



2008-2009  
STUDENT-PARENT  
HANDBOOK

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*Superintendent*

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Visit us on the web at [www.scsk12.org](http://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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**WEBB MAIL**

If you are interested in receiving the latest news about Shelby County Schools directly from the Superintendent, sign up for *Webb Mail* today. Issues will include such topics as:

- Special School Districts
- Tennessee Report Card Results for Shelby County Schools
- The School Budget
- No Child Left Behind, and
- Other Pertinent Issues (as they arise)

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**NEW SCS POLICIES FOR 2008-2009**

Your SCS Board of Education approved changes to the following policies during the last school year. Please see the online policy manual for a full copy of each policy.

6214.1 Gangs Policy  
5025.2 Online Courses  
6305 Grade Classification for High School Students  
6307 Grading System for 6-12  
6207.1 Discipline  
6306 Grading System for K-5  
4004 Conflict of interest  
6506 Student Gifts and Solicitations  
2027 Personal Gain of Profit  
5025 Graduation  
7005.1 Facility Use  
4208.3 Military Leave  
6209 Suspension/Expulsion/Remand of Students  
3008 Authorized Use of School Owned Materials  
6219 Visitors to Schools  
6308.2 Valedictorian and Salutatorian  
6002 Equal Educational Opportunity

6201 Student Rights and Responsibilities  
7015.2 School Support Organizations  
6304 Promotion and Retention  
**6207.2 Cell Phones/Personal Communication Devices**  
**6207.1 Discipline (Offenses and Penalties by Category)**  
**Resolution – Systemwide Standardized Dress Policy**

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Visit the Shelby County Schools Web-Site ([www.scsk12.org](http://www.scsk12.org)) to view our **Tennessee Comprehensive Systemwide Planning Process (TCSPP)**.

Also, visit the SCS website to view a summary of our **FY08 Local Consolidated Application for Federal Funding**. To find this on our website go to **FEDERAL PROGRAMS** and then to the link for this document.

**BOARD OF EDUCATION MEMBERS**  
(Offices Indicated Are Those Held At time of Publication)

	<b>District Represented</b>	<b>Term of Office</b>
David Pickler, Chairman.....	District 5 .....	September, 2006 to August, 2010
Anne Edmiston, Vice Chairman .....	District 3 .....	September, 2006 to August, 2010
Ernest Chism.....	District 7 .....	September, 2006 to August, 2010
Joseph Clayton .....	District 4 .....	September, 2004 to August, 2008
Fred Johnson .....	District 6 .....	October, 2006 to August, 2008
Ron Lollar .....	District 2 .....	September, 2004 to August, 2008
Teresa Price.....	District 1 .....	September, 2006 to August, 2010

**2008/2009 Board Meeting Dates**

**AUGUST, 2008**

- 21 Work Session
- 28 Business Meeting

**SEPTEMBER, 2008**

- 18 Work Session
- 25 Business Mtg/Public Forum 6:30 p.m.  
at **Southwind High School**

**OCTOBER, 2008**

- 23 Work Session
- 30 Business Meeting

**NOVEMBER, 2008**

- 13 Work Session
- 20 Business Mtg/Public Forum 6:30 p.m.  
at **Collierville High School**

**DECEMBER, 2008, if needed**

- 11 Work Session
- 18 Business Meeting

**JANUARY, 2009**

- 22 Work Session
- 29 Business Meeting

**FEBRUARY, 2009**

- 19 Work Session
- 26 Business Mtg/Public Forum 6:30 p.m.  
at **Houston High School**

**MARCH, 2009**

- 5 Budget Meeting
- 12 Work Session
- 26 Business Meeting

**APRIL, 2009**

- 23 Work Session
- 30 Business Meeting

**MAY, 2009**

- 21 Work Session
- 28 Business Meeting

**JUNE, 2009**

- 11 Work Session
- 18 Business Meeting

**JULY, 2009, if needed**

- 23 Work Session
- 30 Business Meeting

**NOTE:** High School Student Advisory Council Meetings are held at 5:00 p.m. prior to each evening school board meeting.

Approved: February 28, 2008

**UNLESS OTHERWISE NOTED, BUSINESS MEETINGS WILL BE HELD THE LAST THURSDAY OF THE MONTH AT 1:00 P.M. IN THE BOARD AUDITORIUM, 160 SOUTH HOLLYWOOD STREET. WORK SESSIONS WILL BE HELD ONE WEEK PRIOR TO THE BUSINESS MEETING IN CONFERENCE ROOM 214 AT 1:00 P.M. 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 WEB SITE.**

## TABLE OF CONTENTS

<b>FREQUENTLY CALLED NUMBERS &amp; WEB SITES .....</b>	<b>35</b>
Student School Calendar .....	1
Grading Period Schedule .....	2
Non-Discrimination .....	2
Customer Service Specialist/Ombudsman .....	2
Overview of School System.....	2
State Report Card.....	3
Mission .....	3
Beliefs .....	3
System's Objectives .....	3
Visitors to Schools.....	4
Admission and Enrollment .....	4
Residence .....	4
Proof of Residence.....	4
Custody Issues .....	4
Power of Attorney.....	4
Immunization .....	4
Waiver of Immunization Requirements .....	5
Student Enrollment .....	5
Age Requirements (Policy #6102).....	5
Attendance, Absence, Truancy, and Withdrawal .....	6
Attendance .....	6
Tardiness.....	6
Student Attendance Accounting.....	6
Students of Legal Age (Policy #6203).....	6
School Assignment .....	6
Absences/Lateness/Truancy.....	6
Suspensions/Expulsions .....	6
Withdrawal from School.....	6
Alcohol and Drugs .....	6
Permission to Inspect Student Records .....	6
Excuses from School.....	6
Financial Responsibility.....	6
Students Beyond Compulsory Attendance Age (Policy #6106).....	6
Absences (Policy #6108) .....	6
Truancy (Policy #6110) .....	7
Student Transfers Procedures.....	7
Withdrawal From Enrollment - Tennessee Compulsory Attendance Law .....	7
Driver's License or Permit T.C.A. §49-6-3017 / Policy #6112 .....	7
Participation in Athletic Programs.....	8
Communicable Diseases (Policy #6406) .....	8
AIDS (Policy #6407) .....	8
Student Assignment and Evaluation of Pupil Progress .....	8
Class Assignments (Policy #6104).....	8
Grading System in Compliance With Tennessee Uniform Grading System (Policies #6306 & #6307) .....	8-11
Report to Parents.....	11
Promotion and Retention (Policy #6304).....	11
Parent Conferences .....	11
Student Records.....	11
Accumulative Records (Policy #6301).....	11
Special Education Records.....	11
Access and Content/F.E.R.P.A. ....	11; 33
Military Recruiters.....	12
Directory Information .....	12
Special Education Services.....	12

Child Advocacy Contact Information .....	12
Participation in Academic Program for the Exceptional (APEX) .....	13
State of Tennessee Criteria for Participation in Programs for Intellectually Gifted .....	13
Student Referral .....	13
High School Educational Requirements .....	13
Regularly Enrolled Students (Policy #6305) .....	13
Grade Classification for High School Students (Policy #6305) .....	13
Course Recovery .....	13
Home School Grades .....	13
Transfer Grades .....	14
Dual Enrollment .....	14
Online Courses .....	14
Graduation Requirements .....	14
Min Requirements for TN schools admission .....	14
University Path .....	15
Technical Path .....	15
Both (Combined Path) .....	15
Semester Exam Exemption for 12th Grade Students (#6307 Regulation) .....	15
Participation in Commencement Exercises .....	16
School Closing Procedures .....	16
Emergency Closing (Policy #3003) .....	16
Administering Medicines to Students (Policy & Regulation #6405) .....	16
Medication in Schools .....	16
The Medication .....	16
Amount of Medication to be brought to School .....	17
Over-the-counter Medicines .....	17
Original Containers .....	17
Parent Authorization .....	17
WRITTEN Parent Permission Required .....	17
School Personnel Responsible for Medicines .....	17
Variable Dosage .....	17
Medication (form to dispense) .....	17
Medication Change .....	17
Invasive Medication .....	17
Refrigeration .....	17
Sample Form (Parent Authorization for Administering Medicine at School) .....	18
Student Dress .....	18
Standardized Dress by School .....	18
Student Dress Code (Policy #6205) .....	18
Dress Code Enforcement .....	19
Transportation Services for Students .....	20
Eligible for Transportation - School Buses (Policies #3009 & #3012) .....	20
Bus Stop Supervision .....	20
Route Assignments .....	20
Video Cameras on Buses .....	20
Bus Conduct .....	20
Rules for Riding the School Bus .....	20
Safe School Environment - Student Behavior and Discipline .....	21
Rules of Conduct .....	21
Student Vehicles .....	21
Radios, Record Players, Tape Players .....	21
Electronic Pager or Cellular Phone .....	21
Textbook Maintenance .....	21
Debts/Property .....	21
Holding of Prohibited Items or Substances .....	21
Relations With Police Authorities (Policy #7014) .....	22
Use of Metal Detectors (Policy #6218) .....	22
Acceptable Use Policy (Policy & Regulation #6215) .....	22
District-Provided Access to Electronic Information, Services and Networks for Students .....	22
Use of District-provided Internet Access: .....	23
Protection of Electrical Data .....	23
Grades (Round-the-Clock Access to Grades and Assignments) .....	23

Code of Acceptable Behavior and Discipline .....	23
Statement of Origin .....	23
Purpose .....	23
Expected Behaviors .....	23
Search Procedures (Policy #6210) .....	24
Discipline Code (Policy #6207) .....	24
Offenses and Penalties by Category (Regulation (#6207)) .....	24
Category A .....	25
Category B .....	25
Category C .....	25
Category D .....	25
Cell Phones/Personal Communications Devices – NEW POLICY .....	26
Suspension of Students- Penalties .....	26
Definitions .....	26
Students Under Suspension/Expulsion .....	27
Alternative School .....	27
Out-of-School Suspension (Procedure #6209) .....	27
Restorative Credit Service Program (Procedure #6209) .....	27-28
Zero Tolerance .....	27
Illegal Drugs and Alcohol (Policy #6206) .....	27
Definition of Illegal Drugs (Regulation #6206) .....	28
Gun Free Policy .....	28
Battery on Personnel .....	28
Due Process Procedures- Student Rights and Due Process .....	28
Disciplinary Hearing Authority .....	28
In-School Suspensions (Policy #6213) .....	29
Corporal Punishment (Policy #6208) .....	29
Welfare of Student .....	30
Leaving the School During the School Day .....	30
Tobacco Use or Possession (Policy #6211) .....	30
Gangs and Non-School Related Social Clubs (Policy #6214) .....	30
Students with Disabilities .....	30
Suspending Students with Disabilities- Protocol .....	31
Harassment Intimidation or Bullying of Students (Policy #6408) .....	32
Victims of Violent Crimes .....	33
<i>F.E.R.P.A.</i> Rights (Policy #6303) .....	33
<i>NCLB</i> Parent Notifications .....	33
Title I Parental Involvement (Policy #5033) .....	33
Parent Teacher Association PTSA (Policy #7015.1) .....	33
Special Notice .....	34
Illegal Drugs and Alcohol .....	34
Zero Tolerance .....	34
Illegal Drugs and Alcohol .....	34
Knives .....	34
Lockers & Cars .....	34
Warning: Electronic Screening for Weapons .....	34
Weapons .....	34
Threats .....	34
Signs Posted in Schools .....	34
Drug Possession .....	34
Loss of Driver's License .....	35
Electronic Screening .....	35
Commitment to Student Achievement .....	36

**STUDENT SCHOOL CALENDAR for 2008-2009**

The calendar provides for two terms/semesters. The first term/semester begins on August 11 and ends on December 19. The second term/semester begins on January 5 and ends on May 27. (SEE NOTE BELOW)\*\*

**Registration Day.....August 5**

**Important Dates to Remember**

**Student Holidays / Non-Teaching Day**

**FIRST QUARTER**

<b>First Day of School.....August 11</b>	Labor Day.....September 1
Parent Conferences (3-6pm or 4-7 pm, depending upon local school hours)	
..... October 9	
Last Day (1st Quarter) ..... October 10	Fall Break .....October 13-14

**SECOND QUARTER**

First Day (2nd Quarter)..... October 15	
.....	Veterans' Day Break.....November 10-11
Gateway Practice Test.....November 12-14	Thanksgiving Holiday.....November 26-28
Algebra Readiness Test.....November 12-14	
Gateway Tests..... December 2-4	
High School Exams..... December 18-19	
Last Day (2nd Quarter) .....December 19	Christmas Break.....December 22-January 2

**THIRD QUARTER**

First Day (3rd Quarter) ..... January 5	Dr. M.L.King's Birthday.....January 19
Writing Assessment..... February 3	Presidents' Day.....February 16-17
Parent Conferences .....	
(3-6pm or 4-7 pm)..... March 12	
Last Day (3rd Quarter)..... March 13	

**FOURTH QUARTER**

First Day (4th Quarter)..... March 23	Spring Break.....March 16-20
TCAP Tests (Grades 3-8)..... April 14-17	Good Friday.....April 10
High School Gateway Tests..... May 5-7	Memorial Day.....May 25
End of Course Tests .....	
May 12-13	
High School Exams..... May 26-27**	
<b>Last Day of School ..... May 27**</b>	

.....  
**NOTE: Make-Up Days for Students .....May 28, 29, June 1 and 2 \*\***

\*\*Days missed due to inclement weather, energy crisis, or other special circumstances, will be made up on May 28, 29, June 1 and 2, 2009. If more than four days are missed, the Board of Education will determine how these additional make-up days will be scheduled.

**-GRADING PERIOD SCHEDULE-  
2008-2009**

<b>Nine week grading periods</b>	<b>Period ends</b>
<b>First grading period</b>	<b>October 10, 2008</b>
<b>Second grading period</b>	<b>December 19, 2008</b>
<b>Third grading period</b>	<b>March 13, 2009</b>
<b>Forth grading period</b>	<b>May 27, 2009</b>

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

**NON-DISCRIMINATION (Policies #4009 & #6408)**

Be advised that all classroom instructional and extracurricular activities and opportunities in the Shelby County Schools are offered without regard to race, color, national origin, religion, sex, creed, age, or disability, or for any other reason not related to a student's individual capabilities. Policies 4009 and 6408 provide guidelines. Students and/or their parents/guardians may present complaints regarding discrimination as set forth in the following statutes to the Federal Rights Coordinator for Students, John Aitken at 321 2575 or jaitken@sck12.org:

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.

**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 45,000 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.

The system is administered by a seven member Board of Education who reside within seven special election districts located within the Shelby County Schools district. Prior to 1998, school board members were appointed by the County Commission. In the fall of 1998, school board members were elected to 4-year terms in the odd-numbered districts and 2-year terms in the even-numbered districts. Subsequent elections are for 4-year terms. The superintendent is employed by the Board of Education and serves as secretary to the Board. Regular meetings of the Board are held on the last Thursday of each month. When any regular meeting date falls on a legal holiday or during a holiday season, the meeting will be rescheduled by the chairman. Tennessee law makes no specific provisions for the participation of the public in the meetings of the local boards of education; however, Tennessee law does require that every meeting of the Board, other than meeting with the attorney to discuss pending or threatened litigation, will be open to the public and press.

A *community school concept* is followed as closely as possible in the assignment of students to schools. However, rapid growth in Shelby County, annexation by the city, and federal court orders have a definite influence on the location of schools. Growth rates in Shelby County are currently the highest in the state creating an increase in student population averaging 1,000 students each year. 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 accountability 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-one 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 twelve 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 web site ([www.k-12.state.tn.us/rptcrd06/](http://www.k-12.state.tn.us/rptcrd06/)) provides demographics, statistics and performance indicators for the system as well as individual schools.

## **MISSION**

Shelby County Schools prepares students for learning, leadership, and life.

## **BELIEFS**

Shelby County Schools

We believe:

- Educating everyone takes everyone.
- Staff development activities enhance instruction.
- A student-centered program challenges all learners.
- Teachers have high expectations for all students.
- \* Parent involvement is a critical factor in the collaborative process of educating every student.
- Quality instruction provided in a positive environment promotes student success.
- Implementation of appropriate policies and procedures is accomplished through ongoing review of system data.
- \*Scientifically-based research and disaggregated data provides a strong foundation for sound instructional decisions.
- Stakeholder involvement improves student learning.
- Embracing diversity is essential to produce world-class citizens.
- A strong instructional program enables students to see a relationship between school and the world around them, now and in the future.
- All teachers are teachers of reading.
- Schools exist to serve students; therefore, policies and procedures are developed to ensure success for all students.
- Effective communication and collaboration using electronic, written, and oral means among all stakeholder groups in the decision making process is a priority.
- Effective programs require effective leaders.
- Students should be prepared for a technologically advanced society.

## **SYSTEM'S OBJECTIVES**

The system's objectives shall be as follows:

1. To create an atmosphere in which students may discover themselves as persons of dignity and will be able to maintain positive self-images;
2. To evaluate, determine, and provide for the needs that affect the education of every student;
3. To provide a safe environment which protects and encourages the student to use principles of safety and good health;
4. To utilize teaching techniques which promote student success;
5. To develop a proficiency in the basic reading, writing, listening, speaking and computational skills, and the ability to apply them effectively in communication and problem-solving;
6. To provide various opportunities that motivate the students to develop their intellectual potential;
7. To provide opportunities which develop well-adjusted individuals with the highest principles of good character;
8. To help develop an understanding of the function, needs, and care of the human body and provide activities to develop physical potential;
9. To encourage an appreciation of cultural and aesthetic values;
10. To provide opportunities for parents, students, and the professional staff to work cooperatively for better communication between school and community;
11. To provide a total school program flexible enough to meet individual needs and stable enough to provide a sense of security; and
12. To encourage continual growth that produces informed, responsible citizens who contribute to the society and learn to profit from all experiences within the environment.

## **VISITORS TO SCHOOLS**

The school system is committed to a safe campus without interruption of the instructional process. Except on occasions such as school programs, athletic events, open house and similar events, all visitors will report to the school office when entering the school and will sign a log book. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his/her designee. Guest passes shall be issued for all persons other than students and employees of the school. (T.C.A. §49-2-303)

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

The principal or his/her designee has the authority to exclude from the school premises any person disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act. (T.C.A. §49-6-2008; §39-14-406). The principal shall engage law enforcement officials when he/she believes the situation warrants such measures.

## **ADMISSION AND ENROLLMENT**

### **Students eligible to attend Shelby County Schools**

**Residence:** Pupils are required to attend school between the ages of five (5) 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: Homeless child (defined in NCLB) 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 a regular sleeping accommodations for humans. For further information please contact the Homeless Liaison, Angela Hargrave, Specialist, Student Services, at 321-2560.

Federal Court orders prohibit 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.

**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: Sale 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 (residence shall be checked during the school year), Rental Contract, or Military Letter of Assignment.

**Custody Issues:** Only the residence of the parent with legal custody may be used for the registration. (T.C.A. §49-6-3103) In cases where parents have joint custody, only the address of the parent with physical custody of the student or named as the primary custodian or designated primary responsibility to determine educational issues 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.

### **Power of Attorney for Childcare (Procedure #6103) (T.C.A. §34-8-302)**

Parents of a minor child may delegate to any adult person residing in this state temporary care giving authority 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. If this is not possible, the Director of Student Services must be contacted.

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

## IMMUNIZATION

All students must have a current *Permanent/Temporary Certificate of Immunization* or a *Tennessee Child Health Record* to attend public schools in Tennessee. Forms may be obtained from any health care professional.

- **All students will be required to have two (2) doses of MMR.**
- **All Kindergarten students must have proof of chickenpox immunization**
- **All Kindergarten & 7th grade students will be required to have three (3) Hepatitis B shots.**

Students transferring from an out-of-state or nonpublic school in Tennessee have thirty (30) calendar days after enrollment to provide this certificate. The immunization certificate should be sent with a student's records when the student is transferring from a Tennessee public school. If any corrections or additions need to be made on the certificate after it arrives, the parents have ten (10) school days to update the records.

### 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 permanent file.

## **STUDENT ENROLLMENT**

### Age Requirements (Policy #6102 / T.C.A. §49-6-3001)

A child entering kindergarten must be five years of age on or before September 30, 2007 or was legally enrolled in an approved kindergarten program in another state and will be five years old on or before December 31, 2007. Parents are encouraged to enroll students who are of legal age in kindergarten at the beginning of the school year. Students not enrolled previously in kindergarten will not be enrolled after the first thirty (30) days of the school year (T.C.A. §49-6-3001). Students who have been enrolled in an approved kindergarten will be accepted for enrollment throughout the school year. (Policy #6102.1) A child entering first grade must be six years of age on or before September 30, 2007 and has completed an approved kindergarten program; or was enrolled in an approved first grade program in another state and will be six on or before December 31, 2007.

*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. **A Tennessee Child Health Record\* signed by a physician indicating proof** of the following:
  - 4 doses of DTP -DTaP-DT-DTP/Hib-Td, one of which was given on or after the fourth birthday. If age seven or older, three doses are required.
  - 4 doses of Polio (OPV/IPV) If the 3rd dose was given on or after the fourth birthday, the 4th dose is not required. However, if a combination of IV/OP (2IPV/2OPV) is used all 4 doses are needed regardless of age.
  - 2 doses of MMR with 1 dose being given after the first birthday.
  - 3 doses of Hepatitis B.
  - The varicella (chicken pox) vaccine or proof of having had the disease.
  - Proof of a medical examination within the past 6 months (Policy #6101).

**\*Equivalent forms for immunization records will not be accepted.**

3. **Social Security Number** students who can not 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 inservice. Students can not be denied admission to public schools because they did not provide a social security 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 - 3.

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.

## ATTENDANCE, ABSENCE, TRUANCY, AND WITHDRAWAL

### Attendance

The Tennessee State Compulsory Attendance Law (T.C.A. §49-6-3001) 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. 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. Students who are tardy are subject to disciplinary action in accordance with each individual school's rules concerning tardies. 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 report 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 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. (Policy #6402)

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

### Students of Legal Age (18 years and older - Policy #6203)

Students eighteen years of age or older shall follow all rules, regulations and procedures. When the custodial parent(s)/guardians of a child eighteen years of age or older will not allow the student to live with them and a notarized statement of this refusal is provided to the Department of Student Services, the following conditions apply:

1. **School Assignment** - The student's residence will determine school placement. (T.C.A. §49-6-3103)
2. **Absences/Lateness/Truancy** - Absence notes, normally signed by parents or guardians, may be signed by students.
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.
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, and police action 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 #6106)

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 or if a doctor's certificate states that illness has prevented enrollment during the first 20-day period. Students certified as disabled are exempt from this policy. Students may be dropped from the rolls after three (3) consecutive unexcused absences or five total unexcused absences from class or school.

### Absences (Policy #6108)

Excused absences as defined by state regulations are:

1. Illness of student;
2. Death or serious illness within the student's immediate family;
3. Official representative of school in school-sponsored activity;

4. Special recognized religious holidays regularly observed by persons of their 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.

**A written statement from the parent or guardian is required within two (2) school days of the student's return to school explaining the reason for each absence, otherwise the absence will not be excused.**

**NOTE: Verification may be required to justify absences. Policy #6108:** The principal has the right to require verification from an official or other source to verify the absences as excused.

### **Truancy (Policy #6110)**

Unauthorized or unexcused absence from school is considered truancy. This includes the student's absence from any scheduled class, study hall, or activity during the school day. Parents will be notified of each incident of truancy. **A list of students with five (5) or more unexcused absences will be forwarded to the Attorney General's Office.** State law states that a fine of up to \$50.00 may be assessed against a parent or guardian whose child has five (5) or more unexcused absences. Parents of students with (5) or more unexcused absences will be notified each 20 day period. Disciplinary action will be taken for truancy which may include in-school suspension. A continuing problem of truancy will result in a referral to Juvenile Court for violation of the compulsory attendance law in Tennessee.

### **Student Transfer Procedure**

Student Services and Research and Planning Departments will meet annually to determine schools open to transfers, based on space available. Due to the current student growth rates, many of our schools are at or above capacity. Transfers are provided each year based upon available space in individual schools. Transfers will be granted and notices sent by June 1 of each year. Transfer procedures and the Transfer Request Form are found on the SCS web site <<http://www.scsk12.org>> under the SCS Board of Education link to the Policy Manual, #6104. **Transfer application deadlines for high school students are March 1 and April 1 for elementary/middle school students.**

### **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.

### **DRIVER'S LICENSE OR PERMIT (T.C.A.§49-6-3017 / Policy #6112)**

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* 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))

### **Revoked Due to Deficient Attendance / Grades**

The first time a student's license is revoked due to deficient attendance or grades, the Tennessee Department of Safety may 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.**

The Tennessee Department of Safety enforces the state's definition of *withdrawal*, for purposes of maintaining a driver's license or permit to drive, "... ten (10) consecutive days or fifteen (15) total unexcused absences in one semester." Shelby County Schools' personnel are required to report to the Department of Safety the names of students who miss ten (10) consecutive days, or a total of fifteen (15) unexcused absences, or fail to pass a minimum of three (3) full units or equivalent for the semester. A copy of this form will be sent to parents of students who do not meet the state's "*compulsory attendance*" criteria.

### **Participation in Athletic Programs**

All middle (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.

### **Communicable Diseases (Policy #6406)**

Students will be excluded from school to prevent the spread of contagious disease. The principal or principal designee may exclude a student, but no child shall be sent home from school without first informing the parents. (T.C.A. §49-2-203) The child must be isolated until he/she goes home. A child suspected of having, or being able to transmit, a contagious disease, i.e., red measles, German measles, chicken pox, mumps, whooping cough, scarlet fever, diphtheria, Vincent's angina, conjunctivitis, ringworm, impetigo, scabies, or pediculosis, or other disease diagnosed as contagious, shall be excluded from school, and a report made to the State Department of Public Health for those diseases requiring mandatory reporting. If the suspected condition is found not to exist, the principal or designee may readmit the child with a written statement from the family physician, and/or on completion of the period of exclusion required by the State Department of Public Health.

In the case of ringworm, impetigo, or scabies the child 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 return for inspection (nit check) following treatment. If proof of treatment is presented to the principal or designee and no nits are present, the student may return to class.

### **AIDS (Policy #6407)**

The system recognizes its responsibility to protect the health of its students as well as to uphold their individual rights. The system acknowledges this dual responsibility and believes the recommendations of leading public health authorities that the student with AIDS (HTLV-III LA) or AIDS VIRUS (HTLV-III) be admitted to school based upon individual circumstances. The system recognizes the importance of the academic interaction and socialization received by the student with AIDS in the school setting.

In the event a student is found to have the AIDS VIRUS (HTLV-III), the Superintendent in cooperation with the State Department of Health and Environment will convene an evaluation team to evaluate the student's health status relative to attending school. A student with AIDS or a HIV-related illness shall be allowed to attend school and participate in activities available to other students, unless the evaluation team determines that the student's medical condition warrants an alternative educational plan.

Appropriate officials of the school system will make reasonable efforts to protect the health of others who may have contact with an AIDS victim or a person known to have the HTLV-III VIRUS, including proactive training in blood borne pathogens and universal procedures.

The superintendent will not release information regarding the individual student with AIDS or HTLV-III VIRUS due to the confidentiality of student records, and in accordance with State and Federal laws and regulations.

## **STUDENT ASSIGNMENT AND EVALUATION OF PUPIL PROGRESS**

### **Class Assignments (Policy #6104)**

The assignment of pupils and classes to teachers is made by the principal of the school. The parent may request information about the professional qualifications of their child's classroom teacher.

### **Grading System (Policies #6306 & #6307) -**

### **In Compliance With Tennessee Uniform Grading System / TRR-MS 0520-1-3-06**

#### **GRADING SYSTEM FOR GRADES K-5**

The grading system for Shelby County Elementary Schools in accordance with the Tennessee Uniform Grading System establishes the grading system for grades K-5.

Three (3) report cards are used in grades K-5; one (1) for kindergarten; one for 1st grade; one for grades 2-5. Teachers should refer to the appropriate card for an explanation of the grading system for each level.

1. In all schools, students' conduct is graded as excellent, good, satisfactory, needs improvement or unsatisfactory, and the initial letter "E", "G", "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.

- The basic grading system for knowledge/subject area grades 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.
- Report cards for grades K-5 are sent to parents at the end of each nine-week term.

**NOTE:** Grading systems other than the above must be approved in writing by the Assistant Superintendent for Curriculum and Accountability and the Superintendent.

- In grades 1-5 (with the exclusion of music, art, and physical education), a minimum of eighteen grades per subject per nine-week term should be recorded for every student. Fifty percent of the eighteen grades must be earned and recorded by the interim of the grading period. (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 and 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.
- 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 basis for passing or failing.
 

**NOTE:** Semester examinations are not given in grades 1-5.
- Final Grade - This grade is determined by averaging the two semester grades.
- 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.
- 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.
- Remedial reading/resource grades are to be determined jointly by the classroom teacher and the special education teacher.
- The final fourth nine-weeks term grade shall be weighted as 50% reading, 25% English, 20% spelling, and 5% writing assessment.

### **GRADING SYSTEM FOR GRADES 6 - 12**

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. 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 accumulative 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 eighteen grades for the nine-week period should be recorded for each subject. Fifty percent of the eighteen 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 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.
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. In all Advanced Placement and International Baccalaureate courses at the secondary level five (5) points shall be added to each nine-week numerical term grade and each semester exam grade. The two 9 week grades and the semester exam grade with the points included will be used to calculate the semester average. These points shall only be added by the teacher of the Advanced Placement/International Baccalaureate course at the time grades are recorded on report cards and transcript.
6. Semester exams are not given in grades 6-8 with the exception of high school level courses. Students who successfully complete both semesters of the a high school course curriculum and who successfully pass the State of Tennessee Gateway Exam will earn high school credit. Grading procedures defined in Shelby County Schools' Policy #6307 are applicable all high school courses. 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.
7. For courses, which have, no Tennessee State mandated exam required during a given semester, semester grades are determined by counting the two term grades as 80% and the semester examination, or a comparable evaluation, as 20%. For courses, which have, a Tennessee State mandated exam required during a given semester, semester grades are determined by counting the two term grades as 70%, the semester examination, or a comparable evaluation, as 15%, and the Tennessee State mandated exam as 15%.

8. In all grades for Honors courses at the secondary level three (3) points shall be added to each nine-week numerical term grade and each semester exam grade. The two 9 week grades and the semester exam grade, with the added Honors course points included, will be used to calculate the semester average. The Honors points shall only be added by the teacher of the course at the time grades are recorded on report cards and transcript records.
9. A student classified as being in the 12th grade, 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. ANY UNEXCUSED ABSENCE IN THE COURSE WILL DISQUALIFY THE STUDENT FROM ALL EXEMPTIONS. EXEMPTIONS APPLY ONLY TO TEACHER-MADE SEMESTER EXAMINATIONS.
10. The final grade for the year is determined by averaging the two semester grades. 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.

### **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 #6304)**

Promotion or retention will be considered on the basis of what is in the best interest of the student. The final determination of whether a pupil is promoted or retained in the grade shall be made by appropriate school officials.

### **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. (Dates are listed in school's annual calendar (located on page 1 of this handbook.) For the 2008-2009 school year, parent conferences are scheduled for the following dates:

October 9, 2008 from 3:00 – 6:00 p.m. or 4:00 to 7:00 p.m. (depending upon individual school schedules) and  
March 12, 2009 from 3:00 – 6:00 p.m. or 4:00 to 7:00 p.m. (depending upon individual school schedules)

## **STUDENT RECORDS**

### **Accumulative Records (Policy #6301)**

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) such as speech, APEX, CDC, 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 Special Education Office. When special services are discontinued or the student withdraws from the District, the Special Education student record is forwarded to the Special Education Division. A request for these records must be signed by the parent/guardian, must specifically request "Special Education Records" and must be forwarded to the Special Education Division. 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 this 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 31.

### **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 (Policy #6303)**

*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.

## **SPECIAL EDUCATION SERVICES**

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. Resource programs are provided in every school, and programs are also available to serve students who need extended instructional time in a special education setting. Speech therapists, occupational therapists and physical therapists are available in all schools. Specialists are available to work with visually impaired, hearing impaired, and students with behavior problems. Detailed information regarding special education programs offered to students may be obtained by calling (901) 321-2710.

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

#### **A few of these organizations are listed 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](mailto: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](mailto:jenness.roth@tnstep.org)

Middle Tennessee:  
615.463.2310  
[information@tnstep.org](mailto:information@tnstep.org)

East Tennessee:  
423.639.2464  
[karen.harrison@tnstep.org](mailto: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 ACADEMIC PROGRAM FOR THE EXCEPTIONAL (APEX)**

**APEX** (Academic Program for the Exceptional) is a special education program for students meeting the criteria established by the state of Tennessee for identification of intellectually gifted students. The program provided for identified students in grades three through six includes a "pullout" program designed to emphasize critical and creative thinking; research and study skills; problem-solving; communication skills; leadership skills; and development of students as self-motivated, lifelong learners. APEX students apply these processes in the development of quality projects within a curriculum rich in academic content. Beginning with grade six, students may participate in enriched classes and seminars if appropriate.

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

The State of Tennessee Criteria for Programs for the Intellectually Gifted is as follows ([www.state.tn.us/education](http://www.state.tn.us/education)):

- 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. academic performance
  2. creative thinking
  3. academic achievement
  4. cognitive/intellectual ability
- 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 multiple criteria and multiple assessment measures.

#### **Student Referral**

The District does not discriminate in evaluation or programming on the basis of race, disability, color, gender, or national origin. Parents, teachers, or administrators may refer students to be screened for APEX. Parents requesting screening should contact the school principal for a review of student data or other program information. Parents may request information regarding referrals for screening from the school administration or the Director of Special Education.

## **HIGH SCHOOL EDUCATIONAL REQUIREMENTS**

### **Regularly Enrolled Students (Policy #6305)**

All students in grades 9-12 are required to enroll in a total of at least five (5) credits each year. All students will enroll in five (5) classes per semester

### **Grade Classification for High School Students (Policy #6305)**

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

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

### **Course Recovery**

Course recovery is available to students as a last resort for obtaining credit, if a student's schedule can accommodate retaking a course. The highest score a student can receive in course recovery is 70. Students are not allowed more than four (4) credits in the course recovery lab during high school (excluding summer course recovery classes).

### **Home School Grades**

Home school students returning to Shelby County Schools in grades 9-12 must take a placement test to determine credits. The Director of Secondary Education will assess test scores and determine credits that will be accepted in English, Math, Science and Social Studies. Foreign language credit will be determined by the student taking a final exam in the foreign language. Parent must request testing for this foreign language testing through the school guidance counselor.

### **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**

Shelby County Schools has partnered with the University of Memphis to offer Dual Enrollment courses. Students should see the school counselor for more information.

### **Online Courses (Policy #5025.2)**

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. Students are only allowed to take an online course if it is not offered at the student's assigned high school.
2. No Gateway or End-of-Course subject can be taken through online course(s).  
Prior written approval from the student's high school administrator is required.
3. Online courses may only be taken through SACS accredited institutions or prior written approval from the Superintendent or designee.
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, and 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.
6. All fees and other costs are the responsibility of the student/parent.
7. Numerical grades provided by the online institution will be recorded on the student's permanent record exactly as provided. 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.

### **Graduation Requirements**

Any student who graduates with a regular diploma from a public school in Tennessee must:

- pass all three Gateway Test (one in English II, one in Algebra I, and one in Biology I).
- shall have the opportunity to take an exit exam as adopted by the State Board of Education.
- earn the number of credits as indicated below. (Note that Biology I has been added as a required science.)

Diplomas will not be issued to Shelby County Schools students who have not met these requirements. Special Education students may earn a regular diploma based on the IEP team's recommendation, by passing the three Gateway tests, and fulfilling the requirements of the IEP. Special education diplomas may or may not be acceptable at some post-secondary schools.

### **Minimum requirement for admission to universities funded by the state of Tennessee:**

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

### **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**

The following 20 units shall be required for graduation:

English Language Arts .....	4 Units
<b>Mathematics (must include at least Algebra I, Geometry and Algebra II)..</b> .....	<b>3 Units</b>
One Life Science, One Physical Science and 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
Same Foreign Language.....	2 Units
Electives.....	3 Units
Total .....	20 Units

**Technical Path**

The following 20 units shall be required for graduation:

English Language Arts .....	4 Units
<b>**Mathematics ( must include Algebra I Freshman entering 05-06 &amp; thereafter must include Algebra I and Geometry).....</b> .....	<b>3 Units</b>
Science must include Biology, Life Science and Physical Science .....	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
Specialized Technical Area.....	4 Units
Electives .....	2 Units
Total.....	20 Units

**Combined Path**

The following 21 units shall be required for graduation for students who choose BOTH THE UNIVERSITY PATH and the TECHNICAL PATH:

English Language Arts.....	4 Units
<b>Mathematics (must include at least Algebra I, Geometry and Algebra II) .....</b> .....	<b>3 Units</b>
Science (must include Biology, Life Science, and Physical Science).....	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
Same Foreign Language.....	2 Units
Specialized Technical Area.....	4 Units
<b>Total.....</b> .....	<b>21 Units</b>

**Semester Exams:**

Students in the 6th-8th grades with the exception of Honors Algebra I - do not have semester exams. Students in grades 9-11 are not eligible for Exam Exemptions. Projects may count as exams or become a part of the semester average.

**Exemption for 12th Grade Students (#6307-Regulation)**

Requirements for semester exam exemption:

1. must be classified as a 12th grade student as defined by Shelby County policy,
2. must have a ninety (90) or higher average for the two terms in a specific course and

3. must have three (3) or fewer excused absences in the same course exemption is requested will be exempted from the semester exam if the student desires.
  - Absences due to religious holidays do not count against the student
  - Absences due to school-sponsored activities do not count against the student
  - Days spent in ISS are counted as excused absences from class.
  - ANY UNEXCUSED ABSENCE IN THE COURSE WILL DISQUALIFY THE STUDENT FROM THIS EXEMPTION.
  - Days not on roll in a class are included as absences for this policy. A student transferring into a Shelby County school or from one Shelby County school to another during the semester may qualify for exemption on the basis of a certified attendance record from the previous school provided (a) he/she entered said previous school the day it opened for the semester and (b) he/she meets all other criteria of this policy. In unusual circumstances beyond the student's control, the decision regarding exemption shall be the responsibility of the principal. The principal shall have final authority regarding exemption.
  - Homebound students are not eligible.
  - Tardies do not count as absences.

The classroom teacher is responsible for maintaining the accurate attendance in the classroom. If a discrepancy occurs, the principal makes the final decision.

**When a student is exempted from the examination:**

1. the semester average will be the average of the two term grades.
2. if qualified for exemption-may elect to take his/her exam in an attempt to improve his/her average. If the student's exam score is lower than the average of the two nine weeks' grades, the exam score will not count.
3. Standard rounding procedures will be used for averaging grades.

NOTE: Students who are exempted from exams and do not attend school on exam day will be marked absent. Provisions will be made for exempted students who choose to attend school on test day.

**Participation in Commencement Exercises (Policy #6308)**

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.

**SCHOOL CLOSING PROCEDURES**

**Emergency Closing**

In making the decision to close schools, the superintendent considers many factors including the following 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; and
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.

**ADMINISTERING MEDICINES TO STUDENTS (Policy & Regulation #6405)**

In compliance with state laws and district policies, the following policies and guidelines concerning administration of medications at school must be followed. If the policy and guidelines are not followed, the school nurse and the school personnel **WILL NOT** give the medication. (T.C.A§49-5-415)

**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 and 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**

- A. 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)
    1. Student's name;
    2. Name of medication;
    3. Purpose of medication;
    4. Time to be administered;
    5. Dosage;
    6. Possible side effects;
    7. Termination date for administering the medication.
    8. Name and phone number of prescribing physician.
  - B. The signed instruction form will be kept on file at the school.
6. **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 EXCEPT students with asthma who have inhalers at school may keep inhalers with themselves or with teacher in the classroom; and
    - D. Return unused medication to the parent only or discard appropriately.
  7. **Variable Dosage** If the dosage of your child's medication is variable, PLEASE call the school nurse or principal so that we can work with you to get appropriate doctor's orders, Parent Authorization forms, and container labeling. The medication amount or time CANNOT be changed just by a phone call from the parent.
  8. **Medication must be in form ready to dispense** - Pills that must be divided for dosage amounts (in half or quarters) must be brought to school pre-divided. School personnel may not divide pills. School personnel may not mix or reconstitute medicines, unless this is an absolute necessity for your child's medicine.
  9. **Medication Change** - The parents of the child must assume responsibility for informing the school principal of any change in the child's health or change in medication.
  10. **Invasive Medication** - 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.
  11. **No Refrigeration** - Schools do not have appropriate refrigeration facilities for medications, therefore, medicines which require refrigeration should not be brought to school. If your child MUST have a medicine which requires refrigeration, call the school medication clerk or the school principal to make advance arrangements.
  12. The school system retains the discretion to reject request for administration of medicine.
  13. A copy of this regulation will be provided to parents upon their requests for administration of medication in the schools.

**NOTE:** It is required by T.C.A. §49-5-415, Sec. 1. (c)(1)(B) that parent/guardian provides a written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-administration of the prescribed metered dose asthma-reliever inhaler in order for a student to have possession of the prescribed metered dose asthma-reliever inhaler.

**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 \_\_\_\_\_

**STUDENT DRESS**

**Standardized Dress by School**

The following school communities have adopted an individual standardized dress:

- |                       |                        |
|-----------------------|------------------------|
| Collierville High     | Millington Middle      |
| Dexter Middle         | Schilling Farms Middle |
| Farmington Elementary | Southwind Middle       |
| Germantown Middle     | Sycamore Elementary    |
| Lucy Elementary       | Woodstock Middle       |
| Millington High       |                        |

Please review the school website for information provided by the school regarding the school standardized requirements.

**Student Dress Code (Policy #6205)**

**\*\*\* The Shelby County Board of Education has adopted a resolution to develop and implement a systemwide standardized dress policy. Further information will be forthcoming as this policy is developed. \*\*\***

Shelby County Schools students are expected to dress and appear in a manner that meets reasonable standards of health, cleanliness, modesty and safety. It should remain a matter of personal pride to maintain high standards of neatness and appropriateness of dress and appearance so as to reflect favorably upon yourself, your parents and Shelby County Schools. All experiences during school years should be a part of a student's preparation to take his/her place in society as a mature and responsible individual.

The responsibility for the appearance of the students begins with parents and the students themselves. Students' clothing, make-up and hair styles should reflect neatness, cleanliness and self-respect so that the school is a desirable place in which to promote learning and character development. A student who is not attired appropriately or exhibits grooming which is detrimental and/or distracting to the school environment shall be asked to refrain from wearing the inappropriate attire in the future or shall be required to make arrangements for more suitable or appropriate dress. The principal shall make the final determination.

**ACCEPTABLE** attire is set forth below:

**NOTE:** These are not all inclusive

- Pants of appropriate size and worn at waist
- Belts must be worn if pants have belt loops
- Shirts must be tucked into clothing
- Waist length sweaters and appropriate sized light weight jackets can be worn inside school for warmth as long as appropriate shirt is tucked underneath

**UNACCEPTABLE** attire is set forth below:

**NOTE:** These are not all inclusive

- Spandex shorts and shirts
- Shorts, skirts, dresses, or slits in dresses more than 4 inches above the knee
- Tight tops, pants, or dresses
- Sleepwear/pajamas
- Barebacked or bare midriff tops, shirts, or dresses
- Low cut apparel, tank tops, tube tops, spaghetti straps, or fishnet mesh shirts
- Any transparent clothing
- Hats, hoods, and headgear may not be worn in school building or where prohibited
- Shower shoes
- Sunglasses without appropriate doctor's note and approval of principal
- Facial jewelry (includes tongue piercing)
- Any clothing that advertises substances that are illegal by law for minors or that depicts violence, profanity or is sexually suggestive in nature, or promotes any gang or gang activity or displays language or symbols that create a disruptive environment

**NOTE:** Uniforms for spirit and athletic groups must be consistent with student dress codes when worn during the instructional day.

#### **DRESS CODE ENFORCEMENT**

- All personnel shall be responsible for consistently enforcing violations of the dress code and when necessary reporting to the site administrator/designee.
- When the site administrator/designee determines that a student's attire is in violation of this policy, the student will be required to modify his/her appearance, clothing, and/or apparel to be in compliance with the dress code.
- Appropriate action will be taken at the time the violation occurs, and when necessary, a home contact will be made seeking parental cooperation and assistance. The student may be taken home by the parent to modify unacceptable appearance or dress and returned to school.
- When arrangements for correction in appearance or dress may not be accomplished, the student will be placed in a supervised area to complete his/her school assignments apart from the regular school setting for the remainder of the school day. This placement will be in-school suspension in middle and high school, and an alternative, supervised area in the elementary school.
- In the case of questionable dress or grooming that is not specifically covered in the Dress Code Policy #6205, the school administration will make the final decision which will be supported by the Superintendent and Board. Appropriate action will be taken and the parent will be contacted.
- Middle and high school apparel required for athletic competition or school related extracurricular activities or performances may be worn, consistent with board policy, contingent upon the approval of the principal.

**If parents and principal of a school desire more stringent dress code measures, the principal must contact the superintendent. A school survey seeking parental input could be conducted to determine if stricter standards need to be adopted.**

## 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 Policies #3009 through #3012. 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, school placement will be determined by the IEP team. Equipment needs and/or special accommodations will be determined by the IEP team. Students will be given a copy of the Special Education Transportation Procedures and the Shelby County Schools Student-Parent Handbook 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. Such 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 and then cross 12 feet in front of the bus.

### 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. A hardship 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 becomes a serious disciplinary problem on the school bus may have his/her **transportation** privileges suspended by the principal. 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. Fighting, bullying, and harassment will not be tolerated.

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. Cooperate with the driver. 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.
  8. Be courteous, use no profane language.
  9. Keep the bus clean, do not eat or drink.
  10. 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.
  11. Backpack size is limited to one the student can pick up and hold in their lap.
  12. \*Large band instruments are not allowed on the school bus.
  13. Live animals are not allowed on the school bus.
  14. Students may not use electronic devices including cell phones, iPods/MP3 players, cameras, radio/CD/DVD players, etc. on the school bus.
  15. 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, etc.) can interfere with the driver's vision, block the aisle and emergency exits, and injure student passengers.

### **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, iPods, 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. **Access to and/or use of pagers, cellular phones or other electronic communication devices** during school hours is prohibited without written permission of the principal. (T.C.A. §49-6-4214).
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 #6212**; 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.***

**Relations With Police Authorities (Policy #7014)**

It is the policy of the schools to cooperate with law enforcement agencies in the interest of the welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school.

**Use of Metal Detectors (Policy #6218 / T.C.A.§49-6-4207)**

In order to promote safety of all students, faculty and staff, and visitors, the Shelby County Schools system shall maintain walk through metal detectors and hand-held metal detectors for utilization in schools and at school activities as outlined in state statute. (T.C.A.§49-6-4207)

Since it is against federal and state law, as well as Shelby County Schools Board Policy to have a gun or a weapon on school grounds, there may be occasions when school principals feel the need to use metal detectors to facilitate a search to ensure the safety of the students, faculty, staff and visitors.

Walk through detectors shall be requested through the Director of Student Services based on a specific need. Hand held models will be issued to local school administrators on an annual basis. Whenever the detectors are to be used the following rules must be followed:

1. Only Shelby County Schools' personnel, who have been trained in the use of metal detectors, will operate the detectors, under the direction of the school principal.
2. Screenings may be conducted on an entire group or by random selection. Random screenings must ensure that no bias enters into the selection of the individuals to be screened (for example gender, religion, race, etc.)
3. In cases when there is reasonable suspicion that a weapon may be present, law enforcement officers shall be present at the time of the screening.
4. Students who fail to cooperate with screening procedures will be subject to discipline for insubordination. Searches are conducted for Shelby County Schools' purposes and not for the primary purpose of gathering evidence or instituting criminal proceedings, however, if a weapon is found, the appropriate law enforcement authorities will be notified and any student with a weapon will face the penalties set forth in the Shelby County School Board Policies.
5. Signs will be posted notifying students and visitors that they are subject to unannounced electronic screening for weapons.
6. The person using the metal detector may be of either gender, regardless of the gender of the person subject to the electronic screening for weapons.
7. In conjunction with using the metal detectors, school personnel may inspect the contents of any backpack, book bag, purse, or parcel for the limited purpose of determining whether a weapon is concealed therein.
8. If individuals being screened activate the detector and they refuse to reveal the metal object, the police should be notified, and if a student, they are subject to disciplinary actions, including but not limited to suspensions.

**ACCEPTABLE USE POLICY (Policy #6215)**

**District-Provided Access to Electronic Information, Services, and Networks for Students**

The Shelby County Board of Education recognizes that telecommunications and other new technologies have transformed the ways that information may be accessed and communicated. The Board generally supports access by students to rich information resources and believes it incumbent upon students to use this privilege in an appropriate and responsible manner. The Board encourages the development of appropriate skills to analyze and evaluate such resources.

Electronic information research skills have become a necessary part of the educational process. The Board expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those sources suited to learning objectives. While students will be able to move independently through resources, they shall be provided with guidelines defining acceptable use.

Students utilizing school-provided Internet access are responsible for appropriate behavior on-line just as they are in a classroom or other area of the school. Communications on the network are often public in nature. General school rules for behavior and communications apply in using the networked communications system. The network is provided for students and staff to conduct research, explore the world, and communicate with each other. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Use of the system's telecommunications and electronic information sources will be permitted upon submission of agreement forms by students and parents. Violations of the terms and conditions stated in the agreement shall result in disciplinary action up to and including expulsion for students.

The Board has authorized the Superintendent to develop and implement procedures to provide guidance for students in the appropriate and ethical use of telecommunication networks such as the Internet.

### **Use of District-Provided Internet Access:**

1. Students utilizing district provided Internet access must receive permission from and be supervised by Shelby County Schools' staff. Students are responsible for appropriate behavior on-line just as they are in a classroom or other area of the school.
2. A written Student Agreement & Parent/Guardian Permission Form will be required prior to the student being granted independent access to the Internet. The Acceptable Use Agreement document containing the required permission/agreement form, shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations. The permission form must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document will be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the superintendent with a written request. Permission is not transferable, may not be shared, and is contingent upon student use consistent with the educational objectives of Shelby County Schools. Access is a privilege, not a right, and entails responsibility.
3. Electronic Media Storage is subject to inspection by school officials in order to maintain electronic media integrity and ensure that students are using the system responsibly. Network administrators, school site administrators, and teachers may review files and communications under the same standards as inspection of school lockers. Network users should not expect that files stored on district servers will always be private or maintained indefinitely.
4. Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards. The Board believes that the benefits to students from such access exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. The District supports and respects each family's right to decide whether or not to apply for independent access.
5. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

### **Protection of Electronic Data**

Due to the critical dependence on electronic data for normal classroom and school administrative operation, any Student who willfully destroys or otherwise alters such data will be in violation of Federal Statute 18 U.S.C. 1030 and T.C.A. §39-14-601, §39-14-602, §49-6-3401, and §37-101, et seq. and subject to prosecution thereunder. Penalties to include but not limited to a mandatory Juvenile Court summons as well as appropriate disciplinary action by the school.

### **Grades (Round-the-Clock Access to Grades and Assignments)**

The Shelby County Schools district offers access of grades and assignments to parents and students by way of a secure internet connection. Parents and students will be provided more information, including secure access codes, through the school.

## **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.

### **SEARCH PROCEDURES**

Physical searches of students and searches of vehicles and containers or packages brought onto school grounds by students and visitors may be conducted if the principal has a reasonable suspicion that a student or school visitor has in his/her possession a prohibited item or substance (drugs, drug paraphernalia, dangerous weapons and other property not properly in their possession).

Physical searches of students shall meet all the following standards of reasonable suspicion:

1. The particular student has violated school policy;
2. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of student;
4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and
5. 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.

Lockers are property of Shelby County Schools and, therefore, can be searched at the discretion of the principal. Random searches or searches of all lockers may occur at any time. Individual searches will be conducted based upon reasonable suspicion as described above. (Policy #6210)

### **DISCIPLINE**

#### **Discipline Code (Policy #6207)**

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 insure 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 pager, 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
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; and
17. Inappropriate use of electronic media.

The Board delegates to the Superintendent the responsibility to develop and enforce the necessary rules and regulations in accordance with Board policy and the laws of Shelby County, the State of Tennessee, and the nation to assure a proper standard of behavior. (**Policy #6207**)

## **DISCIPLINARY SANCTIONS**

### **Discipline (Offenses and Penalties by Category) (Policy #6207.1) \*\* PROPOSED POLICY CHANGE\*\***

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***

1. Assault on school personnel;
2. Sale of narcotics and or drugs;
3. Possession of a pistol, gun, firearm, knife or any potentially lethal weapon or explosive on school property or at a school-sponsored activity;
4. Evidence of use or possession of narcotics (drugs), drug paraphernalia, substances for huffing, and/or medical preparations without proper medical authorization;
5. Evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity;
6. Gang activities;
7. Off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to persons or property or disrupts the educational process.

**PENALTY : STUDENTS FOUND GUILTY OF A CATEGORY A OFFENSES SHALL BE SUSPENDED FOR 180 DAYS. ANY MODIFICATION OF THIS PENALTY CAN ONLY BE MADE BY THE SUPERINTENDENT OF SCHOOLS OR THE DISCIPLINARY HEARING AUTHORITY.**

#### ***Category B***

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;
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);

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

#### ***Category C***

1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
2. Vulgar, profane or rude remarks to staff member or fellow student;
3. Physical or verbal intimidation or threats to other students;
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 or B.

**PENALTY: IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION, POSSIBLE EXPULSION**

#### ***Category D***

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/pagers, cellular phones or other electronic communication devices during school hours without written permission of the principal;
9. Inciting, advising or counseling of others to engage in any acts in Category C.
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 D over a period of time by a student may result in an out-of-school suspension at the discretion of the school principal. Truancy violations will result in a parent-principal conference and/or in-school suspension. Repeated violations should be referred to Student Services for further action. (Policy#6207.1)*

**\*\* Changes to Policy #6207.1 were being considered by the SCS Board of Education at the time of this publication. Please refer to the SCS website and online Policy Manual for the latest policies \*\*\***

**CELL PHONES / PERSONAL COMMUNICATION DEVICES – \*\* PROPOSED POLICY CHANGE \*\***

The increase in 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. 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** beginning of the student's first class until the final dismissal time 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.

*\*\* Proposed policy 6207.2 under Board consideration at time of handbook printing \*\**

**PENALTIES  
SUSPENSION / EXPULSION / REMAND OF STUDENTS**

**DEFINITIONS:**

**Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

**Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

**Remand:** assignment to an alternative school.

Students may be suspended, expelled, or remanded from the Shelby County Schools in accordance with the regulations prescribed by the Shelby County Board of Education and the laws of the state of Tennessee, and the Individuals with Disabilities Education Act.

The principal, vice-principal or assistant principal has the authority to suspend or expel students from the particular school or school bus. It is recommended that other means of discipline be tried before resorting to out-of-school suspension or expulsion.

Before any disciplinary action, the principal, vice-principal or assistant principal will conduct a hearing with the student. The student will be informed of the reasons for which the any disciplinary action is being considered. The student will be advised of the nature of the student's misconduct, questioned about it, and allowed to give an explanation.

The principal, vice-principal or assistant principal shall immediately, within 24 hours, give written or actual notice of suspension or expulsion to the parent/guardian and the Department of Student Services.

If a suspension exceeds five (5) days, the principal shall develop and implement a plan for improving the behavior, which shall be made available for review by the Department of Student Services upon request.

Readmission to school following a suspension or expulsion will be determined at a hearing attended by student, parent/guardian, and principal, vice-principal or assistant principal except in extenuating circumstances over which the student has no control as approved by the principal.

If the suspension is for ten (10) days or less, the principal is the final authority.

### **Students Under Suspension/Expulsion**

Students under suspension or expulsion will not be permitted on campus or at school sponsored activities (T.C.A. 49-6-3401)

### **Alternative School**

SCS operates alternative school programs for students who have been expelled or been assigned long term suspensions.

### **Out-of-School Suspension 9TH – 12TH Grade Students (Procedure 6209)**

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

### **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.

## **ZERO TOLERANCE**

### **Illegal Drugs and Alcohol**

In compliance with state and federal laws, the Shelby County Board of Education prohibits the possession, use, purchase, sale or being under the influence of illegal drugs or alcohol by any student on school property or at any school sponsored activity.

Furthermore, the selling or giving of any substance to another student under the guise of it being a controlled substance or prescription drug is prohibited and violations will be treated as a drug offense. (Policy #6206)

#### **Definition**

For the purpose of this policy the words illegal drugs shall mean any mind-altering drug or any mind-altering substance, the purchase, possession, use, sale, or distribution of which is made illegal by any federal statute, statute of the state of Tennessee, or any ordinance of Shelby County Tennessee. This includes the selling, sharing, or possession of prescription drugs.

The Shelby County Board of Education will not tolerate illegal drug or alcohol use by the students, the following recommendations are made for discipline action for students possessing, using, selling or purchasing illegal drugs or alcohol at school or school sponsored activities:

On the first offense of possession, use, purchase or being under the influence of illegal drugs, the student will be referred to the appropriate law enforcement agency. In addition, the student shall be expelled for one (1) calendar year (180 school days) except where modified by the superintendent. (T.C.A. §49-6-4018)

On the first offense for possession of alcohol or impairment by alcohol, the student will be referred to the appropriate law enforcement agency. In addition, the student shall receive a long-term suspension or expulsion. (**Regulation #6206**)

### **Gun Free Policy**

Any student possessing or having had in his/her possession a firearm on a school campus or at a school sponsored activity will be expelled from the school system for a minimum of one (1) calendar year, one hundred eighty (180) school days, and referred to the appropriate law enforcement agency.

For purposes of this policy, firearms is defined in 18 U.S.C. §921, but shall also include shotguns, antique guns, and rifles.

The superintendent has the authority to modify the expulsion on a case-by-case basis. (T.C.A. §49-6-3401). (**Policy #6216**)

### **Battery on School Personnel**

Any student who commits battery on any Shelby County employee will be expelled for one (1) calendar year, one hundred eighty (180) school days, except where modified by the superintendent and will be referred to the appropriate law enforcement agency. (**Policy #6217**)

## **DUE PROCESS PROCEDURES**

### **Student Rights and Due Process (Policy #6202)**

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.

## **DISCIPLINARY HEARING AUTHORITY**

If an out-of-school suspension or expulsion exceeds ten (10) days, the following procedure will be followed:

1. The parent or guardian and the student will be given notice that within five (5) days of receipt of notification of expulsion, either the parent, guardian, student or any person holding a teaching license who is employed by the school system if requested by the student may make a request, orally or in writing, for an appeal before the

- Disciplinary Hearing Authority. The Disciplinary Hearing Authority shall be appointed by the Board of Education annually and shall consist of licensed employees recommended by the Superintendent or his designee.
2. The hearing shall be held no later than ten (10) days after the beginning of the expulsion.
  3. The Disciplinary Hearing Authority shall give written notice of the student's rights during the hearing and the time and place of the hearing to the parent or guardian, the student and the school official designated above who ordered the expulsion. Notice shall also be given to the local education agency employee referenced in (1) above who requests a hearing on behalf of an expelled student. Written notice of the Disciplinary Hearing Authority's decision and student's appellate rights shall be provided.
  4. The student, principal, vice-principal or assistant principal may request a review of the record by the Superintendent within five (5) days of the receipt of the decision of the Disciplinary Hearing Authority. Absent a timely appeal, the decision shall be final.
  5. The Superintendent may affirm or overturn the decision of the Disciplinary Hearing Authority based on a review of the records. Written notice of the Superintendent's decision and the student's appellate rights shall be provided.
  6. The student, principal, vice-principal or assistant principal may within (5) days of the receipt of the Superintendent's decision request a hearing by the Board of Education. Absent a timely appeal, the decision shall be final.
  7. The Board of Education, based upon a review of the record, may grant or deny a request for a board hearing and may affirm or overturn the decision of the Superintendent with or without a hearing before the board; provided, that the board may not impose a more severe penalty than that imposed by the hearing authority without first providing an opportunity for a hearing before the board.
  8. The Board of Education shall give written notification of its decision and the student's rights during a board hearing if granted as soon as possible to the parent or guardian, the student and/or the local education agency employee referenced in (1) above. The action of the Board of Education shall be final. (Policy #6209)

### **IN-SCHOOL SUSPENSION**

The Shelby County Board of Education has the responsibility to establish clearly defined discipline policies. The Board, acting through the Superintendent of schools, holds school employees responsible for supervising student behavior.

Students with disruptive behavior patterns should not be allowed to remain in the regular classrooms; yet when such students are suspended from school it often adds to the problems of the students, the schools, and the community. Therefore, the Board endorses the concept of in-school suspensions.

Any student who, in the opinion of the principal or assistant principal, would benefit from in-school suspension may be assigned in-school suspension.

The in-school suspension program has been organized to provide a controlled environment for students who have continued difficulty in adjusting to expectations and limits of the normal school. The following standards will be followed in operation of the program:

1. Assignment to the in-school suspension program will be made only by the principal, vice-principal, or assistant principal.
2. Students are assigned for one (1) to ten (10) days under constant supervision and are responsible for all classroom work missed during the days assigned in-school suspension.
3. Parents of a student assigned to in-school suspension will be notified in writing.
4. Any student assigned to in-school suspension, who refuses to attend or cooperate with all rules and limits of program, will be assigned out-of-school for the remainder of the suspension period.
5. In-school suspension will be held in a controlled restricted atmosphere and will begin the next school day after the suspension assignment.
6. Notification of suspension will be provided to all teachers on the day of assignment. Teachers will return assignments to be completed to the assistant principal in charge of in-school suspension. Assignments will consist of daily classroom work, as well as all tests. The student will receive credit for all work completed during the in-school suspension.
7. A quiet atmosphere will be maintained at all times in the in-school suspension room. No talking or movement will be allowed. When all assigned classwork has been completed (prior to release time), appropriate academic drills will be provided in reading, spelling, composition and math. At times other than assigned breaks, students will work on academics. Students must bring books, paper and pencils to the school suspension room.

### **CORPORAL PUNISHMENT**

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. (Disciplinary Referral Form #03-83-011 PS) (**Policy #6208**)

## **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. (**Policy #6402**)

### **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 #6211**)

### **Gangs and Non-School Related Social Clubs (Policy #6214.1)**

Students are prohibited from engaging in gang-like activities while on school property or at any school sponsored event occurring off school property. As used herein, the phrase "gang-like activities" shall mean any conduct engaged in by a student:

1. On behalf of any gang;
2. To perpetuate the existence of any gang;
3. To effect the common purpose and design of any gang; or
4. To represent a gang affiliation, loyalty or membership in any gang while on school grounds or while attending a school function.

Gang-like activities include but are not limited to, recruiting students for membership in any gang and/or threatening or intimidating students or employees in furtherance of the common purpose and design of any gang. Gang-like activities include but are not limited to, wearing, possessing, using, displaying, drawing and/or hand signing gang signs and/or gang symbols while on school property or at any school sponsored event occurring off school property. Students are prohibited from wearing on school property or at school sponsored event occurring off school property, clothing, apparel or accessories which signify membership or affiliation with any gang.

"Gang" is defined as any organization, association or group of three or more persons, whether formal or informal, having as one of its activities the commission of criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in criminal activities or activities relating to the violation of school rules.

If a student or group of students engage in any activity that appears to be gang-like as defined in this policy, the school Principal shall investigate and consult with the Shelby County Schools Safety & Security Specialist in determining whether or not the activity observed is known to be associated with a particular gang.

In all cases, students shall be granted a hearing before the school Principal, as defined in Policy 6202, and a student's parent or legal guardian may appeal any suspension or expulsion that exceeds ten (10) days to the Disciplinary Hearing Authority, the Superintendent of Schools, and ultimately to the Board of Education as prescribed in Policy 6209.

In determining the appropriate disciplinary action, the Principal shall consider whether the student's gang-like activity was intended to: (1) intimidate or threaten other students or school employees; (2) encourage or recruit other students to join a gang; (3) to fulfill a requirement of a particular gang; or (4) some other purpose.

A violation of any portion of this policy is grounds for suspension up to 180 days and/or expulsion from school. (**Policy #6214.1**)

## **STUDENTS WITH DISABILITIES**

Students with disabilities are included in all Shelby County Schools. Schools are expected to initiate actions that enable students with disabilities 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 an IEP team 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, 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**

#### **PROTOCOL**

- 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 Division of Special Education 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. (*Kael* 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 and provided by the teacher endorsed in special education.

- a. Alternative methods of providing services may include home tutoring, alternative school placement, in-school suspension, or transfer to another school.
- b. Information in this section is subject to change as new regulations are issued with regard to IDEA 2004.

### **HARASSMENT, INTIMIDATION OR BULLYING OF STUDENTS (Policy #6408)**

**(Sexual, Racial, Ethnic, Religious)**

We strive for a learning environment for students that is free from sexual, racial, ethnic, and religious harassment, intimidation or bullying. It shall be a violation of this policy for any employee or any student to harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from harassment:

Student harassment will not be tolerated. Tennessee law 1 defines “harassment, intimidation or bullying” as “any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that 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;

or

3. Creating a hostile educational environment.
4. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
5. Imply that submission to or rejection of such conduct will be used as a basis for determining the student’s grades and/or participation in a student activity.

Alleged victims of sexual, racial, ethnic, and religious harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Incidents reported to staff shall then be reported to the building administrator immediately “but no later than 24 hours” of the student’s expressed concern. Parents/guardians of alleged victim shall be notified by phone or in person prior to the end of the school day. Allegations of harassment intimidation or bullying shall be fully investigated by a building administrator. An oral complaint may be submitted, however, such complaint must be reduced to writing to ensure a more complete investigation. The complaint 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.

After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. A school representative will meet with and advise the complainant and their parent/guardian regarding the findings, and whether corrective measures, and/or disciplinary action were taken. The investigation and response to the complainant will be completed within 30 school days.

If the complainant is not in agreement with the findings of fact at the local school level, the complainant may, within five (5) work days, contact the Federal Rights Coordinator. A system representative will review the investigation of the alleged charges. Upon completion of the review, a system representative will meet with and advise the complainant regarding the findings, and whether corrective measures, and/or disciplinary action were taken. Documentation will be filed with the Superintendent.

If the complainant is not in agreement with the findings of fact as reported by the system representative, an appeal may be made, within five (5) work days, to the Superintendent. The Superintendent will review the investigation, make any corrective action deemed necessary, and provide a written response to the complainant. If the complainant is not in agreement with the Superintendent's findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board will review the investigation and the actions of the Superintendent and may support, amend, or overturn the actions based upon review OR may have a full hearing before the Board.

A substantiated charge against an employee may subject such person to disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined pursuant to this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined pursuant to this policy may appeal the decision in accordance with Shelby County disciplinary policies and procedures.

This policy shall appear in the parent/student handbook distributed annually to every student. Building administrators are responsible for ongoing education, formal and informal, regarding this policy and procedure in the building in which they work.

<sup>1</sup>T.C.A. §49-6-1015 (1)(2)(3)

### **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 (Policy #6303)**

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.

### **NCLB Parent Notifications**

#### **Parent Involvement:**

#### **Title I Parental Involvement (Policy #5033)**

The Shelby County Board of Education encourages the involvement of parents, both as individuals and as groups, to act as advisors and resource people in the following ways:

1. With specific talents to complement and extend the instructional services of the classroom teacher;
2. To serve as advisors on curriculum development projects;
3. To express ideas and concerns by responding to surveys and other information-gathering devices;
4. To be actively involved in parent-teacher groups; and
5. To serve on citizens' advisory committees.

#### **Parent Teacher Student Association (PTSA) / Parent Teacher Association (PTA) (Policy #7015.1)**

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.*

## **SPECIAL NOTICE**

### **ILLEGAL DRUGS AND ALCOHOL**

AT SCHOOL OR SCHOOL EVENTS, ANY STUDENT WHO IS UNDER THE INFLUENCE OF DRUGS, OR WHO POSSESSES, USES, SELLS OR PURCHASES DRUGS, WILL NOT ONLY BE SUSPENDED FOR 180 DAYS BUT LAW ENFORCEMENT WILL BE NOTIFIED FOR POSSIBLE ARREST AND TRANSPORTATION TO THE APPROPRIATE JAIL. MARIJUANA AND PRESCRIPTION MEDICATION THAT DOES NOT BELONG TO THE STUDENT ARE EXAMPLES OF DRUGS THAT WILL BE DEALT WITH BY “ZERO TOLERANCE,” POSSESSION OF ALCOHOL OR IMPAIRMENT BY ALCOHOL, WILL RESULT IN LAW ENFORCEMENT BEING NOTIFIED AND POSSIBLE ARREST AND TRANSPORTED TO THE NEAREST APPROPRIATED JAIL. IN ADDITION, THE STUDENT WILL RECEIVE AN EXPULSION.

### **ZERO TOLERANCE**

TENNESSEE STATUTES IDENTIFY THREE TYPES OF MISBEHAVIOR AT SCHOOL OR SCHOOL EVENTS AS “ZERO TOLERANCE” INFRACTIONS. THESE INCLUDE POSSESSION OF A FIREARM, BATTERY AGAINST A SCHOOL EMPLOYEE, AND DRUG INFRACTIONS. THESE ALL CARRY A MANDATORY EXPULSION OF 180 SCHOOL DAYS.

### **KNIVES**

POSSESSION OF KNIVES (REGARDLESS OF SIZE) CAN LEAD TO A SUSPENSION. KNIVES ARE NOT PERMITTED ANYWHERE ON CAMPUS OR AT SCHOOL-SPONSORED ACTIVITIES. DEPENDING ON THE KNIFE AND CIRCUMSTANCES, A STUDENT CAN BE SUSPENDED UP TO 180 DAYS, AS WELL AS FACE POSSIBLE ARREST FOR HAVING IT IN HIS/HER POSSESSION.

### **LOCKERS & CARS**

STUDENTS ARE RESPONSIBLE FOR ALL ITEMS IN THEIR LOCKERS AND VEHICLES ON CAMPUS. DRUGS, WEAPONS, AND KNIVES, ETC., FOUND IN LOCKERS, BELONGINGS, AND VEHICLES WILL BE CONSIDERED IN A STUDENT’S POSSESSION. (IT IS RECOMMENDED THAT ALL STUDENTS PLACE A LOCK ON THEIR LOCKER AND KEEP THEIR VEHICLES LOCKED.)

APPROPRIATE DISCIPLINARY MEASURES WILL BE TAKEN FOR ITEMS BROUGHT ON CAMPUS THAT ARE IN VIOLATION OF SHELBY COUNTY SCHOOLS’ POLICY AND STATE STATUTES. CRIMINAL PROSECUTION AND LONG-TERM SUSPENSIONS UP TO 180 DAYS MAY RESULT.

### **WARNING-ELECTRONIC SCREENING FOR WEAPONS**

ALL STUDENTS OR VISITORS ON SHELBY COUNTY SCHOOL CAMPUSES ARE SUBJECT TO UNANNOUNCED ELECTRONIC SCREENING FOR WEAPONS.

### **WEAPONS**

THE POSSESSION OF WEAPONS OR ANY ITEMS USED AS A WEAPON ANYWHERE ON CAMPUS OR AT SCHOOL-SPONSORED EVENTS WILL RESULT IN A SUSPENSION OF UP TO 180 DAYS AND POSSIBLE ARREST. \*STATE LAW PRESCRIBES A MAXIMUM PENALTY OF SIX (6) YEARS IMPRISONMENT AND A FINE NOT TO EXCEED THREE THOUSAND DOLLARS (\$3,000) FOR CARRYING WEAPONS ON SCHOOL PROPERTY. \*T.C.A. §39-17-1309.

### **THREATS**

APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN FOR ANY STUDENT WHO MAKES A WRITTEN OR VERBAL STATEMENT THREATENING BODILY HARM TO SCHOOL PERSONNEL OR TO ANOTHER STUDENT. DEPENDING ON THE CIRCUMSTANCES, A STUDENT COULD FACE A SUSPENSION UP TO 180 DAYS, AS WELL AS POSSIBLE CRIMINAL PROSECUTION.

### **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**

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**FREQUENTLY CALLED NUMBERS & WEB SITES**

**Information.....	321-2500.....	<a href="http://www.scsk12.org">http://www.scsk12.org</a>
Bus Assignment/Stops.....	321-2280	
School Assignment.....	321-2560.....	<a href="http://www.scsk12.org">http://www.scsk12.org</a>
GED .....	321-2582	
High School (6-12) Curriculum.....	321-2640	
Elementary Grades .....	321-2510	
Middle & High School Grades (6-12) .....	321-2640	
Special Education .....	321-2710	
State Report Card .....		<a href="http://state.tn.us/education/reportcard">http://state.tn.us/education/reportcard</a>
Student Discipline .....	321-2560	
Student Information.....	321-2560	
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.*