

Robertson County Schools

Student Handbook 2016 - 2017

Robertson County Board of Education
800 M.S. Courts Blvd
Springfield, Tennessee 37172
(615) 384-5588
<http://www1.rcstn.net/>



FOREWORD

This Student Handbook is intended to inform students and parents of some of the Robertson County School System's Policies that pertain directly to students. This is not an inclusive list of all policies. The Board of Education's Policies, in their entirety, are available in each school library within the System, and on the System's Internet Website (<http://ww1.rcstn.net/>). School policies and procedures are set forth in the Robertson County Handbook; however, individual schools may include additional policies and procedures that pertain only to those schools. (Refer to your student's school handbook)

MISSION STATEMENT

To ensure each student is prepared to succeed in life.

VISION STATEMENT

Robertson County Schools will enable all students to reach and exceed high academic and career standards while empowering them to succeed in a technologically advanced and culturally diverse society.

STATEMENT OF NON-DISCRIMINATION

The Robertson County School System does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status, in training, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Acts of 1997 and 2004.

CAREER AND TECHNICAL EDUCATION NON-DISCRIMINATION

The Career and Technical Education Department of Robertson County Schools offers classes to all students regardless of race, color, national origin, gender, age, disability, religion, or marital status. Students with limited or lack of skill in speaking and writing English are eligible for admission in all CTE programs. For information concerning CTE activities in accordance with Title VI of the Civil Rights Act of 1964 (34 CFR, Part 100, Appendix B, IV(O)), Title IX of the Educational Amendments of 1972, 34 CFR 106.8(b), Title II of the Americans with Disabilities Act of 1990, 28 CFR, 35.107(a), Age Discrimination Act of 1975, Section 110.25(b), Section 504 of the Rehabilitation Act of 1973, Subpart D (104.32)(a) and (b), Federal Register Vol. 44, No. 56, 3/21/79- Guideline IV(O) contact Title IX coordinator Terri Simmons at 384-5588 or mail at 800 M.S. Coats Blvd, Springfield, TN 37172.

TITLE VI, IX

Any person wishing to file a complaint concerning issues of discrimination should first contact their school administration for procedures and forms. Additional information may be obtained by visiting our district's website at <http://ww1.rcstn.net/> or by contacting Terri Simmons at terri.simmons@rcstn.net or 384-5588.

SECTION 504 PROCEDURES

In compliance with state and federal law, Robertson County Schools will identify, evaluate, and provide access to appropriate educational services to any student eligible under Section 504. Eligible students must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. For further information on the evaluation procedures and provision of services, please contact your school's 504 coordinator.

CHANGES TO THIS NOTICE

We reserve the right to revise or change this document and the policies herein. The current policies and procedures are posted on the system's website and include the effective date.

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SYSTEM LEADERSHIP

Director of SchoolsJames Mike Davis
Beverly Corbin, Executive Administrative Assistant
Sherri Wilson, Receptionist

Assistant Director of Schools.....Stephanie Mason
Donna Trice, Administrative Assistant

BOARD OF EDUCATION

District 1 Allan Heard
(East Robertson Elementary, East Robertson High, Krisle Elementary)

District 2 Stoney Crockett
(Robert Woodall Elementary, White House Heritage, Heritage Elementary)

District 3 Jeff White
(Greenbrier Elementary, Greenbrier Middle, Greenbrier High,
Watauga Elementary)

District 4 Vacant
(Coopertown Elementary, Coopertown Middle)

District 5 Lyle Payne
(Cheatham Park Elementary, Jo Byrns, Springfield Middle,
Westside Elementary)

District 6 Connie Hogan, Chairperson
(Bransford Elementary, Springfield High)

SYSTEM ADMINISTRATION (Unless otherwise noted, all phone numbers are 615-384-5588)

Accountability.....Chris Causey, Supervisor

Budget and FinanceSheila Clinard, Finance Coordinator
Wenda Hallum, Purchasing/Bookkeeping Coordinator
Della Jones, Purchasing
Diane Pearson, Federal Programs Purchasing

Buildings and GroundsJimmy Finch, Supervisor
Darlene Davis, Administrative Assistant
615-384-0213

Career and Technical EducationMark Gregory, Supervisor

Coordinated School Health Services.....Dawn Callas, Coordinator

Elementary EducationMelanie Dickerson, Supervisor
Gail Thomas, Administrative Assistant

Federal ProgramsEmily Hollingsworth, Supervisor
Cathy Empson, Coordinator
Cheryl Killebrew, Coordinator
Jennifer Cox, Coordinator
Lester Woodard, Administrative Assistant

Human ResourcesTerri Simmons, Supervisor
Annette Weeks, Coordinator, Certified
Monica Dorris, Coordinator, Classified
Amber Bell, Administrative Assistant

Public Relations Coordinator.....Jim Bellis

RTI Coordinator.....Amanda Wilkerson

Secondary Education Bill Locke, Supervisor
Cathy Watkins, Administrative Assistant

School Nursing ServicesDana Holt, Coordinator
Annette Suell, Administrative Assistant

Special EducationJennifer Darden, Supervisor
Tricia Craig, Special Education Coordinator
Misti Swindle, Special Education Coordinator
Kate Baird, Behavioral Specialist

Deanna Roman, Social Worker
 Mitzi Burton, Transition Coach
 Louise Smith, Special Education Consultant
 Marion Jane Richardson, Administrative Assistant

Student NutritionPatsi Gregory, Supervisor
 Robert Swieder, Field Manager
 Sandy Carney, Administrative Assistant
 Bonnie Head, Administrative Assistant
 Amy Castle, Administrative Assistant
 615-384-7280

Student Services/RecordsBob Pruitt, Supervisor
 Donna Trice, Administrative Assistant
 Donna Fryer, Administrative Assistant- Records

Technology.....James Marshall, Supervisor
 Sherri Traugher, Administrative Assistant
 Melinda Thompson, Administrative Assistant

Textbooks, Materials and MediaJessica Holt, Coordinator
 Casey Hilton, Administrative Assistant
 615-384-0238

Transportation Joshua A. Hinerman, Supervisor
 Raymond Woodard, Assistant Supervisor
 Julie Braswell, GPS Coordinator/Router
 Buddy Jacobs, Service Manager
 615-384-4555

SCHOOL LISTINGS AND PRINCIPALS

Bransford Elementary School (Pre K).....615-384-4313
 Harold Barbee, Principal

Cheatham Park Elementary School (Grades 3 – 5).....615-384-0232
 Amy West, Principal
 Cecilia Mapes, Assistant Principal

Coopertown Elementary School (Grades K – 3).....615-384-7642
 Tiffany Hyde, Principal
 JoAnne Taylor, Assistant Principal

Coopertown Middle School (Grades 4 - 8)615-382-4166
 Stacie Batson, Principal
 Kristie Vertrees, Assistant Principal

Crestview Elementary School (Grades K-5).....615-382-2222
 Lori Smith, Principal
 Kim Cassetty, Assistant Principal
 Justin Usery, Assistant Principal

East Robertson Elementary School (Grades K – 5)615-654-3874
 Renae Fehrman, Principal
 Jenea Jackson, Assistant Principal

East Robertson High School (Grades 6 – 12)615-654-2191
 Mary Cook, Principal
 Jeff Chatman, Assistant Principal
 Holly Michie, Assistant Principal

Greenbrier Elementary School (Grades K – 5).....615-643-4529
 Michelle Galluzzi, Principal
 Brooke Callis, Assistant Principal

Greenbrier Middle School (Grades 6 – 8)615-643-7823
 Kathy Carroll, Principal
 Jeff Wright, Assistant Principal

Greenbrier High School (Grades 9 –12).....615-643-4526
 Katie Osborne, Principal
 Steve Freeland, Assistant Principal
 Tracey Raines, Assistant Principal

Heritage Elementary School (Grades 3 - 6)615-672-4595
 Angie Freye, Principal
 Patricia York, Assistant Principal

Jo Byrns Elementary School (Grades K -5)615-696-0533
 Sarah Jane Moore, Principal
 Amanda Willson, Assistant Principal

Jo Byrns High School (Grades 6 - 12)615-696-2251
 Jeff Haines, Principal
 Chesley Goostree, Assistant Principal
 James Kiggans, Assistant Principal

Krisle Elementary School (Grades K - 5).....615-384-2596
 Angel Williams, Principal
 Vacant, Assistant Principal

Robert Woodall Elementary School (Grades K - 2)615-672-7772
 Dena McRee, Principal
 Dinah Maupin, Assistant Principal

Robertson County Alternative Program (Grades 4 -12)615-382-2328
 Nancy Williams, Principal

Robertson County Virtual School (Grades 6-12).....615-382-3602
 Mary Jo Holmes, Principal

Springfield High School (Grades 9 -12).....615-384-3516
 Teresa Leavitt, Principal
 Margaret Thompson, Assistant Principal
 Patrick Carneal, Assistant Principal
 Larry Staggs, Assistant Principal

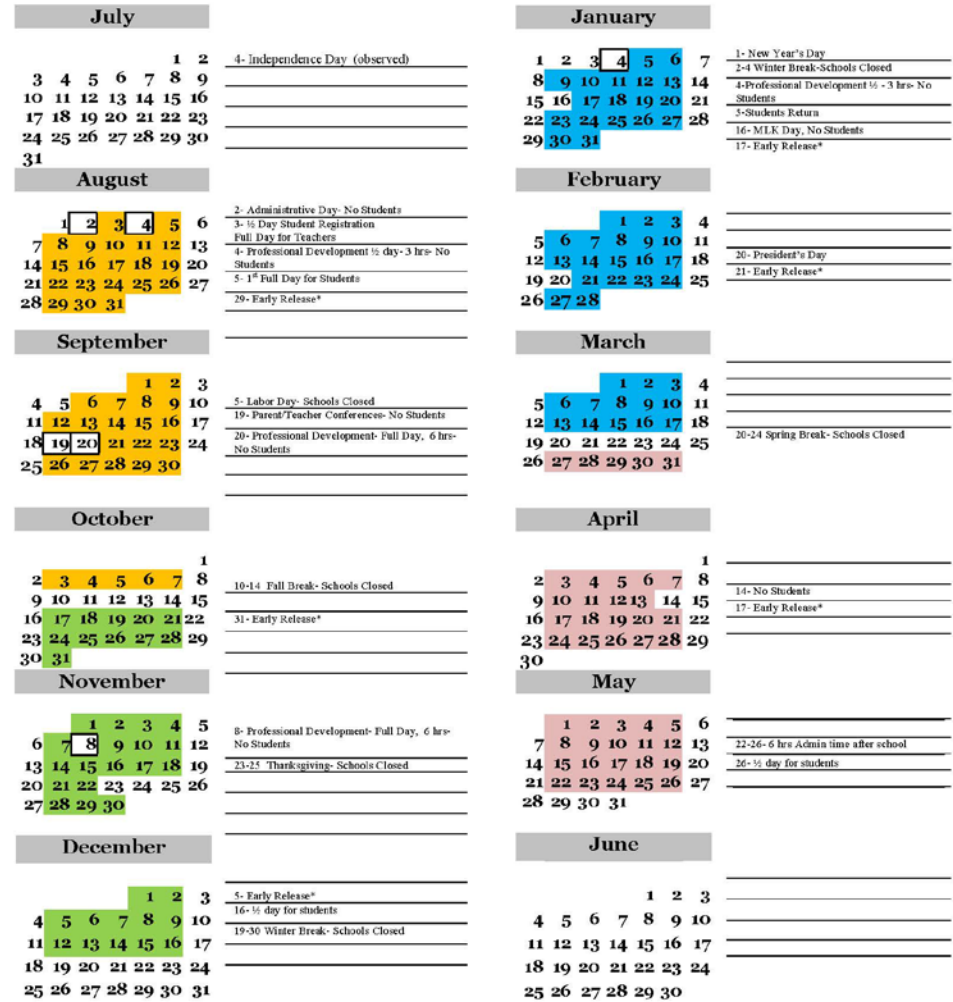
Springfield Middle School (Grades 6 - 8)615-384-4821
 Grant Bell, Principal
 Vacant, Assistant Principal
 Matthew Coffey, Assistant Principal

Watauga Elementary School (Grades K - 5)615-859-5252
 Kelley Armstrong, Principal
 Vacant, Assistant Principal

Westside Elementary School (Grades K-2)615-384-2495
 Michelle Darnell, Principal
 Michelle Barnett, Assistant Principal

White House Heritage High School (Grades 7 - 12)615-672-0311
 Kim Hass, Principal
 Vacant, Assistant Principal
 Stephen Owens, Assistant Principal

Robertson County Schools 2016-2017



Report Cards
 Dates To Be Determined

*Stockpile Days (3 early release days [2 hours each day] = 1 stockpile day)

CODE OF BEHAVIOR

The Robertson County Board of Education is required by State Law to make and adopt rules setting forth standards of conduct and behavior that must be met by all pupils. Each school, in accordance with Board policies, shall also develop a code of behavior and discipline that is appropriate for that school.

The following regulations apply to any student who is on school property, a school bus, in attendance at any school-sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

Rights and Responsibilities

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

Each student has the right to:

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

Each student has the responsibility to:

- ❖ Know and adhere to reasonable and established rules/regulations;
- ❖ Respect the human dignity and worth of every other individual;
- ❖ Refrain from libel, slanderous remarks and obscenity in verbal and written expression;
- ❖ Study and maintain the best possible academic achievement;
- ❖ Be punctual and present in the regular school program;
- ❖ Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
- ❖ Maintain and/or improve the school environment, preserve school and private property, and exercise care when using facilities.
- ❖ Refrain from behavior which would lead to harm or which disrupts the educational process;
- ❖ Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
- ❖ Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
- ❖ Possess on school grounds, only those materials that are acceptable under the

law, and to accept the consequences for articles stored or held in one's locker, bags, vehicles or person.

Procedural Due Process

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

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

In case of severe offenses where there is a possibility of suspension or legal action, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. The principal shall investigate the incident prior to administering discipline.

If the principal determines that the offense is of such nature that the student's suspension should exceed ten days, he/she shall refer the case to the Disciplinary Hearing Authority.

INTERROGATIONS AND SEARCHES

Interrogations by School Personnel

Students may be questioned by principals/staff/SRO about any matter pertaining to the operation of a school. Questioning must be conducted discretely and under circumstances that will avoid unnecessary embarrassment to the student being questioned.

If a student is suspected or accused of any offense committed at school or during any school activity or on school property at any time, the principal may interrogate the student without the presence of parent(s) and without giving the student constitutional warnings.

If a student is suspected or accused of a crime not involving the operation of a school or if interrogation of a particular student is police-instigated, a parent shall be notified and constitutional warnings shall be given to the student before the interrogation begins.

Interrogations by the Police Department

If the principal has requested assistance by the police department to investigate a crime involving the school, the police shall have permission to interrogate a student suspect in school, during school hours. The principal should first attempt to notify the parent of the intended interrogation, unless circumstances require otherwise. They

may proceed if the parent is not present. The principal shall be present during the interrogation. Prior to interrogation, the principal shall note that the police advised the student of the constitutional rights.

If the police deem circumstances are of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police shall first contact the principal regarding the planned questioning. The police shall not commence the interrogation without the principal's permission. Reasonable effort will be made to contact the parent/guardian if this occurs. The principal shall be present during the interrogation.

Searches by School Personnel

Any principal/designee having reasonable suspicion may search any student, place, package or container, or thing on school property. Such objects may be in the actual or constructive possession of the student while on school property or during any organized school activity, including while riding any school owned vehicle. Such searches may be conducted if the principal/designee receives information which would cause a reasonable suspicion that the search will lead to the discovery of:

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

All lockers or other storage areas provided for student use on school premises remain the property of the system and are provided for the use of students, are subject to inspection, access for maintenance and search.

A student may be subject to a physical search, or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received seems reasonable to the principal.

School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

Searches by the Police Department

If health or safety is involved, upon request of the principal (who is to be present), police may make general searches of students' lockers or desks, or students' or non-students' automobiles for drugs, weapons or other items of an illegal or prohibited nature.

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

search warrant shall thereafter be followed.

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

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding; or
2. Turned over to any law enforcement officer.

Any dangerous weapon or drug, as defined in TCA 49-6-4202, shall be turned over to appropriate law enforcement officials after completing an administrative proceeding at which its presence is reasonably required.

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

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

Student Complaints and Grievances

Student complaints and grievances shall first be made to the teacher, then to the principal/designee. If not resolved, the matter may then be appealed to the Director of Schools/Designee, then ultimately to the Board of Education.

ROBERTSON COUNTY SCHOOLS' BULLYING, HAZING AND HARASSMENT PROCEDURE

The Robertson County Schools' Bullying, Hazing and Harassment Procedure will be disseminated annually to all school staff, students, and parents via the Robertson County Handbook and website. This policy is in effect while students are on school property, at any school sponsored activity, on school provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. ("Cyber-bullying" is bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, websites, or fake profiles.)

"Bullying" is conduct that meets one or more of the following criteria:

1. Is an act directed at one or more students that is intended to harm or embarrass
2. Is repeated over time and
3. Involves an imbalance of physical, emotional or social power

"Bullying" can be conducted verbally and in writing (teasing, name calling, taunting, threatening to cause harm) socially/relationally (hurting someone's reputation or relationship), or physically (hurting someone or their possessions).

Other acts of violent behavior may include:

“Hazing” which involves any intentional or reckless act, on or off any property owned by Robertson County Schools, by one student acting alone or with others that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student’s mental or physical health or safety. (“Hazing” does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into of affiliations with any organization.)

Reporting and Investigations

The policy requires the principal and /or principal’s designee, at each school to be responsible for investigating and resolving complaints alleging violation of this policy. They are responsible for determining whether an alleged act constitutes a violation of this policy. They shall conduct a prompt, thorough, and complete investigation of each alleged incident. Once determined as the result of an investigation that the policy has been violated, within the parameters of the Federal Family Educational Rights, and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant and accused student(s) and to the Director of Schools. Documentation of all alleged violations of the bullying policy will be kept for historic reference.

All school employees are required to report alleged violations of this policy to the principal and/or principal’s designee. All other members of the school community including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously; however, such complaints may affect the school’s ability to issue formal disciplinary action.

Preventions and Intervention Response

Consequences and appropriate remedial actions (correct the problem behavior, prevent other occurrences of the behavior; and protect the victim of the act) for anyone who commits one or more acts of harassment, bullying, or other acts of violent behavior may range from positive incentives up to and including suspension or expulsion, as set forth in the Robertson County Board of Education’s approved code of conduct.

School administrators shall consider the nature and circumstances of the incident, the age and maturity of the student, the degree of harm, previous incidences or pattern of behavior, or any other factors, as appropriate to properly respond to each situation. Consequences for a student who commits an act of harassment, bullying or other act of violent behavior shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and performance, and must be consistent with the Board of Education’s approved code of student conduct.

Reprisal, Retaliation, and False Accusations

The Robertson County Board of Education prohibits reprisal or retaliation against any person who reports or assists in any investigation of an act alleged in this policy. It prohibits any person from falsely accusing another of having committed an act of harassment or bullying as means of reprisal or retaliation. The consequences of appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

District Contact, Bob Pruitt, Supervisor of Student Services

Phone: 615-384-5588

Email: bob.pruitt@rcstn.net

Website: <http://ww1.rcstn.net/> Click on student services

Sexual Harassment of Students

Sexual harassment activity toward any student by an employee or another student will not be tolerated. Sexual harassment is defined as conduct, advances, gestures or words of a sexual nature which:

1. Unreasonably interferes with the student’s work or educational opportunities; or
2. Creates an intimidating, hostile or offensive learning environment; or
3. Implies that submission to such conduct is made an explicit or implicit term of receiving grades; or
4. Implies that submission to or rejection of such conduct will be used as a basis of determining the student’s grades and/or participation in an activity.

Victims of sexual harassment shall report these conditions to the appropriate school official. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges.

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The principal/designee shall be responsible for investigating the complaint. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Director of Schools, and ultimately, to the Board.

Racial Harassment

Racial harassment activity toward any student by an employee or another student will not be tolerated. Racial harassment may include:

1. Oral/written statements having racially demeaning implications; or
2. Gestures, or conduct rooted in racial prejudice, or factors or considerations that signal contempt toward others of any race;
3. Evidence, suggestion or implication that racial factors may be

considered as a basis for academic or personnel decisions.

Any person who alleges racial harassment by a staff member or student may complain directly to a principal or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting racial harassment will not reflect upon the individual's status nor will it affect future employment, grades or assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when the conduct has occurred.

Student Conduct

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any employee shall have the authority to control the conduct of any student while under the supervision of the system. This authority shall extend to all school activities, including all games and public performances of athletic teams or other groups, trips and excursions. Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or at any school-sponsored activity, function or event, whether on or off campus. Neither shall he/she urge other students to engage in such conduct. These types of behaviors could be considered as bullying; "bullying happens whenever someone uses his/her power unfairly and repeatedly to hurt someone physically or mentally."

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent upon the severity of the offense and the offender's prior record, age and appropriate accommodation to meet individual differences. The protections of IDEA and Section 504 are required and will be followed for all identified eligible students.

Use of Tobacco

The use and possession of tobacco products, electronic cigarettes or tobacco paraphernalia by students is prohibited in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

State law requires law enforcement officials and/or school principals to issue a juvenile court citation for students under 18 who unlawfully possess tobacco products and/or electronic cigarettes. At the time of issuance of the citation, the officer or school official shall seize the tobacco product. In addition, the following actions

will be taken:

1st offense	Warning and a letter explaining the violation
2nd offense	1 day suspension
3rd and subsequent offense	3 day suspension

Alcohol and Drug Use

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

Students will not market or distribute any substance that is represented to be or is substantially similar in color, shape, size or markings to a controlled substance.

Upon information that a student is suspected of violating this policy, the principal/designee shall be notified immediately. If it is determined that the policy has been violated the principal/designee shall notify the parent and appropriate law enforcement officials. The student shall be suspended to the Disciplinary Hearing Authority and be subject to a one calendar year suspension.

Bus Conduct

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

The principal/designee of the student transported shall be informed by the bus driver of any serious discipline problem, and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal/designee determines that the behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules pertaining to transportation.

Any student who gets off the bus at any point between the pick-up point and the school must present the bus driver with a note of authorization from the parent and signed by the principal/designee of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written permission from the parent and approval of the principal/designee.

Bus Rules

Safe and dependable pupil transportation requires constant team effort from all those involved in the process. It is of great concern to all of us that each child is safe every day.

1. ON TIME

In order that drivers may meet their schedules, students must be at the proper location for boarding the bus on time. Running to the bus

presents added danger. Students should be at their stop prior to their scheduled bus pickup time.

2. **WAITING** All students must stay well clear of traffic lanes while waiting for the bus. Running, fighting, or shoving will not be allowed.
3. **COURTEOUS** Each student who rides a school bus is expected to demonstrate a courteous and cooperative manner to all personnel.
4. **GOOD ORDER** Students must maintain reasonable order so that the driver may be alert for any traffic hazards, signals, or emergency vehicles.
5. **REMAIN SEATED** All students are to be seated and remain seated for the total trip. The drivers are encouraged to assign seats to students to maintain order and safety.
6. **PROPER DESTINATION** Students must ride to their proper destination. To get off elsewhere, the student will give the driver a dated note signed by the parent and the principal/designee.
7. **NO EATING** Eating and drinking (soft drinks, coffee, orange juice, milk, etc.) are not allowed to be opened or consumed on the bus. The system may occasionally provide water for students during hot months.
8. **KEEP INSIDE** No student is to put his/her head, hands, or arms outside the bus window.
9. **DEPARTING BUS** If students must cross the road after getting off the bus, they shall walk across approximately twelve (12) feet in front of the bus, making sure traffic has stopped in both directions and then cross upon a signal from the driver. Students should never walk behind the bus.
10. **STAY CLEAR** Students must never play about the bus when getting on and off. Horseplay getting on and off the bus can be extremely dangerous. Students shall remain out of the Danger Zone at all times for safety.

11. **ELIGIBILITY**

A student shall become ineligible for pupil transportation when his/her behavior is such as to cause dissension on a school bus, or when he/she disobeys state or local rules and regulations pertaining to student transportation. School Transportation services are a privilege and may be revoked if safety violations occur.

12. **RESPONSIBILITY**

It is the personal responsibility of the student and his/her parent(s)/guardian(s) to maintain eligibility to ride the bus.

13. **PAY FOR DAMAGE**

Students who are known to inflict damages to the bus will pay the cost of repairs. This may be part of the principal's disciplinary action. Failure to pay for the cost of repairs may affect bus riding privileges.

14. **PRINCIPAL IN CHARGE** The principal of the school which the student attends is in charge of students' behavior on the bus just as in the classroom. Drivers will report to the principal students who need correction. The Transportation Supervisor may make recommendations to principal's regarding disciplinary action.

15. **PUNISHMENT**

The principal of the school will administer punishment for inappropriate behavior as required. This punishment may include suspension from school. When suspended from the bus, a student is suspended from all buses.

16. **RAILROAD CROSSING** Students must reduce the noise level and assist the driver in listening and looking in order for a safe crossing.

Weapons and Dangerous Instruments

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles, or off school grounds at a school-sponsored event.

Upon information that a student is suspected of violating this policy, the principal shall notify the student's parent and the appropriate law enforcement officials as required by law. Any weapon or instrument that is deemed to be hazardous, including laser pointers, shall be immediately confiscated.

Instruments, including tools and clips and unaltered nail files, used solely for the preparation of food, instruction and maintenance must be approved by the principal, and used under the direct supervision of the teacher.

The Board of Education identifies the following items to be a hazard to the safety of the school population and a detriment to a positive educational environment. The board prohibits the possession of these items. After inquiry and obtaining the facts of the accusations, the principal shall take appropriate action. [References are made to FL - Federal Law; SL - State Law; or BP - Robertson County School Board Policy.]

Items and Consequences

The disciplinary infractions listed below will result in suspension to the Disciplinary Hearing Authority (DHA) and subject to expulsion for one calendar year:

Firearms (as defined by the Gun-Free School Act) – FL

Possession of other Weapons - SL

Threatened Use / Use of any Weapon - BP

Toy Guns (Used in a Threatening Manner) – BP

The disciplinary infractions listed below will result in the following:

Knives (Possession - Less Than 4") – BP

Grades K-3

1st offense - in school suspension (ISS) and notification of parent

2nd offense - out of school suspension (OSS)

3rd offense - suspension to the DHA

Toy Guns (Possession)

Grades K-3

1st offense – confiscation and parent conference

2nd offense - in school suspension (ISS)

3rd offense - out of school suspension (OSS)

Knives (Possession - Less Than 4") – BP

Toy Guns (Possession)

Grades 4-12

1st offense - in school suspension (ISS) and notification of parent

2nd offense - out of school suspension (OSS)

3rd offense - suspension to the DHA

Ammunition, Fireworks and Explosives - Possession of - BP

Grades K-3

1st offense – confiscation and parent conference

2nd offense - in school suspension (ISS)

Grades 4-12

1st offense - in school suspension (ISS)

2nd offense - out of school suspension (OSS)

Maximum – out of school suspension (OSS)

Ammunition, Fireworks And Explosives – Use - BP

Grade K-3

1st offense - Confiscation and parent conference

2nd offense – in school suspension (ISS)

3rd offense - suspension to the DHA

Grades 4-12

Minimum - in school suspension (ISS) and notification of parent

Maximum - suspension to the DHA

Dress Code

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school, during the school day and any school events on school property. Any clothing that exposes underwear or body parts is prohibited. Specific guidelines appropriate for each level of school (elementary, middle, junior high and senior high) may be developed but include the following areas:

1. No head covers without permission of the principal
2. No bare midriff, revealing necklines, tube tops, tank tops, or see through tops
3. Appropriate length of shorts and skirts
4. Clothing that exposes underwear or body parts in an indecent manner is prohibited.
5. No sagging pants
6. No attire promoting alcohol, tobacco, or drugs
7. No dusters or trench coats
8. No clothing containing advertising for objectionable causes or offensive language
9. No facial piercings, earrings only
10. All gang symbols and clothing are prohibited
11. Shoes/sandals must be worn at all times (tied/fastened)
12. Outer clothing which resembles lounge wear, pajamas, or underwear is prohibited
13. No spikes, chains or other items that cause a safety concern

When a student is attired in a manner that violates the school dress code, or is likely to cause disruption or interference with the operation of the school, the teacher and/or principal shall take appropriate action.

Admission Requirements

Parents of newly enrolling students must present:

- ❖ Birth certificate or officially accepted evidence of date of birth at the time of registration

- ❖ Evidence of current medical examination
- ❖ Evidence of required immunizations on a Tennessee Certificate
- ❖ Proofs of residence

Students must reside with the custodial parent, court appointed legal guardian, or properly delegated adult as provided for in T. C. A. 34-6-301 - 34-6-310. Both the parent(s)/guardian(s) and the designated caregiver must reside in the State of Tennessee and the caregiver must reside in Robertson County. *BP*

Delegation of authority- "Parent" defined. –(a)

(1) A parent or parents of a minor child may delegate to any adult person residing in this state temporary care-giving authority regarding the minor child when hardship prevents the parent or parents from caring for the child. This authority may be delegated without the approval of a court by executing in writing a power of attorney for care of a minor child on a form provided by the department of children's services. Hardships may include but are not limited to:

- (A) The serious illness or incarceration of a parent or legal guardian;
- (B) The physical or mental condition of the parent or legal guardian or the child is such that care and supervision of the child cannot be provided; or
- (C) The loss or inhabitability of the child's home as the result of a natural disaster.

(2) A local education agency (LEA) is not required to enroll a student with a power of attorney stating a hardship other than one (1) of the three (3) specifically stated in subdivisions (a)(1)(A)-(C). The LEA may, however, enroll a student with a properly executed power of attorney for other hardships on a case by case basis. Additional documentation may be requested.

(b) The power of attorney for care of the minor child shall be signed and acknowledged before a notary public by the parent.

(c) For purposes of this part the term "parent" includes a legal guardian or legal custodian of the minor child. [Acts 2003, ch. 71§ 1; 2004, ch. 521, §1.]

Admission of Suspended or Expelled Students

The Board may deny admission of any student who has been suspended or expelled from another in-state school system, even though the student changes residence. Enrolled students may be dismissed if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.

Compulsory Attendance

Attendance is a key factor in student achievement and, therefore, students are expected to be present each day school is in session. The State requires all children between the ages of 6 and 17, inclusively, to attend school. A child entering kindergarten shall be no less than 5 on or before August 15. No child shall be eligible to enter first grade without having attended an approved kindergarten program. A child entering a special education program shall be no less than three years of age.

Absences from School and Attendance

Absences shall be classified as either excused or unexcused by the Principal/Designee.

Excused absences may include, but not be limited to:

- (1) illness of student; after three (3) consecutive days, or repeated absences, a note from a physician may be required;
- (2) illness of a family member which requires the student's help at home;
- (3) death of a family member;
- (4) medical appointments which cannot be scheduled outside school;
- (5) religious holidays;
- (6) circumstances, in the judgment of the principal/designee created by emergencies over which the student has no control.

The following may be excused on a limited basis when requested in advance:

- (1) seasonal work in a family business;
- (2) driver's test, college visit, etc.;
- (3) applying for a job;
- (4) court appearances;
- (5) family vacations
- (6) circumstances which in the judgement of the principal create a necessity for the absence and have been preapproved.

Schools may require an official verification of any appointment prior to excusing the absence. Schools may limit the number of excused absences for appointments.

Unexcused absences shall include, but not be limited to:

- (1) car trouble;
- (2) personal business (e.g. cleaning house, shopping, babysitting, errands, hair appointment, work in the private sector.)

In order to receive any attendance credit, including credit toward perfect attendance, a student must be present for the majority of the school day in accordance with State Attendance Accounting policies.

Reasons for absences or tardiness and requests for early dismissals before the close of school must be presented in writing, or made in person by the parent/guardian. Students participating in school-sponsored activities whether on or off campus shall not be counted absent.

All missed class work or tests may be made up. Reasonable effort must be made and ample opportunities must be provided by school personnel. Grades may reflect less than full credit. (Exceptions include pre-announced tests and term assignments that will be due upon return.) School work and tests missed for suspensions may be required to be made up.

Students may be denied the privilege of making up work missed as a result of an unexcused absence or suspension. Students missing five or more days (or same class) in a grading period will receive no grade and no credit in those courses until the school attendance committee has reviewed the circumstances of absences as they apply to the attendance policy. The committee shall make a recommendation to the principal. Such recommendation may include, but not be limited to denial of grade and credit. All schools will review students' attendance and refer students to Student Services Supervisor.

An accumulation of **8** unexcused tardies/early dismissals will equal **1** unexcused day, which will contribute to the number of unexcused days (10) necessary to file truancy with juvenile court.

Release During School Hours

The following procedures will be observed with regard to dismissal:

1. No student will leave school prior to regular dismissal hours except with the approval of the principal and parent. Elementary students will be permitted to leave school prior to regular dismissal only in the company of a parent, guardian, employee, police officer, court officer, or a person designated by the parent in writing
2. No student will be sent from school to perform an errand or act as a messenger.
3. When dental/medical appointments cannot be scheduled outside hours, a parent/guardian must send a signed, written request for dismissal or call for the student in person. Schools may require an official verification of the appointment prior to excusing the absence.
4. Students will be released only upon the request of the custodial parent/guardian or to those authorized by the parent/guardian.
5. Schools shall not permit a change in the physical custody of a child unless the person seeking custody presents a certified copy of a court order and gives reasonable advance notice.
6. High School students may be released for jobs, and training center outside their home school only when it is a part of an approved program.

Use of Technology

Robertson County Schools diligently strive to provide all students with access to technology in the schools. All students and employees shall sign an acceptable use policy if they wish to have access to, or use technology equipment in our school system. When using any Robertson County Schools Technology Resources including computers and the Internet, students shall not:

- Send, display, or download offensive messages or pictures.
- Duplicate software (disk or CD music or data)
- Use obscene language.

- Attempt to bypass system protection.
- Harass, insult or attack others. (Cyber-bullying)
- Use the network or systems for commercial use.
- Damage computers, computer systems, or computer networks
- Buying or selling on the Internet.
- Download music or software for non-educational purposes or personal use.
- Attempt to enter administrative network areas or other network areas not related to specific classroom.
- Violate copyright laws.
- Use other users' passwords.
- Trespass in other users' files, folders or work
- Intentionally waste limited resources
- Load software not specifically licensed to Robertson County Schools.
- Disregard internet safety practices

All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/Students have no expectation of privacy with regard to such.

I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Robertson County Schools Technology Resources, including the Internet.

- Loss of access to Internet and or use of computers or other technology resources.
- Additional disciplinary action to be determined at the individual school in line with existing practice regarding inappropriate language or behavior.
- Legal action, when applicable.

Safety instruction – Students will be given appropriate instruction in internet safety, security, appropriate online behavior and cyber bullying awareness as a part of instruction utilizing computer awareness.

Driver's License

Any student 15 or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver license denial or revocation. A student is academically deficient if he/she has not earned two (2) credits each semester (block schedule) or 3 credits (traditional schedule). A student shall be deemed deficient in attendance when he/she drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a semester.

Emergency Closing

The Board authorizes the Director of Schools to close schools in the event of hazardous weather or any other emergency that presents a threat to the safety of

students, staff members or school property. As soon as the decision to close schools is made, the Director of Schools will notify the local public media and request that an announcement be made. In addition, the SchoolMessenger system will be implemented. Parents are requested to maintain up to date telephone numbers for the SchoolMessenger system.

Storm Warning Dismissal

Students may not be released to parent(s)/guardian(s) while the immediate area of the school is under a warning. Parents who arrive during an active warning will be encouraged to remain in a safe place within the school. Students who drive will not be dismissed until the warning has been expired. Students may be held beyond regular dismissal time if there is an active weather warning at the time of dismissal. Students who are on buses at the time of a weather warning will seek shelter at the first available facility.

Medications

No school official/teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be present, only the trained principal/designee will administer the medication in compliance with the following regulations:

All Medications must be:

1. Stored in a locked box/cabinet in a secure area;
2. Brought to school by a responsible adult in a properly labeled pharmacy container (prescription), or unopened bottle (over the counter).
3. Accompanied by written permission from the parent/guardian.

Emergency Medication:

1. Epi-pens may be kept with the student. Students carrying epi-pens must have a physician's order stating they are capable of using the epi-pen without supervision. This physician's order must be accompanied by written permission from the parent/guardian.
2. Inhalers may be kept with the student if there is parent permission and a physician's order on file with the school nurse. The student must be responsible in carrying the inhaler.

Over-The-Counter Medicines:

1. Must be brought to school in a new, unopened container and labeled with the student's name and reason medication is needed.
2. Shall be administered according to the manufacturer's recommendation;
3. Aspirin/aspirin containing products, herbals and vitamins will not be administered without a physician's order.

Prescription

1. All prescription medications require a physician's order.
2. Prescription scheduled narcotic pain medications will not be given at school.
3. Medications prescribed 3 times per day should be given at home (before school, after school and at bedtime).

Honor Rolls and Awards

Honor Rolls may be published for students in grades 4-12. In order to qualify for the "A" honor roll, a student must receive an "A" in each subject attempted during the grading period. In order to qualify for the "A-B" honor roll, a student must receive at least a "B" in each subject attempted during the grading period. Parents may make a written request that their student's name not be included.

Class Ranking

Senior class ranking is calculated at the end of the 3rd nine weeks of high school.

Graduation

Beginning with the 2009 Freshman class (Seniors 2013) students will be required 26 credits, which include the 22 credit requirements of the Tennessee Diploma Project, in order to graduate. Beginning with the 2014-15 school year, students at Springfield High School will be required to earn 24 credits which include the 22 state-required credits, in order to graduate. Students must meet all graduation requirements in order to participate in any graduation ceremony. The school system will sponsor graduation exercises three times per year – winter, spring, and summer.

Honor Graduates

Any student who completes all requirements for a regular diploma with a minimum grade point average of 3.5 shall be designated a graduate with "Honors".

Graduate with Distinction

Students will be recognized as graduating with "Distinction" by attaining a 3.0 average AND completing at least one of the following: earn a nationally recognized industry certification; participate in at least one of the Governor's Schools; participate in one of the state's all State musical organizations; be selected as a National Merit Finalist or Semi-Finalist; attain a score of 31 or higher composite score on the ACT; attain a score of 3 or higher on at least two advanced placement exams; successfully complete the International Baccalaureate Diploma Programme; or earn 12 or more semester hours of transcript postsecondary credit.

Graduate with State Honors

Any student who scores at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT shall graduate with "State Honors". Students achieving such will be recognized at their individual commencement.

Tennessee Promise

The Tennessee Promise is only open to graduating high school seniors. It offers free tuition for five consecutive semesters of community college. There are several steps and requirements that must be completed by specified dates in order to remain eligible for the program:

- Students must complete the application at www.tnpromise.gov by the November, 2016 deadline. Check with your guidance counselor.
- Submit a FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov by February 15, 2017
- Attend two mandatory meetings as scheduled in the Spring, 2017
- Make application to a Tennessee community college or Tennessee College of Applied Technology (TCAT)
- Meet and maintain the grade point average requirement of the community college or technical college you are applying to.
- Complete eight hours of community service before enrolling in community college and maintain that level of service each term they are enrolled in the program.
- Start college in the first fall semester after you graduate from college. Once enrolled, you must take at least 12 hours of classes each semester you are enrolled.

For more information, contact your school counselor and visit www.tnpromise.gov.

Tennessee Scholars

The Tennessee Scholars curriculum gives students the greatest number of options to pursue academic excellence, to enter post-secondary education, the military, or the workforce. The benefits for graduating as a Tennessee Scholar are: full tuition to any Tennessee College of Applied Technology and scholarships to many two year and four Tennessee post-secondary schools. It guarantees increased job potential, recognition, and rewards. Scholars designation is recognized on job applications in more than twenty states.

Students must meet all Tennessee Diploma Project academic requirements and the following workforce development skill requirements:

- 80 hours of Volunteer Service to the Community (See website for non-approved Volunteer hours).
- Maintain a “C” Average minimum in all Tennessee Scholars courses.
- 95% Attendance Required. (Cannot miss more than 36 total days in 4 years of high school)
- No out-of-school suspensions

For more information, contact your school counselor or visit www.tennesseescholars.org.

Early Graduation

Students who will meet all graduation requirements at the end of the first semester of their senior year may apply for early graduation status. Application will be made on the appropriate forms and submitted per established guidelines.

Students approved for early graduation status will be awarded their diploma and be officially graduated at the end of the first semester. Upon graduation, these students are no longer eligible for participation in school-sponsored activities as a student. (Examples include but are not limited to, athletic programs, extracurricular activities, baccalaureate, prom and second term graduation.) The school system will sponsor graduation exercises at the end of the first semester.

Grading System

Conduct grades shall be based upon criteria developed within each school and shall be:

E - Excellent S - Satisfactory U – Unsatisfactory

In grades 1-12, the following scale is used:

93 – 100	A	70 – 74	D
85 – 92	B	0 – 69	F
75 – 84	C		

Visitors to the school

Except on occasions, such as school programs, athletic events, open house or public events, **ALL VISITORS MUST** report to the office when entering the school and will sign a logbook. Authorization to visit in the building will be determined by the principal/designee.

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

The principal/designee has the authority to exclude from the school premises any persons disrupting the educational programs, disturbing the teachers or students, or on the premises for the purpose of committing an illegal act. The principal/designee shall engage law enforcement officials when he/she believes the situation warrants such measures. Requests by students to bring visitors to school must be submitted and approved by the principal.

Student Vehicles

Students who ride bicycles or drive motor vehicles to school must leave them parked in designated areas until the end of the school day, unless permission is obtained from the principal/designee. Parking regulations for each school will be developed. Vehicles parked on school property by students or visitors are subject to be searched

for drugs, drug paraphernalia, dangerous weapons and/or other prohibited items.

Safety

Only students assigned to the school, parents of students and other persons with lawful and valid business on the school premises shall enter the grounds or buildings during the hours of student instruction.

The principal/designee shall secure assistance from law enforcement officials when deemed necessary to maintain order or security during the school day or during any activities of the school.

Care of School Property

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities or property. School property is defined as buildings, buses, books, equipment, materials or any other item under the jurisdiction of the Board.

Any student found to be responsible for the loss or damage of school property shall be held liable for replacement or fine. Failure to pay the fine imposed within a reasonable time may result in:

1. Refusal to issue any additional textbooks until restitution is made; or
2. Withholding of all grade cards, diplomas, certificates or transcripts until restitution is made.

School Nutrition Program

Childhood is an important time to establish lifelong healthy eating habits. Healthy school meals and nutrition education will be available to all children as an important part of education. In addition to meal service, other foods and beverages sold on the school campus will meet federal and state nutrition standards as directed by Robertson County Wellness Policies.

Applications for no cost or reduced-cost meals may be obtained from schools at any time during the school year and are available on-line on the county website. Students who participate in no-cost meals will not be distinguished in any way from students who pay regular prices.

School breakfast and lunch prices for the 2016 – 2017 school year are as follows:

	<u>Breakfast</u>	<u>Lunch</u>
Elementary School	\$-0-	\$2.25
Middle School	\$-0-	\$2.50
High School	\$-0-	\$2.75
Student – Reduced	\$-0-	\$0.40
Staff Member	\$2.25	\$3.50
Visitor Adult	\$2.50	\$4.00
Visitor Child	\$1.75	\$3.00

Schools who are members of the Community Eligibility Provision allow students in those schools to eat breakfast and lunch at no cost. Please consult your school for membership status.

Student Records -- Annual Notification or Rights/ Privacy Rights

The student’s parent/guardian or the eligible student has the right to:

1. Inspect and review the education record.
2. Seek correction of items in the records which are believed to be inaccurate, misleading or in violation of the student’s rights.
3. File a complaint with the appropriate officials when the System violates laws and regulations relative to records.
4. Obtain a copy of such records at a minimal expense.
5. Exercise control over other people’s access to the records, except when prior written consent is given, or under circumstances as provided by law, or where the System has designated certain information as “directory information”.

Directory Information

Statistical information not identified with a particular student may be released to any person, agency or the public. Directory information includes: name, address, telephone listing, date and 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, degrees and awards received and the most recent or previous educational agency or institution attended by the student.

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.

Parents/Guardians of students or eligible students, have 2 weeks after this notification to advise the system in writing of items they designate not to be used.

Student Assignment

Students are expected to attend the school to which they are assigned by virtue of their residence. Legal residence is defined as the place of regular lodging by the parent/guardian.

Students are enrolled in school on a temporary basis pending verification of enrollment documents.

If at any time students are found to be in violation of enrollment guidelines, parent/guardian, will be notified by the school administrator. Parent/guardian will withdraw the child and enroll in the appropriate school of zone at Mid-Term (4½ weeks)

Out of Zone

Parents may make application to enroll their children in another school in the school system provided they meet the guidelines listed in Board Policy. If requests are approved, the parent must arrange transportation to and from that respective school. Requests must be made annually in writing to the receiving building principal.

All transfers are provisional based on a periodic review of enrollment data and continued efforts to reduce segregation. No transfers will be granted (in county or out of county) where the cumulative effect will reduce desegregation in the sending or receiving school.

Student Cell phones

Students in grades 6 – 12 may possess a cell phone in school, on school property, at after school activities, and at school-related functions. During school hours and on the bus the phone must remain turned off and concealed. Violation of this policy may result in confiscation of the phone and other disciplinary actions.

Personally Owned Devices

Improper use of personally owned devices will be treated as a violation of the RCS Board Policy. Use of personally owned devices for unlawful purposes will subject the user/owner to any and all disciplinary measures provided by the school discipline policy, or state/federal law.

Students are allowed to use personally owned devices in the classroom for educational purposes only and must be under the direct supervision of their teacher.

Discipline Procedures

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

In all cases where disciplinary action is taken, appropriate investigation, due process procedures, must be followed. When appropriate, parents and law enforcement officials will be notified.

LEVEL ONE

The principal of each school, working with the teaching staff, shall be responsible for the development and implementation of a code of discipline to deal with minor misbehaviors on the part of the student that **impedes orderly classroom procedures or interferes with orderly operation of the school/bus.** These misbehaviors can usually be handled by individual staff members. These misbehaviors may include, but are not limited to, classroom disturbances, classroom tardies, cheating, lying, use of vulgar language, harassment, failure to do assignments, failure to carry out directions or disrespect to staff or teacher.

Appropriate disciplinary options at the school level may include: verbal reprimand, special assignments, restricted activities, assigned work, counseling, withdrawal of privileges, issuance of demerits, strict supervised study, detention, corporal punishment or in-school suspension.

LEVEL I bus behaviors that occur when the bus is not in motion and/or which occur infrequently shall be addressed by the driver. Bus behaviors may include, but are not limited to, pushing, cutting line, clowning, failure to sit in appropriate seat, fussing, talking loudly, lying, use of vulgar language, unnecessary movement in the seat and annoying others. Appropriate disciplinary options may include: verbal reprimand, short-term assignments to seat, demerits, phone call or note to parents or removal of privileges (talking with friends, seat selection, toys, music). Documentation of Level I bus incidents requiring disciplinary action should be kept by the driver for future reference.

LEVEL TWO

Include misbehaviors whose **frequency or seriousness tend to disrupt the learning climate of the school, or which cause a disruptive or unsafe climate on the bus.**

Level II behaviors should be referred to the principal/designee when other corrective efforts are unsuccessful. These misbehaviors may include, but are not limited to, a continuation of the unmodified Level I behaviors, school or class tardies, school or class truancy, using forged notes or excuses, disruptive behavior, harassment, disrespect to a teacher or staff.

Bus behaviors may include: persistent Level I behaviors, yelling from the windows, obscene gestures and disrespect.

Appropriate disciplinary actions may include, but are not limited to: schedule change, modified probation, behavior modification, social probation, peer counseling, referral to an outside agency, long-term seat assignment, suspension from bus in the morning(s) or afternoon(s), in-school suspension, detention, suspension from school-sponsored activities, suspension from riding the bus, corporal punishment or out-of-school suspension.

LEVEL THREE

Include misbehaviors which are **acts directly against persons or property, but whose consequences do not seriously endanger the health or safety of others in the school or on the bus.** These behaviors include, but are not limited to: a continuation of unmodified Level One or Level Two behaviors, fighting (simple), vandalism (minor), stealing, harassment, abusive language, disrespect to teacher or staff, threats to others, leaving school/campus without permission, possession of an electronic pager or beeper on school property without the permission of the school principal, and use or possession of tobacco products.

Level Three bus behaviors include, but are not limited to: unmodified Level One and Level Two behaviors, repeatedly moving around the bus while it is in motion, sticking hands or objects out of the window,

throwing objects from the bus, tripping others, physical or verbal aggression, simple fighting, causing emotional outbursts of others, jumping from the bus, opening the door without permission, tearing or cutting seats, drawing or writing on seats or walls, carving on seats or walls, destroying other student's property, obscene gestures, comments or recitations, cursing, name calling or harassment.

Appropriate disciplinary actions may include, but are not limited to: in-school suspension, detention, corporal punishment, restitution for loss, damaged or stolen property, out of school suspension not to exceed ten (10) days or suspension from the bus.

LEVEL FOUR

Include **acts which result in violence to another's person or property, or which pose a threat to the safety of others or are so serious they usually require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Disciplinary Hearing Authority.** These behaviors may include, but are not limited to: unmodified Level One, Two or Three behaviors, vandalism(excess of \$100), consensual sexual contact, bomb threat, theft/possession/sale of stolen property (excess of \$200), arson, harassment, fights (major, causing injury), assault and verbal assault.

Any occurrence of Level Four behaviors must be reported to the school administration. The minimum disciplinary action by the school's administration is suspension to the Disciplinary Hearing Authority.

LEVEL FIVE

The following acts require a referral to the Disciplinary Hearing Authority, with action of suspension for a period of not less than one calendar year, subject to modification by the Director of Schools, on a case-by-case basis.

These behaviors may include, but are not limited to: possession, use, transfer of dangerous weapons; assault, threatening to assault, or committing battery upon any teacher, employee, student or other person; possession, use, transfer of illegal or prohibited substances, including alcohol, marijuana, stimulant drugs, or drug paraphernalia; possession of a firearm.

DISCIPLINARY MEASURES

Detention--Students may be detained before or after the school day as a means of disciplinary action. The following guidelines shall be followed:

1. The student will be given at least one (1) day notice.
2. Parents will be informed before the detention takes place.
3. Students in detention will be under the supervision of certified staff members.

4. Detention will not be required for more than one and one-half hours after the official closing of the school day without parent permission, but may be administered several days in succession or on Saturday.
5. Teachers must have the approval of the principal before detaining a student.

In-School Suspension (ISS)

Any principal or assistant principal may suspend any pupil from attendance in a specific class, classes or school-sponsored activity without suspending such student from attendance at school. Good and sufficient reasons for such in-school suspension shall include, but are not limited to:

1. Adversely affects the safety and well-being of other pupils.
2. Disrupts a class or school-sponsored activity.
3. Is prejudicial to good order and discipline occurring in class, during school-sponsored activities, on the school bus, or on the school campus.

Students given ISS in excess of one (1) day from class shall attend either special classes attended only by students guilty of misconduct, or be placed in an isolated area specified for study. Personnel responsible for ISS will see that each student is supervised at all times, and has textbooks and class work assignments from his/her regular teachers. Students given ISS shall be required to complete academic assignments and shall receive credit for work completed. ISS personnel shall provide assistance as needed for students to successfully complete that assigned work.

Corporal Punishment

Any principal or assistant principal 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 the less-severe measures have failed.
2. Corporal punishment shall be administered in the presence of another professional employee.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present and the date and time of the punishment. Disciplinary records shall be filed in the school office and made available to parents or students, whichever is appropriate.

Parents may make a request to be exempt from corporal punishment. This request must be made annually, in writing, to the building principal. The principal will honor this request. Documentation will be placed in the student's cumulative record.

STUDENT SUSPENSIONS

Reasons for Suspensions -- Any Principal or Assistant Principal may suspend any student from attendance at school, including its sponsored activities, or from riding a

school bus for good and sufficient reasons including, but not limited to:

- ❖ Willful and persistent violation of the rules of school or truancy.
- ❖ Immoral or disreputable conduct, including vulgar or profane language.
- ❖ Violence or threatened violence against the person or any personnel attending or assigned to any school
- ❖ Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school.
- ❖ Inciting, advertising or counseling of others to engage in any of these acts.
- ❖ Possession of a pistol, gun or firearm on school property.
- ❖ Possession of a knife, as defined in TCA 39-6-1701 on school property.
- ❖ Assaulting a principal/teacher with vulgar obscene or threatening language.
- ❖ Unlawful use/possession of barbitol or schedule drugs (TCA 53-10-101).
- ❖ Engaging in behavior that disrupts a class or school-sponsored activity.
- ❖ Any other conduct prejudicial to good order or discipline in any school.
- ❖ Off-campus criminal behavior that results in the student being legally charged with a felony when the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

Procedures for In-School Suspension (ISS) and Out-of School Suspension (OSS)

Unless the student's continued presence in the school, class or activity presents immediate danger to the student or other persons or property, no Principal shall suspend any student until that student has been advised of the nature of the misconduct, questioned about the incident and allowed to give an explanation.

Upon suspension of any student (including ISS in excess of one (1) day), an immediate attempt shall be made to contact the parent to inform him/her of the suspension. The student shall not be sent home before the end of the school day unless contact has been made.

Upon suspension of any student, other than for ISS of one day or less, the principal shall, within 24 hours, notify the parent and the Director of Schools of (1) the length, (2) the cause and (3) the conditions for readmission which may include, at the request of either party, a meeting with the parent, student and principal.

If the suspension is to exceed five (5) days, but is no more than ten (10) days, the principal shall request a meeting with the parent and student within the first five (5) days following the issuance of the suspension and shall develop and implement a plan for correcting the behavior. At the time of this meeting, whether attended or not by the parent/guardian and the student, the Principal shall determine the length of the suspension (up to ten (10) days total) and the conditions for readmission.

If at the time of the suspension, the principal/designee determines that an offense has been committed, which in the judgment of the principal/designee would justify a suspension for more than ten (10) days, he/she shall immediately suspend the student to the Disciplinary Hearing Authority. After the hearing, the Disciplinary Hearing

Authority may:

1. Order the removal of the suspension.
2. Order the removal of the suspension upon terms and conditions it deems reasonable.
3. Assign the student to an Alternative Program.
4. Suspend a student for a specified period of time.
5. Recommend expulsion to the Board of Education.

The Disciplinary Hearing Authority (DHA) shall make a written record of the proceedings. The student, parent or Principal, may within five days of the decision, request an appeal of the decision of the DHA. After a review, the Board may affirm the decision of the DHA, modify the decision, or grant a hearing before the Board. After the hearing, the Board may affirm the decision, modify the decision, including imposing a more severe penalty than that of the DHA.

If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal/designee. Students under suspension from one school in the System cannot enter another school, nor attend school-sponsored activities/events in the System.

Zero-Tolerance Behavior

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in the following behaviors will be subject to a suspension for a period of not less than one calendar year. The Director of Schools shall have the authority to modify the suspension requirement on a case-by-case basis.

Zero-tolerance acts as defined by Law or Board of Education Policy:

Unauthorized possession of a firearm as defined in 18 USC 921.

- ❖ Possession/use/transfer of dangerous weapons.
- ❖ Possession/use/transfer of illegal substances, including alcohol, marijuana, stimulant drugs or drug paraphernalia.
- ❖ Assault, threatening to assault, or committing aggravated assault upon any teacher or system employee.
- ❖ Who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention.

Robertson County Online Learning Experience

The Robertson County Online Learning Experiences (ROLE) office exists to offer students personalized, online learning opportunities. ROLE is comprised of the

following programs:

- ❖ The Focus Program
- ❖ Credit Recovery
- ❖ Alternate Credit
- ❖ Robertson County Virtual School
- ❖ Homeschool (district contact)

Robertson County Virtual School

The Virtual School is an online learning opportunity for Robertson County students in grades 6-12 who are not experiencing success in a traditional school setting. Students should be on track for graduation and free of substantial credit deficiencies. Since a great deal of learning will be self-directed, students must be eager to learn and motivated to do so. To schedule an eligibility screening please contact Mary Jo Holmes at 615-382-3602.

Alternative School Program

The Board operates an Alternative School Program for students in grades 4 -12, who have been suspended or expelled from regular school programs. Attendance in the Alternative School Program shall be mandatory and students attending an alternative school shall provide their own transportation. Only the Disciplinary Hearing Authority will determine placement in the Alternative School Program.

PROGRAMS AND SERVICES

Robertson County Schools are proud to offer a variety of programs and services to meet a diversity of student needs. For more information about any of these programs, please call 384-5588.

- ❖ Academic Competitions
- ❖ Alternative School Program
- ❖ Athletic Programs
- ❖ Career and Technical Programs
- ❖ Child Nutrition Program
- ❖ Clubs and Organizations
- ❖ Correspondence Courses
- ❖ Counseling Services
- ❖ Cover Kids
- ❖ Dual and Joint Enrollment
- ❖ Family Resource Center
- ❖ Fine Arts Program
- ❖ Health Services
- ❖ Pre-Kindergarten Program
- ❖ RISE (Gifted Education)
- ❖ ROLE (RC Online Learning Experiences)
- ❖ Special Education Services

- ❖ Student Transportation
- ❖ Summer School
- ❖ Tennessee Scholars
- ❖ Title I Parenting Center
- ❖ Virtual School
- ❖ Well-Child

SCHOOL SYSTEM GENERAL INFORMATION

Up-to-date information about the Robertson County School System can be found by contacting the system's internet web address:

<http://ww1.rcstn.net/>

SCHOOLMESSENGER

SchoolMessenger is a telephone notification program that has been made available to Robertson County Schools by Community Bank and Trust and NorthCrest Medical Center. SchoolMessenger is a web-based program and it has the capacity to make more than 500,000 phone call attempts and deliver 200,000 messages an hour. If you have children in the school system you can be kept up-to-date on any school event from scheduling to emergencies. ***Please make sure your telephone number is current in the school's office.***

STUDENT HOMEWORK HELP

Robertson County is proud to be in partnership with the Homework Hotline program. Homework Hotline provides one-on-one free tutoring by phone to Middle Tennessee students and parents. With Homework Hotline, students tackle new concepts, complete challenging assignments and gain academic skills. Homework Hotline helps students achieve and thrive – one assignment at a time. Students who get the help they seek return to school better prepared and less discouraged.

Bilingual assistance is available in seven languages – English, Arabic, Kurdish, Somalian, Spanish, Swahili and Turkmani. This program is free and thanks to the program's sponsor, Sonic Drive In of Springfield, Robertson County Schools students may obtain homework help in any subject by calling the toll free number at 1-888-868-5777 or 615-298-6636 on Monday through Thursday from 5:00 pm - 8:00 pm or you can email questions to director@homeworkhotline.info.

PARENT / SCHOOL LIAISON, HOMELESS COORDINATOR

The Office for the Parent/School Liaison and Homeless Coordinator is located at Bransford Elementary School, 700 Bransford Drive, Springfield, Tennessee. The office number is 615-382-3609. Mrs. Lisa Cobb (lisa.cobb@rcstn.net) is the coordinator of this office. She can also be reached by cell at 615-289-6945. The Parent/School Liaison assists with academic, attendance and home needs of students/families. Resources for food, clothing, shelter, health or other types of relief are provided by the Parent Center.

McKinney – Vento Education Assistance Acts – Children who lack a fixed, regular and adequate nighttime residence have specific rights under the McKinney – Vento Education Assistance Acts. Please contact Lisa Cobb, McKinney-Vento Liaison, at lisa.cobb@rcstn.net, 615-382-3609 or 615-289-6945, for additional information.

FAMILY RESOURCE CENTER

The mission of the Family Resource Center is to help individuals identify and overcome barriers that impede the fulfillment of the goals, to promote the development of strong families, to assist in the preservation of family units and to break the cycles of at-risk behaviors.

The Family Resource Center is a non-threatening referral agency that matches the problems individuals are experiencing with a community-based agency or a direct service offered by the Family Resource Center. Referrals to the Family Resource Center can be made by any individual, and the referral process is free. The Family Resource Center provides access to programs and workshops such as parenting support and stress management classes. These programs and workshops serve students, parents and the community. The Family Resource Center is located at 700 Bransford Drive, Springfield Tennessee. Danielle Frazier is the Director and can be reached at 615-382-3104 or danielle.frazier@rcstn.net.

SCHOOL NURSING SERVICES

The major objective of School Nursing Services is to protect and promote the health of students. Verification of physicals/immunizations, assessment of sick and injured students, performance of procedures, and assisting with medications are just a small portion of the services School Nurses provide on a daily basis. School Nursing services are conducted based on Tennessee State Laws, Guidelines for Health Care Professionals in the School Setting, and Board/Departmental Policies. Healthy children learn better! School Nurses are doing their part and thank you for doing yours!

Robertson County Schools' Suicide Protocol is available from the School Nursing Office upon request.

This department is located at 800 M.S. Coats Blvd, Springfield, TN. You may reach Dana Holt, RN, BSN Coordinator, at 615-382-3606 or by email at dana.holt@rcstn.net.

COORDINATED SCHOOL HEALTH

Coordinated School Health is an effective system designed to connect health (physical, emotional, and social) with education. This model consists of eight inter-related components. This approach constitutes a systems change by improving students' health and their capacity to learn through personal responsibility, and the

support of families, communities and school.

Screenings

Robertson County students may have the opportunity for various health screenings, including vision, hearing, dental, body mass index, scoliosis, and blood pressure. Students in Kindergarten, 2nd, 4th, 6th, 8th, and 10th grades will be offered a hearing, vision, blood pressure, and height/weight (Body Mass Index) screening. A color vision screening will be offered to those students in 2nd grade. In addition, those students in 6th grade will be offered a screening for scoliosis. A permission form will be sent home with all students prior to screenings. Parents will only be notified of their student's screening results if they are found to be outside of normal limits.

Please contact Coordinated School Health Coordinator, Dawn Callas, at dawn.callas@rcstn.net or 615-384-0512 with further questions.

Student Wellness Policy

The Board recognizes the link between student wellness and academic achievement. In order to promote overall wellness for our students, a Student Wellness Policy (policy number 6.402) has been created. This policy can be found on the county website under Board Policies. This policy states that an advisory council shall be established to serve as a resource to school sites for implementing policies. The School Health Advisory Council consists of individuals representing the school and community, including parents, students, teachers, school administrators, school board members, health professionals, school food service representatives, and members of the public. Notice of all Advisory Council meetings will be posted on the county website and all stake holders are invited to attend meetings. Please contact Coordinated School Health Coordinator, Dawn Callas, at dawn.callas@rcstn.net or 615-384-0512 with questions.

Notification of Family Life Education

Your student has the opportunity to participate in valuable age appropriate programs presented at their school that will be offered during the 2016-2017 school year that address abstinence based family life education (teen pregnancy and STD/HIV prevention). This student handbook serves only as NOTIFICATION of the potential programs. A parent permission form will be sent home prior to all program opportunities. All program content follows the guidelines and requirements set forth in the Family Life Domain of the TN Health Education Standards as required by the TN State Board of Education. According to state law, SB3310, Family Life Education is required. You have the right to review any and all program materials prior to the implementation. Please contact the individual agencies and request to review their curriculum. Contact information for each agency will be on the provided parent permission form.

Please contact Coordinated School Health Coordinator, Dawn Callas, at dawn.callas@rcstn.net or 615-384-0512, with any further questions.

PHOTO / VIDEO

On occasion, students may be videotaped or photographed while participating in instructional programs or school activities. Over the course of the year, children's names and/or photos may be used or published in District publications or in local newspapers or other media or letters relating to school activities. If parents elect for students to be excluded, they must provide written documentation to the building Principal. Due to confidentiality, video recordings remain the property of the school system and are not to be shared / copied for the public.

Parents may photograph or video their own student, but photos or videos of other students or school personnel are prohibited without prior written notice from parents or guardians.

SURVEYS

On occasion, students in Robertson County Schools may be asked to participate in various surveys. The Principal will notify parents of the time and place where they may review these surveys. A permission form will be sent home with all students prior to completion of surveys.

ELEMENTARY & SECONDARY EDUCATION ACT

The Elementary and Secondary Education Act provides information to parents regarding students, parents and schools.

- ❖ Parents have the right to request information about the professional qualifications of teachers and paraprofessionals who instruct their child.
- ❖ Parents have the right to be notified if a district employs a teacher for over four weeks who does not meet the highly qualified requirements.
- ❖ The local school system is implementing a plan to ensure that all Robertson County teachers and paraprofessionals meet the requirements defining "highly qualified."
- ❖ Parents have the right to request that their child's name, address and telephone number not be released to a military recruiter without prior written consent.
- ❖ Parents may access complete information on the ESSA Act on the internet at www.ed.gov/esea

For additional information please contact the Robertson County Board of Education at 615-384-5588

Robertson County Schools Family Engagement Plan – Robertson County Schools developed the following standards of family engagement to help accomplish our mission to ensure each student is prepared to succeed in life.

- ❖ The school district will establish opportunities for families to actively engage in the district's mission and strategic goals.
- ❖ The school will establish opportunities for families to actively support its

mission and goals.

- ❖ The teacher will establish opportunities for families to actively engage in supporting their children's education.
- ❖ The family will support the learning of its members and the efforts of the school system to provide a quality education to all students.
- ❖ Handbooks, newsletters, report cards and other communications are easy to understand and translated to the degree practicable.

The complete Family Engagement Plan may be accessed at http://ww1.rcstn.net/departments/federal_programs/family_engagement_plan/ or a paper copy may be obtained at your child's school. This plan is to be reviewed annually by parents and educators.

Unsafe School Choice Policy – Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a crime as defined under T.C.A. 40-38-111(g), or the attempt to commit one of these offenses as defined under T.C.A. 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting the Office of Student Services at 615-384-5588.

Before/After School Care-

For more information, please contact the before/after site.

Coopertown Elementary Eagle's Town	615-382-0920
Crestview Elementary Explorers	615-384-3105
East Robertson Elementary	615-654-1362
Greenbrier Elementary Bobcat Buddies	615-643-1724
Heritage Elementary Patriot Friends	615-672-4682
Robert F. Woodall Patriot Pals	615-672-8726
Watauga Elementary Ridgetoppers	615-859-0026

PARENT RESOURCES

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training and help in advocating for persons with disabilities in Tennessee. This information is provided as a service to individuals seeking additional avenues for help and information. Neither the Department of Education, nor the Robertson County Board of Education, intends this as an endorsement or recommendation for any individual, organization or service represented on these pages.

The ARC of Tennessee

44 Vantage Way, Suite 550, Nashville, TN 37228

Web site: www.thearctn.org

