

Dickson County Schools



STUDENT-PARENT HANDBOOK AND CODE OF BEHAVIOR AND DISCIPLINE

2011-2012 Academic Year

Welcome to Dickson County Schools

Dear parents and students:

Welcome to the 2011-2012 school year. We are excited and appreciative that you have entrusted your child's education to our schools. We look forward to getting to know you and your child as we work together to make this our best year yet.

As a school system, we are responsible for maintaining a safe and secure learning environment. This is a shared responsibility of parents, students, and the community. We take this responsibility very seriously. We pride ourselves on the fact that our schools are safe and that we can conduct pep rallies, student assemblies, and other activities with large numbers of students without disruption. This has become a rarity across the nation. We plan on proceeding with such activities both now and in the future by emphasizing safe and secure environments. Such an environment does not occur by accident but only by careful planning and close scrutiny of student behavior. The publication of this handbook has many purposes. One of those purposes is a request for your help in keeping our schools safe.

This handbook summarizes 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 you must sign to show you have read 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 to your child's school.

If you have questions or concerns related to school rules or district policies, you should first 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. We look forward to a safe and academically successful school year. Blessings to you in all you undertake!

Sincerely,

Johnny Chandler

Johnny Chandler,
Director of Schools

TABLE OF CONTENTS

Introduction

Rights and Responsibilities

Code of conduct, Consequences, Due Process

- Zero tolerance violations Page 7
- Code of Discipline and Behavior 6.3000 Page 7
- Alcohol and Drug Use 6.3070 Page 8
- Smoking 6.3071 Page 8
- Bus conduct 6.3080 Page 8
- Weapons and Dangerous Instruments 6.3090 Page 8
- Dress Code 6.3100 Page 9
- Care of school property 6.3110 Page 9
- Bullying 6.3005 Page 9
- Hazing Page 13
- Discipline Procedures 6.3130 Page 13
- Corporal Punishment 6.3140 Page 16
- Interrogations and Searches 6.3030 Page 16
- Suspensions Out of School 6.3160 Page 17
- In- Lieu- of- Suspension Out- of- School NDA Placement (IOSS) Page 17
- Suspensions In-School 6.3161 Page 17
- Saturday School and After School Detention 6.3162 Page 17
- Disciplinary Hearing Authority 6.3170 Page 17
- Alternative School Programs 6.3190 Page 18

Policies related to the Administration of Schools

- Promotion and Retention 4.7040 Page 18
- Film/Audio-taping/Photography on Board Property 4.5075 Page 18
- Attendance 6.2000 Page 19
- Discrimination and Harassment 6.3050 Page 20
- Communicable Diseases 6.4030 Page 20
- Medicines 6.4050 Page 20
- Student fees Page 21

Notices to students, parents, and the community

- Notification of rights Page 22
- Equal Educational Opportunities Page 23
- Parental Rights in Special Education Page 24
- Notice required by federal regulation (AHERA) Page 26
- Opportunities in 4-H Page 27
- Limited English Proficient/Language Minority Students 4.2071 Page 30
- Parental/Family Involvement in Educational Programs 4.2060 Page 30
- Homeless Students 6.5030 Page 30
- Migrant Students 6.5040 Page 31
- Health Screenings Page 32
- Annual information about meningococcal disease Page 32
- Unsafe Schools/Parental Choice Page 32
- Directory Information Procedures 6.6040 Page 32
- Surveys of Students 6.6041 Page 33
- Child Find Program Page 33

- Contact Information for Additional Special Education Information Page 34
- Emergency Notification Request Page 34
- Automated Parental Notification Page 34
- Internet Use Page 34
- Request for Fee Waiver Page 35
- Signature Page Page 36

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. Responsible behavior is expected of all students, teachers, parents, and visitors. Any person who fails to meet the expected degree of responsibility and violates district policy is subject to disciplinary action as defined in our code of conduct and by any applicable laws.

This book is divided into three sections: Student Code of Conduct, Consequences, and Due Process section; Policies related to Administration of Schools section, and Notices to student, parents, and the community section. The entire Dickson County Board of Education Policy Manual can be found on the school website @ www.dicksoncountyschools.org

RIGHTS AND RESPONSIBILITIES

School staffs, parents and students all must assume the responsibility for appropriate behaviors in the school. Student responsibilities include:

- to know and adhere to reasonable rules and regulations established by local boards of education and implemented by
- 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

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

The following summaries are for student code of conduct policies most frequently referenced.

ZERO-TOLERANCE VIOLATIONS

The safety of students and staff is a priority of the Dickson County School System. Offenses that threaten the safety of students or staff will not be tolerated and are considered to be zero tolerance offenses. Students who commit a zero tolerance offense shall be expelled for a period of not less than one calendar year, except that the director or Director of Schools may modify this expulsion on a case by case basis. Students who commit such offenses may be assigned to our alternative school. Zero tolerance offenses include:

1. Unauthorized possession on school property of a firearm, as defined in 18 U.S.C. §921 or anything manifestly 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.
3. Unlawful possession, use, sale, distribution, or delivery of any drug including any controlled substance 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 6.3000

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

The Board of Education believes that acceptable behavior is an essential ingredient of effective education programs. It expects students to conduct themselves in a manner as to reflect favorable upon themselves, their families, their community, and their school.

INTERFERENCE/DISRUPTION OF SCHOOL ACTIVITIES

The professional staff is expected to ensure student conduct which allows for an acceptable learning atmosphere both in and outside the classroom and to help students develop self-discipline and self-direction.

To this end, the staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control any student's conduct while under the supervision of the school system. This authority to control student conduct shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct cause the disruption, interference, or obstruction of any school purpose while on school property, or in school vehicles, or buses, or at any school-sponsored activity, function, or event, whether on or off campus. Neither shall she/he urge other students to engage in such conduct.

Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated.

Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment.

Neither shall he urge other students to engage in such conduct which causes disruption, interference, or obstruction of any school purpose.

While not intended to be exclusive, the following acts illustrate the kind of offenses encompassed here.

No student shall:

1. Occupy any school building, gymnasium, school grounds, properties, or any part thereof with intent to deprive others of its use or where the effect is to deprive others of its use;
2. Block the entrance or exit of any school building or property or corridor or room so as to deprive others of access thereto;
3. Prevent or attempt to prevent the convening or the continued functioning of any school, class, activity, or lawful meeting or assembly on the school campus;
4. Prevent students from attending a class or school activity;
5. Except under the direction of the principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds;
6. Set fire to or otherwise damage or attempt to damage any school property;
7. Cause or attempt to cause damage to private property either on the school grounds, or during an activity, function, or event off school grounds;
8. Cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a student or school employee;
9. Possess, handle, transmit, use, or attempt to use any fireworks, explosives, dangerous weapons, or other object that reasonably can be considered a dangerous weapon;
10. Possess, use, sell, purchase, barter, distribute, or be under the influence of any illegal drug, or alcoholic beverage;
11. Dress or groom in a manner likely to cause disruption or interference with the operation of the school;
12. Use tobacco while on school property or while participating in a school-sponsored event, while on school buses to and from school; to and from school-sponsored events;
13. Lie, cheat, steal, or attempt to steal school property, or steal or attempt to steal private property either on school grounds, or during an activity, function, or event off school grounds;
14. Engage in immoral or disruptive conduct or use obscene language

15. Continuously and intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct class;
16. Refuse to identify himself upon request of any teacher, principal, Director, bus driver, or other school personnel;
17. Fail to comply with reasonable directions or commands of teachers, principals, school bus drivers, or other authorized school personnel; or
18. Willfully and/or persistently violate the rules of the school.

ALCOHOL AND DRUG USE 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 assigned to the Alternative Learning Center will not have illegal drugs in their system at any time. These students will be subject to reasonable suspicion drug screening throughout the school year.

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. All students have a duty to inform school personnel in the event that they observe a violation of any part of this policy.

SMOKING 6.3071

Students enrolled in the Dickson County school system shall not possess, smoke, use or consume tobacco products at any time either while on school premises, or any school-provided conveyance, 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 parents of students 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 his bus, and all reasonable directions given by him shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip.

The principal 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 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 while on school property or on a school related trip.

DRESS CODE 6.3100

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). Principals, faculty members, and students shall be involved in the development of each appropriate set of guidelines.

CARE OF SCHOOL PROPERTY 6.3110

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.

BULLYING 6.3005**GENERAL STATEMENTS AND DEFINITIONS**

The Dickson County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, the Dickson County Board of Education prohibits acts of harassment, bullying, or intimidation.

Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. 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 or through electronic media (Cyberbullying"), may be subject to this policy to the extent that such behavior disrupts the learning environment of the school.

"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; and involves an imbalance of physical, emotional, or social power.

"Bullying" behavior has the potential to:

- interfere with educational opportunities, benefits, or programs of one or more students;
- adversely affect 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; and
- be based on a student's actual or perceived distinguishing characteristic including but not limited to the previously listed characteristics, or is based on an association with another person who has or is perceived to have any of the previously listed characteristics.

“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;
- is directed at one or more students;
- 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 based on a student’s actual or perceived distinguishing characteristic including but not limited to the previously listed characteristics, or is based on an association with another person who has or is perceived to have any of these characteristics;
- is repeated over time - is severe, persistent, and pervasive;
- causes mental duress, or psychological trauma to the victim; or
- may include behaviors that constitute violations of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. (The school district will respond to these instances in accordance with federal policies, procedures, and agreements.)

Inquiries about compliance with the Title VI, Title IX, or Section 504 may be directed to the appropriate Civil Rights Coordinator listed below:

- Title VI, Cindy Gilliland, 446-7571, Dickson County Board of Education
- Title IX, John Gunn, 446-7571, Dickson County Board of Education
- Section 504, John Gunn, 446-7571, Dickson County Board of Education

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.

The Dickson County Board of Education has deemed “intimidation” as a possible form or expression of harassment or bullying.

“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.

The Dickson County Board of Education prohibits acts of hazing by any student, employee, volunteer, or organization operating under the sanction of this district. “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, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance; forced exposure to the elements; forced prolonged exclusion from social contact; sleep deprivation; forced requirement or encouragement of the wearing or carrying of any obscene or physically burdensome article; assignment of pranks to be performed; other such activities intended to degrade, embarrass and ridicule, humiliate; or any other forced activity

that could adversely affect the mental or physical health, safety of a student or staff member. (T.C.A. 49-2-120)

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.

BEHAVIOR EXPECTATIONS

The Dickson County Board of Education expects all employees, volunteers, and students 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 other students, school staff, volunteers, and contractors. Appropriate behavior includes treating others with civility and respect, and rebutting to tolerate harassment or bullying. These behaviors are expected to be demonstrated by administrators, faculty, staff and volunteers in order to provide positive examples for student behavior.

DISTRICT BULLYING/HARASSMENT PREVENTION

Teachers, Staff, Administrators:

- All administrators, faculty, and staff will review bullying/harassment prevention and training techniques prior to the beginning of each academic year.

Students:

- Will be instructed in bullying/harassment/prevention training from the school counselor within the first month of school.
- Parents shall sign the school's Bullying/ Harassment Prevention Policy stating they have read and understood all elements of the policy. (to be included in the district and school handbooks)

General:

- Each school in the district shall have a faculty member designated as a contact person for students who wish to report incidents of bullying harassment
- The name and location of the contact person shall be posted throughout each school building
- The process for reporting a bullying/harassment incident shall be addressed in teacher orientations and the Dickson County Schools Student-Parent Handbook.
- Each school shall maintain a log of bullying/harassment incidents.
- Each school shall post the district definition of bullying /harassment throughout their school building

DISTRICT PREVENTION AND INTERVENTION RESPONSE

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the Board of Education's approved code of student conduct or employee handbook. 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, and must be consistent with the Board of Education's approved code of student conduct. Remedial measures shall be designed to:

- correct the problem behavior;
- prevent another occurrence of the behavior; and protect the victim of the act.

Effective discipline should employ a school-wide approach to adopt a procedure of handling bullying offenses and the associated consequences. This procedure should reflect appropriate potential consequences in accordance with discipline policies. The Director of Schools shall be responsible for the development and enforcement of this requirement.

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 INVESTIGATIONS

The Dickson County Board of Education requires the principal and/or the principal's designee at each school 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 by the principal or his designee. 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 students and to the Director of Schools within ten (10) school days of the allegation.

All school employees are required to report alleged violations of this policy to the (assigned person). 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, but formal disciplinary action may not be based solely on the basis of an anonymous report.

REPRISAL, RETALIATION, OR FALSE ACCUSATIONS

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 or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with district policies, procedures, and agreements.

ANNUAL POLICY NOTIFICATION

The Dickson County Board of Education requires school officials to annually disseminate this policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment, bullying, and hazing that occur on school property, at school-sponsored functions, or in a school vehicle. All students and staff will be notified of this policy at the beginning of each school year that includes explaining expected behavior and possible consequences for infractions via the student handbook. The school district shall incorporate information regarding the policy against harassment, bullying, and hazing into each school employee training program and handbook.

HAZING

Hazing is a criminal offense and is prohibited by any student or organization operating under the Dickson County Board of Education. Hazing is defined as an intentional or reckless act that endangers the mental or physical or safety of a student or which coerces a student to endanger another student's mental or physical health or safety.

DISCIPLINE PROCEDURES 6.3130

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.

MISBEHAVIOR: Level I

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
 Non-defiant failure to do assignments or carry out directions

Disciplinary Procedures:

Immediate intervention by the staff member
 Determine what offense was committed and its severity
 Determine offender and that he/she understands the nature of the offense
 Employ appropriate disciplinary options.
 Record of the offense and disciplinary action may be maintained by staff member.

Disciplinary Options:

Verbal reprimand
 Special Assignment
 Restricting activities
 Assigning work details
 Counseling
 Withdrawal of privileges
 Issuance of demerits

MISBEHAVIOR: Level II

Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school. Included in this level are misbehavior 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
 Violation of dress code
 Using forged notes or excuses
 Disruptive classroom behavior

Disciplinary Procedures:

Student is referred to principal for appropriate disciplinary action.
 Principal or designee permits student the opportunity of explaining his/her conduct.
 Principal takes appropriate disciplinary action and notifies teacher of action.
 Record of offense and disciplinary action maintained by principal.

Page 7

Disciplinary Options:

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
 Out-of-school suspension not to exceed ten (10) days

MISBEHAVIOR: Level III

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
 Vandalism
 Stealing
 Threats to others
 Inciting a riot/disturbance, or encouraging other to disrupt school
 Gambling
 Failure to report to after-school detention or Saturday School
 Indecent exposure
 Defiance, disrespect and insubordination
 Harassment (sexual, racial, ethnic, religious)

Disciplinary Procedures:

Student is referred to principal for appropriate disciplinary action.
 Principal meets with student and teacher
 Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct.
 Principal takes appropriate disciplinary action.
 Principal may refer incident to Director or designee and make recommendations for consequences.
 If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing.
 Any change in school assignment is appealable to the Board.
 Record of offense and disciplinary action maintained by principal or the Director of Schools.
 Student is given hearing before disciplinary hearing authority.

Disciplinary Requirements:

Conference with parent or guardian
 Referral from guidance counselor
 Write a 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, damage or stolen property
 Placement at Alternative School

MISBEHAVIOR: Level IV(a)

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 administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board.

Examples (not an exclusive listing):

Unmodified Level I, II and III behaviors

Death threat (hit list)

Extortion

Bomb threat

Assault

Battery on a student

Vandalism

Theft/possession/sale of stolen property

Arson

Use /transfer of or under the influence of unauthorized substances (to include alcohol, inhalants, drugs)

Disciplinary Procedures:

Principal meets with appropriate staff members and with the student

Principal hears accusation by accusing party and permits offender opportunity of explaining conduct

Parents are notified

Law enforcement officials are contacted

Incident is reported and recommendations made to the Director of Schools

Complete and accurate reports are submitted to the Director of Schools

Student is given hearing before disciplinary hearing authority

Disciplinary Options:

Ten (10) days Out-of-School Suspension or long term suspension

Required parent/guardian involvement

Placement at Alternative School

Level IV (b)

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 exclusion for a period of not less than one (1) calendar year. The Director shall have the authority to modify this expulsion requirement on a case-by-case basis. For purposes of this section, "expelled" means removal from the student's regular school or removed from school attendance altogether, as determined by the school official. 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 drug or a dangerous weapon onto a school bus, onto school property, or to any school event or activity.
2. Any student who while on a school bus, on school property, or while attending any school event or activity:
 - a. unlawfully possesses a drug or dangerous weapon; or
 - b. commits battery on a teacher or other employee of the school.

ADDITIONAL GUIDELINES:

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 exceed 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:

- a. pay any activity fee;
 - b. pay a library or other school fine; or
 - c. make restitution for lost or damaged school property.
6. All incidents detailed in the preceding pages should be recorded in the student discipline detail.

CORPORAL PUNISHMENT 6.3140

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 6.3030

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 a 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 or his 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 principal regarding the planned interrogation, inform him/her 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 or his designee, or both such person, 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 of 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.

SUSPENSIONS OUT OF SCHOOL 6.3160

Any principal, principal-teacher, or assistant principal (herein called principal) may suspend any student from attendance at school or any school-related activity on or off campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons.

IN LIEU OF SUSPENSION OUT OF SCHOOL NDA PLACEMENTS

To prevent lost instructional time, all middle and high school suspensions that are three days or more in length and less than ten days in length will be served at New Directions Academy.

SUSPENSIONS IN-SCHOOL 6.3161

Any principal or principal-teacher may suspend any student from attendance at a specific class, classes, 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.

SATURDAY SCHOOL AND AFTER SCHOOL DETENTION 6.3162

In order to improve attendance and classroom discipline, the board of education authorizes a Saturday School Program. The principal of each school may assign a student to Saturday School or after school detention for the following reasons:

unexcused absences, excused absences, and disciplinary infractions.

DISCIPLINARY HEARING AUTHORITY 6.3170

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 DHA. 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 either party within five (5) days after receiving the decision to request a review by the board. The notice of the hearing shall also include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public.

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.

Parents have a right to appeal the decision made by the DHA.

ALTERNATIVE SCHOOL PROGRAMS 6.3190

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 sixteen weeks. Students who complete the curriculum should return to the normal classroom and demonstrate improved citizenship.

POLICIES RELATED TO ADMINISTRATION OF SCHOOLS

The following summaries are for student code of conduct policies most frequently referenced.

PROMOTION AND RETENTION 4.7040

The board is dedicated to the continuous development of each student. This policy on promotion and retention is based on the acceptance of each student as a unique individual. The factors which must be considered in promoting or retaining a student include the child's level of ability, achievement, and maturity. The primary measure of the student's achievement should be the determination of his mastery of the basic skills as set forth by the Tennessee Department of Education and as supplemented by local teachers at each grade level. Each student must meet or exceed the minimum competencies approved by the board for that grade or subject.

The decision to promote or retain a student shall be made by the classroom teacher(s) and shall be based on board policy. Attendance records may be used in determining the awarding of grades, the passing of a course, or promotion or retention.

An Administrative Team may determine administrative promotion of a student not achieving the criteria for academic promotion. Any administrative promotion shall be reviewed for approval by the appropriate Director of instruction.

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-taping, 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 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
- All other requests are subject to approval by the Director of Schools

The process for all others requesting permission to film, videotape, audio-taping, or do photography work on DCBOE property begins with submission of a form to the Central Office which provides numerous procedural safeguards.

Use of video cameras on school buses

Video Cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. This surveillance shall be used to promote the order, safety, and security of students, staff, and property. Only school personnel with a need to know shall view and/or listen to bus video camera recordings. This is to maintain student confidentiality.

ATTENDANCE 6.2000

Recognizing that absenteeism is a hindrance to efficient education of students and that punctuality and regularity of attendance affect the progress of a student at school, the Dickson County Board of Education has adopted the following attendance policy. The parent/guardian or other person having charge and control of a child is held responsible for the child's regular school attendance.

Grades K-5:

In order to meet the requirements for satisfactory attendance, a student in the Dickson County School System shall have an approved record of attendance. An approved record of attendance is considered to be ninety percent (90%) in each class. To be considered for promotion, a student must make up unexcused absences in a Saturday School Program or board approved Alternative Program. Absences in excess of eighteen (18) days each year must be made up in a board approved alternative program unless approved by the Attendance Review Board.

Grades 6-12:

Principals are required to have an attendance policy that encourages students to be at school each day. It shall be communicated to students that school attendance should be viewed as job attendance and students should schedule routine appointments outside the school day. In addition, ongoing training should be a part of the attendance policy that emphasizes being at school each day. Parent-school communication is crucial to the success of such a policy and is mandated to be a part of each school's policy. Any non-compliance with a school's attendance policy shall initiate a referral to the Director of Attendance.

The attendance of students who have reached the age of eighteen (18) shall be satisfactory.

Unsatisfactory attendance that is not supported by an adequate excuse shall result in the student being dropped from the roll. Request for readmission must be made by the student or student's parent/guardian. Upon receipt of the request, a conference with the principal or his/her designee, the student and student's parents/guardian will be held to determine approval.

EXCUSED ABSENCES

1. The student's personal illness or hospitalization. A physician's statement or parent conference may be required at any time should the principal or the Director of Attendance deem it necessary. 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.

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. A student may be excused from school attendance for required court appearances. (Verification from appropriate authorities must be provided)
6. Cultural/education activities. Students may be excused from school to participate in organized cultural and educational activities. Parents/ guardian must contact the principal and secure approval prior to the student being absent for such activity.
7. Other emergency extenuating circumstances beyond the control of the student. Must be approved by the school principal.
8. Students shall be excused for up to five days when the parent or guardian returns from active military service (one day for every twenty days of military deployment up to five days). Students shall be permitted to make up schoolwork missed during the excused absences.

DISCRIMINATION/HARASSMENT OF STUDENTS 6.3050

Students shall be provided an 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. 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 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.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor or building administrator. Allegations of discrimination/harassment shall be fully investigated by a complaint manager as set forth in this policy.

COMMUNICABLE DISEASES 6.4030

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, scabies, and/or other illnesses designated by the local health officer as requiring exclusion.

It shall be the responsibility of the principal or school nurse 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 6.4050

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

Written instructions signed by the parent will be required and will include:

1. Child's name;

2. Name of medication;
2. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration;
6. Possible side effects, if known; and
7. 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). Over the counter medicines must be in the sealed, unopened, and original container. 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. If any medicine is brought in by the student and not by the adult/guardian and signed in with the appropriate paperwork, the medicine will not be administered. A student will be permitted to possess and self-administer a prescribed, metered dosage, asthma-reliever inhaler if the student's parent or guardian successfully completes all sections of the *Medical*

Authorization and Contract for Carrying Respiratory Inhalers.

Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP).

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication. Prescription medicines must have the label on the container with the child's name, physician's name, and the directions for administration. No medicines will be given that are expired.

At the end of the school year or when a student moves out of the school system and unused medications are left at the school, the following procedure shall be observed after a two week period and after an attempt to contact the parent or guardian:

1. The principal or his designee shall count all pills and record the number.
2. In the presence of a witness the principal or his designee shall flush all pills.
3. The principal or his designee and the witness must sign and date that the pills have been flushed.
4. A copy of this procedure shall be kept on file.

A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

BLOOD GLUCOSE SELF-CHECKS

Upon written request of a parent or guardian, and if included in the student's medical management plan and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

STUDENT FEES

School may request but not require fees “for activities and supplies required to participate in all courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies.” This rule is applicable to all students, not just those who are eligible for free and reduced lunches.

All students must be given an opportunity to request a waiver of all fees (or for a waiver of a portion of all fees). This can be done at the beginning of the school year, at the time of enrollment, and/or at the time of requesting school fees. The process is simply to fill out the form at the back of this student handbook.

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, including interscholastic athletics and marching band if taken in accordance with local board policies
- Fees required for graduation ceremonies
- 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 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.

Another of these rights is the ability to make a request to amend the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Dickson County School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

Another right is to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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.

Upon request the Dickson County School System will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. According to Dickson County Board policy 6.6040, 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.

If there are any additional questions relative to student records, they should be directed to:

Johnny Chandler, Director of Dickson County Schools
817 N. Charlotte
Dickson, TN 37055

One additional right is the right to file a complaint with the U. S. Department of Education concerning alleged failures by the System to comply with the requirements of FERPA. The Office that administers FERPA is:

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

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.

Section 504 prohibits discrimination on the basis of handicap.

Inquiries about compliance with the Title VI, Title IX, or Section 504 may be directed to the appropriate Civil Rights Coordinator listed below:

Title VI Cindy Gilliland 446-7571
Dickson County Board of Education

Title IX John Gunn 446-7571
Dickson County Board of Education

Section 504 John Gunn 446-7571
Dickson County Board of Education

GRIEVANCE PROCEDURES

1. Initial grievance regarding complaints relative to Title VI, Title IX, Section 504 must be directed to the appropriate Civil Rights Coordinator listed above.
2. Complaints must be filed in writing with the proper coordinator with a copy being sent to the person allegations are made.
3. The coordinator will notify all parties in allegations of discrimination within five (5) days of receiving initial grievance as to date and time the hearing is to be held. The hearing must be held not later than thirty (30) days from the time of initial filing of complaint. If allegation of discrimination involves student admissions or programs,

the entire hearing will be called by the coordinator before a committee composed of the principal, guidance counselor and homeroom teacher. Ample opportunity will be given for the presentation of evidence by all parties involved. If the complaint cannot be resolved in the meeting, another hearing will be scheduled within five (5) days of the appeal and will be called not later than forty-five (45) days from the date of the first hearing. This hearing will be before the Director of Schools and the Board of Education.

The results of each hearing will be presented in writing to all parties involved within five (5) days of the grievance hearing. If the grievance involves employment, all time periods above will be the same; however, the initial hearing will be held before the Director of Schools and the Board of Education under the same rules and procedures as outlined for situations or admissions and programs.

If a satisfactory solution cannot be obtained locally, appeals can be made to the office of Civil Rights, Washington, D.C. The completion of a hearing at the local level is not a prerequisite for filing a complaint with the office of Civil Rights.

No person who files a grievance or participant in a grievance hearing shall be subjected to harassment reprisals, or retaliation in any form.

An initial grievance should be filed by letter to the Director of Schools.

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. The district must respond to such requests in a timely manner. Pursuant to § 1111 (h)(6)(A) of NCLB, the information that the district is required to provide, at a minimum, to parents includes:

- (i) Whether or the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or provisional status through which State qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by para-professionals and, if so, their qualifications.

Special Notice to Parents When Teacher Does Not Meet Qualifications

Title I schools are responsible for providing "timely" notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified. For further information regarding a specific teacher's qualifications, school systems may refer parents to the Tennessee Department of Education, Teacher Licensing Web Site: http://www.state.tn.us/education/lic_home.htm.

PARENTAL RIGHTS IN SPECIAL EDUCATION RECORDS

1) Right to inspect and review records; **2)** Right to have a representative appointed by you to review the records; **3)** Right to make copies of records; **4)** Right to be informed of all types and locations of records being collected, maintained or used by the agency; **5)** Right to ask for an explanation of any items in the records; **6)** Right to ask for any amendment of any record if it is inaccurate, misleading or violates privacy acts; **7)** Right to a hearing if the agency refuses to make the requested amendment.

CONFIDENTIALITY OF INFORMATION

1) Right to restrict access to your child's records by withholding consent to disclose records; **2)** Right to be notified and receive copies before information in your child's file is destroyed; **3)** Right to be told to whom information has been disclosed; **4)** Right to review and receive copies of all information sent to another agency where your child seeks or is eligible to enroll.

INDEPENDENT EVALUATION

1) Right to obtain an independent evaluation by an approved examiner; **2)** Right to have the independent evaluation considered in either meetings where placement or program decisions are made or in a hearing to challenge the identification, evaluation, or placement of your child; **3)** Right to be told where an independent

evaluation may be obtained at no expense or low expense; **4)** Right to an independent evaluation at public expense if you disagree with the school system's evaluation; **5)** Right to an independent evaluation at public expense when the evaluation is requested by a hearing officer during a hearing.

NOTICE

1) Right to be notified and present at all meetings before the school system initiates or changes (or refuses to initiate or change) the identification, evaluation or placement of your child; **2)** Right to have that notice in writing, in your native language, or other principal mode of communication, at a level understandable to the general public; **3)** Right to have the notice describe the proposed action, explain why it is proposed, describe the options considered and explain why those other options were rejected; **4)** Right to be notified of each evaluation procedure, test, record or report the school system has used as a basis for proposed action; **5)** Right to a description of any other factors which are relevant to the school system's proposed action; **6)** Right to be present at all IEP meetings.

CONSENT

1) Right to give consent before a replacement evaluation is conducted; **2)** Right to give consent before a reevaluation is conducted; **3)** Right to a description of the activity for which consent is requested including a list of records (if any) which will be released and to whom; **4)** Right to revoke consent at any time; **5)** Right of the agency to proceed in the absence of consent to a hearing to determine if your child should be evaluated or initially placed.

ADMINISTRATIVE COMPLAINT

1) Right to file an administrative complaint with the State Department of Education, Division of Special Education when you believe the school system has failed to comply with state or federal regulations governing the education of children with disabilities. The complaint must include a statement of the violation and the facts on which the statement is based.

HEARING AND APPEAL

1) Right to request local mediation and/or an impartial due process hearing to question the school system's identification, evaluation, or placement of your child or to question the school system's provision of a free appropriate public education (FAPE); **2)** Right to be told of any low-cost legal and other relevant services available (e.g., an expert on disabling conditions that may be a witness at the hearing); **3)** Right to have the hearing chaired by an Administrative Law Judge who is not employed by a public agency involved in the education of your child or otherwise personally or professionally interested in the hearing; **4)** Right to be advised and accompanied at the hearing by counsel and to be accompanied by individuals with special knowledge or training in problems of the disabled; **5)** Right to have your child present; **6)** Right to have the hearing open to the public; **7)** Right to present evidence and confront, cross-examine and compel the attendance of Witnesses; **8)** Right to prohibit the introduction of any evidence at the hearing that has not been disclosed at least five (5) days before the hearing; **9)** Right to have a written or electronic verbatim record of the hearing; **10)** Right to obtain written findings of fact and a written decision within forty-five (45) days after the school system received the initial request for the hearing; **11)** Right to appeal the decision of the Administrative Law Judge to state or federal court; **12)** Right to have a hearing and an appeal set at a time reasonably convenient to you; **13)** Right to have your child remain in his or her present educational placement until completion of all hearing and appeal proceedings, unless you and the agency agree otherwise; **14)** Right of the agency to be informed by you or your attorney about the child's name, address, and school; the description of the problem; and the proposed resolution of the problem prior to filing due process action if seeking attorney fees;

ATTORNEY FEES

1) Right to, at court's discretion, be awarded reasonable attorney's fees if the prevailing party is substantially justified in rejecting a settlement offer; **2)** Right of agency to denial or reduction in attorney fees if not provided the appropriate information as outlined in number 13 above; **3)** Right of the agency to refuse attorney fees for an IEP meeting unless convened as a result of an administrative proceeding or judicial action.

UNILATERAL PLACEMENT IN PRIVATE SCHOOL AT PUBLIC EXPENSE

1) If seeking public reimbursement, requirement to inform the agency at the IEP meeting or ten (10) school days before transfer to private school about concerns, rejection of proposed placement and intent to transfer to private school; **2)** Right to reimbursement if due process hearing examiner or judge determines that the child was not provided FAPE.

EVALUATION PROCEDURES

1) Right to have a full and individual evaluation of your child's educational needs; **2)** Right to have the evaluation made by a multi-disciplinary team including at least one specialist with knowledge in the area of suspected disability; **3)** Right to have your child assessed in all areas related to the suspected disability; **4)** Right to have appropriate tests administered by qualified evaluators; **5)** Right to have more than one criterion used in determining the appropriate educational program for your child; **6)** Right to have a reevaluation in less than three years if you or your child's teacher requests it; **7)** Right to be informed within thirty (30) school days of the results of the evaluation; **8)** Right to be informed of the time and place that the evaluation will begin.

LEAST RESTRICTIVE ENVIRONMENT

1) Right to have your child educated with non-disabled children to the maximum extent appropriate; **2)** Right to have your child removed from the regular educational environment only after supplementary aids and services were tried and found unsatisfactory; **3)** Right to have a continuum of alternative placement, such as a resource room or itinerant instruction to make it possible for your child to remain in a regular class placement; **4)** Right to have placement in school your child would attend if non-disabled, unless the individual education program requires some other arrangement; **5)** Right to have your child participate with non-disabled children in non-academic and extracurricular services and activities such as meals, recess, counseling, clubs, athletics, and special interest groups.

INTERIM ALTERNATIVE EDUCATION SETTINGS

1) Right of agency to place your child in an appropriate interim alternative education setting, another setting, or suspension, for not more than ten (10) school days (or more than forty-five (45) days for weapon or illegal drug violations); **2)** Requirement of agency to conduct functional behavior assessment and to develop and/or revise an assessment plan to address behavior; **3)** Requirement that alternative setting enable your child to participate in general curriculum (in another setting), to receive services and modifications enabling your child to meet the goals of the IEP, and to include services and modifications designed to address the behavior in question; **4)** Requirement of agency to conduct a manifestation determination IEP team meeting within ten (10) days of first day of suspension.

TRANSFER OF PARENTAL RIGHTS AT AGE OF MAJORITY

- 1)** Right of disabled child to assume procedural rights when reaching the age of majority under State law, but who have not been determined to be incompetent under State law.

NOTICE REQUIRED BY FEDERAL REGULATION 40CFR763 (AHERA)

Asbestos containing materials were used and still remain in the following school facilities:

- New Directions Academy
- Charlotte Middle School
- Dickson Middle School
- Dickson County High School
- William James Middle School
- Warf School (Board of Education office)
- Special Education (old Health Department)

All others schools were built asbestos-free or the asbestos containing materials have been removed.

All requirements of AHERA have been performed, including periodic inspections, reinspections, annual reports, and training of personnel. Response actions and post-response activities have been applied when required.

The specific location, type, condition, and other pertinent information concerning the asbestos-containing materials may be determined by consulting the management plan of the facility in question. Copies of the management plan may be found in each principal's office, the Board of Education, and the Maintenance Department. Questions may be addressed to the LEA designated person, Harvey Foster, Abita Springs, LA 70420, 615-512-1473.



Welcome to 4-H, the largest youth organization in the world! 4-H is the youth development organization of The University of Tennessee Extension and is represented in all 95 counties. There are over 3,000 youth enrolled in the Dickson County 4-H program.

We encourage you to take advantage of the opportunities 4-H provides. Youth have fun while learning new skills, how to be a leader in their club, and how to respect and cooperate with others through their participation in 4-H clubs, projects and activities.

The mission of Dickson County 4-H is to provide educational opportunities, which will promote positive youth development. Life skills and positive values through hands-on projects and activities that encourage youth to become responsible, compassionate and productive citizens in our community are taught through 4-H.

The Dickson County 4-H program is organized into 5 in school meetings for 4th and 5th grade. 6th - 8th grade students receive packets in the school, updating them on projects and activities. 9th - 12th grade students meet during their club times, announced and held during school hours. Additional opportunities in the form of project groups, judging teams, activities and Honor Club are available in the form of evening meetings.

4th Grade Club Activities

- *1st meeting* - Introduction to 4-H
- *2nd meeting* - Reading Aloud
- *3rd meeting* - Animal Poster
- *4th meeting* - Bird House or Bird Feeder
- *5th meeting* - Cookie Contest and Exploring 4-H Book

5th Grade Club Activities

- *1st meeting* - Robert's Rule of Order and Officer Elections
- *2nd meeting* - Public Speaking
- *3rd meeting* - 4-H Promotional Poster
- *4th meeting* - Project Demonstration
- *5th meeting* - Dairy Poster, Baking Contest, Scrap Book

12th Grade Activities

- Public Speaking (Nov.)
- 4-H Promotional Poster (Jan.)
- Interactive Exhibit (Feb./March)
- Dairy Poster (April)
- Project Portfolio (April)

Youth Leadership Dickson County

This program is open to 11th and 12th grade students at both high schools and is taught in the “Service Learning: Youth Leadership” class. Applications are required. The class content includes speakers, field trips and a service learning project.

For more information about programs offered by 4-H, please contact the UT Extension - Dickson County Office, located at 204 Henslee Drive, Dickson, TN 37055. Phone: (615) 446-2788 Fax: (615) 740-0235

Email: Jim Akins (jbakins@utk.edu) and Renee Badon (rbadon@utk.edu)

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating. UT Extension provides equal opportunities in programs and employment.



4-H Projects, Activities and Camps



Project Groups and Activities A number of different project groups and activities are available for 4-H'ers to join and participate in. These project groups typically meet in the evenings and focus on teaching life skills and subject matter related to the project. Meetings can range from weekly, bi-weekly to monthly. Opportunities to compete in judging contests, skill-a-thons or other competitions are available. The following project groups are currently available: Horse, Poultry, Livestock (beef, sheep, swine and goat), Dog, Wildlife, Forestry, Shooting Sports, Food Plots, Outdoor Cookery and Life Skills/Life Smarts. Other project groups may be offered, given interest level and volunteer support.

4-H Honor Club

What is the 4-H Honor Club? Honor Club is organized statewide and provides recognition, primarily within counties, of senior and junior high 4-H members who have demonstrated consistent leadership ability and have been active members in their clubs and communities. **Is it based on Grades or 4-H Awards?** No, you just have to be an active participant in the Dickson County Honor Club. Membership is earned through everything you do as a 4-H member.

When can I join? You are eligible starting in sixth grade. Most 4-H'ers have to volunteer with the Honor Club for a year or so before they have enough points for membership. The application is based on a points system. The more you do the more points you receive.

Camping Opportunities

Rocket Camp (4-8): Held locally in Dickson County, 4-H'ers learn about the space program, and basics of rocketry. Typically held during spring break, 4-H'ers get to build multiple types of rockets that attain heights of 20 - 400 feet.

Junior Camp (4-6): Held at Ridley 4-H Center in Columbia, TN. There are lots of activities planned including recreation, swimming, rifle range, putt-putt golf, fishing, tubing, zip-line, campfire, challenge course, crafts, air brush t-shirts, special programs and a chance to learn about different 4-H projects.

Jr. High Camp (6-8): Junior High Camp has a different theme each year. You will enjoy many of the same camp activities as Junior Camp, plus more. Held at Ridley 4-H Center in Columbia, TN.

Electric Camp (6-7): This camp is held at the University of Tennessee campus in Knoxville for any 4-H member who has an interest in electricity. Activities include building compasses, electric lamps, field trips at UT Knoxville and a trip to Dollywood. Campers will be housed in university dormitories.

Shooting Sports Camp (5-12): Also known as, Target S.M.A.R.T. camp, this camp teaches firearms safety, responsibility, and life skills. Participants may choose one area of discipline (shotgun, muzzle loader, hunting, archery or rifle) and focus on that during the camp. Held at the Ridley 4-H Center in Columbia, TN, 4-H'ers also participate in regular camping activities such as swimming.

LIMITED ENGLISH PROFICIENT/LANGUAGE MINORITY STUDENTS 4.2071

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 LEP or LM status.

PARENTAL/FAMILY INVOLVEMENT IN EDUCATIONAL PROGRAMS 4.6020

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 and include the following:

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Students are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory students who meet one of the above described circumstances. The district will consider the best interests of the student with parental involvement in determining where the student will be enrolled. To the extent feasible, and in accordance with the student's best interest, the student should continue his/her education in the school of origin, except when contrary to the wishes of the parent. If the student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the student in deciding where the student shall be educated. 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 immediately 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.

The district shall provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent/guardian, or to the homeless student if unaccompanied, if the district sends the student to a school other than the school of origin ("school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled) or other than a school requested by the parent or guardian. If a dispute arises over school selection or enrollment in a school, the student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The student or parent/guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and afterschool care programs and programs for students with limited English proficiency.

Homeless students will not be segregated in a separate school or in a separate program within a school based on the student's status as homeless.

In the event that it is in the best interest of the homeless student to attend the school of origin, transportation to and from school shall be provided at the request of the parent/guardian or, in the case of an unaccompanied student, the homeless coordinator. If the student's temporary housing is outside the district of the school of origin, the Dickson County School System will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the student. If an agreement cannot be reached, the costs will be shared equally.

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that

records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

The Board designates the following individual to act as the district's homeless coordinator:

Vivian McCord
Dickson County Board of Education
817 North Charlotte Street
Dickson TN 37055
Phone: 615-446-7571 Fax 615-441-1375

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator shall ensure that:

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families and students receive educational services for which such families and students are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless student and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Students who need to obtain immunizations, or immunization or medical records, will receive assistance.

MIGRANT STUDENTS 6.5040

The Board directs the administration to identify migratory students in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory students the district will:

1. Identify migratory students and assess the educational and related health and social needs of each student.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all students are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and

- professional development for district staff.
5. Provide parents an opportunity for meaningful participation in the program.

If a migrant student is identified by the district, the director of schools or designee will notify the Tennessee Department of Education and request assistance if needed.

HEALTH SCREENINGS

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, 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 or Jackie Womack @ 615.446.7571 x 11600.

ANNUAL INFORMATION REGARDING MENINGOCOCCAL DISEASE

Tennessee Code Annotated requires that school systems provide annual information about meningococcal disease to parents and guardians of students. Meningococcal disease is a serious illness, caused by a bacteria. It is a leading cause of bacterial meningitis in children 2- 18 years old in the United States. 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.

UNSAFE SCHOOLS - PARENTAL CHOICE 6.2053

Each state that receives funds under No Child Left Behind is required to establish and implement a statewide Unsafe School Policy. Students who attend a public elementary or secondary school identified by the state as unsafe or who are victims of a violent criminal offense while in or on school grounds, must be given the option of enrolling in a different school within the same school district. Transportation for qualified students who decide to change schools must be provided the school district. In addition, families of students who attend schools designated unsafe due to a pattern of violence and/or the students is a victim of a violent crime of school grounds, may choose to transfer their children to a different school that has not been designated as unsafe. Transportation will be provided by our district. Dickson County Schools has not schools that have been determined to be unsafe by the state.

DIRECTORY INFORMATION PROCEDURES 6.6040

Statistical information not identified with a particular student 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 of the State and the United States. Such information is defined as *Directory Information*. 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.

Within the first three weeks of each school year, the school district will notify parents and eligible students of the items it proposes to designate as *Directory Information*. The publication of this handbook is that notification. The information that the district designates as *Directory Information* is the list of information listed in the previous paragraph: 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. After the parent(s) or eligible students have been notified, they will have two weeks to advise the school system in writing (a letter to the superintendent's office) of any or all of the items they refuse to permit the school system to designate as directory information about that student. The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.

SURVEYS OF STUDENTS 6.6041

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. The director of schools shall develop administrative procedures for approving requests for conducting surveys. The requests shall outline what is to be done, who is to be involved and how the results will be used and distributed. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis or evaluation as part of a federal program.

COLLECTING DISCLOSING OR USING INFORMATION MARKETING

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose. If any collected information is to be marketed or sold, parents will be directly notified at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parents, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to the student. All parents and students of appropriate age may decline to provide the information requested. This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions to the extent allowed by law, such as the following:

- College or other post-secondary education recruitment or military recruitment.
- Book clubs, magazines and programs providing access to low-cost literary products.
- Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- The sale by students of products or services to raise funds for school-related or education-related activities.
- Student recognition programs.

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.

Do you know a child who...

- Is unusually eager to learn?
- Is a creative thinker?
- Can easily transfer knowledge to new situations?
- Shows unusual empathy for people and concern for social issues?

Our world needs these special gifts. Research show that 3-5% of our population possesses many of these exceptional traits. Intellectual giftedness is found throughout diverse populations and crosses all economic and cultural boundaries. Early identification and intervention are often required to meet the unique needs of these children. Although no two gifted students are exactly alike, there are some characteristics which gifted child share. These may include achievement, creative thinking, motivation, academic performance and intelligence. Anyone, including parent(s), guardian, or community professional(s) may refer a student for screening and possible evaluation. If you know of a student that possesses these traits, please contact: Dickson County Board of

Education, Special Education Department, 115 Academy Street, Dickson TN 37055 Phone: 615-446-2085

CONTACT INFORMATION FOR ADDITIONAL SPECIAL EDUCATION INFORMATION

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>. Legal Services Division, Division of Special Education, TN Dept. Of Ed., 710 James Robertson Parkway, Andrew Johnson Tower, 5th floor, Nashville TN 37243-0380. Phone: 615-741-2851. Fax: 615-532-9412.

EMERGENCY NOTIFICATION REQUEST

To alert parents of emergency situations in their child's/children's school, brief text messages with important information will be sent via twitter®, a free, instant messaging service. Parents will need to go online to www.twitter.com and sign up for a twitter account being sure to add their cell phone number to the account to receive the alerts via text message. We will not be able to send email notices at this time. To receive email alerts, third party applications that are twitter compatible such as nutshellmail®, tweetbymail®, tweet2inbox®, tweetymail®, etc. can be found online. (NOTE: *Dickson County Schools in no way endorses the previously mentioned third party applications. Users will be responsible for researching for themselves an appropriate alternative for receiving the emergency notifications by email.*)

Once your account is setup just follow DCBE on twitter®. The link can be found at www.dicksoncountyschools.org.

AUTOMATED PARENTAL NOTIFICATION

Automated calls will be made to the parents of all secondary school students to give notification regarding the following issues:

- Attendance
- Grading periods and reports
- Parent-teacher meetings
- Other special school events

INTERNET USE

Student's use of the internet and e-mail in school is a privilege, not a right. If a student abuses his/her privilege he/she may lose his/her privilege to use the Internet and/or e-mail at school.

1. Student use of the Internet and e-mail shall be for educational purposes only.
2. Students shall not access the Internet or e-mail unless such use is at the direction and under the supervision of a teacher and/or staff member.
3. Students shall not use the Internet or e-mail for commercial or for-profit purposes.
4. Students shall not use the Internet or e-mail to intentionally seek information, obtain copies, or modify files or other data, or passwords belonging to other users, or misrepresent other users on the system.
5. Students understand that all communications and e-mail is the private property of the author and shall respect it as such and abide by applicable copyright laws.
6. Students shall not use the Internet or e-mail in such a way as to disrupt use by others; students shall not destroy, modify or abuse hardware or software in any way; students shall not access, process, develop, download, or distribute files dangerous to integrity of the system.
7. Students shall not install or download copyrighted software.
8. Students shall not use the Internet or e-mail to access, process, develop, download or distribute pornographic materials, including but not limited to text, images, or sounds.
9. Students must receive prior written approval to subscribe to Listservs, Blogs or websites via the Internet or e-mail.
10. Students shall not use the Internet or e-mail to access, process, develop, download or distribute hate mail, harassment, or discriminatory remarks

Request for fee waiver

Name of student _____

School _____

Present Grade Placement _____

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) _____

Explanatory notes:

School may request but not require fees "for activities and supplies required to participate in all courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies." This rule is applicable to all students, not just those who are eligible for free and reduced lunches.

All students must be given an opportunity to request a waiver of all fees (or for a waiver of a portion of all fees). This can be done at the beginning of the school year, at the time of enrollment, and/or at the time of requesting school fees. The process is simply to fill out this form.

2011-2012 SIGNATURE PAGE

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.

Signature of Parent/ Date _____

Signature of Student/ Date _____

Internet use

My child has permission to access the Internet based on the Internet Use policy contained in this notebook.

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.

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



If you know of someone planning to commit a violent act at school, please 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 policy. Help us to help you!