school buildings. So take good care of our school and everything in it. Any student who damages school property, windows, books, and equipment is responsible for payment.
11. Anything not needed for class should be left at home. Cameras, gum, radios, knives, CD players, game boys, pagers, cell phones or other electronic devices should not be brought; however, cell phones are permitted on extra-curricular trips only. The school is not liable for the loss or damage of these items. Any toys should not be brought unless the teacher gives his/her permission for them to be brought to his/her class. Weapons, guns, battery against teachers, illegal drugs, alcohol, and fireworks violate state laws and will result in serious penalties.
12. In accordance with the policy of all Clay County Schools any food or beverages delivered to school must be by parents or guardians only and to the front desk.

Code of Acceptable Behavior and Discipline

TABLE OF CONTENTS

- I. Development of Plan
- II. Purpose
- III. Student Rights and Responsibilities
- IV. Parental Rights and Responsibilities
- V. Complaints
- VI. Violations and Discipline
- VII. Due Process Procedures
- VIII. Zero Tolerance/Expulsion
- IX. Corporal Punishment Policy
- X. Search Procedures
- XI. Students with Disabilities
- XII. Sexual Harassment
- XIII. F.E.R.P.A. for Elementary and Secondary Institutions
- XIV. Evidence that Code Has Been Adopted
- XV. Statement Regarding Posting
- XVI. Proof of Dissemination - Written/or Taught During Classes

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 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 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
- horse play (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/three (3) days in-school suspension for elementary grades
- 2nd offense—alternative school for ten (10) days/five (5) days in-school suspension for elementary grades
- 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

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.

More than 10 days---TCA 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:

1. On the school grounds during and immediately before or immediately after school hours.
2. On the school grounds at any time when the school is being used by any school group, or
3. Off the school grounds at a school activity, function or event
4. Violation of this policy will be handled utilizing the school code of conduct.

Clay County Schools
Student Alcohol and Drug Testing

Students will be notified that they shall be 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

Alternative School:

Clay County provides a short-term alternative educational setting for students whose behavior is deemed undesirable. The appropriate school official, usually the Principal, due to the severity of student behavior refers students to 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. Minimum stay is 5 days.

Authority: TCA 49-6-3402

Arrival Before and Remaining after School:

Students who arrive at school before the 7:30 bell will report to day care and remain there until the bell rings. Students, who fail to report to the cafeteria or leave the cafeteria without permission of the teachers on duty, will be disciplined. Students who remain at school after the 3:00 bell and who are not involved in extracurricular activities will report to after school day care.

Assignment Policy:

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

1. Failure to complete assignment by set deadline.
 - a. Parent contact by teacher.
 - b. Late assignments will result in a reduced grade.
2. Students refusing to do make-up work.
 - a. Teacher will report student to Principal for insubordination.
 - b. Disciplinary action will be taken.

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. Soft drink bottles or cans will not be permitted on the bus. Students will not use or possess 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. 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.

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

Students and adults must pay all charges weekly.

Authority: TCA 49-6-2301-2306

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.

Corporal Punishment:

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 code of conduct guidelines.

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

Directory Information:

Directory information in Clay County Schools 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, list of A-Team students with averages and parent's names, 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 be worn at the waist, no holes or tears above the knees. Parents will be contacted on the first offense. Second violation will require detention.
2. All shirts must have sleeves and extend to the waistband of pants or skirts.
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 at school 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 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 may be given appropriate clothing or 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 Schools will be regulated.

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

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. 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 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 Family Involvement Plan is prepared on the confirmation, through research, that family involvement has a positive impact on student achievement.

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 field trips until such debts are paid.

Grading and Reporting:

Students will receive grade reports each nine weeks' grading period. All students will be required to obtain the signature of one of his/her parents (or guardian) on the report card

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 Schools, 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's chief administering officer may modify the expulsion requirement on a case-by-case basis.

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

Highly Qualified Teachers:

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

Homebound Instruction:

Parents may obtain homebound request forms at the Clay County Schools central office from Ms. Betsy Holtam. Contact phone number is 931-243-3310. The student must take the paperwork to a local doctor for completion. The paperwork must be returned to the school before homebound services may begin. The student shall not be permitted to work outside the home, and the student will maintain a strict schedule with the homebound teacher. Missed appointments will result in denial of services.

TCA 49-6-3002

Home page:

Clay County can be found on the Internet at www2.Clay County.k12.tn.us

Home School Policy:

In order for any home school student to enroll in Clay County, each student and parent-teacher must have a conference with the Supervisor of Instruction and Guidance Counselor to discuss the procedures that would determine placement.

Honor Roll:

A student honor roll will be compiled at the end of the first nine weeks, the first semester, and the third nine weeks and for the second semester.

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 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 be required to have two doses of MMR (Measles, Mumps, and Rubella).

Authority: TCA 49-6-5001

In-School Suspension (ISS):

The Principal has the disciplinary measure of ISS. This can be held on an as needed basis and the student will be placed in this location for an entire day. Personnel will be assigned to monitor the student; the student will do all class assignments in ISS and be counted as present at school, but ineligible for extracurricular activities.

Authority: TCA 49-6-3401

Lockers:

Some students will be issued lockers 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 front office personnel. Students are cautioned not to keep money or other valuables in their lockers. Administration maintains 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 or an unexcused 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.

Authority: TCA 49-5-415

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.

Personal Relationships:

Public displays of affection that tend to destroy reputations and embarrass others, will not be tolerated, and will result in disciplinary action.

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

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 must 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 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 3 days prior to the trip.

Skateboards/Roller Blades/Scooter/Four Wheelers:

Use of skateboards, scooters, four wheelers and roller blades is banned on Clay County campuses at all times.

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
3. Authorized representatives of U.S. Secretary of Education
4. Application for financial aid
5. Testing organizations (if anonymous)
6. Accrediting organizations
7. Parents of a dependent student
8. To health and safety of student or others in an emergency
9. 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

Principal's office.

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

Tobacco:

Clay County Schools, 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 using 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

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.

Transfer Within Clay County School System

Both affected principals before transfer must sign request forms.

Unauthorized Vehicles on Campus:

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

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.

(a) Clay County is a four school system

(b) For a copy of this policy, see the Supervisor of Instruction of Clay County Schools

Visitors:

All visitors to the school are required to register with the front office on arrival.

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.

The main building and the vocational buildings have doors in all classrooms that exit directly to the outside, and these exits should be used for

all fire drills. After exiting the building, the supervising teachers are responsible to get everyone a safe distance from the building.

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 home 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.

REQUIRED ANNUAL NOTICE TO PARENTS AND GUARDIANS OF ALL CLAY COUNTY STUDENTS

Asbestos-containing materials are located on the Clay County campuses in the following areas assessable to students: Asbestos-containing floor tiles are located in the Cafeteria and classrooms at different facilities. These areas are being properly maintained in accordance with Federal guidelines to prevent a hazardous situation for the students.

Exact locations are specified in the Asbestos Management Plan. This plan is available at the school for public inspection. This notification serves to meet the requirements established by the Environmental Protection Agency.

NON-DISCRIMINATION POLICY

"It is the policy of the Clay County Schools 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 Schools 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 Schools 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 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
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.
4. The appointing authority has 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 list of grievance procedures.

2007-2008 AFFIRMATIVE ACTION PLAN

It is the plan of Clay County Schools to comply with all rules and regulations set forth by the State of Tennessee. It is the policy of this system 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 Advisory Council, 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:

Clay County Schools, P O Box 469, Celina, TN 38551.
Betsy Holtam, Title IX Coordinator and 504 Coordinator
Debbie Eads, Title VI Coordinator

Clay County Schools Mission:

Clay County Schools, in partnership with the parents and other members of our community, is to engage students in a safe, innovative learning environment that offers a variety of educational experiences that enable them to function as successful and productive members of a changing society.

Parent Notification

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

*Clay County 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) or contacting the system's Director of Instruction.

*Parents must receive notification if a teacher not highly qualified is teaching their child, 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 web site (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 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 contracting the Special Education Department of Clay County. 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 Schools 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.

TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

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

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 CONTACT INFORMATION

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee

A few of these organizations are listed:

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 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 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 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/tidir/dbsearch.asp>

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education and Clay County Schools 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.