



2012-2013
STUDENT-PARENT
HANDBOOK

John Aitken
Superintendent

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Visit us on the web at www.scsk12.org

SCHOOL STAFF WILL DISCUSS THE CONTENTS OF THIS HANDBOOK WITH THEIR STUDENTS.

SHELBY COUNTY SCHOOLS RESPECTFULLY REQUESTS PARENTS ALSO REVIEW THE INFORMATION CONTAINED IN THIS HANDBOOK WITH THEIR CHILDREN.

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To view the policy manual for Shelby County Schools, please visit our web page at www.scsk12.org

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Visit the Shelby County Schools Website (www.scsk12.org) to view our Tennessee Comprehensive Systemwide Planning Process (TCSPP).

Also, visit the SCS website to view a summary of our **FY12 Local Consolidated Application for Federal Funding**. To find this on our website go to **FEDERAL PROGRAMS** and then to the link for this document.

Shelby County Board of Education
(Offices Indicated Are Those Held At Time Of Publication)

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Diane L. George	Reginald Porter, Jr.	
Tomeka R. Hart	David Reaves	

2012-2013 Board Meeting Dates

AUGUST 2012

21 Work Session
28 Business Meeting

OCTOBER 2012

23 Work Session
30 Business Meeting

DECEMBER 2012

11 Work Session
18 Business Meeting

FEBRUARY 2013

19 Work Session
26 Business Meeting

APRIL 2013

23 Work Session
30 Business Meeting

JUNE 2013

18 Work Session
25 Business Meeting

SEPTEMBER 2012

18 Work Session
25 Business Meeting

NOVEMBER 2012

20 Work Session
27 Business Meeting

JANUARY 2013

22 Work Session
29 Business Meeting

MARCH 2013

19 Work Session
26 Business Meeting

MAY 2013

21 Work Session
28 Business Meeting

JULY 2013

23 Work Session
30 Business Meeting

NOTE: UNLESS OTHERWISE NOTED, BUSINESS MEETINGS WILL BE HELD THE LAST TUESDAY OF THE MONTH AT 5:30 P.M. IN THE MCS TEACHING AND LEARNING ACADEMY AUDITORIUM, 2485 UNION AVENUE, MEMPHIS. WORK SESSIONS WILL BE HELD ONE WEEK PRIOR TO THE BUSINESS MEETING AT 5:30 P.M. IN THE MCS TEACHING AND LEARNING ACADEMY AUDITORIUM, 2485 UNION AVENUE, MEMPHIS. IF CONFLICTS ARISE THAT WOULD RESULT IN CHANGES IN MEETING DATES, NOTIFICATION WILL BE GIVEN TO THE LOCAL MEDIA AND CHANGES WILL BE POSTED ON OUR WEBSITE.

Approved: February 28, 2012

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STUDENT SCHOOL CALENDAR *for 2012-2013*

The calendar provides for two terms/semesters. The first term/semester begins on August 6th and ends on December 18th. The second term/semester begins on January 3rd and ends on May 23rd. (SEE NOTE BELOW)**

Registration DayJULY 31st

Important Dates to RememberStudent Holidays / Non-Teaching Day

First Semester

First Day of SchoolAugust 6
 Parent Conferences (7 AM Schools 3-6pm all others
 4-7 PM)September 13

End of first grading period October 5

C.R.A Grades 3 and 7* December 4-6
Gateway Tests Online
 (Entered 9th grade prior to 09-10)...Contact Guidance Dept.
 EOC Tests December 3-10
 Semester ExamsDecember 14,17,18
Last Day For Students (half day).....December 18

Labor DaySeptember 3

District Learning DaySeptember 14

Fall Break.....October 8-12
 Veteran's Day Break.....November 12
 Thanksgiving Holiday.....November 21-23

Christmas Break.....December 19-January 1

Second Semester

First Day Second SemesterJanuary 3

Writing AssessmentFebruary 5
 Parent Conferences (7 AM Schools 3-6pm all others
 4-7 pm)February 7

End of third grading periodMarch 8

Middle School Math PlacementMarch/April

TCAP Tests (Grades 2-8)..... April 23-30

High School Gateway TestsApril 30 - May 11

End of Course Tests May 1-10

Semester Exams May 21-23
Last Day of School (half day)May 23**

Dr. M.L. King's BirthdayJanuary 21

District Learning DayFebruary 8

Spring Break March 11-15
 Good FridayMarch 29

*C.R.A= Constructed Response Assessment

NOTE: ** If necessary, predetermined inclement weather days are: May 28, 29, & 30, 2013.

GRADING PERIOD SCHEDULE 2012-2013

Nine Week Grading Periods

First grading period
 Second grading period
 Third grading period
 Fourth grading period

Period Ends

October 5, 2012
 December 18, 2012
 March 8, 2013
 May 23, 2013

Report cards will be issued soon after the ending date of each grading period.

NON-DISCRIMINATION (Policies #1009, #4010, #6046)

Be advised that all classroom instructional and extracurricular activities and opportunities in the Shelby County Schools are offered without regard to race, color, creed, national origin, religion, sex, age, or disability, or for any other reason not related to a student's individual capabilities. Policies 4010 and 6046 provide guidelines. Students and/or their parents/guardians as well as employees may present complaints regarding discrimination as set forth in the following statutes to the designated Federal Rights Coordinator:

Title VI of the Civil Rights Act of 1964;
Title IX of the Education Amendments of 1972;
Section 504 of the Rehabilitation Act of 1973;
Age Discrimination Act of 1975;
Title II of the Americans With Disabilities Act of 1990.

FRC for students: Herchel Burton
2800 Grays Creek Road, Arlington 38002
901.473.2575 or hburton@sck12.org

FRC for employees: Lois Williams
160 S. Hollywood, Memphis 38112
901.321.2500 or lwilliams@sck12.org

CUSTOMER SERVICE SPECIALIST / OMBUDSMAN

Concerns are best addressed closest to the point of origin; however, when normal channels of communication have not provided a resolution, the Ombudsman may be contacted at 321-2504. The Ombudsman serves as an independent third party to review your concerns and advise you.

OVERVIEW OF SCHOOL SYSTEM

Located in the extreme southwest corner of the state, the Shelby County Schools district is the fourth largest school system in Tennessee with a population of over 47,000 students. Our district includes all the public schools in the county outside the corporate limits of the city of Memphis, including those schools located within the six (6) incorporated towns of Arlington, Bartlett, Collierville, Germantown, Lakeland and Millington.

A *community school concept* is followed as closely as possible in the assignment of students to schools. The Shelby County School System has built 29 of our 51 schools since 1990. Grade structure may vary due to growth in certain school areas and construction of new facilities; however, the primary design is elementary, middle and high school. High schools have grades nine through twelve. All schools are air-conditioned and constructed to provide a variety of instructional services and programs. The parent may contact the school or Assistant Superintendent of Curriculum and Instruction to request a listing of available services or to determine their child's eligibility for services in specific programs. All facilities are inspected periodically by personnel from the Shelby County Health Department, the Shelby County Occupational Safety and Health Department, the Shelby County Building Department, and representatives from the State Fire Marshall's office.

Our schools meet or exceed the standards set by the Tennessee State Department of Education and the Southern Association of Colleges and Schools. Thirty-three years ago Shelby County Schools (SCS) was the first Tennessee school system accredited in its entirety by the Southern Association of Colleges and Schools (SACS). Comprehensive self-evaluative school improvement plans are in place at each school and are updated annually. Our system is committed to quality instruction.

We proudly celebrate the numerous awards and accomplishments of our students and staff, who are recognized each year for excellence in academic, athletic, and service endeavors on local, state and national levels. *Money Magazine* has recognized Shelby County Schools as one of the "Top 100 Schools Systems" in the United States. For fifteen consecutive years our system has been honored by School Match Inc. with the "What Parents Want Award." Vital to the success of our students and our system is the continuous support of parents and the PTA associations throughout the county. The Shelby County Council and the local member units of the PTA win numerous awards each year for the integral part they play in the success of our children. Shelby County Schools PTA has the largest membership in Tennessee.

STATE REPORT CARD

The current Tennessee Report Card is available at the State website (<http://tn.gov/education/reportcard/>) and provides demographics, statistics and performance indicators for the system as well as individual schools.

MISSION

Empowering all students for success in learning, leadership, and life.

VISION

To fully engage our staff, students, and stakeholders in becoming world class leaders in student achievement, character, citizenship, health, and technology through training, rigor, relevance, and relationships.

VISITORS TO SCHOOLS

Except on occasions such as school programs, athletic events, open house and similar events at which the general public is invited, all persons with the exception of school district personnel and students entering the school buildings or school grounds at which they are enrolled are prohibited from entering any school building or school grounds unless they have first reported to the school office and been granted permission to enter the school building or school grounds by the school Principal or his/her designee. The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the staff or students on the premises, or on the premises for the purpose of committing an illegal act.

The Principal or his/her designee may not grant permission to enter the school building or school grounds, other than the school office, unless the person seeking to enter the school premises has first reported to the school office, signed a log book designated for visitors, presented photo identification verifying the identity of the visitor, and scanned into the SCS Visitor Management System. Additionally the Principal or his/her designee shall not grant permission to enter the school building or school grounds unless the Principal or his/her designee determines that the prospective visitor has a special need to enter the school premises that serves a legitimate need of a student, school employee, or business need of the school. The Principal or his/her designee shall have discretion to deny requests for entry if, in the sole discretion of the Principal or his/her designee, the prospective visitor does not have a legitimate need to enter the premises. In the event that the Principal or his/her designee determines that the prospective visitor should be granted access to the school premises, the visitor must wear and display a visitor's badge in a manner in which the badge can be easily seen by others. When the visitor leaves the school building or school premises, he/she must again report to the school office, return the visitor's badge and report the time of his/her departure on the log designated for visitors.

In order to ensure the safety of students and school personnel, all school personnel shall be required to report to the school Principal or his/her designee the presence of any person who does not appear to be wearing and displaying a visitor's badge. However, school personnel should not attempt to remove the person who does not appear to be properly within the building or school grounds from school premises.

In cases in which the school Principal or his/her designee is informed that a person has entered school premises without having followed the terms of this policy, the Principal or his/her designee shall approach the person and ask the person to report to the school office for further discussion. If the person refuses to report to the school office and/or if the Principal denies access to the school building or premises and the person refuses to leave school premises, the Principal or his/her designee shall contact the school's SRO officer and/or local law enforcement for purposes of having the person arrested and removed from school property.

Shelby County Schools uses the SCS Access Control System. For the safety of all students, faculty, and staff, all school doors are locked. This system allows visitors to gain access to the school building through a video phone located at the front door of the school. Pushing the button on the video phone enacts the SCS Access Control System and a staff member will greet the visitor and electronically open the door to allow parent/visitor access.

In addition, Shelby County Schools has also employed the use of the SCS Visitor Management System. This system requires that all visitors provide a valid Tennessee Driver's License or other state authorized identification which will be scanned and cross referenced with a nation wide sex offender database.

ADMISSION AND ENROLLMENT

Students Eligible to Attend Shelby County Schools

Residence: Pupils are required to attend school between the ages of six (6) and seventeen (17), both inclusive, unless withdrawn in accordance with legal requirements. (T.C.A. §49-6-3001). Educational services will be provided for homeless students in accordance with local, state and federal guidelines (NCLB).

NOTE: A homeless child (defined in McKinney-Vento Homeless Assistance Act) lacks fixed, regular and adequate residence or has a primary residence in a supervised publicly or privately operated shelter for temporary accommodations, a public or private place not designated for use as regular sleeping accommodations for humans (Policy #6003). For further information please contact the Homeless Liaison, Rob LeGault, Specialist, Student Services, at 473-2560.

Shelby County Schools' policy prohibits the enrollment of any child in Shelby County Schools unless they are living with a parent/legal guardian who resides in the area served by the Shelby County School System. Proof of official residence will be required at registration and will be checked randomly as well as when there is a reasonable question regarding the location of the current residence.

Parents interested in enrolling a child at a school other than that which is zoned for their home address may review the Shelby County Schools Student Transfer Policy (#6008) at www.scsk12.org. Parents who move from the address provided at registration must submit an Eligible Circumstance Request for Transfer form. Approval must be obtained through Student Services for continued enrollment.

Proof of Residence: The parent/guardian of every student will be required to provide 2 of the following items showing the parent/guardian's name and address, to prove residency: Sales Contract (contingency agreements not accepted), Real Estate Tax receipt, Mortgage information, Current Memphis Light Gas and Water bill or turn on receipt or a water bill from a municipality, Driver's License, Rental Contract, or Military Letter of Assignment (residence shall be checked during the school year).

Shared Residency: All Parents/Guardians who live with another person must schedule an appointment with Student Services for Proof of Residency approval prior to registration. This process must be completed at the Board of Education in the Office of Student Services.

Custody Issues: Only the residence of the parent with legal custody may be used for registration. (T.C.A. §49-6-3103) In cases where parents have joint custody, only the address of the parent named as the primary residential parent may be used for registration. The parent whose residence qualifies the child to be registered is the parent the school personnel will consider as the *custodial parent*. The noncustodial parent may receive school records when a written request is given to the school principal in compliance with T.C.A. §49-6-902 or T.C.A. §36-6-104.

For further information regarding the eligibility of students to attend Shelby County Schools, please see Policy #6006 "Eligibility Of Students To Attend Shelby County Schools" at www.scsk12.org.

Power of Attorney for Childcare (T.C.A. §34-6-302)

Parents of a minor child may delegate to any adult person residing in this state temporary care-giving authority regarding a minor child when hardship prevents the parent(s) from caring for the child.

Hardships identified are:

1. The serious illness or incarceration of a parent or legal guardian;
2. The physical or mental condition of the parent or legal guardian is such that care and supervision cannot be provided;
3. The loss or uninhabitability of the child's home as the result of a natural disaster.

When one of the above hardships is applicable, the custodial parent(s) and the caregiver must make an appointment to meet with Student Services Personnel in order to complete the application for Power of Attorney.

Hardships not listed above should be referred to Juvenile Court to change the custody.

STUDENT ENROLLMENT

Entrance Age (Policy #6004)

A child must be five (5) years of age on or before September 30 of the current school term to be admitted to kindergarten.

A child must be six (6) years of age on or before September 30 of the current school term to be admitted to the first grade. After July 1, 1993, all children entering the first grade must have attended an approved kindergarten.

Any transfer student legally enrolled as a first grade student in another state who will be six (6) years of age no later than December 31 of the current school year, making application for admission, shall be enrolled in Shelby County Schools.

Any child legally enrolled in an approved kindergarten in another state during the preceding school year and who could have enrolled in the first grade in that state in the current school year, making application for admission, shall be enrolled in the first grade in the Shelby County Schools provided he is six (6) years of age on or before December 31 of the current year.

Parents or guardians of children entering school for the first time shall present a certified birth certificate or satisfactory proof of age upon entrance into the Shelby County Schools.

Children with disabilities may be enrolled in the Shelby County Schools provided the eligibility requirements as determined by the State of Tennessee have been met.

T.S.B. §05020-1-3-.09

Students enrolling in kindergarten who have not previously enrolled in any school will furnish the following:

1. **Certified birth certificate:** other evidence of age is acceptable only if the certificate is not available, such as a foreign-born student, and only if approved by the Department of Student Services.
2. **Proof of Immunization:** please see the preceding section entitled "Immunization (New State Immunization Rules and Certificate)"
3. **Physicals:** Physical examinations are a requirement for entry into Kindergarten or new students entering a TN school for the first time (within the last 12 months is acceptable)

Out-of-State physicals for entering students in Kindergarten or a Tennessee School for the first time are acceptable; however, documentation on the Tennessee Immunization Certificate is necessary for submission to the school along with all immunizations transferred to the TN Dept. of Health Immunization Certificate. Proof of physical exam is required.

4. **Social Security Card:** students who cannot provide a social security number will be assigned a personal identification number. Attendance operators are provided instruction as to procedure to assign PIN numbers at their in-service. Students cannot be denied admission to public schools because they did not provide a social security number at registration.

Students entering school for the first time who have not met the requirements of the preceding requirements (numbers 1 and 2) shall not be permitted to enroll. Principals shall notify the Department of Student Services for assistance in meeting the requirements 1 and 3. For specific issues with immunization verification, notify the Office of Coordinated School Health at 901.473.2693.

A *Temporary Tennessee Certificate of Immunization* may be submitted, if the physical examination has been completed and immunizations have been started. The student may attend school as long as the immunizations are completed according to schedule. The temporary certificate expires after the next dosage due date. Compliance with completion will be monitored. Parents will receive notification of actions to be taken if vaccination schedule is not followed.

IMMUNIZATION

New State Immunization Rules and Certificate

The Tennessee Department of Health (TDOH) has issued new immunization rules and is issuing a new Official Certificate that is required for entry into school effective July 1, 2010. All newly required vaccines are routinely recommended for all children.

- There will now be only one official TDOH certificate of Immunization that must be filled out by medical providers for delivery to school prior to entry of their child into pre-school, pre-k, kindergarten, 7th grade, or as a new student. This form will only be available from a private health care provider or local health department.
- For children entering pre-school and pre-K, four (4) new additional immunizations are required.

Children in Pre-School or Pre-K

- Current immunization requirements:
 - ✓ Diphtheria –Tetanus- Pertussis (DTaP, or DT if appropriate)
 - ✓ Poliomyelitis (IPV or OPV)
 - ✓ Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
 - ✓ Varicella (1 dose or history of disease)

New additional immunization requirements:

- ✓ Hepatitis B (HBV)
- ✓ Haemophilus influenza type B(HIB): age younger than 5 years only (this requirement is resumed following suspension during a national Hib vaccine shortage in 2008-2009)
- ✓ Pneumococcal conjugate vaccine (PCV): age younger than 5 years old.
- ✓ Hepatitis A (1 dose by 18 months of age)

For children entering Kindergarten additional doses of existing vaccines are now required and one new vaccine will be required beginning in 2011

- Current immunization requirements:
 - ✓ Diphtheria –Tetanus- Pertussis (DTaP, or DT if appropriate)
 - ✓ Hepatitis B (HBV)
 - ✓ Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)

New additional immunization requirements:

- ✓ Poliomyelitis (IPV Or OPV): final dose on or after the 4th birthday now required
- ✓ Varicella (2 doses or history of disease): previously only one (1) dose was required
- ✓ ****Hepatitis A (2 doses): effective July 1, 2011****

For children entering 7th Grade:

- Children entering the 7th grade, who are already enrolled, no longer are required to show proof of hepatitis B vaccine, but must show proof of two (2) new immunizations (Tdap and varicella).
- For 7th grade student already enrolled in Tennessee schools, only proof of the two new immunizations is required on the new immunization certificate.

Children entering 7th Grade

New immunization requirements:

- Tetanus –diphtheria-petussis booster (Tdap)
- Verification of immunity to varicella (2 doses or history of disease)

For New Enrollees (other than K or 7th grade)

New enrollees in a Tennessee School in Grades other than K or 7th:

- **Current immunization requirements:**
 - ✓ Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)

- ✓ Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- **New additional immunization requirements:**
 - ✓ Hepatitis B (HBV) previously only for kindergarten, 7th grade entry
 - ✓ Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday now required
 - ✓ Varicella (2 doses or history of disease) previously only one dose was required.

Children with medical or religious exemptions to requirements:

- **Medical:**
Healthcare provider must indicate which specific vaccines are medically exempted (because of risk of harm) on the new form. Other vaccines remain required.
- **Religious:**
Requires only a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. If documentation of a health examination is required, it must be noted by the health care provider on the immunization certificate. In that case, the provider may explain the absence of immunization information by checking that the parent has obtained a religious exemption.

Waiver of Immunization Requirements

State law (T.C.A. §49-6-5001) provides waiver of immunization requirements under the following conditions.

1. Absent epidemic or threat of epidemic, parents may object in writing, when immunization conflicts with the teachings and practice of a well recognized religious denomination to which the parents adhere. However, if an epidemic or threat of epidemic occurs, objections on the behalf of religious teaching are invalid.
2. Certificate in writing from a physician stating that such immunization would be harmful to the child involved is provided to the school for the student’s permanent file.

*Please contact Coordinated School Health at 901.473.2693 for questions related to exemption documentation requirements.

For additional information regarding immunization and school admissions, please see Policy #6002 “School Admissions” located in the SCS Policy Manual at www.scsk12.org.

ATTENDANCE, ABSENCES, TRUANCY, AND WITHDRAWAL

Attendance

The Tennessee State Compulsory Attendance Law (T.C.A. §49-6-3001 and T.C.A. §49-6-2007) requires that pupils of legal age attend school (ages of six and seventeen years, both inclusive) unless special circumstances arise which temporarily or permanently excuse the student from attendance. This also applies to five (5) year old students who have attended school for six (6) weeks. By state law, the student’s school year shall consist of a minimum of 180 teaching days exclusive of all vacations, as approved by the Board of Education. (T.C.A. §49-6-3004) The annual calendar is divided into two semesters. A copy of this calendar is included at the front of this handbook.

Tardiness

Students are expected to be at school and in all classes on time. School time missed due to tardiness will be considered cumulatively. Students who are tardy are subject to disciplinary action in accordance with each individual school’s rules concerning tardiness and when excessive, can result in a child being reported as truant. Students arriving on campus after school has started are required to check in at the attendance office, and students will be required to be accompanied by their parent or present a valid written notification stating the reason for the tardiness. Failure to follow these procedures can result in the student being marked absent for the entire day or the tardy being marked unexcused.

Student Attendance Accounting

A student must be in attendance the majority of the seven (7) hour school day in order to be counted *present* on attendance records for that day (not to be confused with Perfect Attendance). Any student arriving after school has begun must report to the attendance office immediately to check in and receive an *Admit Slip* before going to class. Students leaving school during the school day must check out through the attendance office. Teachers, principals, and other school administrators should exercise extreme caution in releasing students from school. Students will not be released until all excuses are carefully checked. A student shall not be permitted to leave school during the school day without written request from the parent/guardian and approval of the principal.

FAILURE TO CHECK IN THROUGH THE ATTENDANCE OFFICE MAY RESULT IN THE STUDENT BEING INCORRECTLY MARKED ABSENT OR TRUANT.

Students of Legal Age (18 years and older - Policy #6020)

Every student eighteen years of age or older shall follow all rules, regulations and procedures that any student under the age of eighteen must follow. The only exemption to this is in a situation when a student eighteen years of age or older is not allowed to reside with his/her parent/legal guardian and a notarized statement from the parent/legal guardian to that effect is on file with the Director of Student Services. In this case and in this case only the following conditions apply:

1. **School Assignment** - The student's residence will determine school placement.

2. **Absences/Lateness/Tuancy** - Absence notes, normally signed by parents or guardians, may be signed by student.
3. **Suspensions/Expulsions** - All suspension and/or expulsion proceedings shall conform to the suspension policy of the Shelby County Board of Education. Students of legal age not residing with their parents/legal guardian are permitted to represent themselves upon reinstatement to school following a suspension.
4. **Withdrawal from School** - Students of legal age not residing with their parent/legal guardian may withdraw from school under their own cognizance.
5. **Alcohol and Drugs** - The use, possession, or distribution of alcohol or drugs in the building, on school grounds, or at school-sponsored activities is prohibited. Students under the influence of either shall be subject to disciplinary procedures. The school administration may involve police action, where advisable, without parental consent.
6. **Permission to Inspect Student Records** - Students of legal age may request permission to inspect their school record on a need-to-know basis only.
7. **Excuses from School** - The principal/designee may grant permission for students to leave school early for reasons such as job interviews, college visits, and driver testing. Permission to leave school early may be denied if the request is invalid or unreasonable.
8. **Financial Responsibility** - Students of legal age will be held financially responsible for damage to school property, unless Public Chapter 668 would apply.

Students Beyond Compulsory Attendance Age (Policy #6011)

After reaching the age of eighteen (18), students shall *not* be permitted to enroll after the first 20-day attendance period of each semester. An exception will be made if the student can show proof of attendance in another school system during the first 20-day period, if a doctor's certificate states that illness has prevented enrollment during the first 20-day period, or if the District is required to permit the student to enroll under the Individuals with Disabilities Education Act.

During the first twenty (20) days of each semester, those students who fall in the following categories will be admitted only by special permission of the principal of the school where they seek admission:

1. Twenty (20) years of age or older;
2. Nineteen (19) years old and in the eleventh (11) grade or lower;
3. Eighteen (18) years old and in the tenth (10) grade or lower.

Absences (Policy #6014)

All students are expected to attend school each day that school is officially in session. Only the following reasons will be considered for excused absences:

1. Illness or hospitalization of student; Physician verification will be required to justify absences after the accumulation of ten (10) days of absence during a year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.
2. Death or serious illness within the student's immediate family;
3. Official representative of school in school-sponsored activity;
4. Special and recognized religious holidays regularly observed by persons of his/her faith;
5. Legal court summons not the result of the student's misconduct; or
6. Extenuating circumstances created by emergencies over which the student has no control, as approved by the principal.

If necessary, verification is required from an official or other source to justify absences

All absences other than those outlined above shall be considered unexcused.

A *written statement*, within *two* (2) school days of the student's return to school, shall be required from the parent or guardian explaining the reason for each absence.

Any administrative decision regarding attendance may be appealed to the Student Services Department.

Tuancy (Policy #6016)

Unauthorized absence from school is considered truancy and will be treated as such. This includes the student's absence from any scheduled class, study hall, or activity during the school day for which a student is scheduled. If a student receives 5 or more absences during a school year without adequate excuse, the Superintendent shall notify the parents that the student is required to attend school. If within 3 days of receiving the notice, the parent has failed to comply, the Superintendent shall notify the District Attorney General and/or local law enforcement of this fact and legal action shall be taken against the parent as provided by T.C.A. 49-6-3007. This does include five (5) year old students who have attended school for six (6) weeks.

T.C.A. §49-6-3007

T.C.A. §49-6-2007

Student Transfer Policy (Policy #6008)

Student Services will meet annually to determine which schools are open to transfers. **The transfer application period for all students will be from January 15th through the close of business on March 1st.** Submissions should be made prior to the upcoming school year. Transfer requests will not be considered after these dates except those that qualify as eligible circumstances. Transfers will be processed and notices sent by **June 15** of

each year. The Student Transfer Policy (#6008) and the required Transfer Request Forms can be found on the SCS website (www.scsk12.org) in the Policy Manual located under the SCS Board of Education link.

Withdrawal From Enrollment Under the Tennessee Compulsory Attendance Law

A student may be permanently excused from attending public school for the following legitimate reasons:

1. Graduation from high school;
2. Change of residence from the State of Tennessee;
3. Withdrawal from public school and enrollment in a nonpublic school;
4. Withdrawal for health reasons, certified by a licensed practicing physician; or
5. Expulsion by the Board of Education.

For additional information regarding enrollment and compulsory attendance, please contact Student Services at 901.473.2560

DRIVER'S LICENSE OR PERMIT (T.C.A.§49-6-3017 / Policy #6018)

To obtain a driver's license or permit to drive in Tennessee, the Department of Safety requires each person between the ages of fifteen (15) and seventeen (17) inclusive to:

1. Obtain a Certificate of Compulsory Attendance, and
2. Pass a Driver's Education class OR have a learner's permit (for at least three months)

The Certificate of Compulsory Attendance is provided by the high school attendance office to students who meet the legal requirements of compulsory attendance, in addition to currently passing three (3) full unit subjects or the equivalency. To maintain the driver's permit or certificate, the student must continue to meet the legal requirement of compulsory attendance and the academic requirement of currently passing three (3) full unit subjects or the equivalency. (T.C.A.§49-6-3017(c))

Motor Vehicle Or Permit License Revocation (Policy #6018)

Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for motor vehicle or permit license revocation.

A student shall be deemed academically deficient if he/she has not received passing grades in at least (3) full unit subjects or their equivalency at the end of semester grading.

A student shall be deemed deficient in attendance when he/she drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Suspensions shall be considered unexcused absences.

A copy of the notice sent to the Department of Safety by school personnel shall also be mailed to the student's parent or guardian.

T.C.A.§49-6-3017

T.C.A.§55-50-502

T.C.A.§55-50-511, et seq.

The first time a student's license is revoked due to deficient attendance or grades, the Tennessee Department of Safety can reinstate the license at the end of the next grading period after student has obtained a reinstatement form from school personnel verifying attendance and academic requirements stated above have been met. If after reinstatement, the student's license is again revoked due to deficient attendance or grades, the Department of Safety will deny driving privileges until the student reaches the age of eighteen (18).

PLEASE NOTE: The principal has the right to verify that an absence meets the criteria as an excused absence. Students must bring a note regarding the absence to the Attendance Office when returning to school. Failure to bring the note by the end of second day of school will result in the absence being considered unexcused.

Participation in Athletic Programs

All middle schools (6-8) and high schools (9-12) in Shelby County are members of the Tennessee Secondary Schools Athletic Association (TSSAA) and as members follow its rules and regulations. Academics and conduct requirements must be met by participants on middle and high school teams; as well as eligibility requirements established by TAMS and TSSAA. Any pupil participating as a member of any interscholastic athletic team must have a complete annual medical examination prior to participation. Specific eligibility requirements may be obtained from the coach or administration of the school. For additional information and requirements related to participation in interscholastic athletics, please see Policy #6051 in the SCS Policy Manual located on the SCS web page at www.scsk12.org.

STUDENT ASSIGNMENT AND EVALUATION OF PUPIL PROGRESS

Assignment Of Students To Classes (Policy #6049)

The assignment of students to classes and classes to teachers is the responsibility of the Principal. Each school shall develop and publish for students and parents any criteria and/or processes involved in the selection and assignment of classes

GRADING SYSTEM FOR GRADES K-5 (Policy #5014)

The grading system for Shelby County Elementary Schools in accordance with the Tennessee Uniform Grading System establishes the grading system for grades kindergarten through fifth grade.

Two (2) report cards are used in grades K-5; Teachers should refer to the appropriate card for an explanation of the grading system for each level.

Kindergarten:

The kindergarten report cards show progress toward the state standards. The grade level standard is set by the state and indicates what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by mastery or non-mastery for each skill. Report cards are sent home at the end of each nine-week term.

Grades 1-5:

1. In all schools, students' conduct is graded as E, G, S, N, or U and is to be reported at each grading period on the report card. Self-contained classes receive one homeroom conduct grade. Individual subject classes each give a conduct grade.
2. The basic grading system for knowledge/subject area is expressed by the letters "A," "B," "C," "D," and "F" with the following numerical values except for 1st grade science and social studies which will be expressed by the letter "S" or "N".

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

Plus and minus evaluations are not to be added to letter grades. The numerical values listed are for teacher use only.

3. Report cards for grades K-5 are sent to parents at the end of each nine-week term.
4. In grades 1-5 Integrated Language Arts and Math, a minimum of twelve grades per subject per nine-week term should be recorded for every student. For all other subjects in grades 1-5, a minimum of 9 grades per nine-week term should be recorded. Fifty percent of the required grades must be earned and recorded by the interim of the nine-week term. (These grades could be determined by projects, oral, and written assignments, etc.) Term grades given at the end of each nine-week period will be determined by the average of daily work, oral assignments, written assignments and tests. The teacher will assess all student assignments and weigh the value of grades given for various assignments within the nine-week term in computing the term grade. This procedure will enable the teacher to allow for individual student differences in the grading process. Grades for homework assignments should be given with care, since homework may not always be completed by the student himself. Homework assignments are of value in affording students needed practice, and such assignments should be made within practicable limits.
5. Semester grades for grades 1-5 are determined by an average of grades for each of the two nine-week terms. Standardized tests should not be used as the sole measure for passing or failing. The 5th grade Writing Assessment will be factored into to the student's 4th 9 week grade.
NOTE: Semester examinations are not given in grades 1-5.
6. Final Grade – This grade is determined by averaging the two semester grades.
7. A student's academic grade is solely intended to reflect the student's acquired knowledge, ability, and/or skills in the designated subject. Therefore, academic credit/points may not be awarded or deducted for any purpose that is not directly related to the student's academic performance. For example, academic credit/points may not be awarded as an incentive to participate or achieve a certain goal in a school fundraising event. Academic credit/points may not be deducted for failure to purchase certain brands or types of school supplies. A reasonable number of academic points may be deducted from a student's academic grade for failure to submit homework or other assigned academic work on the date specified by the teacher.
8. Parents are to be notified within a report card period when a student is not doing acceptable work. Parent-teacher conferences should be held for gaining parental support in an effort to improve student performance.

Beginning with the 2011-2012 school year, for students in grades 3-5, scores on the Tennessee Comprehensive Assessment Program (TCAP) shall comprise 15% of the students' final grade for the spring (second) semester in mathematics, reading/language arts, science and social studies.

T.C.A. § 49-1-614

Tennessee State Board of Education Rule §0520-01-03-.05

GRADING SYSTEM FOR GRADES 6 - 12 (Policy #5015)

Shelby County Board of Education policy in accordance with the Tennessee Uniform Grading System establishes the grading system for grades 6-12.

Report cards are sent to parents at the end of each nine-week period, unless the parents/guardians have exercised their option for paperless reports. Parents must be notified within a report card period when a student is not doing acceptable work. Parent-teacher conferences should be held for gaining parental support in an effort to improve student performance.

In all schools, students' conduct is graded as excellent, satisfactory, needs improvement or unsatisfactory, and the initial letter "E", "S", "N", or "U" is used to report the conduct grade. It is to be reported at each grading period on the report card with each subject grade.

NOTE: If an erroneous grade has been entered, correction must be made and a new card issued to the student.

1. Grades will be reported on report cards and transcript records using numerical values as indicated below:

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

2. Grades given at the end of each nine-week period will be determined by the average of daily work, oral and written assignments, and tests. A minimum of twelve grades for the nine-week period should be recorded for each subject. Fifty percent of the twelve grades should be earned and recorded by the interim of the nine-week term. This gives the teachers the basis for the grades at the end of the grading period. The teacher will assess all student assignments and weigh the value of grades given for various assignments within the nine-week term in computing the term grade. This procedure will enable the teacher to allow for individual student differences in the grading process. Grades for homework assignments should be given with care, since the student himself may not always complete homework. Homework assignments are of value in affording students needed practice, and such assignments should be made within practicable limits.

NOTE: Grading systems other than the above must be approved in writing by the Assistant Superintendent of Curriculum and Instruction and the Superintendent.

3. A student's academic grade is solely intended to reflect the student's acquired knowledge, ability, and/or skills in the designated subject. Therefore, academic credit/points may not be awarded or deducted for any purpose that is not directly related to the student's academic performance. For example, academic credit/points may not be awarded as an incentive to participate or achieve a certain goal in a school fundraising event. Academic credit/points may not be deducted for failure to purchase certain brands or types of school supplies. A reasonable number of academic points may be deducted from a student's academic grade for failure to submit homework or other assigned academic work on the date specified by the teacher.
4. Regular attendance should be necessary for passing grades. In the event of an excused absence, students are expected to make up work missed within a reasonable time.
5. Semester exams are not given in grades 6-8 with the exception of high school level courses. Students who successfully complete a high school course will earn high school credit. Semester grades earned in high school courses mentioned above, regardless of credits earned, will be recorded on the high school transcript. The grades earned will be included in the high school GPA.
6. Beginning with the 2011-2012 school year, for students in grades 6-8, scores on the Tennessee Comprehensive Assessment Program (TCAP) shall comprise 15% of the students' final grade for the spring (second) semester in mathematics, reading/language arts, science and social studies. *The Writing Assessment will be factored into the student's 4th 9 weeks grade.
7. Students who meet only the minimum requirements should be given minimum passing grades. No student should fail for the semester or year if the only failing grade is that of the semester examination, provided the student has made an honest effort on the examination.
8. Credits will be awarded in 0.5 increments upon successful completion of a semester.
9. For courses, which have, a Tennessee State mandated EOC exam required during second semester, semester grades are determined by counting the two quarter grades as 80% and the semester examination, or a comparable evaluation, as 20%.
10. For courses, which have, a Tennessee State mandated EOC exam required during a second semester the semester grades are determined as follows:
 - First semester grades are determined by counting the two quarter grades as 80%, the semester examination, or comparable evaluation, as 20%,
 - Second semester grades are determined by counting the two-quarter grades as 65%, the semester examination, or comparable evaluation, as 10%, and the state mandated EOC exam as 25%.

*The Writing Assessment will be factored into the student's 4th 9 weeks grade

11. Grading for English 11 will be as follows:

- First semester grades are determined by counting the two quarter grades as 80%, the semester examination, or comparable evaluation, as 20%,
- Second semester grades are determined by counting the two-quarter grades as 70%, the semester examination or comparable examination, as 15%, and the Writing Assessment as 15%.

12. In all Advanced Placement and International Baccalaureate courses at the secondary level five (5) points shall be added to each quarter numerical grade and each semester exam grade. The two nine-week grades and the semester exam grade, with the points included, will be used to calculate the semester average.
13. In all grades for Honors courses at the secondary level three (3) points shall be added to each quarter numerical grade, and each semester exam grade. The two nine-week grades, the semester exam grade, with the added Honors course points included, will be used to calculate the semester average.
14. A student having a 90 or higher average for the two terms in a specific course, and having three (3) or fewer excused absences in that same course will be exempted from the semester exam if the student desires. When a student is exempted from the examination, the semester average will be the average of the two term grades and any state-mandated exam as outlined in Number 9. ANY UNEXCUSED ABSENCE IN THE COURSE WILL DISQUALIFY THE STUDENT FROM ALL EXEMPTIONS. EXEMPTIONS APPLY ONLY TO TEACHER-MADE SEMESTER EXAMINATIONS. 12th grade students are eligible for exam exemption during both semesters. All other students in high school courses who meet the above requirements may be exempted for only the second semester exam.

Tennessee State Board of Education Rule §0520-1-3-.06
Tennessee State Board of Education Rule §0520-01-03-.05

The purpose for ranking students is to give colleges an accurate picture of which students have distinguished themselves with a selection of challenging courses and have excelled within those courses over the four years of high school.

The procedure for calculating rank in Shelby County Schools' high schools will be as follows:

Rank will be calculated by weighted GPA.

For standard classes:

A = 4.0
B = 3.0
C = 2.0
D = 1.0
F = 0

For Honors' classes:

A = 4.5
B = 3.5
C = 2.5
D = 1.5
F = 0

For AP classes:

A = 5.0
B = 4.0
C = 3.0
D = 2.0
F = 0

Report to Parents

Report cards are issued to parents at the end of each nine-week session. The report cards will be issued soon after the conclusion of each grading period. The grading period schedule is listed on page 2. Parent involvement is an important variable of student success. Parents are encouraged to discuss the student's progress with school personnel.

Promotion and Retention (Policy #5013)

Promotion shall be considered on the basis of what is best for the child in terms of school success. Special consideration for promotion and/or retention shall be given to students with special academic, social, and emotional needs.

In the case of failing work being done by the child, the parents shall be informed early so that the school and home may cooperate in helping him/her improve. Retention is used to help students improve their knowledge base by providing an additional year of instruction thus addressing the frustration and failure often associated with inadequate skills mastery.

Retention will be considered on an individual basis. Assessment of the student in the context of the total learning situation and its attendant circumstances should be used to determine what is best for the student. If a student's ability to succeed at the next grade level is highly questionable, consideration shall be given to conditional promotion and/or assignment to transitional classes if such classes exist.

Factors to be considered in deciding what is best for the student should include:

1. current skill level;
2. the student's age;
3. achievement potential;
4. previous potential;
5. evaluative data;

6. chances for success with more difficult material when current skills are inadequate;
7. number of absences;
8. maturity level and most importantly;
9. what benefits can be accomplished by retention;
10. previous retention.

A student in the third grade shall not be promoted to the next grade level unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. However, such student may be promoted if the student participates in a Shelby County Board of Education approved research-based intervention prior to the beginning of the next school year. This provision shall not apply to students who have IEPs pursuant to 20 U.S.C. § 1400 et seq.

A collectively developed educational plan which suggests different strategies and materials should be considered for every student to be retained. Central office personnel shall monitor the progress of the retained students.

Deficiencies in several of the above areas indicate that retention shall be considered. Retention, however, should not be used as a punitive measure or as a way to hold a student back because of parental wishes when a student's performance does not warrant it or when the school feels retention is inappropriate.

Parents who disagree with the decision of the teacher(s) and principal regarding the promotion or retention of a student may appeal the decision to the Superintendent or his designee. The decision of the Superintendent or his designee shall be final.

Tennessee State Board of Education Policy No. 3.300
 Tennessee State Board of Education Rule § 0520-01-03
 Tennessee State Board of Education Rule § 0520-01-03-.05

Parent Conferences

Parent-teacher conferences are encouraged and may be initiated by either the teacher or the parent. Parents should schedule conferences with teachers by calling the school office. In addition, two half-days a year, one each semester, are also set aside for parent conferences. Conference dates are listed on the Student School Calendar located on page 1 of this handbook. For the 2012-2013 school year, parent conferences are scheduled for the following dates:

September 13, 2012	3:00 – 6:00 p.m. or 4:00 to 7:00 p.m. (depending upon individual school schedules)
February 7, 2013	3:00 – 6:00 p.m. or 4:00 to 7:00 p.m. (depending upon individual school schedules)

Trimester Schedules

Houston High and Millington High will be continuing to implement a trimester schedule during the 2012-2013 school year. Please contact the school for information regarding exam exemptions, report cards and parent conference dates. Holidays will be the same for all Shelby County Schools regardless of schedule.

STUDENT RECORDS

Accumulative Records

A confidential accumulative record of educational history and progress is maintained in a secured file for each student enrolled in the school system. This accumulative record contains all courses taken, grades received, credits earned, as well as results of achievement tests taken and suspensions/expulsions. Records are copied/transferred by school officials upon formal request from the receiving school.

Special Education Records

Special education records are maintained for students currently served by an IEP (Individual Educational Plan) and receiving services such as speech, APEX, Functional Skills, etc. The psychological and other relevant records are kept in individual schools in separate folders. These confidential folders are maintained in a locked file cabinet or a locked room. The psychological reports are maintained at the Department of Exceptional Children. When special services are discontinued or the student withdraws from the District, the Special Education student record is forwarded to the Department of Exceptional Children. A request for these records along with a Confidential Release of Information must be signed by the parent/guardian or student, if of legal age, and must specifically request "Special Education Records" and must be forwarded to the Department of Exceptional Children. Records will not be released to outside agencies without a signed release from the parent/guardian or student of legal age, with the exception of release to other school districts as permitted under FERPA (Family Educational Rights and Privacy Act; Buckley Amendment) Public Law 93-380) In these circumstances, records will not be released to another school district without notifying the parent/guardian.

Access and Content / FERPA

In 1974 the Family Educational Rights and Privacy Act (Buckley Amendment) Public Law 93-380, §438, was passed to ensure confidentiality of student records. Additional information provided on page 36.

Military Recruiters

Parents have the right to request in writing that their child's name, address and telephone number not be released to a military recruiter without prior written consent. This request shall be presented to the school principal at the beginning of each school year.

Directory Information

Directory information shall also be released when approved by the superintendent in accordance with NCLB. If parents do not want this information distributed, they must notify the school in writing.

DEPARTMENT OF EXCEPTIONAL CHILDREN

Shelby County Schools offers a wide range of services to meet the needs of students with disabilities. Eligible students from ages three through twenty-one are served in all schools. A full continuum of services, including related services of Speech/Language Therapy, Occupational Therapy, and Physical Therapy are available in every school. Specialists are available to work with visually impaired, hearing impaired, and students with behavior problems. Detailed information regarding special education programs may be obtained by calling 901.473.2710.

Student Referral

If parents are concerned about their child's learning or behavior in school they may call or write their child's teacher or school administrator expressing these concerns. The school administrator may explain the student intervention and referral process if parents are requesting an evaluation for special education services. Parents may also contact the Executive Director of the Department of Exceptional Children regarding the referral process.

The district does not discriminate in evaluation or programming on the basis of race, color, creed, national origin, religion, sex, age, or disability. . Parents, teachers, or administrators may refer students for screening to its gifted services program (APEX). As with all students with disabilities a continuum of services are offered for gifted students. They may range from consultation to subject or grade acceleration. Parents interested in a gifted screening should contact the school principal for a review of student data or other program information. Further requests regarding student referrals may also be forwarded to the school administration or the Department of Exceptional Children-APEX Specialist, Diane W. Herron).

Per Tennessee Public Chapter 585 (T.C.A. §49-2-203 (b)), the following information is provided for parent and student use. 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>.

Legal Services Division
Division of Special Education
Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380
Phone: 615.741.2851
FAX: 615.253.5567 or 615.532.9412

West Tennessee Regional Resource Center
Regional Resource Center
100 Berryhill Drive Jackson, TN 38301
Jackson, TN 38301
Phone: 731.421.5074
FAX: 731.421.5077

East Tennessee
Regional Resource Center
2763 Island Home Blvd.
Knoxville, TN 37290
Phone: 865.594.5691
FAX: 865.594.8909

Child Advocacy Group Contact Information

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

The ARC of Tennessee is on the Internet at <http://www.thearctn.org/>

44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: 615.248.5878 / Toll-free: 1.800.835.7077
FAX: 615.248.5879 / Email: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza
Greeneville, TN 37745

West Tennessee:
901.756.4332
jenness.roth@tnstep.org

Middle Tennessee:
615.463.2310
information@tnstep.org

East Tennessee:
423.639.2464
karen.harrison@tnstep.org

Tennessee Protection and Advocacy (TP&A) is on the Internet at <http://www.dlactn.org>

416 21st Avenue South
Nashville, TN 37212
615.298.1080 or 1.800.287.9636 (Toll Free)
(TTY) 615.298.2471 / FAX: 615.298.2046

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

West Tennessee:
(Jackson Area)
Phone: 731.660.6365
FAX: 731.660.6372

Middle Tennessee:
1315 8th Avenue South
Nashville, TN 37203
Phone: 615.269.7751
FAX: 615.269.8914
TN Toll Free: 1.800.670.9882

East Tennessee:
(Knoxville Area)
Phone: 865.609.2490
FAX: 865.609.2543

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services -- Disability Pathfinder Database: <http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp> On the web page, select your “county” and the “service” you desire from the drop-down lists and click “Submit.” This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

PARTICIPATION IN APEX (ACADEMIC PROGRAM FOR THE EXCEPTIONAL)

APEX (Academic Program for the Exceptional) is a special education program for students who meet the criteria established by the State of Tennessee for the identification of intellectually gifted students. The gifted program emphasizes the development and application of higher level thinking skills in critical thinking, creative thinking, research, communication, leadership, group skills, technology, and problem solving. It is through the application of these processes that a deep understanding and appreciation within varied fields of inquiry result

State of Tennessee Criteria for Participation in programs for the Intellectually Gifted

- a. A child is assessed through a multi-modal identification process, wherein no singular mechanism, criteria or cut-off score is used for determination of eligibility. Areas assessed and evaluated for eligibility determination include:
 - 1. Educational Performance
 - 2. Creativity/ Characteristics of Gifted
 - 3. Cognition
- b. Eligibility for an individual child is based on analysis of this information. The screening and comprehensive assessment data results must meet specific eligibility standards based on criteria and assessment measures.

HIGH SCHOOL EDUCATIONAL REQUIREMENTS

Grade Classification for High School Students (Policy #6032)

Students in Shelby County high schools are to be classified as follows:

Less than <i>five (5)</i> credits	9th grade
Earned <i>five (5)</i> credits and passed English 9	10th grade
Earned <i>ten (10)</i> credits and passed English 10	11th grade
Earned <i>fourteen (14)</i> credits* and passed English 11	12th grade

*A student who has earned fewer than fourteen (14) credits but is enrolled in enough credits to meet graduation requirements by the date of graduation shall be classified as 12th grade if the student has also passed English 9, 10 and 11.

Grade Classification for Ninth Grade Students Entering High School in 2009 (Policy #6033)

Students in Shelby County high schools are to be classified as follows:

Less than <i>five (5)</i> credits	9th grade
Earned <i>five (5)</i> credits and passed English 9	10th grade
Earned <i>eleven (11)</i> credits and passed English 10	11th grade
Earned <i>sixteen (16)</i> credits* and passed English 11	12th grade

*In accordance to the Tennessee State Department of Education requirement, a student classified as a 12th grader must be enrolled in a full schedule of credit bearing courses his/her senior year.

Course Recovery (Policy #5009)

Course Recovery is designed to provide students an opportunity to recoup credit needed for graduation. Shelby County Schools provides Course Recovery as self-paced online courses that meet the Tennessee Standards for course credit. Students may apply a maximum of four (4) credits through Course Recovery toward graduation. For additional information and details regarding Course Recovery, please refer to the SCS Policy Manual located on the SCS website at www.scsk12.org.

Home School Grades

For information regarding enrollment in SCS following home school attendance, please contact the Director of Secondary Education at 901.321.2510

Transfer Grades

In order to receive credit when a student transfers to Shelby County Schools from another district, official transcripts must be requested to determine grade level, credits and GPA. Numeric grades will be accepted as posted on the transcripts. Alpha (letter) grades will be converted to numeric grades based upon the midpoint grade. Credits will be received as indicated on the official transcript.

Dual Enrollment

High School students have the opportunity to earn high school credit and college credit simultaneously in certain courses. Students should see the school counselor for more information concerning dual enrollment courses.

Online Courses (Policy #5007)

Students enrolled in a Shelby County high school may earn high school credit from courses taken online provided each of the following conditions are met:

1. Only those online courses that have been approved by the Tennessee State Department of Education may be taken by students for credit.
2. Students will be permitted to take online courses ONLY in unusual circumstances; homebound, expulsion, schedule conflict during the school day, or if the course is not offered at the student's home school.
3. Online courses may be taken ONLY through SACS (or equivalent) accredited institutions and ONLY WITH prior written approval of the student's principal. Any and all exceptions should be directed to the Superintendent, the Director of Secondary Education, or designee, for approval of the course and the supplying institution.
4. Official transcripts from the online school or university must be submitted to the student's high school prior to the beginning of the next semester. It is the responsibility of the student/parent to have the institution provide the transcript to the student's home school.
5. For the purpose of meeting minimum graduation requirements, students may receive no more than one online course credit each school year. Students who are expelled or homebound may exceed this limit with approval from the Superintendent or designee.
6. All fees and other costs are the responsibility of the student/parent, unless prior written approval has been granted by the Superintendent or designee.
7. Numerical grades provided by the online institution will be recorded on the student's permanent record exactly as provided, regardless of status (passing, failing, withdrawal.) If the institution only provides letter grades, Shelby County Schools will convert to a numerical grade that is the median of the Shelby County Schools grading scale for the letter grade given.
8. All online grades earned according to this policy shall be included as part of the student's official overall grade point average and recorded on the transcript to accurately track the student's enrollment in coursework.

T.C.A. §49-16-101, et seq.

Tennessee State Board of Education Policy No. 3.208

Graduation Requirements (students entering high school prior to the 2009-2010 school year)

Listed below are the Tennessee public high school minimum graduation requirements. Many private colleges, out-of-state colleges, and universities have entrance requirements that may exceed these state requirements. It is the responsibility of parents and students to contact the college or university that they plan to attend to verify the minimum requirements for admission.

Minimum requirement for graduation: students who entered 9th grade prior to 2009-2010

English	4 credits
Mathematics	3 credits (Algebra I & II and Geometry)
Social Studies	3 credits (1 U.S. History; 1 World Geography, World History, or Modern European History; 0.5 Government; 0.5 Economics)
Foreign Language	2 credits of same language
Science	3 credits (one credit must be a laboratory course: Biology, Chemistry, or Physics)
Fine Arts	1 credit (any art or music course)
Electives	3 credits
Health/P.E./Wellness	1 credit

Total Requirement For Graduation 20 credits

Minimum requirement for admission: students who entered 9th grade in 2009-2010 or later

English Language Arts	4 credits
Mathematics	4 credits
Social Studies	3 credits
Foreign Language	2 credits
Science	3 credits
Fine Arts	1 credit
Wellness / P.E.	1.5 credits
Personal Finance	0.5 credits
Electives (focused)	3 credits

Total Requirement For Graduation 22 credits

***For further information go to the Shelby County Schools website or see your assigned school counselor

Universities funded by State of Tennessee:

State Board of Regents system universities and colleges: Austin Peay State University, East Tennessee State University, University of Memphis, Middle Tennessee State University, Tennessee State University, Tennessee Technological University, Chattanooga State Technical Community College, Cleveland State Community College, Columbia State Community College, Dyersburg State Community College, Jackson State Community College, Motlow State Community College, Northeast State Technical Community College, Pellissippi State Technical Community College, Roane State Community College, Shelby State Community College, Volunteer Community College, Walters State Community College.

University of Tennessee system: University of Tennessee at Chattanooga, University of Tennessee at Martin, University of Tennessee at Knoxville

University Path (Grade 9 PRIOR TO 2009-2010)

The following 20 units shall be required for graduation:

English	4 Units
Mathematics (must include at least Algebra I, Geometry and Algebra II).....	3 Units
Science, must include Biology)	3 Units
United States History	1 Unit
World Geography or World History	1 Unit
Economics	1/2 Unit
United States Government	1/2 Unit
Wellness	1 Unit
Fine Arts	1 Unit
Foreign Language	2 Units
Electives	3 Units
Total	20 Units

Technical Path (Grade 9 PRIOR TO 2009-2010)

The following 20 units shall be required for graduation:

English	4 Units
Mathematics (must include Algebra I)	3 Units
Science (must include Biology)	3 Units
United States History	1 Unit
World Geography or World History	1 Unit
Economics	1/2 Unit
United States Government	1/2 Unit
Wellness	1 Unit
Related Technical Area	4 Units
Electives	2 Units
Total	20 Units

Combined Path (Grade 9 PRIOR TO 2009-2010)

The following 21 units shall be required for graduation for students who choose

BOTH THE UNIVERSITY PATH and the TECHNICAL PATH:

English	4 Units
Mathematics (must include at least Algebra I, Geometry and Algebra II).....	3 Units
Science (must include Biology)	3 Units
United States History	1 Unit
Economics	1/2 Unit

World Geography or World History	1 Unit
United States Government	1/2 Unit
Wellness	1 Unit
Fine Arts	1 Unit
Foreign Language (same language)	2 Units
Related Technical Area.....	4 Units
Total	21 Units

New Guidelines Beginning with Graduating Class of 2013 (Policy # 5004)

(STUDENTS ENTERING NINTH GRADE IN 2009-2010)

Any student who graduates with a regular diploma from a public school in Tennessee must earn the number of credits as indicated below. Diplomas will not be issued to Shelby County School’s students who have not met these requirements. Special Education students may earn a regular diploma based on the IEP team’s recommendation and by fulfilling the requirements of the IEP. Special Education diplomas may or may not be acceptable at some post-secondary schools.

High School Graduation Requirements:

English **4 Credits**

- English I.....1 Credit
- English II.....1 Credit
- English III.....1 Credit
 - Advanced Placement Language and Composition
- English IV.....1 Credit
 - Advanced Placement English Literature or Composition
 - International Baccalaureate Language I
 - Communications for Life

Math (students must take a math class each year) **4 Credits**

- Algebra I.....1 Credit
- Geometry.....1 Credit
- Algebra II.....1 Credit
- Upper level Math.....1 Credit
 - Bridge Math - Students who have not earned a 19 on the mathematics component of the ACT by the beginning of the senior year are recommended to complete the Bridge Math course. It will be offered upon state approval.
 - Capstone Math - will be offered upon state approval
 - Advanced Algebra and Trigonometry -STEM Math (Pre-Calculus, Advanced Placement Calculus, or Advanced Placement Statistics)

Science **3 Credits**

- Biology I.....1 Credit
- Chemistry or Physics.....1 Credit
 - Advanced Placement Physics (B or C)
 - Principles of Technology I and II
- Another Lab. Science.....1 Credit

Social Studies **3 Credits**

- World History or World Geography.....1 Credit
- United States History.....1 Credit
 - Advanced Placement United States History, International Baccalaureate History of the Americas HL (2 Years)
- Economics.....0.5 Credit
- Government.....0.5 Credit
 - Advanced Placement United States Government, International Baccalaureate History of the Americas HL (2 Years), JROTC (3 Years), ABL

P. E. and Wellness **1.5 Credits**

- Wellness.....1 Credit
- Physical Education.....0.5 Credit
 - The physical education requirement may be met by substituting an equivalent time of physical activity in other areas including but not limited to marching band, JROTC, cheerleading, interscholastic athletics, and school sponsored intramural athletics.

Personal Finance **.5 Credit**

Fine Art, Foreign Lang., and Elective Focus **6 Credits**

- Fine Art.....1 Credit
- Foreign Language.....2 Credits (Same language)
- Elective Focus.....3 Credits
 - Students completing a CTE elective focus must complete three units in the same CTE program area or state approved program of study.
 - Science and Math, Humanities, Fine Arts, or AP/IB
 - Other area approved by local Board of Education

**The Fine Art and Foreign Language requirements may be waived for students who are sure they are not going to attend a university and be replaced with courses designed to enhance and expand the elective focus.

Transition Plan-End of Course Assessments

Students enrolled in ninth grade during the 2009-2010 school year and thereafter are required to graduate using the “new” plan as established by the High School Transition Policy, Rule (2008), High School Policy 2.103 (2008), and Rule 0520-1-3-.06 GRADUATION, REQUIREMENT E. (2008). This plan requires students to be assessed in the following end of course assessments: English I, English II, English III, Algebra I, Geometry, Algebra II, U.S. History, Biology I, Chemistry, and Physics. The results of these examinations will be factored into the student’s grades at a percentage determined by the state board of education in accordance with T.C.A. §49-1-302(2). The weight of the end-of-course examination on the student's semester average is as follows for entering ninth graders:

- * Fall of 2009 and 2010 - 20% of 2nd semester
- * Fall of 2011 and 2012 - 25% of 2nd semester
- * Fall of 2013 and thereafter - 25% of 2nd semester

The student would not be required to pass any one examination, but instead the student would need to achieve a passing score for the course and semester average in accordance with the State Board of Education's uniform grading policy.

Minimum requirement for admission to universities funded by the State of Tennessee:

- * English 4 credits
- * Algebra I and Algebra II, 1 unit of each
- * Geometry or other advanced mathematics course with Geometry component, 1 unit
- * Natural/Physical Sciences, 2 units; 1 unit must be in a laboratory course in biology, chemistry, or physics
- * United States History, 1 unit
- * Social Studies, 1 unit (Modern European History, World History, World Geography, History, Modern History)
- * Foreign Language, 2 units in same language
- * Fine Arts, 1 unit (any art of music course)

Participation in Commencement Exercises (Policy #6034)

Only students who have met all state requirements and mandates for a high school regular diploma or special education diploma by graduation date will be allowed to participate in commencement exercises. A student's behavior must be acceptable to the school principal in order for the student to participate in the school graduation ceremonies. Students who are under suspension at the time of commencement will not be eligible to participate in commencement exercises.

SCHOOL CLOSING PROCEDURES

Emergency Closing (Policy #3002)

In making the decision to close schools, the superintendent or his or her designee shall consider many factors, including the following principle ones relative to the fundamental concern for the safety and health of children:

1. Weather conditions, both existing and predicted;
2. Driving, traffic and parking conditions, affecting public and private transportation facilities;
3. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous;
4. Inability of teaching personnel to report for duty which might result in inadequate supervision of students.

In the event schools are closed due to inclement weather or other calamity, all extracurricular activities scheduled for those days will be canceled or postponed.

**Shelby County Schools has implemented a Rapid Notification System to alert parents regarding school closures, emergencies, etc... Please be sure that all contact information is correct and up to date.

HEALTH SERVICES

HOSPITALIZATION

If your child has experienced hospitalization related to accident/injury, or chronic illness, please notify the Office of Coordinated School Health to assist with health accommodations. This will allow for smoother transition and seamless re-entry to school.

Acute and Chronic Health Issues

- Acute Health Issue may be defined as:
An illness, disease, condition or issue that occurs suddenly, is of short duration and will require accommodation for school attendance.
- Chronic Health Issue may be defined as:
An illness, disease, condition or issue considered stable or unstable that lasts over a long period and will require accommodation for school attendance.

Parents/guardians of students attending SCS need to complete a Confidential Student Health Information Form annually.

Parents/guardians of students with a disease, illness, condition or issue of an acute or chronic nature need to contact the Office of Coordinated School Health at 473-2693 for assistance and referral to a school nurse.

Based on individual student health information, the school nurse will develop an Individualized Health Care Plan, Specific Action Plan or Fact Sheet and communicate with school personnel to implement an appropriate plan.

“Students with Life threatening Food Allergies” and Diabetes are managed in the school setting in accordance with the T.C.A. §49-5-415 and the State Department of Education and Health “Guidelines for the “Use of Health Care Professionals and Health Care Procedures in the School Setting” and SCS Policy 6043 “Health Care Management” and SCS Policy 6041, “Accommodating Students with Diabetes”.

ADMINISTERING MEDICINES TO STUDENTS (Policy #6040)

It is the policy of the Shelby County Schools that all children’s medication be administered by a parent at home. Under exceptional circumstances medication may be administered by school personnel under the appropriate administrative regulations.

Medication in Schools

If, under exceptional circumstances, a child is required to receive medication during school hours and the parents cannot be at school to administer the medication, only the school nurse or the principal’s designee will administer the medication in compliance with the regulations that follow:

1. **The Medication** (only if absolutely necessary) - Only medicines which absolutely MUST be given during the school hours should be brought by parent or guardian to school for dispensing at school. Please make arrangements for all other medicines to be given at home, either before or after school time. Most medications which need to be given one, two, or three times a day, can be given during the hours outside of school hours. Your child’s health care provider can give you guidance about whether or not a dosage schedule can be changed. All medication will be brought to school by the parent or guardian, unless other arrangements have been approved by the school principal, but under no circumstance shall a student bring the medication to school by himself/herself. All medication must be brought in its original container whether it be a prescription or non-prescription medication.
2. **Bring only enough medication to school for a TWO WEEK period.** This is particularly important for medications that might be stolen or that have a street value, such as Ritalin.
3. **Over-the-counter medicines**-usually MAY NOT be given at school. There may be some exceptions, but arrangements need to be made with the principal and/or school nurse.
4. **Original Containers**- All medicines must be in their original containers and correctly labeled. Prescription medicines must have a pharmacy label or a label from the doctor’s office or health care facility which includes the child’s name, name of the medicine, strength of each unit of medicine, dosage amount, and time as well as the doctor’s name. Over-the-counter medicines must be labeled with the child’s name in a manner which does not cover up the original container label.
5. **Parent Authorization**- All medicines must have a Parent Authorization form completed, and the medicine container information must match the Parent Authorization. (A copy of this form is in the back of this handbook. Extra copies are available in the school office.)

WRITTEN Parent Permission Required

1. Written instruction signed by the parent or legal guardian will be required and will include: (Authorization for Administering Medicine at School #REV-02-93-039PS: See sample form)
 - a. student’s name;
 - b. name of medication;
 - c. purpose of medication;
 - d. time to be administered;
 - e. dosage;
 - f. possible side effects;
 - g. termination date for administering the medication;

- h. name and phone number of prescribing physician.
- 2. The signed instruction form will be kept on file at the school.
- 3. All medication will be brought to the school by the parent or guardian, unless other arrangements have been approved by the school principal, but under no circumstances shall a student bring the medication to school by himself/herself. All medication must be brought in its original container whether it be a prescription or non-prescription medication.
- 4. The principal or the principal's designee will:
 - a. Inform appropriate school personnel of the medication being taken;
 - b. Keep a record of the administration of medication on designated form and will keep this record on file at school;
 - c. Keep medication in a locked area (Exception: Students with Asthma who have inhalers at school may keep inhalers in their possession or with teacher in the classroom "provided the parent has completed an Asthma Action Plan, obtained the prescribing physician signature and completed a Parent Authorization Form. The forms are available in the school office".)
 - d. Return unused medication to the parent only or discard appropriately. If discarded at school the following procedure will be followed:
 - i. Medication will be disposed of in a manner so that no student will be able to get the medication.
 - ii. The method used, the date the medication is discarded, and the person or people involved will be documented.
- 5. The parents of the student must assume responsibility for informing the school principal of any change in the child's health or change in medication.

"If the dosage of your child's medication is variable, please call the Office of Coordinated School Health at 321-2693 for referral to a school nurse or the school principal, who will work with you to get the appropriate Physician Orders, Parent Authorization Forms and container labeling. The dosage of a medication or the time of administration CANNOT be changed by a phone call from a parent/guardian."
- 6. Should medication of an invasive nature (i.e., intramuscular, intravenous, suppository) be required to be given by school personnel for emergency action, proper physician orders and instructions will be obtained and proper training will be given to appropriate personnel.
- 7. The school system retains the discretion to reject request for administration of medicine.
- 8. A copy of this procedure will be provided to parents upon their requests for administration of medication in the schools.

T.C.A. §49-5-415

Tennessee State Board Of Education Policy No. 4.20

*****Please obtain official form from school personnel. DO NOT USE THE SAMPLE FORM BELOW. It will not be accepted.*****

REV-02-03-39 PS

SAMPLE FORM PARENT'S AUTHORIZATION FOR ADMINISTERING MEDICINE AT SCHOOL

Date: _____

Student's Name: _____

Name of Medication: _____

Is medication given by inhaler? Yes No

Purpose:

Time (s) to be administered: _____

Dosage: _____

Possible Side Effects: _____

Termination Date for Administering Medicine: _____

This certifies that I, the undersigned parent/guardian, am aware of the terms of the above authorization and hereby request that they be carried out accordingly.

Signed: _____ (Parent/Guardian) Date _____

Communicable Diseases (Policy #6044)

The Board recognizes its responsibility to protect the health of its students as well as to uphold their individual rights.

Communicable Diseases Requiring Exclusion From School

Students may be excluded from school to prevent the spread of contagious disease. The principal or designee may exclude a student, but no child shall be sent home from school without first informing the parents. The student must be isolated until he/she goes home. A student suspected of having, or being able to transmit, a contagious disease shall be excluded from school, and a report made to the State Department of Public Health for those diseases requiring mandatory reporting. The Board will follow guidelines and recommendations from Memphis-Shelby County Health Department regarding communicable disease handling.

Contagious diseases include, but are not limited to: red measles, German measles, chicken pox, mumps, whooping cough, scarlet fever, diphtheria, Vincent's angina, conjunctivitis, ringworm, impetigo, scabies, pediculosis (head lice), or other disease diagnosed as contagious.

Readmission

If the suspected condition is found not to exist, the principal or designee may readmit the student.

In the case of communicable disease, the student may be readmitted on presentation of a written statement from the family physician, and/or completion of the period of exclusion required by the State Department of Public Health.

In the case of ringworm, impetigo, or scabies the student may be readmitted once treatment has begun and proof of treatment is presented to the principal or designee.

In the case of pediculosis (head lice) a student may be readmitted for inspection following treatment. If proof of treatment is presented to the principal or designee and no nits are present, the student may return to class.

Acquired Immune Deficiency System (Students) (Policy #6045)

Mandatory screening for communicable diseases not spread by casual, everyday contact, such as HIV infection, will not be a condition for school entry or attendance. For detailed information regarding this policy please visit the SCS Policy Manual located on the SCS website at www.scsk12.org.

STUDENT DRESS

Standardized Dress by School

The following school communities have adopted an individual standardized dress:

Millington Middle
Dexter Middle
Farmington Elementary
Sycamore Elementary

Woodstock Middle
Schilling Farms Middle
Germantown Middle
Lucy Elementary

Please review each individual school's website for information provided by the school regarding the school standardized requirements.

Student Dress Code (Policy #6021)

The standards for Shelby County Schools dress reflect “common sense” and a concern for each child’s comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel and appearance which tends to draw attention to an individual rather than to a learning situation must be avoided.

Elementary School Dress Code

To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Shelby County Elementary Schools:

1. Pants must be worn at the waist and must be appropriately sized and at a safe length.
2. Head apparel (such as hoods, hats, etc.), except for religious or medical reasons, must not be worn inside the school building.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
4. Clothing or accessories must not display offensive, vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, “short shorts”, mini-skirts, and skin-tight outer material such as spandex are inappropriate attire. No shorts or skirt shorter than 4 inches above the knee are allowed.
6. Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and skirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible and must be no longer than wrist-length.
7. Waist length sweaters, sweatshirts, and lightweight jackets (appropriately sized) can be worn inside school for warmth.

The school administration reserves the right to determine whether the student’s attire and appearance are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail.

The principal may allow exceptions for school-wide programs or special classroom activities.

The school administration will administer appropriate consequences for policy infractions.

This policy does not preclude individual schools from piloting alternative dress policies or standards with permission from the Superintendent and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the Superintendent/Designee for review and recommendation to the Board of Education following Shelby County Schools Policies and Procedures for Voluntary School Standardized Dress Guidelines.

Middle and High School Dress Code

The following exceptions for student dress have been established to promote a safe and optimum learning environment.

Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

The following standards will be observed in all Shelby County Middle and High Schools:

1. Pants must be worn at the waist and be appropriately sized and at a safe length.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and must have sleeves. Shirts or tops must cover the waist of pants, shorts, or skirts with no midriff visible. Low cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited. Shirts, blouses, and tops must be no longer than wrist-length.
3. Head apparel (such as hoods, hats, etc.), except for religious or medical reasons, must not be worn inside the school building.
4. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
5. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliation, (3) vulgar, subversive, or sexually suggestive images; nor should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
6. Skirts, dresses, and shorts must be no more than 4 inches above the knee.
7. Sleepwear, pajamas, and/or blankets cannot be worn in school.
8. Waist length sweaters, sweatshirts, and lightweight jackets (appropriately sized) can be worn inside school for warmth.
9. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear and (5) skin-tight outer materials such as spandex; (6) facial jewelry (including tongue piercing).

The administration reserves the right to determine whether the student’s attire is within the limits of decency, modesty, and safety.

The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.

Any student not attired in accordance with the policy shall be subject to the following consequences:

1. Correct the violation or spend the remainder of the day in in-school suspension (ISS).
2. Repeat offenders shall be subject to additional measures which include parent conferences, in-school suspension, and out-of-school suspension as described in the countywide discipline policy.

This policy does not preclude individual schools from piloting alternative dress policies or standards with permission from the Superintendent and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the Superintendent/Designee for review and recommendation to the Board of Education following Shelby County Schools Policies and Procedures for Voluntary School Standardized Dress Guidelines.

TRANSPORTATION SERVICES FOR STUDENTS

Transportation services, although not required for students other than Special Education as determined by the IEP Team, are provided as a service to the general population based on Tennessee State Law and Shelby County School Board Policy #3004. A summary of these policies is stated below.

Eligibility

Students who **reside one and one-half (1 1/2) miles or more** from their assigned schools are provided transportation by school bus to and from school. Transportation is also provided for academic field trips in direct support of the curriculum and for support of the co-curricular programs (athletics, music, drama, etc.).

All students riding special transportation and students riding a regular bus who have physical/medical needs must have a completed Student Information Form on file at the school and the Transportation Office. The form can be obtained at the student's school office and must be updated twice yearly. A copy of the Student Information Form will be provided to the bus driver.

Students who have a current IEP (Individual Education Program) indicating a need for special transportation services will be provided transportation to school. The student will attend their home school whenever possible. If an appropriate program is not available at the home school, the IEP team will determine school placement. Equipment needs and/or special accommodations will be determined by the IEP team. Students will be given a copy of the Transportation Procedures For Students With Exceptionalities And Health Care Needs the first day of bus service each school year. A copy is also available by contacting the Transportation Office at 321-2280.

Students enrolled in Pre-Kindergarten programs will be provided transportation services to their home school on a regular bus route if they reside one and one half (1 1/2) miles or more from their assigned school. Prior to enrollment in the Pre-Kindergarten program, parent(s)/guardian must attend an informational meeting where they will be provided a copy of the document "Pre-K Program Transportation Procedures".

NOTE: Students attending school due to a transfer request granted by Student Services are not eligible for transportation services. This includes students attending special education classes.

Bus Stop Supervision

1. Parents and/or guardians are responsible for the supervision of students until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a **student** boards a bus - and only at that time - does he or she become the responsibility of the school system. Shelby County Schools responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.
2. Students shall be at their assigned bus stop 5 minutes before scheduled time, stand back approximately ten feet from the bus stop, and wait until the door is open before moving closer to the bus. Students who must cross the street to catch the bus should wait until the driver signals it is safe to cross. The student must be a minimum of 12 feet in front of the bus when crossing.

Route Assignments

1. Bus route assignments are based on the student's legal residence.
2. All routing for school buses is computerized. Stop assignments are established at corners whenever possible and stops are located so students should not travel more than .2 of a mile from their residence.
3. An Alternative Stop waiver allowing a student to be picked up or delivered to a location other than his/her residence may be made in writing to the principal by the parent/guardian. Waiver requests are for permanent changes on the same bus route and grant permission for a student to get on/off at a different stop on the same bus route. The student's assigned bus route may not be changed. The waiver will remain in effect for the remainder of the current school year as long as qualifying conditions exist.

Video Cameras on Buses

Video cameras will be used on all school transportation vehicles. To promote the order, safety and security of students, staff, and property, video cameras have been installed on all Shelby County Schools' transportation vehicles and will be utilized when transporting students to and from school.

or extracurricular activities. Video images may be reviewed as a basis for disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

Bus Conduct

A bus is an extension of the classroom, and **students** must conduct themselves on the bus in a manner consistent with established standards for classroom behavior. The rules of conduct have been developed to provide a safe and pleasant environment for students while being transported. A **student** who violates bus rules which impact the safety of others may have their **transportation** privileges suspended by the principal. The bus driver is authorized to assign seats on the bus.

Rules for Riding the School Bus

1. Observe the same conduct as in the classroom. Bullying behavior will not be tolerated. Fighting, harassment and any other behaviors creating an unsafe environment are forbidden.
2. Students may only ride the bus which serves their home address and may only board or get off the bus at their assigned stop.
3. Student should be at their assigned bus stop 5 minutes before the scheduled pickup time.
4. Students transported in a school bus shall be under the authority of, and be responsible directly to the driver of the bus. Students will board, depart and cross the roadway as per instructions from the bus driver.
5. Students must remain in their seat, aisle must be clear. Keep head, hands, and feet inside the bus.
6. Parents and unauthorized persons are not allowed to board the school bus.
7. Bus driver is authorized to assign seats and make changes at their discretion.
8. Video surveillance shall be used to promote the order, safety, and security of students, staff, and property.
9. Be courteous, use no profane language.
10. Keep the bus clean, do not eat or drink. The use of aerosol sprays, perfumes, etc. is prohibited.
11. Students will not throw any item in or out of the bus. This behavior can lead to serious safety consequences. Parents/students will be charged for repair to damage of the interior/exterior of the school bus; minimum charge is \$65.00
12. Backpack size is limited to one the student can pick up and hold in their lap.
13. *Large band instruments are not allowed on the school bus. (See Addendum)
14. Live animals are not allowed on the school bus.
15. Students may not use electronic devices including cell phones, cameras, iPods/MP3 players, CD/DVD players, etc. on the school bus. Cell phones and electronic devices may not be used for phone calls, texting or taking pictures at any time while on the bus.
16. Smoking and the use of any tobacco product on a school bus is prohibited.

* In order to provide for the safe transportation of all students, large band instruments should not be placed on the school bus. Large instruments (ex: tuba, baritone horn, baritone sax, marching snare, cello, string bass, guitars, keyboards) can interfere with the driver's vision, block the aisle and emergency exits, and injure student passengers.

*See addendum on student copy of bus rules for complete list of instruments.

The following instruments **WILL BE** allowed on school bus daily runs: Flute, Piccolo, Trumpet, Coronet, Clarinet, Oboe, English Horn, Bass Clarinet, Alto Clarinet, Alto Sax, Tenor Sax, Violin, Viola.

The following instruments **WILL NOT BE** transported on school bus daily runs: Trombone, French Horn, Bassoon, Guitar, Tuba, Snare Drums, Cello, Baritone Sax, String Bass, Bass Clarinet.

SHELBY COUNTY SCHOOLS PARENT PERMISSIONS

A. Student User Agreement and Independent Internet Access (SCS Policy #6031)

We are pleased to offer students of the Shelby County Schools access to district electronic resources. Our goal in providing this service is to promote educational excellence in our system by facilitating resource sharing, innovation, and communication. Electronic resources provide students with access to vast amounts of information and numerous opportunities for communication.

Our intent is to make Internet access available to further educational goals and objectives. However, parents/guardians should be warned that if students disregard the guidelines of the school and/or system, they may find ways to access other materials via the Internet which may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Shelby County Schools support and respect each family's right to decide whether or not to approve independent Internet access and communication. To gain independent access to the Internet, all students under the age of 18 must obtain parental/guardian permission and must sign and return the attached form to the Principal or designee. Students 18 and over may sign their own forms.

Student Responsibilities

Electronic resources are provided for students to enhance the learning experience. Access to services is given to students who agree to act in a responsible manner. Student use must be consistent with the educational objectives of Shelby County Schools.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Network storage areas will be treated like school lockers. Network and/or school administrators and teachers may review files, bookmarks, and communications under the same standards set for school lockers to insure the integrity of the electronic media. Privacy is not guaranteed for files stored on school district servers nor will files be maintained indefinitely. Students should also be advised that they should have no expectation of privacy for any information created or communicated using Shelby County Schools electronic resources.

School and Parent Responsibility

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school and with independent access, parents/guardians bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, and other potentially offensive media.

Schools will insure that procedures for access and standards of conduct regarding Internet use are communicated to students. It is presumed that students given access will comply with district standards and will honor the agreements they have signed. The district cannot be responsible for ideas and concepts that a student may gain by his or her inappropriate use of the Internet.

District Electronic Access and Internet Rules

The following uses of SCS electronic resources are not permitted and may result in disciplinary action:

- Violating existing board policy or regulation or local, state, or federal statute;
- Violating copyright laws;
- Using electronic resources for non-instructional purposes;
- Using obscene language;
- Sending or displaying offensive messages or pictures;
- Harassing, insulting, or attacking others;
- Intentionally spreading viruses or malicious software;
- Sharing personal login information or using another person's login;
- Publishing personal information (name; address; photograph) without teacher/parent approval;
- Using an email account at school other than one provided by the district;
- Using district provided email for non-instructional purposes;
- Using personal electronic devices at school without appropriate permission;
- Attempting to bypass network security to gain unauthorized access to information; and
- Intentionally wasting limited resources.

Sanctions

The use of Shelby County Schools' electronic resources is a privilege, not a right, and inappropriate use will result in cancellation of privileges. Access entails responsibility. System administrators will deem what is inappropriate use and their decision is final.

Additional disciplinary action may be determined at the local school level in keeping with existing procedures and practices regarding inappropriate language or behavior. When applicable, law enforcement agencies or legal action may be involved.

B. Web Publishing

Web pages have been established for Shelby County Schools as a dynamic forum to educate and inform the public. This communication vehicle serves to publicize the goals, accomplishments, activities, and services of the District and of each school. Intended audiences include: students, parents, prospective parents, employees, prospective employees, and the community at large. All content contained on the web site is consistent with the educational aims of the District. Student work and image will not be published or displayed on any Shelby County Schools web site without the express consent of the parent or guardian of a student under 18 years of age or from the student if 18 years of age or older. Permission is indicated on the attached form.

In order to safeguard students, the following procedures have been established:

1. The name of a student will not be published in conjunction with a picture or video of that student on any Shelby County Schools web site. Likewise, personal information about students will not be published.
2. Contingent upon receiving signed releases from the minor student’s parent/guardian or from the student 18 years or older, student work may be published on a Shelby County Schools web site under the following guidelines:
 - Grades K-8 - Authors of electronically published work may be identified only by first name. Schools may choose to let students adopt “net names.”
 - Grades 9-12 - Authors of electronically published work may be identified by first and last name.
 - All student work published must pertain to a class project, course, or other school-related activity.

C. Media Coverage

Shelby County Schools periodically distributes press releases to the media that highlight the achievements of students and schools, as well as interesting educational and extracurricular programs happening throughout the school system. SCS press releases are designed to offer newspapers and TV media an opportunity to cover these positive stories in schools and classrooms.

Additionally, to recognize outstanding student/school achievements and promote the overall success of the school system, SCS may publicize press release information (including students’ names, photographs and student/school accomplishments) on the district website. *In accordance with the Family Education Rights & Privacy Act (FERPA), no student’s personal information is shared with the media or published on a Shelby County Schools web site.*

Permission to allow this student to be included in positive media coverage (including the SCS district website) is indicated on the attached form.

**STUDENT USER AGREEMENT
PARENT/GUARDIAN PERMISSIONS FORM
(EXAMPLE ONLY: PLEASE COMPLETE FORM PROVIDED BY SCHOOL; THIS PAGE WILL NOT BE ACCEPTED)**

As a student user of Shelby County Schools’ electronic resources, I hereby agree to comply with the rules as outlined in the *Acceptable Use Agreement* and to communicate over the network in an appropriate fashion while honoring all relevant laws and restrictions.

STUDENT SIGNATURE: _____

I understand that some objectionable materials may be accessed even with District content filtering in place. I understand that individuals and families may be held liable for violations. I will accept responsibility for guidance of Internet use by setting and conveying standards for my son/daughter to follow when exploring on-line information and media on an independent basis. Shelby County Schools cannot be responsible for ideas and concepts that my child may gain by his or her inappropriate use of the Internet.

I understand and accept the conditions stated and agree to release, indemnify, and hold harmless, Shelby County, Shelby County Board of Education, and/or their employees or agents from any and all claims and liability associated with or arising from the above student’s independent use and/or access to the Internet.

As the parent or legal guardian of the minor student signing above or as a student 18 years of age or older, I have read this contract, the *Acceptable Use Agreement* and the descriptions for Web Publishing and Media Coverage. I grant permission for this student in the following areas:

	Agree	Do NOT Agree
A. This student has permission to independently access the Internet. (3rd grade or older)		
B. SCS has permission to publish this student’s work and image on the Internet.		
C. SCS has permission to include this student in positive media coverage of his/her class or school.		

Check one choice for each permission & complete the following:

AUTHORIZING SIGNATURE
(Parent, Guardian, or Student 18 or older)

DATE

SCHOOL

GRADE/HOMEROOM

NAME OF STUDENT

DATE OF BIRTH

PLEASE RETURN THIS FORM TO SCHOOL WITHIN 4 SCHOOL DAYS OF RECEIPT

For Office Use Only:

As the certifying official, the above named student has been instructed on safe and acceptable use of the network.

Date of Instruction

Signature: Certifying Official

Notice to School Officials: This form is to be placed in the student's permanent file and the responses recorded in the appropriate fields on the demographic screen in PowerSchool.

Form# 00421/1411 RE

SAFE SCHOOL ENVIRONMENT - STUDENT BEHAVIOR AND DISCIPLINE

Acceptable behavior is essential to the development of responsible and self-disciplined citizens of the community and to the provision of an effective school program.

Shelby County Schools is committed to providing each student a safe school environment.

Under §9532 of No Child Left Behind Act of 2001, students attending a "persistently dangerous" school may transfer to another school. The Shelby County Schools district does not have a school identified under the NCLB definition of "persistently dangerous." Shelby County Schools must provide written notification of transfer options to parents of students attending a "persistently dangerous" school. Under Tennessee Law (T.C.A. §40-38-111) a student who becomes a victim of a violent crime at school may transfer to another school in the Shelby County Schools district.

Rules of Conduct

1. **Student Vehicles** - Parking - Students driving motorized vehicles to school must park them in the student parking lot. Students must leave their cars immediately after arriving at school. Students may not enter the parking lot during the school day unless permission is obtained from the office. Sitting in cars during the school day is not permitted. School rules may be enforced in areas designated by the school for student parking. Driving - Speed limit on campus is 5 mph. Any student who drives recklessly in the parking lot will be denied the privilege of parking on campus.
2. **Radios, PDAs, record players, I Pods, cassette players, TVs, tape players, etc** are not to be brought to school unless under the supervision of a teacher.
3. **Students are not to enter any school building** after school hours or on weekends unless accompanied by a teacher or some adult authorized by the principal or to attend a school-sponsored activity.
4. **Possession of any type of phone, personal communication or electronic communication device** at any time during the regular day is prohibited. **(Policy #6024)**
5. **Textbooks** are issued to students with the understanding that the textbooks will be properly maintained and returned at the appointed time. Sanctions will be invoked in the event that a pupil refuses to pay for a lost or damaged textbook at the replacement cost less reasonable depreciation. These sanctions are intended to prohibit lost or damaged textbooks through willful intent or neglect and include:
 - a. Not allowing the student to earn course/subject credit until restitution is made
 - b. Withholding of all grades, cards, diplomas, certificates of progress, or transcripts until restitution is made; and
 - c. Refusal to issue any additional textbooks until restitution is made.Nothing in this policy shall prohibit any pupil or parent from voluntarily purchasing textbooks. **(Policy #6029; T.C.A. §49-3-310)**
6. **Debts/Property** - Local education agencies are authorized to withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has taken property which belongs to a local education agency, or has incurred a debt to a school, until such student makes restitution in full.
7. **NOTE OF CAUTION: HOLDING PROHIBITED ITEMS OR SUBSTANCES** - In instances dealing with drugs, alcohol, tobacco, weapons, and or any other items or substances prohibited by board policy or state law, students who HOLD these items or substances for other students are considered to have possession and are subject to disciplinary action. ***DO NOT HOLD PROHIBITED ITEMS OR SUBSTANCES FOR OTHER STUDENTS ON THE SCHOOL CAMPUS OR AT SCHOOL-SPONSORED ACTIVITIES.***

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Statement of Development and Origin

This Code of Acceptable Behavior and Discipline was compiled pursuant to T.C.A §49-6-4013. It is a compilation of Shelby County Schools policies passed by the Shelby County Schools Board of Education that deal with student safety and discipline.

Purpose

This Code of Acceptable Behavior and Discipline is intended to inform students and parents of Shelby County Schools policies devoted to student safety and behavior. It does not include all Shelby County Schools policies. Please refer to the Shelby County School Board Policy Manual for a complete listing of Shelby County Schools policies.

Expected Behaviors

Each student has the right:

- To have the opportunity for a free education in the most appropriate learning environment;
- To have the opportunity for freedom of speech, expression of ideas, and of the press;
- To be secure in his/her person, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law;
- To expect that the school will be a safe place with no fear of bodily harm;
- To expect an appropriate environment conducive to learning;
- To be free from discrimination on the basis of sex, race, color, religion, national origin, or disability; and
- To expect to be fully informed of school rules and regulations.

Each student has the responsibility:

- To know and adhere to reasonable rules and regulations established by the local Board of Education and implemented by school administrators and teachers;
- To respect the human dignity and worth of every individual;
- To refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- To study diligently and maintain the best possible level of academic achievement;
- 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 property, and exercise the utmost care while using school facilities;
- To refrain from disobedience, misconduct or behavior, which would lead to any physical harm or that disrupts the educational process;
- To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities;
- To obey the laws 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; and
- To carry only those materials which are acceptable under the law and accept the consequences for the articles stored in one's locker.

SEARCHES (Policy #6027)

- (1) When individual circumstances in a school dictate it, a principal may order that vehicles parked on school property by students or visitors, containers, packages, lockers or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the Principal's presence or in the presence of other members of the Principal's staff.
- (2) Individual circumstances requiring a search may include incidents on school property, including school buses, involving, but not limited to, the use of dangerous weapons, drugs or drug paraphernalia by students, which are known to the Principal or other staff members, information received from law enforcement, juvenile or other authorities including a pattern of drug dealing or use by students of that school, any assault or attempted assault on school property with dangerous weapons, or any other actions or incidents known by the Principal which give rise to reasonable suspicion that dangerous weapons, drugs or drug paraphernalia are held on school property by one (1) or more students.
- (3) A notice shall be posted in the school that lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons or property which is not properly in the possession of the student.
- (4) A notice shall be posted where it is visible from the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons.
- (5) A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student or other person if such action is reasonable to the Principal.

- (6) All of the following standards of reasonableness shall be met prior to conducting a physical search on a student:
- (a) A particular student has violated school policy;
 - (b) The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia or drug;
 - (c) The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
 - (d) The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and
 - (e) The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student as well as the nature of the infraction alleged to have been committed.

DISCIPLINE

Student Conduct (Policy #6022)

The Shelby County Board of Education accepts the responsibility for establishing and maintaining proper standards of discipline and behavior in the public schools. In order to maintain good order and ensure an environment conducive to learning, the Board considers behavior or conduct occurring on school property or at any school sponsored activity occurring off school property which interferes with the above to be offenses. Such offenses include but are not limited to the following:

1. Disrespect or insubordination toward teachers, principals, or other school employees;
2. Immoral conduct, indecent language or behavior;
3. Sexual, racial, ethnic, or religious harassment;
4. Theft;
5. Violence, the threat of violence and/or physical or verbal intimidation directed toward other students, teachers, or Shelby County Schools' employees;
6. Persistent disobedience or disorder;
7. Habitual tardiness or unexcused absenteeism, truancy;
8. Vandalism;
9. Sale, possession, or use of alcohol, drugs, substances represented to be drugs or alcohol, substances for huffing, or drug paraphernalia;
10. Smoking and or the possession of tobacco products, lighters or matches;
11. Possession of, access to and/or use of beepers, cellular phones, or other electronic communication devices during school hours without written permission of the principal;
12. Gang activities;
13. Weapons or weapon look-alike; and explosives, including a knife or any potentially lethal weapon, or Taser;
14. Possession of mace or disabling sprays.
15. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
16. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process;
17. Possession, use or distribution of counterfeit money on school property or at any school sponsored activity; and
18. Inappropriate use of electronic media.

Principals and their designee shall be responsible for enforcing the rules of Student Conduct

DISCIPLINE

(Offenses and Penalties by Category)

Policy #6023

The infractions of school discipline in the Shelby County Schools listed below are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or all-inclusive. For infractions not specifically listed below, school principals shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category.

Category A – STATE ZERO TOLERANCE OFFENSES – T.C.A. § 49-6-4216

1. Aggravated Assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee;
2. Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity;
3. Unauthorized possession of a firearm on school property or at a school sponsored activity.

PENALTY: STUDENTS FOUND GUILTY OF A CATEGORY A OFFENSE SHALL BE SUSPENDED FOR 180 DAYS. NOTIFICATION WILL BE MADE TO LAW ENFORCEMENT AUTHORITIES. ANY MODIFICATION OF THIS PENALTY CAN ONLY BE MADE BY THE SUPERINTENDENT.

Category B

1. Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity;

2. Evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity;
3. On or off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to persons or property or disrupts the educational process;
4. Gang activities - Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating;
5. Evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization.
6. Possession, use or distribution of counterfeit money on school property or at any school sponsored activity;
7. Assault and/or battery upon any teacher, principal, administrator, school resource officer, or any other school employee.

PENALTY: STUDENTS FOUND GUILTY OF CATEGORY B OFFENSES SHALL BE SUSPENDED FOR 180 DAYS. WHEN APPROPRIATE, NOTIFICATION WILL BE MADE TO LAW ENFORCEMENT AUTHORITIES. MODIFICATION OF THIS PENALTY CAN BE MADE BY THE SUPERINTENDENT OR THE DISCIPLINARY HEARING AUTHORITY.

Category C

1. Threatening bodily harm to school personnel;
2. Smoking and or the possession of tobacco products by students while in or on school, properties or under school's jurisdiction during school hours or while participating in a school-sponsored event;
3. Gang activities - any gang related activity not specified in Category B.
4. Malicious destruction of or damage to school property, including electronic media;
5. Stealing or misappropriation of school or personal property (regardless of intent to return);
6. Immoral or disreputable conduct.

PENALTY: SUSPENSION; NOTIFICATION TO LAW ENFORCEMENT AUTHORITIES; POSSIBLE EXPULSION FROM SHELBY COUNTY SCHOOLS

Category D

1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student;
3. Physical or verbal intimidation or threats to other students, including hazing;
4. Threatening bodily harm to another student;
5. Fighting in or on school property;
6. Possession of mace or disabling sprays;
7. Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instant messaging, text messaging, audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones;
8. Inciting, advising or counseling of others to engage in any acts in Categories A, B, or C.

PENALTY: IN-SCHOOL SUSPENSION; OUT-OF-SCHOOL SUSPENSION; POSSIBLE EXPULSION

Category E

1. Truancy;
2. Unauthorized absence from class;
3. Intentional disturbance of class, cafeteria or school activities;
4. Leaving school grounds without permission;
5. Being in an unauthorized area without permission;
6. Tampering with grades or report cards;
7. Possession of lighters or matches;
8. Possession of and access to beepers, cellular phones or other electronic communication devices during school hours without written permission of the principal;
9. Inciting, advising or counseling others to engage in any acts in Category D;
10. Dress Code Violation.

PENALTY: PARENT-PRINCIPAL CONFERENCE; IN-SCHOOL SUSPENSION; BEFORE/AFTER SCHOOL DETENTION

Multiple infractions of any one or more of the offenses in Category E over a period of time by a student may result in an Out-of-School suspension at the discretion of the school principal using progressive discipline.

CELL PHONES / PERSONAL COMMUNICATION DEVICES – (Policy #6024)

The increased use of cell phones and personal communication devices by students during the school day has become far more than a distraction in the school environment. These devices are being used by students as a means of cheating on tests, taking inappropriate pictures and video of students and staff for sharing and posting across the internet, threatening and/or bullying other students, and engaging in an excessive amount of social interaction during instructional time.

Therefore, **all students are banned from possessing any type of phone or personal communication device at any time during the regular school day.** For the purpose of this policy, possession means being found in any article of clothing, purse, book bag, carry bag, or in any location on school property other than the approved storage location as written and approved by school officials. Students who wish to carry a cell phone with

them to and from school must keep the device turned off and kept in the student's assigned locker, automobile, or other school approved location at all times during the entire school day. If there is reasonable suspicion, school officials may search any cell phone brought onto any SCBE property, which includes but is not limited to parking areas. For the purposes of this policy the school day includes the entire day from the school start time or bell that indicates the start of the school day until the final dismissal of the school day. The school is not responsible for any loss or theft of the device while on school property.

A student found in possession of any type of cell phone or communication device during the school day shall have the device taken from him or her and kept by the school Principal or designee until the parent is notified and the device is personally picked up at the school by the parent. The parent may pick up the device on the following Monday after the device is taken from the student. The school will notify the parent regarding the specific time and location for pick up. If the device is not picked up during the designated time on Monday, it cannot be picked up until the designated time on the following Monday.

Any subsequent violation shall result in the device being taken from the student and retained until the parent personally picks the device up from the Principal or his/her designee on the following Monday and the student shall be given an out-of-school suspension of two (2) days.

A third violation of this policy shall be considered willful disobedience and defiance and the student shall receive a five (5) day out of school suspension.

Further violations will result in a long-term suspension.

PENALTIES

SUSPENSION / EXPULSION / REMAND OF STUDENTS (Policy #6026)

- A. Any principal, vice principal or assistant principal is authorized to suspend a pupil from attendance at their respective school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for suspension include, but are not limited to:
- (1) Willful and persistent violation of the rules of the school or truancy;
 - (2) Immoral or disreputable conduct or vulgar or profane language;
 - (3) Violence or threatened violence against the person of any personnel attending or assigned to any public school;
 - (4) Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
 - (5) Inciting, advising or counseling of others to engage in any of the acts enumerated in subdivisions A (1) – (4);
 - (6) Marking, defacing or destroying school property;
 - (7) Possession of a pistol, gun, or firearm on school property;
 - (8) Possession of any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity;
 - (9) Possession of a knife and other weapons, as defined in T.C.A. §39-17-1301 on school property;
 - (10) Assaulting a principal or teacher with vulgar, obscene or threatening language;
 - (11) Unlawful use or possession of barbitol or legend drugs, as defined in T.C.A. §53-10-101;
 - (12) Two or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
 - (13) Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school sponsored event;
 - (14) Any other conduct prejudicial to good order and discipline in any public school;
 - (15) Possession, use or distribution of counterfeit money on school property or at any school sponsored activity; and
 - (16) On or off campus criminal behavior that results in the student being legally charged with a felony and the student's continued presence in the school poses a danger to persons or property or disrupts the educational process.
- B. (1) Any principal, vice principal or assistant principal may suspend any pupil from attendance to a specific class, classes or school sponsored activity without suspending the pupil from attendance at school pursuant to an in-school suspension policy adopted by the local board of education. Good and sufficient reasons for in-school suspension include, but are not limited to, behavior:
- (a) That adversely affects the safety and well being of other pupils;
 - (b) That disrupts a class or school sponsored activity; or
 - (c) Prejudicial to good order and discipline occurring in class, during school-sponsored activities or on the school campus.

- (2) Students receiving an in-school suspension exceeding one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study. Students given in-school suspension shall be required to complete academic requirements.
- C. (1) Except in an emergency, no principal, vice principal or assistant principal shall suspend any student until that student has been advised of the nature of the student's misconduct, questioned about it and allowed to give an explanation.
- (2) Upon suspension of any student other than for in-school suspension of one (1) day or less, the principal shall, within twenty-four (24) hours, notify the parent or guardian and the Assistant Superintendent of Student Services of:
- (a) The suspension, which shall be for a period of no more than ten (10) days;
 - (b) The cause for the suspension; and
 - (c) The conditions for readmission, which may include, at the request of either party, a meeting of the parent or guardian, student and principal.
- (3) If the suspension is for more than five (5) days, the principal shall develop and implement a plan for improving the behavior, which shall be made available for review by the Superintendent upon request.
- (4) (a) If, at the time of suspension, the principal, vice principal or assistant principal determines that an offense has been committed that would justify a suspension for more than ten (10) days, the person may suspend a student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
- (b) The principal, vice principal or assistant principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. All **appeals must be filed, orally or in writing, within five (5) days after receipt of the notice** and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
- (c) The appeal from this decision shall be to the **Disciplinary Hearing Authority** appointed by the Board. The Disciplinary Hearing Authority shall consist of at least one (1) licensed employee of SCS, but no more than seven (7) members.
- (d) The hearing shall be held no later than ten (10) days after the beginning of the suspension. The Disciplinary Hearing Authority shall give written notice of the time and place of the hearing to the parent or guardian, the student and the school official designated in subdivision (C)(4)(a) who ordered the suspension. Notice shall also be given to the SCS employee referred to in subdivision (C)(4)(a) who requests a hearing on behalf of the suspended student.
- (5) After the hearing, the Disciplinary Hearing Authority may affirm the decision of the principal, order removal of the suspension unconditionally or upon such terms and conditions as it deems reasonable, assign the student to an alternative program or night school or suspend the student for a specified period of time.
- (6) A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the Disciplinary Hearing Authority. The student, principal, vice principal or assistant principal may, within five (5) days of the decision, request review by the Superintendent. The Superintendent shall review the written record of the Disciplinary Hearing Authority and shall render a decision as soon as practicable. (Absent a timely appeal, the decision shall be final.) Within five (5) days of the Superintendent's decision, the student, principal, vice principal or assistant principal may request review by the Board of Education. The Board of Education based upon the review of the record, may grant or deny a request for a board hearing and may affirm or overturn the decision of the hearing authority with or without a hearing before the Board. If the Board conducts a hearing as a result of a request for review by a student, principal, vice principal or assistant principal, then notwithstanding any provision of the open meetings laws compiled in Title 8, Chapter 44, or other law to the contrary, the hearing shall be closed to the public, unless the student or the student's parent or guardian requests in writing within five (5) days after receipt of written notice of the hearing that the hearing be conducted as an open meeting. If the Board conducts a hearing as a result of a request for review by a student, principal, vice principal or assistant principal that is closed to the public, then the Board shall not conduct any business, discuss and subject, or take a vote on any matter other than the appeal to be heard. Nothing in this subdivision (C)(6) shall act to exclude the Department of Children's Services from the disciplinary hearings when the department is exercising its obligation under T.C.A. §37-1-140. The act of the Board of Education shall be final.
- D. In the event the suspension occurs during the last ten (10) days of any term or semester, the pupil may be permitted to take final examinations or submit required work that is necessary to complete the course of instruction for that semester, subject to the action of the principal, or the final action of the Board of Education upon any appeal from an order of a principal continuing a suspension.
- E. Students under in-school suspension shall be recorded as constituting a part of the public school attendance in the same manner as students who attend regular school.
- F. SCS shall not be required to enroll a student who is under suspension or expelled in an LEA either in Tennessee or another state. The Superintendent shall make a recommendation to the Board of Education to approve or deny the request. The recommendation shall only occur after investigation of the facts surrounding the suspension from the former school system. If the recommendation is to deny admission and the Board approves the Superintendent's recommendation, the Superintendent shall, on behalf of the Board, notify the Commissioner of the decision. Nothing in this subsection (F) shall affect children in state

custody or their enrollment in SCS. If SCS accepts enrollment of a student from another LEA, SCS may dismiss the student if it is determined subsequent to enrollment that the student had been suspended or expelled by the other LEA.

- G. A pupil determined to have brought to school or to be in unauthorized possession of a firearm on school property as defined in 18 U.S.C. §921, shall be expelled for a period of not less than one (1) calendar year, except that the Superintendent may modify the expulsion on a case-by-case basis. A student causing serious bodily injury upon any teacher, principal, administrator, any other employee of an LEA or school resource officer, or unlawfully possessing any drug including any controlled substance, as defined in T.C.A. §39-17-403, through T.C.A. §39-17-415, or legend drug, as defined by T.C.A. §53-10-101, shall be expelled for a period of not less than one (1) calendar year, except that the Superintendent may modify this expulsion on a case-by-case basis. For purposes of this subsection (G), “expelled” means removed from the pupil’s regular school program at the location where the violation occurred or removed from school attendance altogether, as determined by the Superintendent. Nothing in this section shall be construed to prohibit the assignment of such students to an alternative school.

Out-of-School Suspension 6th – 8th Grade Students

When a student is suspended out-of-school, the student will be required to complete all missed work within a specified time to be determined by the principal at the time of re-admittance. The student’s conduct grade for that grading period will be “U” for the class the student was in at the time of the offense.

Out-of-School Suspension 9th – 12th Grade Students

When a student is suspended out-of-school for ten (10) or fewer days, the student shall receive a grade of zero for all class work, daily work, quizzes, etc., for the period of time suspended.

Any single assignment that carries a weight of fifteen percent (15%) or more of the final quarter grade will be considered a major assignment and the student may complete that work and have the grade earned included in the calculation of the quarter grade

Assignments weighted less than fifteen percent (15%) will be counted as minor assignments and zeros will be recorded during the period of suspension.

Each high school shall adopt a Restorative Credit Program. By performing pre-approved school or community service, first-time suspended students earn the privilege of completing and receiving credit on make-up work for assignments missed while suspended. This option will be available only to students serving their first suspension of a school year.

1. When the student is readmitted, the administrator will include on the readmit paperwork the above criteria/stipulations.
2. The administrator will keep a record of the student’s school or community service documentation.
3. The administrator will notify the teachers of the student when the student has completed the school or community service.
4. At that time, the teacher and student will develop a plan for the student to complete and have counted as a grade his make-up work. Make-up work will be completed in a timely manner, directed by the teacher, and in accordance with the school’s general make-up work procedure.

Alternative School Placements

Alternative School placements, when available, are provided to students assigned Out-of-School (OSS) suspensions that are longer than ten (10) days.

Conduct grades during any out-of-school-suspension

Conduct grades earned during the grading period (first 9-week period of an OSS) shall be:

In-School Suspension = N (for conduct in classroom involved)

Out-of-School Suspension = U

DUE PROCESS PROCEDURES

Student Rights and Due Process (Policy #6019)

Every student has the right to due process guaranteed by the Constitution of the United States of America.

The student is, in all except the most minor disciplinary cases, to be granted a hearing before the principal with every precaution being taken to insure that the rights of the student are protected.

Before any disciplinary action is taken, the principal or the teacher must advise the student of his or her right to a hearing.

Students are to be reminded that in exercising their rights they must not interfere with the rights of others, disrupt the educational process, or violate the laws of the Federal, State and local government or the policies of the Shelby County Board of Education.

Corporal Punishment (Policy #6025)

As part of a progressive discipline plan, corporal punishment is permissible in Shelby County Schools.

Corporal punishment may be administered by the principal or principal's designee in the presence of another professional employee. Corporal punishment shall not be used as the disciplinary action on a first offense, shall not be used as a choice in lieu of other disciplinary action, and shall only be used after other corrective measures have been attempted. The parent(s) or guardian(s) shall be notified when a student has been paddled.

If parent(s) or guardian(s) object to the use of corporal punishment with their children or wards, such objection must be made annually, in advance, in writing to the principal of the school. A student, whose parent(s) or guardian(s) shall object in writing to the use of corporal punishment, when, and if it is deemed necessary by the principal, may be suspended.

A record of each case where corporal punishment is administered shall be maintained in the principal's office.

T.C.A. §49-6-4103

T.C.A. §49-6-4014

WELFARE OF STUDENT

Leaving School During the School Day

Teachers, principals, and other school administrators are to exercise extreme caution in releasing students from school. Students should not be released until all excuses are carefully checked.

A student shall not be permitted to leave school during the school day without written request from the parent/guardian and approval of the principal except under exceptional circumstances with specific approval of the principal. Such circumstance shall be noted on the official school sign-out sheet with the signature of the principal.

Tobacco Use or Possession

The Shelby County Schools system prohibits student smoking or possession of tobacco products, lighters or matches, on school campuses, at school-sponsored activities or on school buses. **(Policy #6028)**

Gangs and Non-School Related Social Clubs (Policy #6030)

The Board prohibits the activities of criminal gangs on school property and at school sponsored events.

A "criminal gang" means: A formal or informal ongoing organization, association or group consisting of three (3) or more persons that has:

- (1) As one (1) of its activities the commission of criminal acts; and
- (2) Two (2) or more members who, individually or collectively, engage in or have engaged in a pattern of criminal gang activity.

In order to discourage and prohibit students from participating in gang activities the Board prohibits students in grades 6-12 from:

- (1) Wearing, while on school property, any type of clothing, apparel or accessory the denotes the students' membership in or affiliation with any criminal gang;
- (2) Any activity that encourages participation in a criminal gang or facilitates illegal acts of a criminal gang; and
- (3) Any conduct that is seriously disruptive to the educational process or endangers persons or property.
- (4) The local law enforcement agency shall advise the local board, upon request, of criminal gangs and associated criminal gang activity.

A violation of any portion of this policy is grounds for suspension up to 180 days and/or expulsion from school.

The Superintendent shall arrange for all school principals to be trained to recognize local gang signs and symbols. This training will be coordinated with local law enforcement agencies.

STUDENTS WITH DISABILITIES

Students with disabilities are included in all Shelby County Schools. Schools are expected to initiate actions that enable students with disabilities to become an accepted part of the student body and are treated with the same respect as regular students. Consequences for offenses directed toward students with disabilities should reflect the severity or repetition of the offense.

Students with disabilities have special protections provided through law against unilateral suspension. While certain levels of behavior are expected of special education students, disabling conditions may impact the student's amnesty. It is imperative that school personnel be aware of which students are classified as disabled under either IDEA or Section 504. A student with a disability shall not be unilaterally removed from school for more than ten days before a Manifestation Determination is convened to determine whether the student's offense was caused by his/her disability.

At the initial IEP team meeting or annual review, plans are established which address behavior management as well as academic and vocational skills. The student's IEP reflects expected behaviors, objectives to modify behavior, and pre-established consequences when appropriate. A written

record is kept of all discussions and disciplinary actions taken. Whenever possible, suspension or expulsion is the last action used. It is recommended that lesser consequences such as time out, detention, supervised study, on-site intervention, etc. be used before resorting to suspensions. It is important that the team includes an instructional component designed to teach the student skills such as anger management, conflict resolution, showing respect to others, and effective communication designed to prevent future misbehavior. When there is no relationship between a child's behavior and his/her disability, the student can be suspended or expelled according to normal school board policy; however, educational services are continued to the extent required.

Suspending Students with Disabilities P R O T O C O L

- I. Student has demonstrated some type of rule infraction.

- II. Procedural safeguards in regard to due process are followed (Goss v. Lopez)
 - 1) Student must be given oral or written notice of the charges against him/her.
 - 2) If charges are denied, an explanation of evidence the authorities have must be presented.
 - 3) Student must be given the opportunity to present his/her side of the story.
 - 4) Allow no delay between the time "notice" is given and the time of the hearing.
 - 5) Provide notice and hold a hearing prior to the removal of the student from school in most cases.

- III. IEP Team meets and determines if the behavior is a manifestation of the student's disability:
 - 1) The IEP Team must review all relevant information including evaluation results observations of the child, other relevant information supplied by the parents of the child, the child's IEP and placement and determine:
 - a. if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
 - b. if the conduct in question was the direct result of the local educational agency's failure to implement the IEP.
 - 2) Is the student a danger to himself and/or others? If "Yes", reach an agreement with parents through IEP Team meeting or seek an injunction from the federal district court.
 - 3) School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability in cases where a child:
 - a. carries or possesses a weapon to or at school, on school premises, or to or at a school function
 - b. knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or a school function
 - c. has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. The Department of Exceptional Children provides a form for use by the IEP Team when convening to determine if a behavior is manifestation of the student's disability.

IF A DISAGREEMENT ARISES AND A DUE PROCESS HEARING IS REQUESTED, THE "STAY PUT" PROVISION DOES NOT APPLY. THE STUDENT SHALL REMAIN IN THE INTERIM ALTERNATIVE SETTING PENDING THE DECISION OF THE HEARING OFFICER OR UNTIL THE EXPIRATION OF THE SUSPENSION, WHICHEVER COMES FIRST UNLESS THE PARENT AND SCHOOL AGREE OTHERWISE.

- IV. If the IEP Team determines that the offense is a manifestation of the student's disability, the student may not be suspended.
 - 1) The student could be placed in a setting which more appropriately accommodates his/her needs.
 - 2) The behavior problems should be addressed through the goals and objectives of the IEP and/or behavior plan.

- V. If the IEP Team determines that the offense is not a manifestation of the student's disability, the student may be suspended. The school may suspend, but educational services must continue. (Keael in 4th and Turlington in 5th Circuit)
 - 1) If not a change of placement (i.e. longer than 10 consecutive days), the school authority in conjunction with the special education teacher may decide what services are needed. If a change of placement (longer than 10 days or significant change in IEP placement), the IEP Team must determine what services must be provided.
 - 2) If continued educational services are based on IEP goals/objectives, they are to be provided by the teacher endorsed in special education.
 - a. Alternative methods of providing services may include home tutoring, alternative school placement, in-school suspension, on-site intervention, or transfer to another school.

HARASSMENT, INTIMIDATION, BULLYING, OR CYBERBULLYING Policy #6046

Student harassment, intimidation or bullying will not be tolerated. Conduct aimed at defining a student in a sexual manner and conduct impugning the character of a student based on allegations of sexual promiscuity will not be tolerated.

- I. Tennessee law defines “harassment, intimidation, bullying, or cyberbullying” as acts that substantially interfere with a student's educational benefits, educational opportunities, educational performance, and:
 - A. If the acts take place on school grounds, at any school-sponsored activity, on school-provided transportation, (4) at any official school bus stop, the act has the effect of:
 1. Physically harming a student or damaging a student's property;
 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 3. Causing emotional distress to a student or students;
 4. Creating a hostile educational environment.
 - B. If the act takes place off school property or outside of a school- sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.
- II. Alleged victims of harassment, intimidation, bullying or cyberbullying, or their parents or guardians shall report these incidents immediately to the Principal or building level administrator. Any reports made to staff should be forwarded to the principal or building level administrator immediately “but no later than 24 hours” of the expressed concern. Anonymous reports may be made; however, disciplinary action may not be based solely on an anonymous report.

The Shelby County Board of Education has adopted the “Safe School Tips” program which allows any parent, student, teacher, or employee to report information about illegal or inappropriate activities, including but not limited to bullying, theft, distribution or sale of drugs, possession of weapons, etc.

“**Safe-School Web-Tips**” should be sent to <http://www.tipsubmit.com> or text to 274637, you will then be asked to type in a “code”, the code is SCS, then start typing the text message.

Any complaints of harassment, intimidation or bullying should include the following information:

Identity of the alleged victim and the person accused;
Location, date, time and circumstances surrounding alleged incident;
Description of what happened;
Identity of witnesses; and
Any other evidence available.

- III. If the complainant is not the parent or guardian, the parents/guardians of alleged victim shall be notified of the reported conduct by phone or in person prior to the end of the school day upon which the conduct was reported. The Principal or his/her designee shall promptly and fully investigate allegations of harassment, intimidation or bullying. The Principal or his/her designee shall promptly and fully investigate allegations of harassment, intimidation or bullying. The Principal or building level administrator will revisit substantiated incidents and all follow-up efforts conducted will be appropriately documented.
- IV. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated pursuant to the Shelby County Board of Education's Discipline Policy if the offender is a student. A substantiated charge against an employee may subject such employee to disciplinary action up to and including termination. The Principal or his/her designee will meet with and advise the complainant and their parent/guardian regarding the findings, and whether corrective measures, and/or disciplinary actions were taken. The investigation and response to the complainant will be completed within twenty (20) school days.
- V. If the complainant is not in agreement with the Principal's or his/her designee's the complainant may, within five (5) school days, contact the Shelby County Schools' Federal Rights Coordinator (FRC) at 2800 Grays Creek, Arlington, Tennessee 38002; Telephone (901) 473-2575. Within five (5) school days the “FRC” or his/her designee will review the investigation of the alleged charges. Upon completion of the review, the “FRC” will meet with and advise the complainant regarding the findings, and whether corrective measures, and/or disciplinary actions were taken.
- VI. If the complainant is not in agreement with the findings of the “FRC”, an appeal may be made, within five (5) school days, to the Superintendent. Within five (5) school days, the Superintendent will review the investigation and provide a written advise to the complainant whether corrective measures and/or disciplinary actions were taken. ,

- VII. There will be no retaliation against any person who reports harassment, intimidation or bullying or participates in an investigation. However, any employee who gives false information during the course of any investigation or who retaliates against someone for: (a) truthfully reporting harassment, intimidation or bullying or (b) participating in an investigation of allegations of harassment, intimidation or bullying may be subject to disciplinary action up to and including termination if the offender is an employee and pursuant to the Shelby County Board of Education's Disciplinary Policy if the offender is a student.
- VIII. An employee disciplined pursuant to this policy may appeal the decision by contacting the Federal Rights Coordinator at 160 South Hollywood, Memphis Tennessee 38112; Telephone (901) 321-2539. Any student disciplined pursuant to this policy may appeal the decision in accordance with Shelby County Board of Education's disciplinary policies and procedures. This policy shall appear in the Parent/Student Handbook distributed annually to every student. Principals or building level administrators are responsible for ongoing education, formal and informal, regarding this policy and procedure in the building in which they work. The Shelby County Board of Education's Federal Rights Coordinators are responsible for ensuring this policy is implemented.
- IX. The procedure outlined above shall also be followed in cases in which a student is the subject of conduct aimed at defining a student in a sexual manner and conduct impugning the character of a student based on allegations of sexual promiscuity.

T.C.A. § 49-6-1015

T.C.A. § 49-6-1016

Please contact the designated individuals listed below to report a concern or for any questions, concerns, or information regarding this policy:

FRC for students: Herchel Burton
2800 Grays Creek
Arlington, TN 38002
901.473.2575 or hburton@scsk12.org

FRC for employees: Lois Williams
160 S. Hollywood
Memphis, TN 38112
901.321.2500 or lwilliams@scsk12.org

Victims of Violent Crimes

A student has the right to transfer to another school within the district if he/she is the victim of a violent crime at school.

F.E.R.P.A. Rights

In 1974 the Family Educational Rights and Privacy Act (Buckley Amendment) Public Law 93-380, §438, was passed to ensure confidentiality of student records.

Parents (custodial and noncustodial) and legal guardians have the right to inspect and review the accumulative and special education records of their child by making a written request to the official having custody of the records. The official shall have a reasonable time, not to exceed 45 days, to produce the records.

If the parent or guardian objects to the inclusion of any item or document in the record, a written statement identifying the specific item or document objected to and the basis of the objection must be filed with the custodian of the records. The custodian of records in the school is the principal. A conference with the custodian or his designated representative may then be scheduled in an attempt to resolve the matter informally. If not satisfied with results of this informal resolution, the parent or guardian may make a written appeal to the Superintendent or his designated representative. A hearing shall be scheduled within 30 days of the receipt of the written appeal. A full and fair opportunity to present relevant evidence will be granted.

SECTION 504 DUE PROCESS HEARING PROCEDURE

Section 504 (34 CFR § 104.36) requires that school systems maintain a procedure for conducting impartial hearings with opportunity for participation by the student's parents/guardian and representation by counsel.

PARENTS REQUESTING A HEARING SHOULD SUBMIT A WRITTEN REQUEST TO THE SECTION 504 COORDINATOR OF THE LOCAL SCHOOL SYSTEM AND INCLUDE THE FOLLOWING INFORMATION:

- The reason for the request
- A suitable time for the hearing: morning, afternoon, evening
- Two (2) possible dates for the hearing
- A statement as to whether you prefer the hearing to be closed or open to the public

After the Section 504 coordinator receives the Due Process Request she will forward it to one of the impartial Hearing Officers on the approved Hearing Officer List. The impartial Hearing Officer will then advise both parties of the date, time and location of the hearing.

The hearing must be held no less than fifteen (15) days and no more than thirty (30) days from the time the request for the hearing is submitted, unless the parent/guardian agrees otherwise, or the Hearing Officer grants a continuance at the request of one of the parties.

REASONS FOR THE REQUEST:

1. Denied identification, evaluation or educational placement of persons who, because of disability need or are believed to need special instruction or related services
2. Placed in a setting which is not the least restrictive environment
3. Denied appropriate services due to inaccessibility of programs
4. Denied accommodations and/or modification to regular education program because of identified disability
5. Denied participation in extracurricular or nonacademic activities because of a disability

SCHOOL SYSTEM'S RESPONSIBILITIES:

- The school system will provide a location for the hearing.
- The cost of the impartial Hearing Officer and court reporter will be paid by the school system. The school system will provide the parents with a copy of the hearing transcript at no cost to the parent.
- The school system must allow the child to remain in his/her present placement until after the hearing, unless the parents agree that a change in placement would be best for the child.
- The school system must inform the parents of any free or low-cost legal services or other relevant services available in the area.
- If a parent/guardian is represented by a licensed attorney at the due process hearing, s/he must inform the District's Section 504 coordinator and the appointed officer of that fact, in writing, at least seven (7) days prior to the hearing date.

BEFORE THE HEARING...

- All exhibits to be presented at the hearing shall be exchanged between the school system and the parents at least five (5) days prior to the hearing.
- The school system must allow the parents to examine the child's records and make copies if requested.

DURING THE HEARING...

- Parents and the school system may be represented by legal counsel.
- You may present and cross-examine witnesses who know about the child's disability.
- The child may be present at the hearing.
- After the impartial Hearing Officer has heard the case, he/she will give a written decision.
- The impartial Hearing Officer is not an employee of any school system, and shall not be related to any member of the Shelby County Schools' local board of education.
- The impartial Hearing Officer understands what the law requires for children with special needs.

AFTER THE HEARING...

- The parents will receive a written record or tape recording of all that was said at the hearing.
- A copy of the impartial Hearing Officer's decision will be given to both the school system and the parents. The Hearing Officer must render a decision within forty-five (45) days after the 504 Coordinator's receipt of the request for a hearing, unless the parents agree otherwise or the Hearing Officer has granted a continuance at the request of one of the parties.
- The decision made by the Hearing Officer is final unless the parents or the school system appeals the decision to the appropriate state or federal court.
- A parent/guardian may file a complaint with the Office for Civil Rights (OCR) if s/he believes that the district has violated any provision or regulation of Section 504. OCR addresses Section 504 complaints separately and independently of the local hearing process, in accordance with the guidelines set forth in OCR's Case Processing Manual. A parent/guardian should contact OCR concerning timeframes for filing OCR complaints.

The OCR office for Tennessee is:

Atlanta Office
Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927

Telephone: (404)974-9406
FAX: 404-974-9471; TDD: 877-521-2172
Email: OCR.Atlanta@ed.gov

The OCR National Headquarters is:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of
Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 877-521-2172
Email: OCR@ed.gov

SCS Title I Parental Involvement (Policy #5010)

The Shelby County Board of Education recognizes and encourages the involvement of parents at the school and district level. As a school district, we recognize that parents are key stakeholders and serve as partners in the academic achievement of all students to meet or exceed No Child Left Behind proficiency standards.

The SCS parental involvement policy includes input from parents, community members, school and district personnel. The purpose of this policy is to comply with all pertinent mandates of state and federal regulatory standards which require that all parents have access to various levels and types of parental involvement activities with no person excluded based on race, religion, creed, gender, socio-economic status, physical impairment or age.

Each SCS school that is served by Title I of the Elementary and Secondary Education Act shall:

- Offer opportunities for parents to provide input and participate in meaningful consultation in the planning, design and implementation of the Title I Program.
- Offer district level administrators, local school administrators and teachers formal training to increase knowledge and skills in working with families of children receiving Title I services.
- Conduct an annual meeting at flexible times with parents to discuss the schools participation in Title I programs such as Free and Reduced Lunch, Migrant Education, SES, Public School Choice, and other offerings.
- Provide parents of participating children with explanation of district curriculum, students' assessments and reports, and accurate explanations of their child's progress.
- Provide multiple opportunities for parents to provide input for developing and revising policies relating to parent involvement, including the use of school and district level Parent Involvement funds, and on policies at the school level. Parents will also be asked to share suggestions for improving target participation in student learning. Formal parent complaints concerning school plans will be submitted to the school district when the school makes the plan available publicly.
- Develop a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve high standards.
- Conduct, with the involvement of parents and community members, an annual evaluation of the content and effectiveness of the school parent involvement policy, including identification of barriers to greater participation by parents of diverse backgrounds. Findings will be utilized to design additional effective strategies for parental involvement.
- Allow parents of students receiving Title I service to participate in deciding how Title I funds for family engagement activities are allotted.
- Provide information such as parent letters, newsletters, and website documentation concerning programs or activities in a language that all parents understand.
- Provide parents, community members, and school stakeholders a copy of this Parental Involvement Policy in a timely manner.

Building Capacity for Parental Involvement

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each SCS school that is served by Title I of the Elementary and Secondary Act and SCS as a whole.

- (1) shall provide assistance to parents of children served by the school or local education agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of 20 U.S.C.A., § 6318, and how to monitor a child's progress and work with educators to improve the achievement of their children;
- (2) shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literary training and using technology, as appropriate, to foster parental involvement;
- (3) shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
- (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;
- (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;
- (6) shall involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of such training;

- (7) shall involve parents in developing, implementing and evaluating the District-wide Parental Involvement Plan. Strategies and activities of the District-wide Parental Involvement Plan shall be incorporated into the Tennessee Comprehensive System-wide Planning Process;
- (8) shall encourage and support the development and experience of active PTA/PTO/PTSO organizations to attend parent school meetings each month to discuss school accomplishments, concerns and needs; and
- (9) shall offer parents opportunities to participate in training sessions addressing state academic and content standards, state/local assessments, monitoring students' progress, literacy program opportunities, home learning activities to strengthen their child's reading and math skills, use of the internet to assess information about their child's progress, parental rights under No Child Left Behind, understanding child development, effective volunteer participation, parent leadership, parent organization involvement, High School Redesign, public school choice options, community services, pre-school/Head Start programs, adult education programs and community education programs.

Shared Responsibilities for Supporting Student Success for Every Child

SCS will continue to support and be responsible for successful student achievement in Title I schools by:

- Jointly developing, with parents and other school stakeholders, a school-parent compact that outlines expectations and responsibilities of all stakeholders. The compact will identify the shared responsibility to improve student academic achievement. School-parent compact shall:
 - (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served by Title I of the Elementary and Secondary Act to meet the student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion and television watching; volunteering in their child's classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time; and
 - (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum
 - a. parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - b. frequent reports to parents on their children's progress; and
 - c. reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
 - (3) provide that parents are invited and encouraged to participate in developing the Tennessee Comprehensive System-Wide Planning Process.

Accessibility To All Families

- Providing opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children.
- Providing school environments that are welcoming, informative and providing schools reports and/or displays in a language that parents can understand.
- Providing invitations to parent meetings and/or workshops that are presented in an understandable language. Such meetings and workshops shall be conducted at varied times and dates throughout the school year, and notification will be sent in a timely manner.
- Providing transportation, childcare and translators for parent involvement activities where applicable and where/if funds permit.

20 U.S.C.A. § 6318

Parent Teacher Association (PTA) / Parent Teacher Student Association (PTSA)

Studies have consistently shown that parental involvement in education of their children provides numerous benefits. The Shelby County Board of Education supports parent involvement in each school. To facilitate parental and community involvement each school shall have a Parent Teacher Association (PTA) or Parent Teacher Student Association (PTSA) that is chartered by the National PTA Congress and the Tennessee PTA Congress. The Tennessee Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers, is a non-profit organization which seeks to unite the forces of home, school, and community on behalf of children. The Board encourages school staff to join their local PTA/PTSA chapter. School administration, faculty, and staff should encourage and foster a mutually productive relationship with the local PTA organization with each respecting the appropriate roles of the other in the joint mission of student achievement and student welfare.

The National PTA Congress stated mission:

- *To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children;*
- *To assist parents in developing the skills they need to raise and protect their children;*
- *To encourage parent and public involvement in the public schools*

The Purpose of the PTA

- *To promote the welfare of the children and youth in home, school, community, and place of worship.*
- *To raise the standards of home life.*
- *To secure adequate laws for the care and protection of children and youth.*
- *To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.*
- *To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.*

T.C.A. §49-2-305

Tennessee State Board of Education Policy No. 4.207

Signs Posted in Schools

IT'S THE LAW
IF YOU HAVE DRUGS IN YOUR POSSESSION OR
YOU PHYSICALLY ASSAULT ANY SCHOOL EMPLOYEE
YOU WILL BE ARRESTED
AND SUSPENDED FOR 180 DAYS.

Signs Posted in Schools

IT'S THE LAW
IF YOU MISS 10 CONSECUTIVE UNEXCUSED DAYS, OR
15 TOTAL UNEXCUSED DAYS PER SEMESTER
OR
IF YOU DON'T PASS AT LEAST THREE (3) SUBJECTS EACH SEMESTER
YOU WILL LOSE YOUR DRIVER'S LICENSE.

Signs Posted in Schools

W A R N I N G
ELECTRONIC SCREENING FOR WEAPONS
ALL STUDENTS OR VISITORS ON
SHELBY COUNTY SCHOOL CAMPUSES ARE SUBJECT TO
UNANNOUNCED ELECTRONIC SCREENING FOR WEAPONS

FREQUENTLY CALLED NUMBERS & WEBSITES

**Information	321.2500	http://www.scsk12.org
Bus Assignment/Stops	321.2280	
School Assignment	473.2560	http://www.scsk12.org
GED	321.2582	
High School (6-12) Curriculum	321.2582	
Elementary Grades	321.2510	
Middle & High School Grades (6-12)	321.2582	
Department of Exceptional Children	473.2710	
State Report Card		http://www.tennessee.gov/education/reportcard
Student Discipline	473.2560	
Student Information	473.2560	
Career/Technical	321.2581	

Shelby County Board of Education Commitment to Student Achievement

The Shelby County Board of Education believes that improvement of student achievement is the most significant task of the school district. We affirm our intent and commitment to the improvement of student learning by:

- Openly evaluating data on student achievement indicators;
- Discussing processes that affect the instructional program;
- Examining the impact of the district's course of study on learning;
- Reviewing/revising district goals to focus on student progress; and
- Striving to find methods to remove barriers to learning.

Furthermore, this board commits to informing district staff, students, parents, and the community about students' achievement in our schools and how our local data compares to statistically valid measurements in Tennessee, nationally and with relation to other comparable schools districts.

Therefore, the Shelby County Board of Education resolves that:

- Each student in our district is expected to participate in school for the ultimate purpose of academic scholarship;
- Every employee of our public school shall devote their work toward ensuring and enhancing students' learning success;
- The superintendent will recommend and, as funding permits, implement initiatives and expenditures that clearly support and advance student learning success;
- The Board will devote meeting time to topics that directly support and enhance student-learning success.

Adopted: 01/31/02

(This resolution is to be posted in each school, included in parent/student handbook, and published on the school district Web Site and in the district newsletter.)