

Dickson County Schools



STUDENT-PARENT HANDBOOK AND CODE OF BEHAVIOR AND DISCIPLINE

“MAKE IT COUNT”

2014-2015 School Year

Welcome to Dickson County Schools

Dear Parents & Students:

We welcome you to the start of another school year. We thank you for trusting the employees of Dickson County Schools with the education of your student. We are proud of the work our staff and students accomplish each year.

This handbook will summarize the policies and guidelines students and families must follow. Please read through this book with your child and help him or her understand the importance of following school rules and district policies. At the end of this book, we have included a signature page for you to sign indicating that you have read through, and understand the information and give your permissions as required. Once you have completed reading the book, sign the form on the last page, tear it out, and return it to your child's school.

If you have questions or concerns related to school rules or district policies, you should contact your school's principal. The complete text of all policies is available on our website at www.dicksoncountyschools.org or you may view a hard copy at your local school's library. We look forward to a safe and academically successful school year. We are confident that our schools provide excellent opportunities for all students to be successful. Blessings to you in all you undertake!

Sincerely,

Danny L. Weeks

Dr. Danny L. Weeks,
Director of Schools

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INTRODUCTION

The Dickson County Board of Education is committed to maintaining a safe and secure learning environment where teachers are able to teach and students are able to learn. We desire to provide for the citizens of Dickson County a school system which will promote acceptable behavior and produce responsible citizenship. Responsible behavior is expected of all students, teachers, parents, and visitors. Working cooperatively we will meet our goals and objectives demanded of us all.

The Student and Parent Handbook is designed to express these expectations and responsibilities for students. This book is divided into three sections: (1) Student Code of Conduct, Consequences, and Due Process section; (2) Policies related to Administration of Schools section, and (3) Notices to student, parents, and the community section. The entire Dickson County Board of Education Policy Manual can be found on the school website by visiting www.dicksoncountyschools.com. We welcome your questions and comments at any time.

ANNUAL NOTIFICATION

The Dickson County Board of Education requires school officials to annually disseminate these policies. All students and staff will be notified of such policies, including the explanation of expected behavior and possible consequences for infractions of misbehavior. This handbook is only a sampling of some policies. For a complete list of policies, visit the system website, or contact your school. We reserve the right to revise or change this document and the policies herein.

STUDENT RESPONSIBILITIES

The Dickson County Board of Education recognizes that in order for students to meet expectations, certain responsibilities should be communicated. Student responsibilities include:

- to know and adhere to reasonable rules and regulations established by the board of education, school administrators and teachers;
- to respect the human dignity and worth of every other individual;
- to refrain from libel, slanderous remarks and obscenity in verbal and written expression;
- to be punctual and present in the regular school program;
- to dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
- to help maintain and improve the school environment, preserve school and private property and exercise care while using school facilities;
- to refrain from disobedience or misconduct or behavior which would lead to any physical or emotional harm or that disrupts the educational process;

- to respect the reasonable exercise of authority by school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school sponsored activities;
- to obey the law and rules so as not to be subjected to ill effects or endanger others by the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
- to carry only those materials which are acceptable under the law and accept the consequences for the articles stored in one's locker, vehicle, or personal belongings.

We believe that students who will accept these responsibilities will be on track for success and maintaining top achievement.

STUDENT CODE OF CONDUCT, SUMMARY OF CONSEQUENCES, AND DISCIPLINARY DUE PROCESS

ZERO-TOLERANCE VIOLATIONS 6.309

The safety of students and staff is a priority of the Dickson County School System. Students who commit a zero tolerance offense shall be suspended for a period of not less than one calendar year, except that the Director of Schools may modify the suspension on a case by case basis. Students who commit such offenses may be assigned to our alternative school, New Directions Academy.

Zero tolerance offenses include:

1. Unauthorized possession on school property of a firearm, or anything designed, made or adapted for the purpose of inflicting death or serious bodily injury (TCA 39-11-106(5)(A));
2. Battery upon a teacher, principal, administrator, any other employee of a local education agency or school resource officer; and/or
3. Unlawful possession, use, influence of, sale, distribution, or delivery of any drug including any controlled substance, or alcoholic beverage as defined in TCA 39-17-403 through 39-17-415, or legend drug as defined by TCA 53-10-101.

CODE OF DISCIPLINE AND BEHAVIOR 6.300

The Director of Schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code.

The principal of each school shall be responsible for implementation and administration in the school and shall apply the Code uniformly and fairly to each student at the school with our partiality and discrimination.

Each school shall develop a code of behavior and discipline which is appropriate for the ages of the students in the school. The development of these rules are subject to the Director of Schools approval and will be consistent with all Board Policies.

DRUG FREE SCHOOLS 6.3070

Students will not possess, distribute, or be under the influence of illegal drugs or alcoholic beverages 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.

Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance in school buildings or on school grounds, in school vehicle or buses, or any school sponsored activity at any time whether on or off school grounds. Students will also not possess or be under the influence of such substances while on school grounds unless it is one's prescribed medication being used for appropriate purposes and appropriate school personnel have been informed and have approved the medication. All students have a duty to inform school personnel in the event that they observe a violation of any part of this policy.

Students in violation of this policy are subject to a Student Disciplinary Hearing to consider alternative placement.

TOBACCO FREE SCHOOLS 1.803

Students enrolled in the Dickson County school system shall not possess, smoke, use or consume tobacco products, or use or consume electronic cigarettes at any time either while on school premises, school vehicles, or while participating in any school sponsored activity regardless of location.

BUS CONDUCT 6.3080

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or other persons with lawful and valid business on the bus. The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on the school bus. All reasonable directions given by the driver shall be followed. If the safety of other students is jeopardized the driver will return the student to the assigned school and delivered to the building principal or designee. The principal of the student will also be informed by the bus driver of any serious discipline problem. The Principal or designee will assign appropriate consequences to ensure future expectations of behavior are met. A student may be denied the privilege of riding the bus if the principal determines that his behavior is such as to cause disruption on the bus, or if he disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

WEAPONS AND DANGEROUS INSTRUMENTS 6.3090

It is an offense for any person to possess or carry, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, while on school property or on a school related trip. Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, razors or compasses with the intent to do harm or in a manner which renders the item dangerous.

DRESS CODE 6.310

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. Schools are authorized to develop more specific guidelines which are appropriate for each level of school (elementary, middle and high).

CARE OF SCHOOL PROPERTY 6.311

Students who destroy, damage, or lose school property shall be responsible for the cost of replacing or repairing such materials or equipment. School property is defined as buildings, buses, books, equipment, records, instructional materials, or any other item under the jurisdiction of the Dickson County Schools.

STUDENT DISCRIMINATION/HARRASMENT /BULLYING/INTIMIDATION 6.304

The Dickson County Board of Education expects all persons to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of others. Appropriate behavior includes treating others with civility and respect, and rebutting to tolerate harassment or bullying.

Discrimination/Harassment (Sexual, Racial, Ethnic, Religious)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment. The Dickson County Board of Education prohibits any behavior aimed at defining a student in a sexual manner or conduct impugning the character of a student based on allegations of sexual promiscuity.

Discrimination/Harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or

2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Harassment or Bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e., internet, cell phone, personal digital assistant (PDA), or wireless hand held device) that may be reasonably perceived as being motivated either by any actual or perceived characteristic including, but not limited to, race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Some instances of harassment or bullying may have no basis on any characteristic.

Nothing in this policy shall prevent the school system from responding to an incident due to lack of an identifiable motivation. Such behavior is considered harassment or bullying whether it takes place on school property, at any school-sponsored function, or in a school vehicle. Behaviors off school property, including designated bus stops may be subject to this policy to the extent that such behavior disrupts the learning environment of the school. These acts may also take place through electronic means. The Dickson County Board of Education has deemed "intimidation" as a possible form or expression of harassment or bullying.

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

- is an act directed at one or more students that is intended to harm or embarrass;
- is repeated over time;
- a one-time event where a "hostile" learning environment is created;
- involves an imbalance of physical, emotional, or social power; or
- adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress.

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

- is an act directed at one or more students that is received as harmful or embarrassing;
- substantially interferes with educational opportunities, benefits, or programs of one or more students;
- substantially affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress;
- is repeated over time - is severe, persistent, and pervasive; or

- causes mental duress, or psychological trauma to the victim.

This policy does not deny the right of any individual to pursue other avenues of recourse which may include filing a complaint with the Office of Civil Rights within the Tennessee Department of Education or the United States Department of Education, or initiating a civil action in state or federal court.

Cyberbullying is defined as the use of information and communication technologies, – such as e-mail, cell phone text or picture messages, instant messaging, and defamatory personal Web sites, social networking sites, and online personal polling sites - to support deliberate, hostile behavior intended to frighten or harm others.

Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, The Dickson County Board of Education prohibits acts of hazing by any student, employee, volunteer, or organization operating under the sanction of this district. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

Sexual harassment is defined as conduct, advances, gestures, or words of a sexual nature which:

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

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor or building administrator.

District Prevention and Intervention Response:

Consequences and appropriate remedial actions for a student who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

School administrators shall consider the nature and circumstances of the incident, age and maturity, degree of harm, previous incidences or patterns of behavior, and other factors as appropriate to properly respond to each situation. Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to

the nature of the behavior, the development age of the student, and the student's history of problem behaviors and performance.

Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

Bystanders:

Since bystander support of harassment or bullying can promote these behaviors, the district encourages all witnesses to respond appropriately (intervening when safe and reporting the incident) when bullying is observed.

Reporting and Investigating:

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.

The Dickson County Board of Education requires the principal/designee to be responsible for receiving complaints alleging violations of this policy. The principal is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, a prompt, thorough, and complete investigation of each alleged incident shall be conducted.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

Reprisals, Retaliation or False Reports:

The Dickson County Board of Education prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and 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.

The Dickson County Board of Education prohibits any person from falsely accusing another of having committed an act of harassment or bullying as means of reprisal or retaliation or of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of reprisal or retaliation or harassment or bullying may range from positive behavioral interventions up to and including suspension.

Additional Resources

For additional Resources about bullying and harassment please visit our website www.DCBE.org

DISCIPLINE PROCEDURES 6.313

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

Level I Minor impediment of classroom procedures

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing):

Classroom disturbances, classroom tardiness, cheating and lying, profane and abusive language, dress code violations and non-defiant failure to do assignments or carry out directions.

Disciplinary Options (not an exclusive listing):

Verbal reprimand, special assignment, restricting activities, assigning work details, counseling, withdrawal of or withholding of privileges, or the issuance of demerits.

Level II Disruptions of learning climate of the school

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing):

Continuation of unmodified Level I behaviors, school or class tardiness, illegal use of tobacco or tobacco products, refusal to correct dress code violations, using forged notes or excuses, or disruptive classroom behavior.

Disciplinary Options (not an exclusive listing):

Up to five (5) hours after school detention or Saturday School, parent/guardian contact, guidance referral, behavior modification, peer counseling, In-school suspension, suspension from school-sponsored activities, corporal punishment, or out-of-school suspension not to exceed ten (10) days.

Level III Acts against others or property which do not endanger or create safety concerns

Acts directly against person or property but whose consequences may seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing):

Continuation of unmodified Level I and II behaviors, fighting, minor vandalism, minor theft, threats to others, inciting a riot/disturbance, encouraging others to

disrupt school, gambling, failure to report to after-school detention or Saturday School, defiance, disrespect and insubordination, or harassment (sexual, racial, ethnic, religious)

Disciplinary Requirements (not an exclusive listing):

Conference with parent or guardian, referral from guidance counselor, and a written behavior plan

Disciplinary Options:

Minimum of Saturday School or after school detention, Out-of-school Suspension (OSS), In-school suspension, corporal punishment, restitution from loss of damage or stolen property, referral to the DHA.

Level IV Threats of safety to or property of others or disruption of learning environment

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require immediate administrative actions which result in the immediate removal of the student from the school, and/or the intervention of law enforcement authorities and/or action by the Board of Education.

Examples (not an exclusive listing):

Unmodified Level I, II and III behaviors, death threat (hit list), extortion, bomb threat, assault and/or battery on a student, major vandalism, major theft/possession/sale of stolen property, arson, use /transfer of or under the influence of unauthorized substances (to include alcohol, inhalants, drugs), indecent exposure, consensual sexual contact.

Disciplinary Options:

Suspension to the Student Disciplinary Hearing Authority not to exceed ten (10) days Out-of-School Suspension with required parent/guardian involvement.

Level V Zero Tolerance Violations

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The Director shall have the authority to modify this suspension requirement on a case-by-case basis. For purposes of this section, suspension means removal from the student's regular school or removed from school attendance altogether, as determined by the DHA. Nothing in this section shall be construed to prohibit the assignment of such students to an alternative school. These acts are as follows:

1. Students who bring or unlawfully possess a dangerous weapon onto a school bus, onto school property, or to any school event or activity.

2. Students who while on a school bus, on school property, or while attending any school event or activity commits battery on a teacher or other employee of the school.
3. Students who is in possession of, under the influence of or transfers to others drugs or alcohol as described in the Zero Tolerance section of this handbook.

Disciplinary Options:

Suspension to the Student Disciplinary Hearing Authority not to exceed ten (10) days Out-of-School Suspension with required parent/guardian involvement.

CORPORAL PUNISHMENT 6.314

Any principal or assistant principal may use corporal punishment in a reasonable manner against any pupil for good cause in order to maintain discipline and order within the public schools. Parents who object to the use of corporal punishment have the responsibility to notify the school of this in writing. When the principal or assistant principal deems that corporal punishment would be necessary, those parents who have notified the school of their objection to corporal punishment will be required to come to school immediately, for a parent conference.

INTERROGATIONS AND SEARCHES 6.303

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely or evasively may be subject to disciplinary action, including suspension.

If a student is suspected or accused of any offense committed in a school during school hours 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 a suspect or is 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 interrogation begins.

INTERROGATION BY POLICE

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate any student suspect in school during school hours. The principal shall first attempt to notify the parent(s) of the student of the intended interrogation, but the interrogation may proceed if the parents are unavailable or unwilling to attend. The principal or his/her designee shall be present during the interrogation.

If the parent cannot be notified, and the interrogation takes place on school property, the principal/designee shall sit in on the interrogation but not participate.

If criminal prosecution is contemplated by the police or the school principal, interrogation shall not commence unless a parent or guardian of the student is present. Before interrogation, the police officer shall advise the student of the nature of the crime for which he is a suspect, that he has the right to remain silent, that anything he says may be used against him in criminal or juvenile court, and that he has the right to have an attorney present, or a court appointed attorney if the parents are indigent, and a student or a parent may stop the interrogation at any time.

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the building principal regarding the planned interrogation; inform the building principal of the probable cause to investigate within the school. The police shall not commence interrogation until the approval of the principal is obtained and a parent or guardian of the student is present. The principal or his designee shall be present during the interrogation. The use of police women or female staff members is desirable in the interrogation of female students.

SEARCHES BY SCHOOL PERSONNEL

Any principal, or his/her designee, having reasonable suspicion may search any student, container or packages, places or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitor if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

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

A student using a locker that is the property of the school system has no right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, or other student if such action is reasonable to the principal.

A principal /designee may search any vehicle parked or otherwise located on school property if there is reasonable suspicion to believe that the vehicle

contains a dangerous weapon or drug or contains evidence of a violation of school rules or regulations which endangers or has endangered the health or safety of any member of the student body. School officials may conduct hand-held or walk-through metal detection checks, or secure the use of a trained drug dog to search a student's person or personal effects.

SEARCHES BY POLICE

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or non-students' automobiles for drugs, weapons or items of an illegal or prohibited nature. The use of a trained drug dog may also be used to search lockers and vehicles randomly or with reasonable suspicion.

SUSPENSIONS OUT OF SCHOOL 6.315

Any principal / designee may suspend any student from attendance at school or any school-related activity on or off campus or from riding a school bus, without suspending such student from attendance at school, for good and sufficient reasons. To prevent lost instructional time, all middle and high school out-of-school suspensions 3 days or more in length and less than ten days in length will be served at New Directions Academy.

Additional Guidelines for Out of School Suspension:

1. Students shall be prohibited from attending or participating in any school activities on or off the school campus at any time during the school suspension or expulsion period.
2. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
3. A principal shall not impose successive short term suspension that cumulatively exceeds ten (10) days for the same offense.
4. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to pay any activity fee; school fine, or make restitution for lost or damaged school property.

SUSPENSIONS IN-SCHOOL 6.315

Any principal /designee may suspend any student from attendance at a specific class(es), riding a school bus, or school-sponsored activity on or off campus, without suspending such pupil from attendance at school for good and sufficient reasons.

DISCIPLINARY HEARING AUTHORITY 6.317

A Disciplinary Hearing Authority (DHA) has been established to conduct hearings for students who have been suspended. Each hearing shall be conducted by at least three (3) members of the Disciplinary Hearing Authority. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension. Notification of the decision shall include a statement of the right of parents to appeal the decision made by the Disciplinary Hearing Authority within five (5) days after receiving the decision to the Director of Schools. The appeal must be submitted in writing within five (5) calendar days of the decision rendered by the Disciplinary Hearing Authority.

The DHA may take the following disciplinary actions:

1. Order removal of the suspension unconditionally;
2. Order removal of the suspension upon such terms and conditions as it deems reasonable;
3. Assign the student to an alternative program;
4. Assign the student to a night school; or
5. Suspend the student for a specified period of time.

ALTERNATIVE SCHOOL PROGRAMS 6.319

The Dickson County Board of Education operates an alternative school for students in grades K-12. The alternative school allows students to continue normal classroom activities, to the extent possible, in a highly structured learning environment which focuses on assuming personal responsibility for behavior, self-discipline and attitude improvement, thereby empowering students to establish positive and mature life goals. The program operates on a level system which, with perfect behavior and progress, students can complete in a minimum of ten weeks. Students who complete the curriculum should return to the normal classroom and demonstrate improved citizenship.

POLICIES/PROCEDURES RELATED TO ADMINISTRATION OF SCHOOLS

PROMOTION AND RETENTION 4.704

Students will normally progress annually in sequential order from grade to grade. The professional staff will place students at the grade level best suited to them academically, socially and emotionally. Retentions may be made when, in the judgment of the teacher, a retention is in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. This requirement shall not apply to

students who are participating in a Board approved research-based intervention prior to the beginning of the next school year or to students who have IEPs pursuant to 20 U.S. C. § 1400 et seq.¹ The principal shall report, at least annually, on any intervention programs available to students in the third grade and recommend any new programs or the modification of any existing programs to better serve these students.

In order to enhance the opportunity for remediation, students with problems shall be identified as early as possible in the school year. Parents shall be notified when problems are identified and shall be informed periodically of remedial efforts and given progress reports. Before a student is retained, the parents shall be informed in writing and shall be requested to participate in a conference at least 6 weeks before the end of school.

FILM/AUDIO-TAPING/PHOTOGRAPHY ON BOARD PROPERTY 4.5075

The Dickson County Board of Education (DCBOE) recognizes that instances may arise when the media, businesses, and/or individuals may request access to students, schools, or locations for projects which require filming, audio-taping, or photographing students. To protect children, employees, and the district, persons wanting to film, audio-tape, videotape, or do photography work on any DCBOE property or inside any DCBOE building must have prior written approval from the DCBOE Central Office. Specifically this policy prohibits any type of secret filming, audio-taping, videotaping, or photography work. Under no circumstances will taping of conversations between DCBOE employees and parents and/or attorneys be recorded. Acceptable filming, audiotaping, or photographing scenarios include:

- Credentialed media covering athletic events, student performances, academic competitions or other school activities approved by the principal. Credentialed media may also film, videotape, audio-tape, or photograph children on school property or in school buildings in the course of news reporting activities, providing the parent/guardians have consented in writing to the filming of their student and the principal has given permission. A consent form must be completed prior to the filming and be on file at the Central Office.
- Family members filming, videotaping, audio-taping, or photographing their own child (at athletic events, student performances, and similar events) for personal use with the understanding any images of children, parents, or employees may not be sold or used for any commercial purposes. This includes posting images, either still or video, on MySpace, FaceBook, YouTube, and all similar social networking sites and sending student images via text messaging.
- Students engaged in school projects requiring filming, videotaping, audio-taping, or photography, with the provision that all collection of images must be preapproved by the classroom teacher and/or the school

principal. This is to be distinguished from students desiring to tape a class in order to review it at a later time for studying purposes. This type of taping is explained in a later paragraph. All images captured will be the property of the school board and may not be used for any external purposes without prior written consent of the DCBOE Central Office. This includes posting any images, either still or video, on MySpace, FaceBook, YouTube, and all similar social networking sites and sending student images via text messaging.

- Disciplinary Hearing Authority meetings
- Security and surveillance systems may be used to ensure the safety and control of students while at school, school bus or school related activities. Only approved school staff may review these recordings and only on a need to view basis.

ATTENDANCE 6.200

Attendance is a key factor in student achievement and, therefore, students are expected to be present each day school is in session. The State requires all children between the ages of 6 and 17, inclusively, to attend school. The parent/guardian or other person having charge and control of a child is held responsible for the child's regular school attendance.

EXCUSED ABSENCES

The following are typical examples of excused absences from school

1. The student's personal illness or hospitalization. A physician's statement or parent conference may be required. If the illness or the hospitalization is to exceed ten (10) consecutive days, the parent/guardian should apply for homebound instruction.
2. An illness or incapacitating condition of a family member which requires the temporary help of a student. A physician's statement may be required.
3. A death in the immediate family. Family includes parents, step-parents, guardian, grandparents, brother, sister, step-brother/sister, aunt and uncle. Appropriate documentation may be required.
4. Recognized religious holidays/events. Parents or guardians are requested to inform the school principal prior to a student being absent from school for religious holidays/events regularly observed by persons of their faith.
5. Required court appearance. Verification from appropriate authorities must be provided.
6. Other emergency extenuating circumstances beyond the control of the student which may be approved at the discretion of the principal.
7. Students shall be excused for up to five days when the parent or guardian returns from active military service.

Students shall be permitted to make up schoolwork missed during the excused absences.

COMMUNICABLE DISEASES 6.403

It shall be the duty of the school authorities to exclude any child from school who is infected with or suspected of having the following diseases: measles, rubella, mumps, chicken pox, pediculosis (head lice), scabies, and/or other illnesses designated by the local health officer as requiring exclusion.

It shall be the responsibility of the principal /designee to notify the parents in the event the child has pediculosis (head lice). A letter will be sent home by the child explaining the condition, requirements for readmission, and deadlines for satisfactory completion of treatment.

In order to return to school a student must be examined by a school health official and found to be head lice and nit free. A student will be expected to have met all board requirements for treatment and be back in school no later than one day following exclusion for head lice. All days in excess of the allowable period will be marked as un-excused and referred to the attendance director at the proper time.

MEDICINES 6.405

When a student needs to take prescribed medication at school the following guidelines apply:

Written instructions signed by the parent will be required and will include: Child's name, Name of medication, Name of physician, Time to be self-administered, Dosage and directions for self-administration, possible side effects, if known; and Termination date for self-administration of the medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e., students with asthma). On occasions when over the counter medicines must be administered then these medicines must be in the sealed, unopened, and original container. It is not anticipated these medicines will be administered on an ongoing basis without Doctor's orders. If the child is under 12 years of age and the label on the over the counter medicine states that the medicine is not to be given to persons under the age of 12, a physician's order must accompany the medicine.

STUDENT FEES 6.710

A School may request but not require fees "for activities and supplies required to participate in all courses offered for credit or grade in accordance with local board policies." All students must be given an opportunity to request a waiver of all or a portion of fees.

School fees include:

- Fees for activities that occur during regular school hours, including field trips
- Fees for activities required to participate in all courses offered for credit or grade,

- Fees for a copy of the student's record
- Refundable security deposits collected by a school for use of school property for course offered for credit or grade

School fees do not include fines, debts, refundable security deposits collected by a school for use of school property for participation in extracurricular activities, costs for extracurricular activities occurring outside the regular school day, non-resident tuition, fees for graduation ceremonies and voluntary summer school programs

NOTICES TO STUDENTS, PARENTS, AND THE COMMUNITY

NOTIFICATION OF FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. One of these is the right to inspect and review the student's education records within 45 days of the day the System receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. If there are any additional questions relative to student records, they should be directed to the Director of Student Services or the Director of Schools.

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Dickson County School System not to discriminate on the basis of sex, race, color, national origin, creed, age, marital status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Title VI prohibits discrimination on the basis of race. Title IX prohibits discrimination on the basis of sex. Inquiries about compliance may be directed to: Title VI Steve Sorrells or Title IX Ernestine Adams at 446-7571.

The Dickson County Board of Education acknowledges that it is desirable to resolve all allegations of discrimination through free and informal communications. A request for an informal conference must be made by the grievant within 10 calendar days after an alleged violation has occurred. A conference must be convened within five calendar days after receipt of the request. Complaints of disability discrimination may be made orally or in writing to the Director of Student Services, Steve Sorrells at 446-7571.

No Child Left Behind Annual Notice to Parents

Title I of NCLB requires local educational agencies to notify parents of children in Title I schools at the beginning of each school year, their right to request information regarding the professional qualifications of the students' classroom teachers and any para-professionals providing support to the child.

PARENTAL/FAMILY INVOLVEMENT PROGRAMS 4.602

The Board recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effectively participation in the educational programs offered by the district, the system shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students who are language minority (LM) or who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services. No student will be admitted to or excluded from the program based solely on such status.

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition.

HOMELESS STUDENTS 6.5030

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

The choice regarding placement shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere. The school selected shall enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of the student to submit contact information. Questions should be directed to Vivian McCord.

MIGRANT STUDENTS 6.504

The Board directs the administration to identify migratory students as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible.

HEALTH SCREENINGS 6.4102

Dickson County Schools offers health screenings to all students in the appropriate grade levels. Trained school personnel, student nurses and parent volunteers will complete all screenings with strict adherence to confidentiality of each child and adolescent screened.

The following areas will be screened: blood pressure, hearing, lice, vision, dental, height/weight, and scoliosis. If we screen your child and find any deviations from a normal screening, we will contact you concerning this matter. Please note there will be no charge for these services. Also, at times your child might need to be treated/screened at school by the nurse or office staff. If you have any questions or concerns, please feel free to contact Sherrie Grove @615.446.7571 x 16600.

ANNUAL INFORMATION REGARDING MENINGOCOCCAL DISEASE

Tennessee Code Annotated requires that school systems provide annual information about meningococcal disease to parents. Meningococcal disease is a serious illness, caused by bacteria. It is a leading cause of bacterial meningitis in children 2- 18 years old. Meningitis is an infection of fluid surrounding the brain and the spinal cord. Meningococcal disease also causes blood infections. Anyone can get meningococcal disease but it is common in infants less than one year of age and people with certain medical conditions. College freshman who live in dormitories have an increased risk of getting meningococcal disease. A vaccine is available that is recommended for all children at their routine preadolescent visit (11/12 years of age). Talk with your child's pediatrician to learn more about this disease and to discuss preventive measures.

ANNUAL INFORMATION OF STUDENT RECORDS 6.601

The Dickson County School system provides annual notice of the right of students and guardians to:

1. Inspect and review the student's education records
2. Seek correction of any items in the record which are inaccurate, misleading or in violation of the student's rights
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records
4. Obtain a copy of this policy and a copy of the student's educational records
5. Exercise control over other peoples access to the records expect when prior written consent is given from the guardian, when circumstances are provided by law, or when directory information is requested, or as needed for legitimate educational purposes by the principal/designee.

DIRECTORY INFORMATION PROCEDURES 6.601

Directory Information includes statistical information not identified with a particular student which may be released to any person, agency, or the public upon request including persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces. Such information may include the following: 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. Parents who choose not to release this information may mark the appropriate box on the signature page of this handbook.

SURVEYS OF STUDENTS 6.401

Surveys for research purposes shall be allowed by the Board when the project is viewed as contributory to greater understanding of the teaching-learning process, the project does not violate the goals of the Board and the disruption of the regular school program is minimal.

CHILD FIND PROGRAM

Public Law 94-142 States any disabled child ages 3 through 21 years of age must be served in an appropriate program to meet the needs of the child. If you know a child who may need special services, please contact the Directors of Special Education at 615-446-2085 or write: 115 Academy Street, Dickson TN 37055.

AUTOMATED PARENTAL NOTIFICATION

Automated calls will be made to the parents of all school students to give notification regarding attendance, Report cards, Parent Teacher Conferences and other special school events.

INTERNET USE 4.506

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

The Internet should not be used for any of the following activities:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming, or attacking others
- Damaging computers, computer systems, or computer networks
- Hacking or attempting unauthorized access to any computer
- Violation of copyright laws
- Trespassing in another's folders, work, or files

- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

A written parental consent shall be required prior to the student being granted access to electronic media. This form is found on the signature page of this handbook and shall be signed after reading the information above.

STATE MANDATED ASSESSMENT SCHEDULE

Students in Dickson County Schools will participate in mandated assessments according to the State Department of Education requirements. Currently the following grade levels and secondary subjects require a state mandated assessment. The testing schedule may be found on the system website [www,DCBE.org](http://www.DCBE.org)

Assessment	Grade	Date
CRA Math Phase 1	3-12	October 14- Nov 8
CRA Math Phase 2	3-12	Feb 17-28
TCAP testing	3-8	April 27 – May 8
Algebra 1	9	April 27 – May 8
Algebra 2	11	April 27 – May 8
Biology	9	April 27 – May 8
Chemistry	11	April 27 – May 8
Us History	11	April 27 – May 8
English 1	9	April 27 – May 8
English 2	10	April 27 – May 8
English 3	11	April 27 – May 8
Writing Assessment	5, 8 &11	February 2-6
Writing Assessment	3,6 & 9	February 17-21
Writing Assessment	4,7 & 10	February 24-29
PLAN, EXPLORE	8, &10	October 30,31
ACT	11	March 3

SCHOOL NUTRITION PROGRAM

2014-2015 MEAL PRICES

	BREAKFAST	LUNCH
K-5TH	\$1.25	\$2.35
6TH – 12TH	\$1.25	\$2.60
K-12TH REDUCED	\$0.30	\$0.40
FACULTY AND STAFF	\$1.50	\$3.25
VISITORS	\$1.75	\$3.75

ONLINE BREAKFAST AND LUNCH PAYMENT

www.LunchPrePay.com

You will need to access your child's **Seven (7) Digit Student ID Number** to begin this process.

BE SURE TO CHOOSE PREMIUM for your service because as a resident of Dickson County the \$10.00 fee has been waved!

This service allow you to not only make payments but to track your child's daily participation and set up email notifications for low balance alerts.

FREE AND REDUCED APPLICATIONS

Apply Online!

You may apply online after July 1st for the current school year. It is Fast, Safe & Secure, Private & Available 24/7. Your Data is transmitted to our office the same day you apply. You will receive notification of benefits.

Go to www.lunchapplication.com and select:

- Apply Now
- Place check in I Agree
- Enter Code Shown
- Click Submit

- Select TN
- Select Dickson County Schools
- Click Next

Follow the easy, step-by-step screens to enter student/household information. Click "Finish" to submit your application for meal benefits. If further assistance is needed, please contact our office at (615) 740-5801.

2014-2015
SIGNATURE PAGE and FEE REQUEST

The signature below acknowledges that I have read and understand the Code of Behavior and Discipline and related policies, including the district's bullying policy and the Internet Use Policy.

Student Name (Print) _____ Date _____

Signature of Student _____ Date _____

Signature of Parent _____ Date _____

Opt-out notifications and signatures

NOTE: If you **do not** wish to have your child's name released for honor roll, academic, or other school related functions, please place an "X" in the box and sign below. This means you do NOT want your child's name in the yearbook, school programs, or in the graduation camp program.

NOTE: If you **do not** wish to have your child photographed for media and website publication, please place an "X" in the box and sign below.

NOTE: If you **do not** wish to have your child to have his directory information shared, please place an "X" in the box and sign below.

NOTE: If you **do not** wish to have your child participate in any of the health screenings, please place an "X" in the box and sign below.

NOTE: If you **do not** wish to have your child have access to electronic media while at school please place an "X" in the box and sign below.

Request for Fee Waiver

I hereby request a waiver for:

___ All student fees during this academic year (or a portion thereof)

___ Specific student fee (or a portion thereof) (Please name) _____

To Report Bullying, Threat or
Violence in your School

Just- in-Time
Hot Line
615-740-5878



If you to report someone who

- May commit a violent act at school,
- Is bullying or harassing other students

call this hotline to help protect your fellow classmates. It's completely anonymous and you will not need to leave any personal information. Your safety is our highest priority.

Help us to help you!