



STUDENT-PARENT **HANDBOOK** **2026-27**

DR. RODERICK F RICHMOND
SUPERINTENDENT



2026-2027 STUDENT-PARENT HANDBOOK

Dr. Roderick F. Richmond

Superintendent

160 Glenn Rogers Sr. Street

Memphis, TN 38112



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School Staff Will Discuss the Contents of This Handbook with Their Students.

Memphis-Shelby County Schools respectfully requests parents also review the information contained in this handbook with their children. To view the policy manual for Memphis-Shelby County Schools, please visit our web page at www.scsk12.org/policy

SHELBY COUNTY BOARD OF EDUCATION

Offices Held at Time of Publication

District II

Natalie McKinney,
Chair

District IX

Joyce Dorse-Coleman,
Vice-Chair

District I

Michelle Robinson-McKissack

District III

Stephanie Love

District IV

Tamarques Porter

District V

Sable Otey

District VI

Keith Williams

District VII

Towanna Murphey

District IIX

Amber Huett-Garcia



MISSION STATEMENT

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

VISION STATEMENT

Our district will be the premier school district attracting a diverse student population and effective teachers, leaders, and staff all committed to excellence.

2026-2027 STUDENT INSTRUCTIONAL CALENDAR

Important Dates to Remember

2026-27 Student Calendar

MEMPHIS

SHELBY COUNTY SCHOOLS

2026

First Semester-87 days

AUGUST

3First Day for Students | Beginning of Q1

SEPTEMBER

7Labor Day (Students Out)

10Parent/Teacher Conferences (High) (4-7 p.m.)

15Parent/Teacher Conferences (Middle) (4-7 p.m.)

17Parent/Teacher Conferences (Elementary) (4-7 p.m.)

OCTOBER

9End of Q1

12-19Fall Break (Students Out)

20Beginning of Q2 (Students Return)

NOVEMBER

11Veterans Day (Students Out)

23-27Thanksgiving Break (Students Out)

DECEMBER

16-18Semester Exams

18End of Q2/S1

21-31Winter Break (Students Out)

JULY 2026

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AUGUST 2026

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2027

Second Semester-89 days

JANUARY

1-4Winter Break (Students Out)

5Students Return | Beginning of Q3/S2

18Dr. Martin Luther King Jr. Day (Students Out)

21Parent/Teacher Conferences (High) (4-7 p.m.)

26Parent/Teacher Conferences (Middle) (4-7 p.m.)

28Parent/Teacher Conferences (Elementary) (4-7 p.m.)

FEBRUARY

15Presidents Day (Students Out)

MARCH

12End of Q3

15-19Spring Break (Students Out)

22Students Return | Beginning of Q4

26 & 29Spring Break II (Students Out)

MAY

18-20Semester Exams

20Last Day for Students | End of Q4/S2

JANUARY 2027

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LEGEND:

1st Day of School Students

Students Out (Full Day)

Parent/Teacher Conferences (H = High, M = Middle, E = Elementary)

Start of Quarter

End of Quarter

Semester Exams

This calendar is pending approval by the Tennessee Department of Education.



POLICIES

Policies referenced in this handbook are subject to change throughout the school year.

NON-DISCRIMINATION: POLICY 1009

The Shelby County Board of Education prohibits discrimination on the basis of race, color and national origin in the educational programs or activities operated by Memphis-Shelby County Schools.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Federal Rights Coordinator for students: Dr. Billy Walker II

160 Glenn Rogers Sr. Street

(901) 416 - 5300

mscsstudentexperience@scsk12.org

Federal Rights Coordinator for employees: Theron Stallworth

160 Glenn Rogers Sr. Street, Memphis, TN 38112

(901) 416 – 5811

stallwortht@scsk12.org

For Title IX Concerns: Title IX Coordinator: Karla Hankins

160 Glenn Rogers Sr. Street

Memphis, TN 38112

(901) 416-5417

TitleIX@scsk12.org

To read Policy 1009 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BR5M6Q59BF14/\\$file/1009 Non-Discrimination Statements.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BR5M6Q59BF14/$file/1009%20Non-Discrimination%20Statements.pdf)



VISITORS TO SCHOOLS AND DISTRICT LOCATIONS: POLICY 7011

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

To read Policy 7011 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BJ9VBT7FFE48/\\$file/7011%20Visitors%20to%20Schools%20and%20District%20Locations.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BJ9VBT7FFE48/$file/7011%20Visitors%20to%20Schools%20and%20District%20Locations.pdf)

DIGITAL LEARNING POLICY: POLICY 5007

The Shelby County Board of Education recognizes the benefits of digital learning and supports its use as an educational opportunity for students. Therefore, the use of multiple instructional methods and technologies, both in the traditional classroom and non-traditional environment, may be provided to students in accordance with applicable State statute and Board policy and guidance. Digital learning opportunities may be provided by the District, a district-approved college or university, or a state-approved course access program provider. The Superintendent or his/her designee is authorized to develop administrative rules and regulations and/or other such guidance as he/she deems necessary to implement this policy.

To read Policy 5007 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/CPNSXU6DDF95/\\$file/5007 Digital Learning.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/CPNSXU6DDF95/$file/5007%20Digital%20Learning.pdf)

SCHOOL FEES AND DEBTS: POLICY 6047

MSCS is able to offer many programs due to the generous financial commitments of our parents and guardians. Without those financial commitments, MSCS would not be able to offer



many programs. School fees, as authorized by the Board, shall be categorized as 1) requested fees; and 2) required fees/fines/debts.

Requested Fees (may only be requested).

The following fees may be requested from but not required of any student, regardless of financial status:

- A. Fees for activities that occur during regular school hours (the required one hundred eighty (180) instructional days), including field trips, any portion of which fall within the school day; or for activities outside regular school hours if required for credit or grade;
- B. Fees for activities and supplies required to participate in all courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies;
- C. Refundable security deposits collected by a school for use of school property for courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit.
- D. Fees or tuition applicable to courses taken for credit or grade during the summer by a student; except that non-resident students regularly enrolled in another school system may be required to pay fees or tuition for such summer courses; and
- E. Fees required for graduation ceremonies.

School Debts and Other Permissible Charges (may be required) The District may require and collect the following from students:

- A. Fines imposed on all students for late-returned library books; parking or other traffic fines imposed for abuse of parking privileges on school property; or reasonable charges for lost or destroyed textbooks, library books, workbooks, electronic devices, or any other property of the school;
- B. Debts incurred to a school;
- C. Refundable security deposits collected by a school for use of school property for participating in extracurricular, non-credit-bearing activities;
- D. Costs for extracurricular activities occurring outside the regular school day including sports, optional trips, clubs or social events; and
- E. Non-resident tuition charged of all students attending a school system other than the one serving their place of residence.

To read Policy 6047 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/DD8P5F62EEA6/\\$file/6047%20School%20Fees%20and%20Debts.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/DD8P5F62EEA6/$file/6047%20School%20Fees%20and%20Debts.pdf)



CHILD CUSTODY/PARENTAL ACCESS: POLICY 6058

Memphis-Shelby County Schools requires students to be enrolled in and registered for school by their custodial parent or legal guardian (see policy on School Admissions – 6002). When the child is scheduled to reside an equal amount of time with both parents, the address of either parent may be used to determine school zoning. Unless a Tennessee court specifies otherwise, the custodial parent or legal guardian shall be the one whom the district holds responsible for the education and welfare of that child.

Parents and/or legal guardians shall have the right to receive information contained in school records concerning their minor child. However, the personal information of a custodial parent and/or legal guardian shall not be released to a non-custodial parent with the child's education record. The board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's rights to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent and/or legal guardian shall be requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be granted reasonable access to the student at the school and shall be given access to all the student's educational records including, but not limited to, the student's cumulative file and the student's special education file, if applicable.

No principal or teacher shall permit a change in the physical custody of a student at school unless:

1. The person seeking custody of the student presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the student; and
2. The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school.

To see Policy 6058 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BR5MBJ5A73AA/\\$file/6058%20Child%20Custody-Parental%20Access.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BR5MBJ5A73AA/$file/6058%20Child%20Custody-Parental%20Access.pdf)



PROMOTION AND RETENTION: POLICY 5013

Promotion requirements for students in grades K-8 shall be in accordance with applicable federal and state law and guidance.

A. Assessment

Regular assessment is important to guide the provision of academic services, enhance District and classroom instructional strategies, and measure student progress toward meeting academic achievement standards. Therefore, the District shall employ a comprehensive student assessment system to help ensure that students meet academic achievement and grade level standards.

B. Promotion and Retention Decisions

a. Promotion

- i. The academic program implemented in each school shall be designed to help students achieve the expectations of the grade-level State Board-approved Tennessee Academic Standards and meet the requirements for promotion to the next grade. Promotion to the 5013 Promotion and Retention 2 of 7 next grade level shall be based on successful completion of required academic work or demonstration of satisfactory progress in each of the relevant academic areas. With Board approval, additional requirements may be established by the Superintendent.

b. Retention

- i. A student in grades K-8 shall not be retained more than one (1) time in any given grade level. Retention shall be considered only when it is in the best interest of the student, or as required by state law. a. Identification and Parental Notification Pursuant to state law and rules the Superintendent (or designee) shall identify students considered for retention in grades K-8 by February 1. Students may be identified for retention after February 1 in limited situations as outlined in the Administrative Rules and Regulations to this policy. The parents/guardians of identified students shall be notified within 15 days of identification in accordance with state requirements. b. Required State and District Interventions Academic interventions, as deemed appropriate, should be provided to students on an ongoing basis. Instructional strategies, classroom grades, and intervention opportunities shall be monitored and reviewed by the Superintendent (designee) on a regular basis. In accordance with state law, a student who is retained in any



of the grades K-3 shall be assigned a tutor for the entirety of the upcoming school year.

B. English Learners (EL)

- a. English Learners shall meet the same standards as all students. However, in accordance with federal law, English language proficiency shall not be the sole factor in determining that a student has not met performance standards for promotion. A student's Individualized Learning Plan (ILP) shall be considered in determining promotion/retention decisions for English Learners. Intervention strategies shall include, where appropriate, assistance in the development of English language proficiency.

C. Students with Disabilities

- a. Promotion and retention decisions for students with disabilities shall (1) comply with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and state guidance, and (2) be made on a case-by-case basis in consultation with the student's IEP/504 team. 5013 Promotion and Retention 3 of 7 Students with disabilities who have an Individualized Education Plan (IEP) may be exempt from promotion/retention standards if an IEP/504 team determines that the student's performance is due to the student's disability or suspected disability.
- b. Students with disabilities are not subject to promotion/retention standards if, due to the nature and severity of their disability, they have an IEP allowing them to take an alternative form of assessment.

C. Petitions for Review of Promotion and Retention Decisions

- a. In accordance with state law and rule, the parent or legal guardian of a K-2 student may elect to have their child retained in the current grade level if the student has a documented academic or behavioral delay, as defined in state rule, and the parent/guardian believes that retention may benefit the student. The parent/guardian is required to provide timely written notification of their request before the District may retain the student subject to state requirements.
- b. The parent/guardian or the school (with parental consent) of a student who is identified for retention in 3rd grade based on the student's achieving a performance level rating of "approaching" on the ELA portion of the student's most recent TCAP test, may appeal the retention in accordance with state rule.
- c. All other retention decisions, excluding the above, may be appealed to the Superintendent (or designee). The decision of the Superintendent (or designee) shall be final.

To see Policy 5013 in its entirety, please visit:



[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/DD6ULY7CA5E4/\\$file/5013%20Promotion%20and%20Retention.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/DD6ULY7CA5E4/$file/5013%20Promotion%20and%20Retention.pdf)

TEXTBOOKS AND INSTRUCTIONAL MATERIALS: POLICY 6029

A. Distribution and Access to Students

Students are provided access to textbooks/instructional materials to enhance the learning process. Additionally, individual copies of textbooks may be distributed/issued to students. In accordance with state law, every student shall be permitted to take any textbook specifically issued to the student home for the purpose of studying the textbook. This does not prevent the school or a teacher from requiring a student to return the textbook during school hours.

B. Care and Protection

Textbooks/instructional materials are issued to the students with the understanding that the textbooks/instructional materials will be properly maintained and returned at the appointed time. Sanctions will be invoked in the event that a student refuses to pay for lost or damaged textbook/instructional materials at the replacement cost less reasonable depreciation. Sanctions are intended to prohibit lost or damaged textbooks/instructional materials through willful intent or neglect and include:

The withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.

C. The refusal to issue any additional textbooks/instructional materials until restitution is made. (However, access to textbooks/instructional materials shall be provided.)

D. Nothing in this policy shall prohibit any student or parent from voluntarily purchasing textbooks/instructional materials. Parental Review and Access of Instructional Textbooks and Instructional Materials. In accordance with state law, parents/legal guardians shall be entitled to: (1) Review all teaching materials, instructional materials, and other teaching aids used in the classroom of the parent or legal guardian's child; and (2) Review tests that are developed by and graded by a teacher of the parent or legal guardian's child. Additionally, the district shall make all teaching materials, including handouts readily available for review upon request by the parents/legal guardians.

To read Policy 6029 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUQ7T67F82B/\\$file/6029%20Textbooks%20and%20Instructional%20Materials.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUQ7T67F82B/$file/6029%20Textbooks%20and%20Instructional%20Materials.pdf)



ADMISSION AND ENROLLMENT: POLICY 6002

A. Student Assignment and Transfers

a. Student Assignment

- i. All school-aged students attending school within the Memphis-Shelby County Schools boundaries are assigned to schools based on their residence, as is reflected by the residence of their custodial parent/legal guardian/custodian. Some exceptions may apply. When the child is scheduled to reside an equal amount of time with both parents, the address of either parent may be used to determine school zoning.
- ii. Additional provisions may apply in instances when enrollment decisions are not agreed upon between parents pursuant to a court order or when such order awards shared parental responsibility without specifying a particular parent as making educational decisions. Under no circumstance shall the District serve as mediator to the parents.
- iii. A child whose care, custody, and support has been assigned to a resident of the County of Shelby in the Memphis-Shelby County Schools District by power of attorney or order of the court shall be enrolled in school provided appropriate documentation is reviewed and approved by the District. All students who live in the County of Shelby in the Memphis-Shelby County Schools District with their parents/legal guardians/custodians shall be admitted to the public schools. Proof of legal residence and legal custody may be required.

b. Student Transfers

- i. The Board's expectation is that all schools demonstrate commitment to academic excellence within a stimulating and safe teaching/learning environment. The Board recognizes that parents/legal guardians/custodians make educational decisions to fit the varying needs, interests, and academic goals of each of their children and that they may wish to have their children attend a school located in an area other than that of their assigned school. Therefore, the District shall offer student transfers that provide options for parents/legal guardians/custodians.
- ii. The feasibility of allowing transfers into schools within the District, at a minimum, shall consider the educational capacity of the school including space allocation for specialty programs, staffing, general program offerings, and crowding/overcrowding.



- iii. The District shall also review transfer trends to prevent unintended effects such as inequities, disparities, and instability/underutilization in certain schools or attendance zones.
- iv. The school system shall provide parents/legal guardians/custodians with information regarding the educational programs available and shall consider student transfers according to the provisions outlined below.

B. Specialized Programs

Specialized programs (e.g., International Baccalaureate Programme, Optional Schools, Early/Middle College) have unique academic and/or behavioral criteria that must be met. The appropriate transfer period and application process for specialized programs will be posted on the District's web site.

C. General Choice Transfers/Open Enrollment

The general choice transfer process/open enrollment is designed to allow all families to select the best educational experience available for their children.

D. Transfer Period

The transfer application period/open enrollment period for all students will be communicated to the public annually by the District. Submissions should be made prior to the upcoming school year. Transfer requests will not be considered after these dates except for those that qualify as an eligible circumstance.

Eligible circumstances include:

1. Death of parent/legal guardian/custodian
2. Divorce of parent/legal guardian/custodian
3. Change of residence
4. Child of a school-based employee
5. Victim of a violent crime on campus
6. Previously enrolled in ASD, non-MSCS charter, municipal or private/parochial school

Eligible circumstances are intended to allow a child to remain and/or transfer to a school when the above circumstances arise during the course of a regular school year. The District may also make student placements outside of the transfer period if required by law or determined necessary by the District (e.g., special education, safety, adjustment, psychological, or medical needs of a student).

E. General Transfer Provisions

All Memphis-Shelby County Schools students residing within the Memphis-Shelby County Schools attendance zone boundaries, including the children of non-school building



employees, may request a transfer to any school within the Memphis-Shelby County Schools System. These requests will be considered after the school District grants transfers requested pursuant to Transfer Priorities 1-4 below, on a space-available basis in the order each application is received.

F. Denial/Revocation of Student Transfers

- a. Student general choice transfers may be revoked at the end of any school semester if the student fails to meet or maintain academic, attendance (including tardies and late pick-ups), behavior, and/or other eligibility criteria outlined in the guidelines provided by the department responsible for enrollment and attendance.
- b. Parents are encouraged to monitor their child(ren)'s behavior, academic performance, and attendance, and work with the school if necessary to ensure their child(ren) successfully maintain their transfers. Students whose transfers are denied or revoked are to attend their assigned school, unless otherwise determined by the Superintendent (or designee). Students will not be eligible for more than one transfer during an academic year.

G. Transportation

Transportation for students who are granted transfers by the District shall be the responsibility of the parents/legal guardians/custodians unless otherwise required by law or provided in Board policy.

H. Athletics

Under certain circumstances, a transfer could jeopardize the athletic eligibility for a student. Please refer to TSSAA rule/regulations/guidelines for complete information on athletic eligibility and student transfers.

Additionally, students who provide false, inaccurate, or erroneous information to obtain a student transfer may jeopardize his/her privilege to participate in student athletics within the District.

I. Entrance Age and Cut-Off Date for Entering Kindergarten

a. Entrance Age

A child must be five (5) years of age on or before August 15 of the current school term to be admitted to kindergarten.

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



Any transfer student legally enrolled as a first-grade student in another state who will be six (6) years of age no later than December 31 of the current school year, making application for admission, shall be eligible for enrollment in the Memphis-Shelby County Schools. Any child legally enrolled in an approved kindergarten in another state during the preceding school year and who could have enrolled in the first grade in that state in the current school year, making application for admission, shall be eligible for enrollment in the first grade in the Memphis-Shelby County Schools provided he/she is six (6) years of age on or before December 31 of the current year.

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

b. Cut-off Date for Entering Kindergarten

Parents/legal guardians/custodians are encouraged to enroll students who are of legal age in kindergarten at the beginning of the school year. Students who have not been enrolled previously in kindergarten will not be accepted after the first thirty (30) days of the school year. Students who have been enrolled previously in an approved kindergarten will be accepted at any time.

J. Enrollment

a. General Requirement

Proof of legal residence and legal custody shall be required for enrollment in school unless otherwise prohibited by law and/or Board policy. (For assistance with questions or concerns regarding proof of legal residence and legal custody, schools and/or parent/legal guardian/custodian should contact the District office responsible for student enrollment.) The address of either parent may be used to determine school zoning when the child is scheduled to reside an equal amount of time with both parents.

b. First-time Enrollment

The parent/legal guardian/custodian of any student entering school for the FIRST TIME must present:

- i. At the time of registration, officially acceptable evidence of date of birth (Examples include documents such as birth certificates, visas, passports, or adoption documentation.)
- ii. With regard to birth certificates, the name used on the records of a student entering school must be identical to the name shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent/legal guardian/custodian does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which



are acceptable to the school principal as proof of date of birth. Exceptions will be made for students who meet the federal homeless/migrant and immigrant provisions and guidelines;

- iii. Evidence of a current medical examination - The medical examination must be completed by a Doctor of Medicine, osteopathic physician, physician assistant, certified nurse practitioner, or a properly trained public health nurse; and
- iv. Evidence of state-required immunizations - Any child entering Pre-K, Kindergarten, 7th grade (including currently enrolled students), or the District for the first time in any grade must provide proof of required immunizations to enroll (attend) in school.

Parents or legal guardians shall be responsible for having their children immunized against designated diseases as authorized by the Tennessee Commissioner of Health.

Proof of immunization shall be established by a certificate of immunization listing all immunizations which a student has received. All certificates of immunization shall be on forms furnished by the Tennessee Department of Health.

A dependent child of an active-duty member of the military or TN National Guard shall not be required to receive a medical evaluation in this state in order to obtain a certificate of immunization if the parent of such child provides out-of-state immunization records evidencing the child's immunization against the diseases designated by the Tennessee Commissioner of Health. Additionally, in accordance with the Interstate Compact on Educational Opportunity for Military Children, students of military parents/legal guardians/custodians who enroll or transfer into school for the first time or at any time shall be given 30 days from the date of enrollment or the time determined by the Interstate Commission to obtain immunization or initial vaccinations for a series of immunizations.

For purposes of this policy, "military" includes any reserve component of the armed forces of the United States, including members of the Tennessee Army and Air National Guard.

c. Exemptions from Immunization Requirements

Except as otherwise provided by law, no child shall be permitted to attend school without proof of immunization.

- i. Religious tenets and practices: Require the parent or guardian to file with school authorities a signed, written statement that the immunization and other preventive measures conflict with the parent's or guardian's religious tenets and practices, affirmed under the penalties of perjury.



- ii. Medical: Requires a written statement from the child's doctor (healthcare provider) excusing the child from the immunization due to medical reasons (because of risk of harm). Other vaccines remain required.
- iii. Homelessness: Requires the school to (1) admit the child or youth determined to be homeless even if the child or youth has not yet been immunized or is unable to produce immunization records due to being homeless; and (2) comply with applicable federal and state laws pertaining to the educational rights of homeless children and youth, including the McKinney-Vento Homeless Assistance Act.

K. Proof Of Residency

Unless otherwise prohibited by law, parents/legal guardians/custodians having lawful control of students (proof of legal custody shall be required) must provide the following proof of residence in order to enroll a child in Memphis-Shelby County Schools. When the child is scheduled to reside an equal amount of time with both parents, the address of either parent may be used to determine school zoning.

a. General Proof of Residency

The parents/legal guardians/custodians having lawful control of the student must provide two (2) of the following items listed below:

1. Driver's license or other State or Government (military) issued identification bearing the address at which the student will be residing during the current school year.
2. Most recent MLGW or municipal water bill of the owner, renter, or lessee of the home in which the student will reside during the current school year;
3. Mortgage statement or deed of the owner of the home in which the student will reside during the current school year;
4. Lease of the lessee of the home in which the student will reside during the current school year;
5. Rental Agreement of the renter of the home in which the student will reside during the current school year;
6. Real Estate tax receipt;
7. Public assistance/government benefits check, card, or papers;

In the event that two (2) of the items listed above cannot be provided, residency may be established by submitting other documentation deemed to be appropriate proof of residence by the department responsible for verifying residency

b. Fraudulent Enrollment



Suspicion of Fraudulent Enrollment: If the school suspects that a child is fraudulently enrolled but is unable to substantiate the suspicion, the principal will report the information to the department responsible for verifying residency for further investigation. The child will remain enrolled at the school while the investigation is conducted. All referrals for residency verification will come directly from the principal or the principal's designee.

If it is verified that a student is out-of-zone or out-of-District, then a letter will be sent to the parents/legal guardians/custodians advising that the student must be immediately withdrawn and should be enrolled by the parent in the appropriate school or district. The school will also receive a copy of this letter. When questions of residency cannot be conclusively determined by the department responsible for verifying residency, the cases will be referred to the Superintendent (or designee) for District-level administrative review.

L. Homeless Students

Homeless students shall have equal access to the same free appropriate public education as provided to other students.

- a. The McKinney-Vento Act (Section 725) defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:
 - i. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - ii. Living in motels, hotels, trailer parks, camping grounds, or similar settings due to the lack of alternative adequate accommodations;
 - iii. Living in emergency or transitional shelters;
 - iv. Abandoned in hospitals;
 - v. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings (cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations);
 - vi. Migratory children who qualify as homeless because they are living in circumstances described above; or
 - vii. Unaccompanied youth, including youth not in the physical custody of a parent or guardian, such as runaways and youth denied housing by their families.
- b. The aforementioned youth have the following rights:
 - i. The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment (e.g., such as previous academic records, immunization records, proof of residency or other documentation);
 - ii. The right to attend



1. his/her school of origin including feeder pattern schools
 2. last school attended, or
 3. the school in the attendance area where the family or youth is currently residing, based on the parent's request or views of an unaccompanied homeless student and where feasible to the District considering the best interests of the child;
- iii. The right to receive transportation to his/her school of origin, if this is requested by the parent or District staff charged with assisting homeless students;
 - iv. The right to services comparable to those received by housed schoolmates, including transportation and supplemental education services;
 - v. The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited.
- c. The rights of homeless students as defined above shall be posted in all schools and other places around the community (e.g., shelter, soup kitchen, etc.).

M. Attendance Of Non-Resident Students

- a. Definition
 - i. Non-resident student – A student who resides outside of the boundaries of the Memphis-Shelby County Schools District.
- b. General Statement
 - i. Non-resident students may attend schools within the Memphis-Shelby County Schools under the following conditions:
- c. Tuition
 - i. Tuition shall be charged at the same rate as the average cost per pupil in the District. 2 Any per student tuition payment shall be reduced by any amount of funds transferred by the transferring pupil's county of residence under state law (TCA §49-6-3104). Upon request, children of non-resident Memphis-Shelby County Schools' employees may attend Memphis-Shelby County Schools in accordance with Section II of this policy.
 - ii. Additionally, in accordance with state law regarding the transfer of students into a STEM school in a district that has established a regional school with a specific focus on STEM, local state school funds shall follow the student into the district, and no tuition will be charged.
 - iii. The acceptance of tuition for a given year does not guarantee continued acceptance in succeeding years. In addition, tuition approvals will be subject to federal guidelines relative to pupil enrollments.
- d. Provisions regarding restitution for fraudulent enrollment may apply in accordance with state law and Board policy.



To read Policy 6002 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/DUNT5U75BE18/\\$file/6002%20School%20Admissions.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/DUNT5U75BE18/$file/6002%20School%20Admissions.pdf)

STUDENT ATTENDANCE AND TRUANCY: POLICIES 6014, 6011 & 6012

A. Excused and Unexcused Absences

- a. The Shelby County Board of Education ("Board") believes that regular school attendance is essential for students to receive the maximum benefits of the instructional program. Therefore, the Board expects District students to be present at school on time, every day school is in session.
- b. It shall be the responsibility of the Superintendent (or designee) to implement procedures to ensure that all children between the ages of six (6) and seventeen (17), both inclusive, comply with compulsory attendance requirements unless otherwise exempt by law. Implemented procedures shall, at minimum, outline requirements for tracking and reporting attendance, communicating with parents/legal guardians, and providing interventions as deemed appropriate to address student absences. While enforcement requirements exist, it is the intent of the Board to monitor and use attendance data to:
 - i. identify students with attendance issues and
 - ii. provide early intervention and support to reduce student absences.

B. Tracking and Recording Attendance

State law and guidance require teachers to accurately record the number of students present and absent each day. Daily attendance records must be entered by teachers into the District's student information management system. Falsification of attendance reports shall be a violation of the law.

C. Parent Communication

- a. The Superintendent (or designee) shall provide timely and regular communication to the parents/legal guardians of students on the importance of regular school attendance, state compulsory attendance requirements, District interventions to address absences, and possible consequences up to and including referral to juvenile court in accordance with the District's progressive truancy intervention plan.



D. Student Absences

- a. All students' attendance shall be monitored and reasons for absences investigated to determine appropriate action if deemed necessary. In accordance with state rules, students who are absent from school at least 10 percent (e.g., 18 days) of the school year for any reason (excused, unexcused, suspended and/or expelled) shall be identified as chronically absent.

E. Excused Absences

For the purpose of this policy, excused absences shall be defined as any absence from school for a school day or a portion thereof for reasons (1) required or permitted by law or (2) explicitly authorized by the Board. A note or other documentation from the parent/legal guardian, healthcare provider, or other relevant entity (e.g., power of attorney, guardian ad litem) shall be required in accordance with guidelines set forth by the Superintendent (or designee).

- a. Absences excused by law
 - i. Work as an election official
 - ii. Court-related matters (summons, subpoena, court order, statute or rule)
 - iii. Released time course in religious moral instruction
 - iv. Special and recognized religious holidays regularly observed by persons of their faith
 - v. Deployment or return from deployment of parent or guardian in armed forces, and visitation with the parent during granted rest and recuperation leave when the parent is out of the country
- b. Absences excused by the Board
 - i. Personal illness/injury, pregnancy, or hospitalization
 - ii. Death in the student's immediate family
 - iii. School-endorsed activities
 - iv. Participation in a non-school-sponsored extracurricular activity in accordance with guidelines established by the Superintendent (or designee), not to exceed ten (10) absences
- c. Extenuating circumstances, as approved by the Superintendent (or designee, e.g., principal), over which the student has no control.

F. Unexcused Absences

For the purpose of this policy, unexcused absences shall be defined as any unauthorized absence from school for a school day or a portion thereof. This shall include remedial instruction outside of the regular school day in accordance with state law.

- a. The District shall seek assistance and support from school-based and communitywide programs or agencies and use effective interventions with



students and parents and/or legal guardians to restore and maintain regular attendance.

- b. Students with five (5) unexcused absences during the school year are considered truant and shall be subject to the District's progressive truancy intervention plan.
- c. To ensure due process, the parents and/or legal guardians of students with excessive (more than 5) unexcused absences shall be provided with an opportunity to appeal in accordance with state rules.
- d. Referral to juvenile court (or District Attorney General) shall be made in accordance with the District's progressive truancy intervention plan. Such referrals shall be used as a final option.

G. Tardies and Early Dismissals

Late arrivals or early dismissals that result in students missing more than 50 percent of the school day shall be considered an absence per state requirements. Unexcused tardies and/or early dismissals from any class period shall be monitored and appropriate interventions provided in accordance with guidance established by the Superintendent (or designee).

H. Make-Up Work, Grade Repair and Credit Recovery

The opportunity for students to make up work missed due to excused and unexcused absences shall be provided in accordance with requirements established by the Superintendent (or designee).

To read Policy 6014 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/D7PKWT53E605/\\$file/6014%20Student%20Attendance%20and%20Truancy%20Policy%20\(Excused%20and%20Unexcused%20Absences\).pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/D7PKWT53E605/$file/6014%20Student%20Attendance%20and%20Truancy%20Policy%20(Excused%20and%20Unexcused%20Absences).pdf)

ATTENDANCE OF STUDENTS BEYOND COMPULSORY ATTENDANCE AGE: POLICY 6011

Any student having passed the compulsory attendance age may be dropped from the rolls after three (3) consecutive unexcused absences, or an aggregate five (5) unexcused absences, from class or school, upon approval of the Superintendent (or designee).

To read Policy 6011 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUPXK66C2F9/\\$file/6011%20Attendance%20of%20Students%20Beyond%20Compulsory%20Education%20Age.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUPXK66C2F9/$file/6011%20Attendance%20of%20Students%20Beyond%20Compulsory%20Education%20Age.pdf)



COMPULSORY ATTENDANCE: POLICY 6012

Children between the ages of six (6) and seventeen (17), both inclusive, must attend a public or non-public school.¹ The principal shall be responsible for the initial placement of students entering school for the first time. A parent/guardian or legal custodian who believes that their child is not ready to attend school at the designated age of mandatory attendance may make application to the superintendent (or designee) for a one (1) semester or one year deferral in required attendance. Any such deferral shall be communicated to the principal of the school that the child would have attended. In accordance with the provisions outlined in the state law, the Board may temporarily excuse students from complying with the provisions of the compulsory attendance law.²

To read Policy 6012 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUPYE66E221/\\$file/6012%20Compulsory%20Attendance.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUPYE66E221/$file/6012%20Compulsory%20Attendance.pdf)

INTERSCHOLASTIC POLICY: POLICY 6051

The interscholastic athletic program offered by the District shall place the highest priority on academic achievement and character development. Notwithstanding any law and/or ruling to the contrary, the District's athletic program shall meet requirements established by the applicable athletic governing associations and applicable federal and state laws and guidance.

A. Student Athletes

- a. Participation in interscholastic athletics as an extracurricular activity provides students with important skills and habits that can assist in character development and academic proficiency, such as team building, leadership, self-discipline, healthy competition, integrity, and physical fitness. Therefore, Memphis-Shelby County Schools (MSCS) believes that all students should have an equal opportunity to participate in interscholastic athletic activities, including equality of opportunity in sports offerings, in equipment purchases, and in educational opportunities.



- b. Participation in the District's interscholastic athletics program is a privilege and any student opting to participate in such program shall be expected to adhere to requirements as established by the applicable athletic governing associations, Board policy and administrative rules and regulations.
- c. Students who violate any requirement for participation may be subject to athletic sanctions up to and including suspension from the activity at any time during a calendar year. Participation in interscholastic athletics is not protected by due process appeals procedures related to student discipline (afforded to all students under state law or Board policy). Student athletes whose behavior also violates the Memphis-Shelby County Schools Student Code of Conduct shall be subject to disciplinary actions outlined in such Code.
- d. Hazing and similar acts are strictly prohibited by any student and/or District-sanctioned organization.

B. Grade Point Average (GPA)

- a. Students desiring to participate in interscholastic athletic activities are encouraged to maintain, at minimum, a semester grade point average (GPA) of 2.0.

C. Student Attendance Considerations

- a. The District, its employees, or employee representatives may not require a student to attend a school athletic event, or event related to participation on a school athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday. In such cases, the parent or legal guardian of a student participating in a school athletic event may provide written notice that the student will not be in attendance on such days to the coach or administrator of the athletic event. Notice should be provided at least three (3) full school days prior to the event. Prior written notice to the coach or administrator of the school athletic event may not be required if the absence is due to an unforeseen emergency.

D. Coaches

- a. Coaches, whether employed by the District or a volunteer (paid/unpaid), shall be subject to all applicable laws and guidance set forth by the state and athletic governing association, including but not limited to, submission to background checks and required training.
- b. Sportsmanship Good sportsmanship is required. Coaches and players are always expected to set examples of good sportsmanship. Unsportsmanlike conduct shall not be acceptable.

E. The Superintendent shall develop conduct guidelines for participation in interscholastic athletics.



To read Policy 6051 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/CNUQUQ6A438F/\\$file/6051%20Interscholastic%20Athletics.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/CNUQUQ6A438F/$file/6051%20Interscholastic%20Athletics.pdf)

ASSIGNMENT OF STUDENTS TO CLASSES: POLICY 6049

The assignment of students to classes and classes to teachers is the responsibility of the Principal. Students shall have completed the appropriate prerequisite class/course before being assigned to a class/course, except when exempted by law and/or allowed by District-level administration. The District shall identify and communicate the required prerequisite classes/courses. Additionally, each school shall develop and publish for students and parents any school-specific criteria and/or processes involved in the selection and assignment of classes.

To read 6049 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BR5MAU5A5A38/\\$file/6049%20Assignment%20of%20Students%20to%20Classes.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BR5MAU5A5A38/$file/6049%20Assignment%20of%20Students%20to%20Classes.pdf)

CONFIDENTIAL STUDENT INFORMATION: POLICY 6003

The Shelby County Board of Education (Board) recognizes that information collected and maintained about individual students primarily is designed to assist in the educational development of the students and should be accessed and disclosed only for that purpose. It is therefore the policy of the Board to keep as confidential the education records of all students in the District and to allow disclosure only to persons who are legally permitted to review such records. The Board also recognizes that research and surveys, some of which involve access to students' educational records, are designed to improve educational programs in the District. This research should be done in a manner that produces reliable and sound results and that does not invade the privacy rights of students and their parents/guardians. It is therefore the policy of the Board to closely monitor the circumstances in which individuals or organizations conduct research or surveys in the school district or seek access to confidential student information.

A. Access To Education Records

a. Right to Inspection and Review

The parent/guardian of a student in the District has the right to inspect and review the education record of the student. An education record is any information directly related to a student as defined above. It includes personally identifiable



information as defined above and such personally identifiable information as name, address, telephone number, test results, grades, medical and health records, social security number or other identifying numbers, photographs, video tapes, and disciplinary records. With proper identification, records normally may be reviewed immediately, although forty-five (45) days are allowed to produce such records. Parents/guardians will be notified of this right annually by the District. When reviewing the education record, the parent/guardian can be accompanied by another person, but he/she must sign a consent form allowing the other person to review the record.

- b. A parent/guardian of a student with a disability can send a representative to review the student's education record but must sign a consent form allowing such a review. The District must respond to a parent's/guardian's request for the education record of a student with a disability prior to any meeting regarding the student's Individual Education Plan or prior to any hearing regarding the student's placement.
- c. A parent/guardian can request an amendment to the education record if the parent/guardian believes that the information is inaccurate, misleading, or in violation of the student's rights of privacy. If the District does not grant the request to amend the record, the parent has the right to request a hearing on whether the information is inaccurate, misleading or in violation of the student's rights of privacy.

B. Release of Education Records to Military Parents

- a. In the event that official education records cannot be released to military parents for the purpose of transfer, the District shall prepare and furnish to military parents a complete set of unofficial or hand-carried education records containing uniform information as determined by the Interstate Commission. Additionally, upon request by the receiving school, the District shall process and furnish the official education records to the receiving school within 10 days or within the time determined by the Interstate Commission in accordance with the Interstate Compact on Educational Opportunity for Military Children.

C. Disclosures of Confidential Student Information

- a. A parent/guardian, including an eligible student, must give signed and dated written consent before a student's education record or other personally identifiable information is released to any third party, except where the record may be released without consent as prescribed by law. The District shall disclose directory information without the consent of parents and eligible students unless opt-out provisions provided in accordance with the administrative rules and regulations



accompanying this policy are exercised. The administrative rules and regulations accompanying this policy list (1) legal exceptions to the requirement of prior parental/guardian and eligible student consent and (2) certain conditions prescribed by law under which students' education records may be re-disclosed without prior consent.

- b. The District shall not release, without parent consent unless permitted by law, information from education records if the requester asks for the record of a particular student, or if there is reason to believe that the requester knows the identity of the student to whom the requested records relate.
- c. The District shall inform parents/guardians when personally identifiable information collected, maintained or used for purposes related to providing services under the Individuals with Disabilities Education Act is no longer needed. The information will be destroyed at the request of the parents/guardians. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

D. Federal And State Law Protection of Pupil Rights

- a. Research and Surveys
 - i. In accordance with state law, parents or legal guardians must provide informed written consent before their minor child may participate in a survey, analysis, or evaluation. Informed written consent for any student eighteen (18) years of age or older must be provided by the student.
- b. Written consent may be withdrawn at any time before the student participates in the survey, analysis, or evaluation by the parent or legal guardian, or the student if the student is at least eighteen (18) years of age. The written consent requirement shall not apply if the survey, analysis, or evaluation distributed to students is related to classroom instruction of a curriculum and is distributed to students as a method of evaluating the effectiveness of the curriculum.
- c. Individuals or organizations that wish to conduct research or surveys in the District must submit proposals for prior approval to the District. This requirement applies to agencies, organizations or persons outside the regular school faculty, and to District employees if they wish to gather information beyond that of individual school assignments or evaluating the effectiveness of the curriculum.



E. The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98)

- a. Under federal law, parental/guardian consent is required for all requests for confidential student data, unless access without consent is authorized by law. All instructional materials that will be used in connection with any survey, analysis, or evaluation of any education program receiving Federal funds shall be available for inspection by the parents/guardians of the student. The law also provides that no student shall be required, without parental/guardian consent, to submit to a survey, analysis, or evaluation that reveals information concerning:
 - b. political affiliations or beliefs of the student's parents;
 - c. mental and psychological problems of the student or the student's family;
 - d. sex behavior and attitudes;
 - e. illegal, anti-social, self-incriminating and demeaning behavior;
 - f. critical appraisals of other individuals with whom respondents have close family relationships;
 - g. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - h. religious practices, affiliations, or beliefs of the student's parents; or
 - i. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- j. The identities of District students participating in such activities shall be kept anonymous. The District will notify parents/guardians of the specific or approximate dates when any such survey, analysis, or evaluation is scheduled or expected to be scheduled.
- k. Requests from undergraduate college students to conduct research or surveys will not be accepted.

F. Student Surveys, Analyses or Evaluations (TCA 49-2-211)

- a. In accordance with state law, parents/guardians shall be allowed access to review all surveys, analyses or evaluations, prior to being administered to their child and shall be required to opt their child into participating in a survey, analysis, or evaluation. The District shall also disclose to the parent/guardian the purpose for the survey, analysis, or evaluation, the materials for the survey, analysis, or evaluation, as well as who will have access to the results. Parental/guardian consent must be obtained prior to conducting research or administering surveys in the school District. Parent / guardian and eligible students, in the case of students eighteen (18) years of age or older, shall be required to provide written consent before the collection of individual student biometric data.



G. Certain Individual Student Data

- a. The District shall not collect individual student data on a student's
 - i. Political affiliation;
 - ii. Religion;
 - iii. Voting history; and
 - iv. Firearm ownership, and
 - v. Without written consent of the parent or student, biometrics, analysis of facial expression, EEG brain wave patterns, skin conductance, galvanic skin response, heart rate variability, pulse, blood volume, posture, and eye-tracking.

H. Access to Instructional Material

- a. The parent/guardian of a student in the District has the right to inspect, upon the request of the parent, any instructional material, teaching material, and other teaching aids used in the classroom or used as part of the educational curriculum for the student. Instructional material includes any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet.)
- b. Additionally, in accordance with state law, the parent/guardian of a student in the District is entitled to review tests that are developed by and graded by a teacher of the parent or legal guardian's child. Academic tests or academic assessments that are not developed by and graded by the student's teacher are not included under the term instructional material.
- c. Moreover, the District shall make all teaching materials, including handouts readily available for review upon request by the parents/legal guardians.

I. Personal Information Collected for the Purpose of Marketing or Selling

- a. The parent/guardian of a student in the District has the right to inspect and review any method used for the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose) before being administered to students. No student shall be required to participate in such



activities without parental/guardian consent. The identities of any District students participating in such activities shall be kept anonymous. The District shall notify parents/guardians of the specific or approximate date during the year when these activities are scheduled or expected to be scheduled. Parents/guardians shall also be provided with an opportunity to opt their child out of such activities and notified of this right. This does not include information collected for the development of educational products or services.

- b. Additionally, the District shall comply with the provisions of the applicable state laws related to the protection of student privacy against activities including, but not limited to, disclosure of covered information unless allowed by law, targeted advertising, creating student profiles for non-educational purposes, and selling or renting a student's information.

J. Rights Of Noncustodial Or Nonresident Parent

- a. A noncustodial or nonresident parent may request in writing that a copy of the child's report card, notice of school attendance, names of teachers, class schedules, standardized test scores and any other records customarily available to parents be furnished directly to such noncustodial or nonresident parent. The written request must include the mailing address of the noncustodial or nonresident parent.

HEALTHCARE MANAGEMENT: POLICY 6043

The Shelby County Schools' Board believes that academic success is impacted by the overall well-being of the student; and that a fundamental mission of the school system is to help students remain healthy. It is therefore the policy of Memphis-Shelby County Schools to provide an effective system of programs to support student health and learning.

A. First Aid and Emergency Medical Care

- a. The faculty and staff of each school shall be prepared to provide basic first aid in response to general medical emergencies. Further, it is the objective of the Shelby County Board of Education to have an adequate number of staff at each site who



are trained and certified in CPR and other first aid emergency techniques in compliance with all governing state laws and regulations. In accordance with state law, any person who in good faith provides emergency care or assistance at the place of the emergency or accident will not be liable for any civil damages as a result of any act or omission.

B. Student Accident Reports

- a. Any accident involving students that occur on the property of Memphis-Shelby County Schools and/or while under the approved supervision of District employees shall be reported in writing to the office responsible for student services within twenty-four (24) hours after the accident occurs. The report will include the person's name, date of the accident, an explanation of the accident, and care used in treating the individual. These reports will be kept in a file in the Principal's office for one year.

C. Student Physical Examinations Immunizations

- a. Physical Examinations
 - i. The District is concerned about the health and wellness of the entire student community. To this end, physical examinations, except as exempt by statute, shall be required of students.
 - ii. Entering school for the first time (applies to any student entering a District school, including Pre-K, for whom there is no health record); or
 - iii. Participating in interscholastic athletics (including any strenuous physical activity program covered by TSSAA)
 - iv. The Principal shall ensure that there is a complete physical examination of each student prior to enrollment.
 - v. Cost of the examination shall be borne by the parent or guardian of the student and a copy retained on file in the Principal's office.
- b. Immunizations
 - i. Any child entering Pre-K, Kindergarten, 7th grade (including currently enrolled students), or the District for the first time in any grade other than Kindergarten or 7th must provide proof of State required immunizations to enroll (attend) in school.
 - ii. Parents or guardians shall be responsible for having their children immunized against diseases as designated by the Tennessee Commissioner of Health and for providing such proof to the principal of the school which the student is to attend.
 - iii. Proof of immunization shall be established by a certificate of immunization listing all immunizations which a student has received. All certificates of



immunization shall be on forms furnished by the Tennessee Department of Health.

- iv. A dependent child of an active-duty member of the military or Tennessee National Guard shall not be required to receive a medical evaluation in this state in order to obtain a certificate of immunization if the parent of such child provides out of-state immunization records evidencing the child's immunization against the diseases designated by the Tennessee Commissioner of Health.

c. Exemptions from Immunization Requirements

Except as otherwise provided by law, no child shall be permitted to attend school without proof of immunization.

- i. Religious tenets and practices: Require the parent or guardian to file with school authorities a signed, written statement that the immunization and other preventive measures conflict with the parent's or guardian's religious tenets and practices, affirmed under the penalties of perjury.
- ii. Medical: Requires a written statement from the child's doctor (healthcare provider) excusing the child from the immunization due to medical reasons (because of risk of harm). Other vaccines remain required.
- iii. Homelessness: Requires the school to (1) admit the child or youth determined to be homeless even if the child or youth has not yet been immunized or is unable to produce immunization records due to being homeless; and (2) comply with applicable federal and state laws pertaining to the educational rights of homeless children and youth, including the McKinney-Vento Homeless Assistance Act.

d. Health Referral Services

- i. The results of vision and hearing; BMI and blood pressure; and EPSDT (including medical, dental, and mental/behavioral health) screenings shall be provided by the healthcare provider to parents. A referral to a follow-up evaluation with a healthcare provider shall be provided to parents whose child's test results indicate a possible condition that may interfere or tend to interfere with the student's academic progress.

e. Confidentiality

- i. An employee of Memphis-Shelby County Schools shall safeguard student medical information from unauthorized disclosure except as permissible by law or as a required function to perform his/her job responsibilities; and/or in cases where the student poses an imminent threat of harm to him/herself or others. An employee who misuses, alters, removes, or improperly uses confidential student medical information shall be subject to disciplinary action up to and including termination.



- ii. Volunteers whose volunteer activity may place them in a position where they may gain knowledge of a student's healthcare information as well as other entities contracted by and/or working in collaboration with the District to provide health care services shall be held to the same professional standards as an employee of Memphis-Shelby County Schools. Sanctions for breach of confidentiality may apply.
- f. Accurate Medical Information
 - i. Parents/guardians are responsible for informing school personnel of significant medical conditions which may lead to emergency situations, or which may require some modification in the curriculum or school activities.
 - ii. Medical information will be requested by Memphis-Shelby County Schools and completed by the parent/guardian each school year.
 - iii. The Principal shall assure that any/all information concerning the medical conditions of students is identified by:
 - 1. Directing a systematic review of all registration forms and medical documentation
 - 2. Mandating that information (suspected or confirmed) received by a staff/faculty member be reported to the Principal; and
 - 3. Encouraging parents/guardians to alert the Principal of any medical condition.
- g. Validation of Medical Conditions
 - i. The Principal shall recommend that the parent/guardian of each student identified as having a medical condition (or possible medical condition) be contacted for the purpose of clarifying the extent of the medical condition, especially in cases needing further clarification.
 - ii. A statement from a healthcare provider should be provided by the parent in those cases in which the medical condition appears to warrant a) A modification in the standard curriculum or school related activities; b) The need to supervise and/or administer medication during the school day; or c) A special alert for school personnel regarding a possible requirement for emergency first aid.

D. Communicable Diseases

- a. The Board recognizes its responsibility to protect the health of its students as well as to uphold their individual rights. Students with a communicable disease may be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students and/or employees.
- b. Communicable Diseases Requiring Exclusion from School
 - i. Students may be excluded from school to prevent the spread of contagious disease. The Principal or designee may exclude a student, but no child



shall be sent home from school without first informing the parents. A student suspected of having, or being able to transmit, a contagious disease shall be excluded from school, and a report made to the State Department of Public Health for those diseases requiring mandatory reporting. The Board will follow guidelines and recommendations from Shelby County Health Department regarding communicable disease handling.

- ii. Contagious diseases include, but are not limited to red measles, German measles, chicken pox, mumps, whooping cough, scarlet fever, diphtheria, Vincent's angina, conjunctivitis, ringworm, impetigo, scabies, pediculosis (head lice), or other disease diagnosed as contagious.
- c. Re-admission
 - i. If the suspected condition is found not to exist, the Principal or designee may readmit the student.
 - ii. In the case of a communicable disease, the student may be re-admitted on presentation of a written statement from the family physician, and/or completion of the period of exclusion required by the State Department of Public Health.
 - iii. In the case of ringworm, impetigo, or scabies the student may be re-admitted once treatment has begun and proof of treatment is presented to the Principal or designee.
 - iv. In the case of pediculosis (head lice) a student may be re-admitted for inspection following treatment. If proof of treatment is presented to the Principal or designee and no live lice are present, the student may return to class.
 - v. The District may require students to submit supporting medical documentation from a competent healthcare provider whenever there is reason to believe that a student has tuberculosis or any other communicable disease. Upon certification from the healthcare provider that the student has tuberculosis or any communicable disease, the student shall be excluded from school until he/she provides proper documentation from the healthcare provider showing that he/she is free from the communicable disease.

E. Acquired Immune Deficiency Syndrome

- a. Mandatory screening for communicable diseases not spread by casual, everyday contact, such as HIV infection, will not be a condition for school entry or attendance.
- b. Administrative Responsibilities: If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that student will be under



the direct supervision of the Superintendent or his designee. Upon disclosure, the Superintendent or his designee shall:

- i. Request medical records from the parent or legal guardian and the student's physician;
 - ii. Gather information regarding the student's cumulative school record; and
 - iii. Meet with the evaluation team designated by the State Department of Education.
- c. The Superintendent or his designee, with the cooperation of the State Department of Health and Environment, shall convene an evaluation team following notification to evaluate the student's health status relative to attending school. The evaluation team will consist of the Superintendent or his designee, the student's physician, a physician or nurse from the Department of Health as designated by the Regional Health Officer, a representative of the LEA (local education agency) as designated by the Superintendent, and the student's parent/guardian. 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.

To read Policy 6043 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/DVHRER6DAB9D/\\$file/6043%20Healthcare%20Management.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/DVHRER6DAB9D/$file/6043%20Healthcare%20Management.pdf)

STUDENT DRESS CODE: POLICY 6021

The standards for Memphis-Shelby County Schools dress reflect “common sense” and a concern for each student's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. To that end, Memphis-Shelby County Schools establishes a basic dress code to ensure appropriate and modest dress.

Schools wishing to change their method of dress by adopting or discontinuing standardized dress/uniforms may do so in accordance with the process outlined in the administrative rules and regulations accompanying this policy.



To change its method of dress a school must request and receive approval from the superintendent (or designee) in accordance with the process outlined in the administrative rules and regulations accompanying this policy. Any approved changes to a school's method of dress become effective for the following school year and shall remain in effect for a minimum of four (4) school years. At its discretion, the district may at any time implement standardized dress/uniforms at a school based on safety concerns (e.g., gang activity) or other justifiable reasons.

Exemption from standardized dress/uniforms may be requested by a parent for his/her child for medical or religious reasons.

To read this policy in its entirety, please visit

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BSEVCT802322/\\$file/6021%20Student%20Dress%20Code-Administrative%20Rules%20and%20Reg%20Rev%208-12-2020.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BSEVCT802322/$file/6021%20Student%20Dress%20Code-Administrative%20Rules%20and%20Reg%20Rev%208-12-2020.pdf)

TRANSPORTATION SERVICES: POLICY 6050

In order to maintain conditions suitable for learning, no person shall enter onto a school bus except students assigned to that bus and authorized school/District personnel, unless otherwise provided by law, Board policy, and/or contract.

Parents of students are responsible for their child's supervision until 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 the bus - and only at that time - does he or she become the responsibility of the school system. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Students are under the supervision of the bus driver while on his/her bus, and all reasonable directions given by the bus driver shall be followed.



The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. Except as provided by law, a student may be denied the privilege of riding the bus if the principal/departments responsible for student transportation determines that the student's behavior is such as to cause disruption on the bus, or if a student disobeys local rules and regulations pertaining to student transportation. Required suspension of ridership privileges are in addition to appropriate disciplinary measures that may be taken by the principal according to the Student Code of Conduct. Suspension of ridership privileges may be the only disciplinary action taken when deemed appropriate for the level of the offense. In the event a suspension from school is issued for a bus conduct offense, the ridership privilege suspension is to begin the student's first day back to school.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension, except when state and/or federal provisions apply for students receiving special education services. In such cases, the District shall comply with applicable state and/or federal laws/regulations.

By law, employees who interact with students in the course of their assigned duties, may relocate a student from the student's present location to another location in emergency situations. Such employees may also intervene in a physical altercation between two (2) or more students, or between a student and a District employee. Reasonable force may be used to physically relocate or intervene in such conflicts if a student is unwilling to cooperate (see 6057 Physical Relocation of Students).

Students must ride their designated bus determined by the student's address of record. Additionally, students are not permitted to exit at a point other than the student's regular bus stop, unless they have been granted a waiver pursuant to Student Transportation Services Policy 3004.

Use of Video Cameras

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. The District shall keep all video recording of students confidential and shall comply with all applicable state and federal laws related to video recordings when such recordings are considered as part of the student's education and behavioral record as determined by the District and in accordance with the law. Video



recordings may only be accessed by the parent of the student involved, employees of the school involved who have a legitimate educational interest in the recording, and MSCS Security. The recording may be shared with the appropriate law enforcement agency if the principal has requested assistance. Video surveillance shall be used only to promote the order, safety and security of students, staff, and property. The Superintendent is directed to develop procedures governing the use of video cameras in accordance with the provisions of the law and established Board policies. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

To read Policy 6050 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUQP269BEFE/\\$file/6050%20Student%20Conduct%20on%20School%20Buses.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUQP269BEFE/$file/6050%20Student%20Conduct%20on%20School%20Buses.pdf)

STUDENT CONDUCT: POLICY 6022

This policy applies to student conduct and shall be in force for all school facilities, school property, school buses, and District/school-sponsored activities.

A. Definitions

- a. Adverse Childhood Experiences (ACEs) – chronic childhood trauma; stressful or traumatic events experienced by a minor child, including aspects of the child's environment that can undermine their sense of safety, stability, and bonding
- b. Discipline - the practice of teaching students to self-manage, become socially and self-aware, build positive relationships, and exhibit responsible decision-making
- c. Expelled/Expulsion - removal from attendance at the student's regular school program for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance, or removal from school attendance altogether. Multiple suspensions that occur consecutively shall constitute expulsion.
- d. Multi-tiered System of Support – alignment of all available practices, programs, and interventions that work together to meet students' needs both within an individual classroom and across the school building/District
- e. Positive Behavioral Supports – a systematic approach using evidence-based practices to improve school environments, and to prevent and respond to problem behavior that:
 - i. is proactive and instructional, rather than reactive and punitive;
 - ii. operates on an individual, group or classroom, and whole school level;



- iii. includes a system of continual data collection;
 - iv. utilizes data-based decision-making;
 - v. applies research-validated positive behavioral interventions; and
 - vi. improves academic and social outcomes for all students, including those with the most complex and intensive behavioral needs.
- f. Progressive Discipline – gradual, sequential, and strategic responses (i.e., interventions, restorative practices) implemented to deter negative student behavior and reduce exclusionary consequences
 - g. Remand – placement in an alternative school as a result of a student receiving a long-term suspension for more than ten (10) consecutive days
 - h. Social and Emotional Learning – processes through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions
 - i. State-Mandated Zero Tolerance Offense – an offense committed by a student requiring the student by law to be expelled from school for at least one (1) calendar year (180 days); and can only be modified on a case-by-case basis by the Superintendent and/or his/her designee in accordance with §T.C.A. 49-6-3402
 - j. Substantive/Credible Threat – represents a sustained intent to harm someone beyond the immediate incident and/or poses a continuing risk or danger to others. Characteristics that suggest a threat is substantive include one or more of the following with no clear evidence to the contrary:
 - i. plausible details, such as a specific victim, time, place, and method of assault;
 - ii. a repeated threat over time or communicated to multiple persons;
 - iii. a threat reported as a plan, or planning has taken place;
 - iv. the student has accomplices, or has attempted to recruit accomplices;
 - v. the student has invited an audience of peers to watch the threatened event; and
 - vi. physical evidence of intent to carry out the threat, such as a weapon or bomb materials.
 - k. Suspension - For the purpose of this policy suspension shall include:
 - i. In-School Suspension – removal from attendance in the regular classroom setting while providing the opportunity for a student to complete regular classroom assignments in an isolated environment;
 - ii. Short-Term Suspension/Out-of-School Suspension – dismissal from attendance at school for not more than ten (10) consecutive days; and



- iii. Long-Term Suspension - a suspension for more than ten (10) consecutive days (11 to 180 days) in which the student is remanded to an alternative school.

NOTE: Multiple suspensions shall not run consecutively, nor shall multiple suspensions be applied to avoid expulsion from school.

- I. Trauma Informed Discipline – interventions that use proactive and preventive approaches to address the underlying cause (i.e., trauma) or purpose of behavior and reinforce positive behaviors
 - i. The District shall adhere to T.C.A §49-6-41 et seq., T.C.A. §49-6-28 et seq., and other applicable federal and state laws and guidance in order to (1) establish clear behavior expectations for students and staff and (2) provide guidance to positively respond and strengthen capacity to establish and maintain safe, healthy, and supportive school climates that reduce and prevent inappropriate and disruptive student behavior.
 - ii. It is the expectation of the Board that administrators and teachers enforce this policy and the Student Code of Conduct to hold students accountable for their behavior.
 - iii. The Superintendent (or designee) is authorized to develop processes and procedures related to student discipline, inclusive of the Student Code of Conduct.
 - iv. It is the intent of the Shelby County Board of Education to become a trauma-informed district by providing a multi-tiered system of support that nurtures the social, emotional, and behavioral needs of all students. As a strategy to address adverse childhood experiences (ACEs), the District shall adopt a trauma-informed discipline policy in accordance with T.C.A. §49-6-4109 and associated state guidance to implement disciplinary measures that:
 - 1. Balance accountability with an understanding of traumatic behavior;
 - 2. Teach school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
 - 3. Minimize disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
 - 4. Create consistent rules and consequences; and
 - 5. Model respectful, nonviolent relationships.
 - 6. It is the expectation of the Board that the use of any disciplinary measure will be administered with equity, dignity, freedom from bias, and respect for all parties and in a manner to keep students within their regular academic program to the greatest extent practicable.

B. Alternative Education Placement



- a. In accordance with State Board policy 2.302, placement in an alternative education setting should be reserved for infractions that significantly disrupt the educational process. Additionally, students in Pre-Kindergarten or Kindergarten shall not be assigned to an alternative education program. Any disciplinary action taken against a student resulting in an expulsion and remand to an alternative school placement shall be in accordance with state law.
- b. When it is determined that a student has violated this policy, the Superintendent (designee) shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system when required by law.
- c. Corporal punishment is not an approved disciplinary measure for Memphis-Shelby County Schools and is prohibited.

STUDENT CONDUCT OFFENSES & PENALTIES BY CATEGORY

A. Administrative Rules and Regulations

- a. The goal of student discipline is to support students to behave in ways that contribute to academic achievement and school success, and to support a school environment where students and staff feel safe. In all instances, school discipline should be reasonable, timely, fair, age and developmentally appropriate, logically connected to the particular behavior, relationally based, and should match the severity of the student's misbehavior.
- b. The District expects that the implementation of positive support measures will successfully manage and/or correct most behavior; however, there may be times that inappropriate behaviors occur that require a more serious consequence. To hold students accountable for their conduct, administrators and teachers will follow District-established guidance (e.g., Code of Conduct) and provisions set forth in state law^{1,2} when incidents arise that disrupt the learning environment and/or threaten the safety of students and staff.
- c. The District will respond in a manner that will minimize the impact of the incident, repair harm, and address the underlying need behind the behavior. Discipline will be administered with equity, dignity, freedom from bias, and respect for all parties. As practicable, the use of consequences that remove the student from class or school should be minimized. Out-of-school suspensions should only be used as a last resort.

B. Threat Assessments



- a. The department responsible for mental health promotes the safety of Memphis-Shelby County Schools by conducting threat assessments with students whose behaviors are indicative of substantive/credible threats of violence.
- b. The purpose of this assessment is to evaluate the circumstances surrounding a student's infraction to determine whether there is evidence of a continued threat and to identify general violence risk factors. Recommendations intended to promote safety and academic success will be offered to the school(s), the student(s), and the student's parent/guardian(s).
- c. When a student makes a threat to harm others or is in possession of a dangerous weapon, the MSCS Threat Screening Guidelines and accompanying Quick-Reference provided by the department responsible for mental health are to be used by the principal/vice or assistant principal or designee, security/SRO, and support staff (as appropriate) in completing the school-based investigation. When, based on the school's investigation, a student's threat is identified as substantive/credible and other safety measures have been implemented, schools should contact the department responsible for threat assessment to make a referral (Also see Section C under Exclusionary Measures below). Any student who brings a firearm or weapon to a school shall be referred to the criminal justice or juvenile delinquency system (e.g., Juvenile Court) as required by federal law (20 U.S. Code §7961).

C. School-Wide Behavior Plans

- a. Each school shall strive to promote and support appropriate student behavior by implementing programs that integrate school and District-wide behavior intervention strategies with all aspects of a school's support services. To this end, each school shall develop a School-wide Behavior Plan that is consistent with applicable laws, and District policies and guidance.
- b. At a minimum, the School-wide Behavior Plan shall outline the school's operating procedures for utilizing various prevention and intervention strategies and utilizing progressive discipline within the school.

D. Progressive Discipline Measures

- a. Trauma-informed disciplinary and intervention action should:
 1. be proactive and preventive to address the underlying cause or purpose of a student's behavior (e.g., trauma, social, emotional, or behavioral health needs);
 2. reinforce positive behaviors;



3. promote a student's social and personal competencies while holding them accountable without compromising school safety, respect, and dignity;
 4. employ multi-tiered supports prior to taking exclusionary measures that remove or exclude a student from his or her traditional educational setting (e.g., in/out of school suspension); and
 5. avoid re-traumatizing students by eliminating the use of potentially traumatic or shaming disciplinary practices.
- b. Several social-emotional and trauma-informed strategies may be employed to support acceptable student behavior such as positive behavior supports, restorative practices, mental health supports, progressive discipline strategies, and behavior intervention plans. Strategies may also include teacher/parent or guardian/administrator conference, confiscation of items, loss of privileges, before/after school detention/Saturday school, or suspension from the bus.
- c. With the exception of privileges restricted by the principal, suspension from the bus and confiscation of items, schools shall not impose multiple disciplinary measures on a student for a single offense or violation of the Student Code of Conduct. The principal may restrict activities for students who accumulate a certain number of suspensions. Activities that may be restricted by the principal and the actions that may place students on restriction shall be communicated to the student and parent/guardian by the principal.

E. Confiscation of Items and/or Loss of Privileges

- a. Confiscation of Items
- "Confiscated items" include any personal communication device including but not limited to cellular phones, prohibited electronic devices, and any other item prohibited by the District. Unless the District extends the return time of confiscated items because the item or its contents may be evidence of violation of law or policy, the parent/guardian may pick up the item at a time and location designated by the principal at the close of the next school day following the day that the parent/guardian received notification of confiscation or earlier at the principal's discretion. Thereafter, the parent/guardian may pick up the device by appointment. The District does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged confiscated items while in the custody of the District.
- b. Loss of Privileges Students may lose privileges including, but not limited to, the following:
- i. Loss of classroom privileges
 - ii. Loss of parking privileges
 - iii. Loss of extracurricular/athletic or other school-wide privileges



- iv. Privileges restricted by the Principal
- c. Before/After School Detention/Saturday School Students may be detained before or after the school day or required to attend Saturday school as a means of disciplinary action. The following guidelines shall be followed:
 - i. The student will be given at least one (1) full day of notice before detention/Saturday school.
- d. Parents/guardians will be informed before detention/Saturday school takes place.
- e. Students will be under supervision of certified staff members.
- f. Detention will not exceed 45 minutes after the official closing of the school day but may be administered several days in succession.
- g. Teachers must have the approval of the principal before issuing detention or requiring a student to attend Saturday school.
- h. Students riding school buses will be provided an alternative to detention, or, in collaboration with the parents/guardians, assigned a later detention date.
- i. Students with religious exemptions to Saturday school shall be provided with an alternative disciplinary option.

F. Suspension from the School/MATA Bus

- a. Except where prohibited by law, students who engage in bus-related misconduct may be suspended from riding the school or MATA bus to and from school. Decisions involving temporary/permanent removal from school bus or MATA bus ridership will be made by the principal and as deemed necessary, in collaboration with MATA. In such cases, the student would typically continue his/her school assignment but would have to find another means of transportation. Truancy laws would still be in effect. Additional disciplinary actions may also apply when bus-related misconduct involves a violation of the Student Code of Conduct.
- b. The District shall comply with applicable state and/or federal laws/regulations regarding the suspension of a student receiving special education services from school/Mata bus transportation.

G. In-School Suspension

- a. The in-school suspension program includes a behavior management component that teaches students skills to improve their behavior and make good choices while allowing students the opportunity to complete their regular classroom assignments in an isolated environment. The principal, including vice/assistant principal, has sole discretion to issue in-school suspensions.

H. Exclusionary Discipline Measures

- a. The Board recognizes the impact exclusionary discipline practices have on student success. As practicable, exclusionary measures should be used



minimally: (1) to sustain a safe and orderly educational environment, and (2) after positive support and intervention measures have been implemented without a change in the behavior. The department responsible for attendance and discipline shall communicate expectations for implementation and documentation of support measures. In cases of severe, continuous, and/or extreme behaviors, out-of-school suspension, expulsion, and remand may be warranted.

I. Out-of-School Suspension

- a. Out-of-school suspensions vary in length from one (1) to ten (10) days. It is not the intent of the system to remove students from the school society for minor violations. Therefore, suspension from school should be used with caution and only in appropriate cases. The principal, including vice/principal, and dean of students, has authority to issue suspensions from one (1) to ten (10) days in accordance with applicable law.
- b. For a single suspension from six (6) to ten (10) days, the principal shall be required to
 - i. submit a Suspension Notification Report to their Regional Superintendent. This report
 - ii. must include:
 1. The conduct that resulted in the current suspension.
 2. Information on any previous suspensions, if applicable.
 3. A summary of behavioral interventions used to address the student's behavior.
- c. The Regional Superintendent (or designee) shall monitor and evaluate the Suspension
- d. Notification Reports on a regular basis.
- e. A behavioral intervention plan shall be developed for students who accumulate more than five days of suspension during the school year. 2. Multiple suspensions shall not run consecutively; nor shall multiple suspensions be applied to avoid expulsion from school. Reasonable effort shall be made to contact the parent/guardian immediately regarding any suspension. If contact with the parent/guardian cannot be made, the student will remain at school until dismissal time except in cases of police arrest or an emergency, such as when the student's continued presence poses a danger to persons or property in the school or an ongoing threat of disrupting the academic process. Students on suspension must not be permitted to set foot on school property, attend class, or participate in school-sponsored activities while under suspension, unless otherwise allowed by law and/or Board policy (see §TCA 49-6-3401(d) and Board Policy 6055 Alternative Schools) or when scheduled with the school administration to take exams.



J. Expulsion (Long-term Suspension)

- a. Expulsions vary in length from eleven (11) to 180 days. (Any single suspension in excess of ten (10) consecutive days or multiple suspensions totaling fifteen (15) days in one month is an expulsion.) The principal may issue expulsions subject to student legal due process rights regarding appeals of expulsions (suspension of more than ten (10) days) and in accordance with the District-wide Student Code of Conduct. The Superintendent may modify a state-mandated 180-day expulsion on a case-by-case basis. Students/parents or guardians may choose to appeal an expulsion. Pre-K through Second Grade Students Prior to issuing an expulsion to a student in Pre-Kindergarten through second grade, the school administrator should consult with the department responsible for attendance and discipline with evidence of specific multi-tiered support that has been implemented and documented to address the behavior(s).

K. Threat Assessment Associated with Expulsion

- a. When the student's infraction involves:
 - i. a credible/substantive threat of harm;
 - ii. possession of a dangerous weapon (firearm, knife, taser, explosive, etc.);
 - iii. assault resulting in bodily injury to staff/student(s); or
 - iv. off-campus felony with a firearm,
- b. the principal/assistant principal or designee shall:
 - i. consult with appropriate District staff responsible for the Individuals with Disabilities Education Act (IDEA) including SPED and 504, to determine whether a student has an identified or suspected need for services under IDEA and hold a manifestation determination meeting if necessary; and
 - ii. immediately refer the student for threat assessment to determine the student's level of risk and guide safety planning, not assignment or disciplinary actions. The department responsible for threat assessment shall provide the names of students referred for threat assessment to all applicable departments necessary to provide services for the student upon assignment (i.e., attendance and discipline, safety and security, alternative schools, etc.)
- c. A threat assessment advisement period must be completed by the department responsible for mental health. If extenuating circumstances exist preventing completion of a threat assessment within ten (10) business days of the suspension (e.g., failure of parental/guardian/family participation in the threat assessment, incarceration of student, etc.), the student committing a non-zero tolerance offense will be remanded to an alternative school in compliance with T.C.A. §49- 6-3402. Any placement decision made by the department responsible



for alternative school must comply with IDEA and ADA requirements, and other applicable federal and state laws.

- d. The department responsible for alternative school shall implement an interim safety plan pending completion of the threat assessment. The interim safety plan will be developed in collaboration with, as deemed necessary, a District administrative committee involving departments responsible for attendance and discipline, coordinated school health, threat assessment, 504 implementation, special education services, safety and security, and legal services. Remand to an alternative school shall not preclude any District requirement for conducting a threat assessment. Threat assessment findings and recommendations may be utilized in drafting a final safety plan for the student.
- e. Students expelled as a result of a zero-tolerance offense will be informed by the office responsible for alternative schools that the placement decision is being taken under advisement. Exemptions from the advisement period shall be governed by applicable federal and state law, (e.g., IDEA).
- f. Motor Vehicle or Permit License Revocation In accordance with state law, any student fifteen (15) years of age or older who withdraws from school shall be reported to the Department of Safety by the Superintendent (or designee) or the attendance teacher. When the withdrawal from school is due to circumstances beyond the control of the student, no notice should be sent to the Department of Safety. The Principal (or designee), with the assistance of the attendance teacher and any other staff or school personnel, shall be the sole judge of whether withdrawal is due to circumstances beyond the control of the student. Suspension, expulsion, or confinement in a correctional institution shall not constitute a circumstance beyond the control of a student.
- g. The Principal (or designee), with the assistance of the attendance teacher and any other staff or school personnel, shall be the sole judge of whether withdrawal is due to circumstances beyond the control of the student.
- h. Suspension, expulsion, or confinement in a correctional institution shall not constitute a circumstance beyond the control of a student.

L. Reporting Procedures

- a. Mandatory reportable criminal offenses shall be reported in accordance with applicable state law and Board policy (see 7005 Mandatory Reporting Procedures for Criminal Offenses). The principal shall consult with the department responsible for security when determining whether local law enforcement should be contacted regarding any violation of the Student Code of Conduct that does not require mandatory reporting to law enforcement or other agency. Any student or their parent/guardian who believes the student is experiencing discrimination, or sexual harassment shall immediately report such circumstances to a teacher, counselor,



or principal, or to the Title IX Coordinator for the District. If the report is made to a teacher or counselor, s/he must notify the principal immediately. The principal shall immediately contact the Title IX Coordinator for the District.

Title IX Coordinator
160 Glenn Rogers Sr. Street
Memphis, TN 38112
(901) 416-5417
TitleIX@scsk12.org

M. Special Education Considerations

- a. Students who also qualify for special education services determined to have violated this policy may be suspended, expelled, or remanded or otherwise disciplined only in accordance with applicable federal and state laws and policies. For zero tolerance offenses, remand of a student who qualifies for special education services must be based on recommendation of the IEP team consistent with IDEA; and the student must have a manifestation meeting prior to remand or exclusion from school for over ten (10) days.
- b. Unless a disciplinary infraction is the direct result of a child's disability, the child will be disciplined in the same manner as a nondisabled child. The District, parent/guardian, and relevant members of the IEP team shall review all relevant information to determine:
 - i. if the conduct was a direct result of the District's failure to implement the IEP; and/or
 - ii. if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability.
- c. Serious safety issues involving weapons, drugs, or inflicting bodily injury upon another person while at school, on school premises, or at a school function will result in removal for up to 45 school days. In cases of expulsions (suspensions longer than ten (10) days), the child must continue to receive educational services.
- d. Regular education students may invoke rights under applicable federal and state laws under certain conditions, including if the parent/guardian has expressed concern in writing to supervisory or administrative personnel of the District, or the child's teacher, that the child is in need of special education and related services.
- e. The school district must also contact the Education Specialist at the Department of Children's Services if a foster child (with or without an identified disability) has allegedly committed an offense that may result in a suspension of ten (10) or more days or has had a petition filed against him/her by the school or school system.



N. Offenses and Penalties by Category

It is expected that all students behave in a manner that supports a safe and orderly learning environment. If behavior is disruptive to or threatens the safety of the school community, consequences shall be issued using the Memphis-Shelby County Schools Code of Conduct. Except for Category A State-Mandated Zero Tolerance Offenses, trauma-informed practices shall be implemented as practicable before issuing exclusionary consequences. The infractions of school discipline in the Memphis-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. (For assistance determining the appropriate category for an offense, schools should contact the District office responsible for student discipline.)

a. Category A – State-Mandated Zero Tolerance Offenses

Notwithstanding another law to the contrary, a student has committed a zero-tolerance offense if the student:

- i. Commits aggravated assault as defined in § 39-13-102 or commits an assault resulting in bodily injury (as defined in 39-13-101) upon any teacher, principal, administrator, school resource officer, or any other District employee
- ii. Is in unlawful possession of any drug, including any controlled substance, as defined in §§ 39-17-402 – 39-17-415, controlled substance analogue, as defined by § 39-17-454, or legend drug, as defined by § 53-10-101, on school property or at a school-sponsored activity
- iii. Brings to school or is in unauthorized possession of a firearm on school property or at a school sponsored activity, as defined in 18 U.S.C. § 921
- iv. Threatens mass violence on school property or at a school related activity pursuant to § 39-16-517.

b. Penalty for Category A Offenses:

- i. Mandatory Expulsion/Suspension for 180 days
- ii. Notification will be made to law enforcement authorities. Any modification of this penalty can only be made by the Superintendent or designee.

c. Category B

- i. Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity
- ii. Being under the influence of and/or evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity



- iii. Off campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the students was convicted of a felony, and the student's continued presence in school poses a danger to person or property or disrupts the educational process
- iv. Gang activities - Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating
- v. Being under the influence of illegal substance (without possession) or legend drugs, intentional misuse or excessive consumption/distribution of over-the counter drugs with the intent to intoxicate and/or evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization
- vi. Possession, use or distribution of counterfeit money on school property or at any school sponsored activity
- vii. Assault upon any teacher, principal, administrator, school resource officer, or any other school employee
- viii. Continuous and/or severe Category C Offenses
- d. Penalty for Category B Offenses:
 - i. After implementation of restorative practices:
 - 1. Out-of-School Suspension 7-10 days
 - 2. Expulsion 11-180 days for severe cases
 - ii. When appropriate, notification will be made to law enforcement authorities. Modification of this penalty can be made by the Superintendent or the Disciplinary Hearing Authority.
- e. Category C
 - i. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention
 - ii. False accusations against school personnel



- iii. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event
- iv. Smoking/use and/or the possession of tobacco or smoking hemp products, or electronic/vapor type products (e.g., e-cigarettes), or unauthorized consumption/distribution of non-prescription drugs by students while (1) in school or on school properties, (2) under school's jurisdiction during school hours, or (3) participating in a school-sponsored event
- v. Gang activities – any gang related activity not specified in Category B
- vi. One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity
- vii. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school
- viii. Stealing or misappropriation of school or personal property (regardless of intent to return)
- ix. Immoral or disreputable conduct
- x. Continuous and/or severe Category D Offenses
- f. Penalty for Category C Offenses:
 - i. In-School Suspension
 - ii. Out of School Suspension 5-7 days
- g. Category D
 - i. Open or continued defiant attitude or willful disobedience toward a member of school staff
 - ii. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student
 - iii. Physical or verbal intimidation or threats to other students, including hazing
 - iv. Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention
 - v. Fighting in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another
 - vi. Possession of mace or disabling sprays
 - vii. Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instant messaging, text



messaging, video/audio recording devices, iPod, MP3s or any type of electronic music or entertainment device, and cameras and camera phones

- viii. Sexual, racial, ethnic, or religious harassment/discrimination
- ix. Bullying/cyberbullying, intimidation, and harassment
- x. Refusal to produce an object identified by metal detectors
- xi. Inciting, advising or counseling of others to engage in any acts in Categories A, B, or C using any means to send or receive spoken or written messages, including, but not limited to, notes, letters, texts, online or in-person group chats or conferencing, electronic messaging, audio messaging, video messaging, social media posts/streams, or other similar forms of communication
- xii. Continuous and/or severe Category E Offenses*
- h. Penalty for Category D Offenses
 - i. Parent/Guardian-Principal Conference
 - ii. Before/After School Detention/Saturday School
 - iii. In-School Suspension
 - iv. Out-of-School Suspension (after implementation of restorative practices)
- i. Category E
 - i. Habitual and/or excessive tardiness
 - ii. Class cutting*
 - iii. Intentional disturbance of class, cafeteria, or school activities
 - iv. Leaving school grounds without permission
 - v. Being in an unauthorized area without permission
 - vi. Tampering with grades or report cards; Cheating; Plagiarism
 - vii. Possession of lighters or matches
 - viii. Possession of and access to beepers, cellular phones, or other electronic communication devices during school hours without permission of the principal or in violation to District/school policy
 - ix. Inciting, advising or counseling others to engage in any acts in Category D using any means to send or receive spoken or written messages, including, but not limited to, notes, letters, texts, online or in-person group chats or conferencing, electronic messaging, audio messaging, video messaging, social media posts/streams, or other similar forms of communication
 - x. Dress code violation, including wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment
- j. Penalty for Category E Offenses:
 - i. Implementation of Restorative Practices



- ii. Parent/Guardian-Principal Conference
- iii. Before/After School Detention/Saturday School
- k. In-School Suspension
 - i. In-school or out-of-school suspension must not be used for unexcused absences from class or school. Additionally, out-of-school suspension should not be used to address tardies/early dismissals or other violations when related to class or school attendance.

Note: A teacher, principal, school employee, or school bus driver may use reasonable force in compliance with state law (T.C.A. §49-6-4107; T.C.A. §49-6-2802).

To read Policy 6022 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/CABRHJ6DDE17/\\$file/6022%20Student%20Conduct.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/CABRHJ6DDE17/$file/6022%20Student%20Conduct.pdf)

CELLPHONES/PERSONAL COMMUNICATION DEVICES: POLICY 6024

In accordance with new Tennessee state legislature 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 that is turned on or in visible/audible use 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 stored (e.g., kept in the student's assigned locker, automobile, or other school-approved location at all times during the entire school day), unless otherwise determined by the principal. District security officials may, if they have reasonable suspicion to do so, search any cell phone brought onto any SCBE property, which includes but is not limited to parking areas. For the purposes of this policy the school day includes the entire day from the school start time or bell that indicates the start of the school day until the final dismissal 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 unauthorized 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. The parent may pick up the device at a time and location designated by the principal at the close of the next school day following the day that the parent received notification or earlier at the principal's discretion. Thereafter, the parent may pick up the device by appointment.

Any subsequent violation shall result in the device being taken from the student and retained until the close of the next school day following the day that the parent received notification or earlier at the principal's discretion. Thereafter, the parent may pick up the device by appointment. Moreover, for such subsequent violation of this policy, the student shall receive additional consequences in accordance with the district-wide discipline policy.

The District does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged confiscated items while in the custody of the District.

To view Policy 6024 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/DK3MDN5A03F8/\\$file/6024%20PERSONAL%20WIRELESS%20COMMUNICATION%20DEVICES%20\(PWCD\).pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/DK3MDN5A03F8/$file/6024%20PERSONAL%20WIRELESS%20COMMUNICATION%20DEVICES%20(PWCD).pdf)

APPEALS RELATED TO STUDENT DISCIPLINE: POLICY #6026

The Shelby County Board of Education (Board) recognizes that each student has a fundamental right to a free and appropriate education and that suspensions and expulsions from school may disrupt such rights. It is therefore the policy of the Board to ensure that any Memphis-Shelby County Schools student receiving a suspension or expulsion receives notice and an opportunity for a fair hearing in accordance with applicable laws.

The Board authorizes the Superintendent to establish constitutionally sound due process procedures for students to appeal discipline decisions. Under any circumstance, suspensions and expulsions shall remain in effect pending completion of a requested appeal. Instruction may be provided to such student during the appeals process in accordance with guidelines established by the Superintendent (designee).



A pupil determined to have committed a zero-tolerance offense shall be expelled for a period of not less than one (1) calendar year, except that the Superintendent may modify the expulsion on a case-by-case basis.

Nothing in this policy is intended to prohibit a principal, vice principal, or assistant principal of any public school from suspending a student from attendance at their school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons as permitted under T.C.A. §49-6-3401.

To view Policy 6026 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUQ6767BB80/\\$file/6026%20Appeals%20Related%20to%20Student%20Discipline.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUQ6767BB80/$file/6026%20Appeals%20Related%20to%20Student%20Discipline.pdf)

TOBACCO USE OR POSSESSION: POLICY 6028

The Memphis-Shelby County Schools system prohibits student smoking or possession of tobacco products, lighters or matches, vaping devices (e.g., electronic cigarettes, vaporizers, vape pens, etc.) on school campuses, at school-sponsored activities or on school buses. Additionally, smoking and/or the use of all tobacco products, including smokeless tobacco, are prohibited in all board of education buildings (schools and other facilities); in any public areas, including but not limited to, bleachers used for sporting events, or public restrooms; and in all vehicles, owned, leased or operated by the district at all times. Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden. A "Smoking is Prohibited by Law in Seating Areas and in Restrooms" sign shall be prominently posted for elementary or secondary school sporting events (including at each ticket booth). Any student who possesses tobacco products shall be issued a citation by the school principal. Parents and students shall be notified of this citation requirement at the beginning of each school year.

To view Policy 6028 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUQ7B67E33D/\\$file/6028%20Tobacco%20Use%20or%20Possession.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUQ7B67E33D/$file/6028%20Tobacco%20Use%20or%20Possession.pdf)



ALCOHOL AND DRUG USE: POLICY 6056

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug-Free” community, Memphis-Shelby County Schools advocates prevention, treatment, and intervention regarding student drug and alcohol use. Therefore, the Superintendent shall develop a plan and programs to address the needs of students surrounding drugs and alcohol. The plan shall include the following:

- A. Appropriate ways for handling alcohol/drug-related medical emergencies;
- B. Guidelines for reporting alcohol/drug incidents and illegal activities;
- C. Guidelines for referral of student who may have an alcohol/drug problem and/or are considered “high risk” to agencies and other sources of appropriate help;
- D. Effective working relationship with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Students shall not consume, possess, use, purchase, sell, distribute, or be under the influence of tobacco, smoking hemp, or vapor products, illegal drugs (including prescription drugs for which the student does not have a prescription), or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. Possession of lighters, matches, or drug paraphernalia is similarly prohibited.

Additionally, students are prohibited from giving any drug, prescription or nonprescription, to another student.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws and the Memphis-Shelby County Schools Student Code of Conduct, up to and including suspension/expulsion as well as referral for prosecution.

Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs will be made available through the school office.

To read Policy 6056 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BHPSEY726227/\\$file/6056%20ALCOHOL%20AND%20DRUG%20USE.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BHPSEY726227/$file/6056%20ALCOHOL%20AND%20DRUG%20USE.pdf)



NON-TRADITIONAL SCHOOLS - INCLUDING ALTERNATIVE SCHOOLS OR PROGRAMS: POLICY 6055

The Board authorizes the operation of non-traditional schools. Such schools shall offer personalized instructional, behavioral, and social programming and services designed to meet the needs of individual students who, (1) have been suspended for more than 10 days or expelled from the regular school program, (2) are transitioning from incarceration or the juvenile justice system to the District, and/or (3) would otherwise benefit from a non-traditional educational setting.

The District shall adhere to applicable federal and state laws and guidance, MSCS Policies 6022 Student Conduct and 6026 Appeals Related to Student Discipline, and the Administrative Rules and Regulations to this Policy in the operation of non-traditional schools.

A. General

- a. Assignment Unless otherwise required by law and this Policy (see section B below), approval of the Superintendent or his/her designee shall be required when assigning students to a nontraditional school or program.
- b. Assignment decisions and/or services provided by the department responsible for alternative education for students found to be eligible for special education must comply with IDEA and ADA requirements, and other applicable federal and state laws and guidance.

B. Transportation

- a. Transportation for students attending a non-traditional school or program shall be the responsibility of the parent/legal guardian unless otherwise required by a student's individualized education program (IEP). However, the District, at its discretion, may provide school transportation as a service.

C. Student Conduct

- a. Students attending a non-traditional school or program shall be subject to all school rules and subsequent disciplinary action for violations of such rules in accordance with Policy 6022 Student Code of Conduct.

D. Alternative School or Program

- a. Mandatory Assignment



- b. It shall be the policy of the Board to require students in grades 1-12 who have been suspended for more than 10 days or expelled from the regular school program to attend an alternative school or program when staff and space are available. However, in accordance with applicable law, attendance at an alternative school or program may not be required for certain offenses, and therefore may be considered on a case-by-case basis if the student was
 - i. suspended or expelled for committing a zero-tolerance offense or
 - ii. suspended or expelled for an offense of violence or threatened violence, or an offense that threatened the safety of persons attending or assigned to the student's school if,
 - iii. the alternative school or program is located on the same grounds as the regular school program from which the student was suspended or expelled or
 - iv. the Superintendent (designee) determines that assigning the student to the alternative school or program may endanger the safety of the students or staff of the alternative school or program.

E. Felony Offense

- a. In accordance with state law and Board Policy 6022 Student Conduct, students may receive a long-term suspension or expulsion for an off-campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony (T.C.A. 37-1-131) if:
 - i. the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, OR
 - ii. if the student was convicted of a felony, AND
 - iii. the student's continued presence in school poses a danger to persons or property or disrupts the educational process.
- b. Felony offenses include, but are not limited to, violent felony, felony against a person (including sexual offenses), and any felony that results in surveillance or monitoring by the court.

F. Written Notice

- a. In accordance with state law and guidance, prior to the assignment of a student to an alternative school or program, the District shall provide written notice including the reason(s) for the student's assignment to the student's parent or guardian.

G. Transition Plans

- a. In accordance with applicable state laws and guidance, the District shall develop and implement formal transition plans for the integration of students from the



regular school program to an alternative school or from an alternative school back to a regular school.

H. Pre-Kindergarten and Kindergarten Students

- a. Pre-Kindergarten or Kindergarten students shall not be assigned to an alternative school or program.

To read Policy 6055 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BYRS33691BA5/\\$file/6055%20Alternative%20Non-Traditional%20Academic%20Schools%20Or%20Programs.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BYRS33691BA5/$file/6055%20Alternative%20Non-Traditional%20Academic%20Schools%20Or%20Programs.pdf)

GANGS AND NON-SCHOOL RELATED SOCIAL CLUBS: POLICY 6030

A. Enforcement

- a. The Board prohibits the activities of criminal gangs on school property and at school sponsored events. In order to discourage and prohibit students from participating in gang activities the Board prohibits students from:
 - i. Wearing, while on school property or at school-sponsored/sanctioned activities, any type of clothing, apparel or accessory that denotes the students' membership in or affiliation with any criminal gang;
 - ii. Any activity that encourages participation in a criminal gang or facilitates illegal acts of a criminal gang; and
 - iii. Any gang-related conduct that is seriously disruptive to the educational process or endangers persons or property. A violation of any portion of this policy is grounds for disciplinary action in accordance with the district-wide discipline policy.

B. Prevention and Intervention

- a. In addition to enforcing disciplinary consequences for gang activity, Memphis-Shelby County Schools seeks to support students, schools, and the community by providing gang prevention and intervention services. The District shall implement comprehensive district-wide gang prevention and intervention programs to address the needs of students involved in gangs, students at-risk for gang involvement, and schools and neighborhoods with high gang activity.
- b. The District shall partner with law enforcement agencies to continuously monitor school and neighborhood gang activity and provide ongoing prevention, intervention, and gang awareness training to school staff, parents, and community members.



- c. The Board shall request information from the local law enforcement agency regarding criminal gangs and associated criminal gang activity.
- d. The Superintendent shall arrange for all school principals to be trained to recognize local gang signs and symbols. This training will be coordinated with local law enforcement agencies.
- e. Moreover, the District shall seek collaborations with community, faith-based, and law enforcement agencies to provide students with programs on gang awareness, conflict resolution, decision-making, and life skills.

To read Policy 6030 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUQ8968081F/\\$file/6030%20Gangs%20and%20Non-School%20Related%20Social%20Clubs.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUQ8968081F/$file/6030%20Gangs%20and%20Non-School%20Related%20Social%20Clubs.pdf)

HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION, INTIMIDATION, BULLYING, CYBERBULLYING: POLICY 6046

A. Purpose

- a. To prohibit harassment, sexual harassment, discrimination, bullying, intimidation, and cyberbullying and outline guidelines for identifying, addressing and disciplining student harassment, sexual harassment, discrimination, bullying, intimidation, or cyber-bullying.

B. Scope

- a. This policy applies to all Memphis-Shelby County Schools students and district employees, and other third parties as it relates to interactions with or between students.

C. Definitions

- a. Tennessee Code Annotated Harassment, intimidation, bullying or cyberbullying – acts that substantially interfere with a student's educational benefits, educational opportunities, or educational performance, and:
 - i. If the act takes place on school grounds, at any school-sponsored activity, on school provided equipment or transportation, or at any official school bus stop, the act has the effect of:
 - 1. Physically harming a student or damaging a student's property;
 - 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - 3. Causing emotional distress to a student or students; or



4. Creating a hostile educational environment.
- ii. Or
 1. If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.
 - b. Title IX of the Education Amendments of 1972 (Title IX) specific definitions
 - c. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
 - d. Consent is:
 - i. Informed - A person must understand the who, what, when, where and nature of the activity.
 - ii. Active - Verbal or nonverbal actions that clearly show willingness to participate in the activity.
 - iii. Voluntary - Consent is freely given without the use of force, coercion, manipulation, or threats.
 - iv. Ongoing - A person can revoke consent at any time, even during the occurrence of an act.
 - v. A person cannot give consent if they:
 - vi. Are incapacitated from voluntary or involuntary drug or alcohol use; o Are asleep or unconscious;
 - vii. Have a physical, developmental, or cognitive difference that prevents them from understanding what is happening; or
 - viii. Are a minor who, under state law, is below the minimum age to consent to sexual activity under the circumstances, even if the minor welcomed the sexual activity.
 - e. Discrimination means unlawful treatment, including harassment and sexual misconduct, toward an individual based on classifications protected by state and federal laws which includes but is not limited to discrimination based on sex, gender identity/expression, sexual orientation, or gender expression.
 - f. Formal Complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. The formal complaint must contain the complainant's physical or digital signature. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.



- g. Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- h. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:
 - i. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
 - ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - iii. Activity that meets the following definitions of sexual assault, dating violence, domestic violence, or stalking:
 - 1. "Sexual assault" which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Specifically, these are offenses that meet the definition of rape, fondling, incest, or statutory rape. Sexual assault includes:
 - a. Rape, defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - b. Fondling, defined as the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
 - c. Incest, defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - d. Statutory rape, defined as sexual intercourse with a person who is under the statutory age of consent.
 - e. "Dating violence" which means violence committed by a person
 - f. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - g. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship.
 - ii. The type of relationship.



- iii. The frequency of interaction between the persons involved in the relationship
- i. Domestic violence” which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Or
- j. “Stalking” which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- 1. fear for his or her safety or the safety of others; or 2. suffer substantial emotional distress
- k. Sexual harassment includes but is not limited to:
 - i. Conduct that has the purpose or effect of having a negative impact on the student’s academic performance or of creating an intimidating, hostile, or offensive educational environment.
 - ii. Submission to the conduct is explicitly or implicitly made a term or condition of a student’s academic status or progress.
 - iii. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
 - iv. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.
 - v. Unwelcome leering, sexual flirtations, or propositions.
 - vi. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
 - vii. Graphic verbal comments about an individual’s body, unwanted sexual comments or questions, or overly personal conversation.
 - viii. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature.
 - ix. Spreading sexual rumors.
 - x. Teasing or sexual remarks about students enrolled in a predominantly single-sex class or activity.
 - xi. Unwanted massaging, grabbing, fondling, stroking, or brushing the body.
 - xii. Touching an individual’s body or clothes in a sexual way.



- xiii. Impeding or blocking an individual's movements or any physical interference with school activities when directed at an individual on the basis of sex or gender expression.
 - xiv. Displaying sexually suggestive objects.
 - xv. Electronic communications containing comments, words, or images described above, including interactions and posts on social media.
 - xvi. Harassment based on gender identity, gender expression, transgender status, stereotypical ideas of gender or a failure to conform to gender stereotypes.
- l. Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- m. Memphis-Shelby County Schools (hereafter referred to as the "District") acknowledges that complex societal and historical factors may contribute to inequity within the District and that all harassment, including sexual harassment, devalues all students, undermines students' physical safety, impedes students' ability to learn, and reinforces social inequality. Therefore, the District shall enact and enforce this policy as an act of commitment to (1) ensuring that all students have the right to attend school free from sex-based discrimination which includes sexual harassment, (2) maintaining a safe school environment that is free from harassment and discrimination where students are treated with civility and respect, (3) eliminating sex-based discrimination, harassment, and misconduct and repairing the harm it causes to individuals and to school communities through age-appropriate preventative and responsive strategies that empower survivors of harassment, ensure school safety, and support positive behavioral change; (4) providing support and encouragement to victims of sexual harassment in reporting potential violations of District policy; and (5) providing due process to those



accused of violating this policy. For additional guidance specific to discrimination please refer to SCS Board Policy 1009 Non-Discrimination Statements.

D. Prohibited Conduct

- a. The following conduct will not be tolerated
 - i. Student harassment, sexual harassment, discrimination, intimidation, bullying or cyberbullying. A notice of nondiscrimination shall be published in all District schools in accordance with Title IX requirements.
 - ii. Conduct aimed at defining a student in a sexual manner
 - iii. Conduct impugning the character of a student based on allegations of sexual promiscuity.
 - iv. Conduct motivated by any actual or perceived characteristic, including but not limited to, race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity and expression, a mental, physical or sensory disability, socio-economic or familial status
- b. The District will take steps to prevent recurrence of any substantiated harassment.

E. Reporting

- a. Alleged victims of harassment, intimidation, bullying, or their parents or guardians shall report these incidents immediately to the Principal or building level administrator. Any reports made to staff should be forwarded to the Principal or building level administrator immediately but no later than 24 hours of the expressed concern. Anonymous reports may be made; however, disciplinary action may not be based solely on an anonymous report. Formal complaints of sexual harassment may be filed with the Title IX.
- b. Coordinator in person, via mail, or electronic mail at the contact information listed below:

SCS Title IX Coordinator
titleix@scsk12.org
160 Glenn Rogers Sr. Street, Memphis, TN 38112
- c. Community resources as outlined in the accompanying administrative rules and regulations are also available for community members who need assistance. Additionally, The Shelby County Board of Education has adopted the "Safe School Tips" program which allows any parent, student, teacher, or employee to report information about illegal or inappropriate activities, including but not limited to bullying, sexual harassment, discrimination, theft, distribution or sale of drugs, possession of weapons, etc.
- d. "Safe-School Web-Tips" should be sent to <http://www.tipsubmit.com> or text to 274637, you will then be asked to type in a "code", the code is SCS, then start typing the text message.
- e. Any complaints of harassment, intimidation or bullying should include the following information:



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

F. Investigation

- a. If the complainant is not the parent or guardian, the parents/guardians of alleged victim shall be notified immediately by the Principal or his/her designee of the reported conduct by phone or in person and informed of the availability of counseling and support services that may be necessary. The Principal or his/her designee shall initiate the investigation within 48 hours of receipt of the report, unless the need for more time is appropriately documented. The Principal or his/her designee will revisit substantiated incidents and all follow-up efforts conducted will be appropriately documented.
- b. The Principal or his/her designee shall complete the investigation and initiate an appropriate intervention as soon as possible, but no later than within 20 calendar days from receipt of the report, unless the need for more time is appropriately documented.
- c. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated pursuant to the Shelby County Board of Education's Discipline Policy if the offender is a student. A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion. Additionally, under state law, behavior constituting cyberbullying may be prosecuted as a delinquent act. If the offender is an employee, a substantiated charge may subject such employee to disciplinary action up to and including termination.
- d. The Principal or his/her designee will meet with and advise the complainant and their parent/guardian regarding the findings, and whether corrective measures, and/or disciplinary actions were taken.

G. Referral Procedure for Involved Students

- a. A procedure for a referral for appropriate counseling and support services for students involved in an act of harassment, sexual harassment, discrimination, intimidation, bullying, or cyber-bullying shall be developed and implemented by the Superintendent or designee and provided in the administrative rules and regulations to this policy.

H. Grievance Procedure



- a. The District shall establish a grievance procedure to promptly and equitably resolve complaints that are based on allegations of sexual harassment and/or in violation of Title IX or District policies that prohibit these types of discrimination. Such procedures shall be outlined in the accompanying administrative rules and regulations and published in all District schools in accordance with Title IX requirements.

I. Right of Appeal – Students/Parents

a. Student (Parent/Guardian)

- i. Perpetrator Any student disciplined pursuant to this policy may appeal the decision in accordance with Shelby County Board of Education's disciplinary policies and procedures.

b. Student (Parent/Guardian) Victim (Complainant)

- i. If the complainant is not in agreement with the Principal's or his/her designee's decision the complainant may, within five (5) school days, contact the Memphis-Shelby County Schools' Federal Rights Coordinator (FRC) at 2800 Grays Creek Drive, Arlington, Tennessee 38002; Telephone (901) 473-2575. Within five (5) school days the "FRC" or his/her designee will review the investigation of the alleged charges. Upon completion of the review, the "FRC" will meet with and advise the complainant regarding the findings, and whether corrective measures, and/or disciplinary actions were taken.
- ii. If the complainant is not in agreement with the findings of the "FRC", an appeal may be made, within five (5) school days, to the Superintendent. Within five (5) school days, the Superintendent will review the investigation and provide a written advisory to the complainant whether corrective measures and/or disciplinary actions were taken.

c. Right of Appeal – Employees

- i. An employee disciplined pursuant to this policy may appeal the decision by contacting the Federal Rights Coordinator (FRC) at 160 Glenn Rogers Sr. Street, Memphis, Tennessee 38112; Telephone (901) 416-5323.

d. Procedures for Other Prohibited Conduct

The procedure outlined above shall also be followed in cases in which a student is the subject of

- i. Conduct aimed at defining a student in a sexual manner
- ii. Conduct impugning the character of a student based on allegations of sexual promiscuity
- iii. Conduct motivated by any actual or perceived characteristic, including but not limited to, race, color, religion, ancestry, national origin, sex, sexual



orientation, gender identity and expression, a mental, physical or sensory disability, socio-economic or familial status.

e. Retaliation Prohibited

- i. There will be no retaliation against any person who reports harassment, intimidation bullying or cyberbullying, or sexual harassment or participates in an investigation. However, any employee who gives false information during the course of any investigation or who retaliates against someone for: (a) truthfully reporting harassment, intimidation bullying or cyberbullying or (b) participating in an investigation of allegations of harassment, intimidation bullying or cyberbullying may be subject to disciplinary action up to and including termination if the offender is an employee and pursuant to the Shelby County Board of Education's Disciplinary Policy if the offender is a student.
- ii. This policy shall appear in the Parent/Student Handbook distributed annually to every student.

f. Report to Superintendent and Board of Education Chairman

- i. Following any investigation of harassment, bullying, intimidation or cyber-bullying, the principal (or designee) shall report the findings, along with any disciplinary action taken, to the Superintendent and the Chairman of the Board of Education.

g. Report to the State Department of Education

- i. Beginning August 1, 2016, and annually, thereafter, the school district shall prepare and submit to the State Department of Education in the format provided by department a report which shall include the following:
 1. The number of harassment, intimidation, bullying or cyber-bullying cases brought to the attention of school officials during the preceding year;
 2. The number of harassment, intimidation, bullying or cyber-bullying cases where the investigation supported a finding that bullying had taken place;
 3. The number of harassment, intimidation, bullying or cyber-bullying case investigations not initiated within 48 hours of the receipt of the report and the reason;
 4. The number of harassment, intimidation, bullying or cyber-bullying cases where appropriate intervention was not initiated within 20 calendar days of receipt of the report and the reason why the intervention took longer to initiate; and
 5. The type of harassment, intimidation, bullying or cyber-bullying identified and the manner in which the cases were resolved, including any disciplinary action against the student perpetrator.



h. Training

- i. On an annual basis, District personnel shall receive training on this policy. Title IX related training shall be posted on the District's Title IX website. All materials used in training will be available on the District's website and also can be made available for public inspection at the District Offices

ANTI-HAZING: POLICY 6071

A. Purpose

- a. To prohibit hazing by or directed at any Memphis-Shelby County Schools student or associated with any Memphis-Shelby County Schools student organization.

B. Scope

- a. This policy applies to all schools, organizations, students, volunteers, third parties, and employees within the Memphis-Shelby County Schools.

C. Definitions

- a. Hazing means any intentional or reckless act in this state, on or off LEA [Memphis-Shelby County Schools] property, by one (1) student acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.¹

D. Policy Statement

- a. Memphis-Shelby County Schools seeks to foster a safe and supportive environment for students to learn and excel in both curricular/co-curricular and extracurricular activities. Therefore, hazing and similar acts are strictly prohibited by any student or organization operating under the sanction of the District. Further, students, employees, and volunteers of the District and other individuals associated with the District are prohibited from engaging in, planning, promoting, allowing, or failing to properly report hazing activities.



- b. Knowledge of hazing activities should be reported in accordance with the policy on Harassment, Bullying, Intimidation, and Cyber-bullying (#6046) and shall be made known to the department responsible for student discipline.
- c. The Superintendent or designee shall make available information regarding hazing. The information should include examples of activities that are not considered hazing such as regular/customary practices/conditioning and examples of activities that are considered hazing including, but are not limited to:
 - i. Paddling
 - ii. Branding
 - iii. Clean-up duty for new members only
 - iv. All forms of physical activity deemed dangerous or harmful. i.e. application of foreign substances to the body
 - v. Forcing, coercing, or requiring students to ingest alcohol, illegal or controlled substance, or any foreign or unusual substances
 - vi. Forcing or coercing students to dress in embarrassing or degrading attire or undress inappropriately
 - vii. Any act which is likely to compromise dignity, cause shame or cause a person to be the object of ridicule
 - viii. Any act undertaken in connection with an initiation of an individual or group for membership to any athletic team, club sport, or student organization
- d. This policy shall be distributed or made available to each student at the beginning of each school year. During the first month of each new school year, time shall be set aside to specifically discuss the policy and its ramifications as a criminal offense and the penalties that may be imposed by the district.
- e. This policy is not intended to address corporal punishment, which is prohibited and is not an approved disciplinary measure for Memphis-Shelby County Schools or to address allowable progressive disciplinary measures used in lieu of suspension such as campus beautification, cafeteria duty, etc. (See policy 6022 Student Conduct).
- f. Failure of any individual to comply with the provisions of this policy may result in disciplinary action.

E. Responsibility

- a. The department charged with student discipline is responsible for implementing this policy.
- b. The Superintendent is responsible for ensuring that this policy is followed.



To read Policy 6071 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BLJUQT7D2C30/\\$file/6071%20Anti-Hazing.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BLJUQT7D2C30/$file/6071%20Anti-Hazing.pdf)

SECTION 504 DUE PROCESS HEARING PROCEDURES: POLICY 6054

The Rehabilitation Act of 1973 (Act), commonly referred to as Section 504, is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

Notice of Parents and Student Rights under the Act, as required by law, shall be published on the District's website at <http://www.scsk12.org> and provided in the Student Handbook located on the District's website or at a school.

Parents shall have a right to challenge the actions of the Section 504 Committee or any others (students, parents, district employees or other third parties) as it relates to interactions with regard to their child's identification, evaluation, educational placement or the provision of FAPE through any one (1) or all of the following in accordance with this policy:

- Informal Grievance Procedures;
- Formal Grievance Procedures; and/or
- Impartial Due Process Hearing

A. Grievance Procedures

A. Parents' decision to participate in the informal and/or formal grievance process does not prevent them from requesting an impartial due process hearing at any time. Parents/guardians may register a formal grievance or request an impartial due process hearing either verbally or in writing. If the request is initially made verbally, it shall be put in writing. The parent/guardian may be provided a form for this purpose.

B. Informal Grievance

- a. If parents have a grievance, they may request verbally or in writing (or via the District provided form attach link to form) an informal conference with a school level administrator within seven (7) days after receipt of the written decision. A conference will be scheduled within three (3) school days after notice of the grievance is received by the principal. If the grievance is not resolved following the informal conference or if parents elect not to participate in an informal



conference with school level administrators, a formal grievance and/or a request for a due process hearing may be filed

C. Formal Grievance

- a. Parents may lodge a formal grievance by filing a Notice of Appeal verbally or in writing (or via the District provided form attach link to form) with the District's Section 504 Coordinator within five (5) workdays from the time they receive written notice of the Section 504 Committee's action(s).

- b. The Section 504 Coordinator may be reached at:

Memphis-Shelby County Schools
Glenn Rogers Sr. Street
Memphis, TN 38111
Phone (901) 416-6007
Fax (901) 416-8476

D. Attention: Section 504 Coordinator

- a. The Superintendent (or designee) shall conduct an investigation, and a written decision shall be rendered within two (2) weeks.
- b. If the grievance is not resolved after the Superintendent's (or designee's) written decision, the parents may appeal, verbally¹ or in writing (or via the District provided form attach link to form), to the Shelby County Board of Education within 10 days from receipt of the decision. The Board shall meet and review the formal grievance at the first scheduled regular Board meeting after receipt of the appeal and decide (1) that no hearing before the Board is warranted or (2) notify the grievant of the scheduled hearing. Any hearing granted by the Board shall be held within 15 days from the date of such notice.
- c. If the grievance is not resolved following the formal grievance or the parents elect not to participate in a formal grievance process, an informal grievance and/or a request for a due process hearing may be filed.

E. Impartial Due Process

- a. Hearing Section 504 requires that the District maintain a procedure for conducting impartial hearings with an opportunity for participation by the student's parents/guardian and representation by counsel.³ The Due Process Hearing may be requested verbally¹ or in writing (or via the District provided form attach link to form) for denial of a student's identification, evaluation, educational placement or the provision of FAPE. The following provides the due process hearing procedures:
- b. Parents requesting a hearing should submit a verbal¹ or written (or via the District provided



Memphis-Shelby County Schools
Glenn Rogers Sr. Street
Memphis, TN 38111
Phone (901) 416-6007
Fax (901) 416-8476

F. Attention: Section 504 Coordinator

- a. The request shall include the following information:
 - i. The reason for the request
 1. Denied identification, evaluation or educational placement of persons who, because of disability need or are believed to need special instruction or related services and/or the provision of FAPE
 2. Placed in a setting which is not the least restrictive environment
 3. Denied appropriate services due to inaccessibility of programs
 4. Denied accommodations and/or modification to regular education program because of identified disability
 5. Denied participation in extracurricular or nonacademic activities because of a disability
 - ii. A suitable time for the hearing: morning, afternoon, evening
 - iii. Two (2) possible dates for the hearing
 - iv. A statement as to whether you prefer the hearing to be closed or open
- b. Upon receipt of the Due Process Request, the Section 504 Coordinator will forward it to one of the impartial Hearing Officers on the approved Hearing Officer List. The impartial Hearing Officer will then advise both parties of the date, time and location of the hearing.
- c. The hearing must be held no less than fifteen (15) days and no more than thirty (30) days from the time the request for the hearing is submitted, unless the parent/guardian agrees otherwise, or the Hearing Officer grants a continuance at the request of one of the parties.

G. School System's Responsibilities

- a. The school will provide a location for the hearing.
- b. The cost of the impartial Hearing Officer and court reporter will be paid by the school system. The school system will provide the parents with a copy of the hearing transcript at no cost to the parent.
- c. The school system will allow the child to remain in his/her present placement until after the hearing; unless the parents agree that a change in placement would be best for the child.



- d. The school system must inform the parent of any free or low-cost legal services or other relevant services available in the area.
- e. If a parent/guardian is represented by a licensed attorney at the due process hearing, she/he must inform the District's Section 504 Coordinator and the appointed Hearing Officer of that fact, in writing, at least (7) days prior to the hearing date.

H. Before the Hearing

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

I. During the Hearing

- a. The parent(s) and the school system may be represented by legal counsel.
- b. The parent(s) may present and cross-examine witnesses who know about the child's disability.
- c. The child may be present at the hearing.
- d. After the impartial Hearing Officer has heard the case, he/she will give a written decision.
- e. The impartial Hearing Officer understands what the law requires for children with special needs.

J. After the Hearing

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



- e. A parent/guardian should contact OCR concerning timeframes for filing OCR complaints.

The OCR office for Tennessee is:

The OCR National Headquarters is:

Atlanta Office

Office for Civil Rights

U.S. Department of Education U.S. Department of Education

Office of Civil Rights

Lyndon Baines Johnson

Department of Education Bldg.

61 Forsyth St. S.W., suite 19T10 Atlanta, GA 30303-8927 400 Maryland

Avenue, SW Washington, DC 20202-1100

Telephone: (404) 974-9406

FAX: (404) 974-9471;

TDD: 877-521-2172

Email: OCR.Atlanta@ed.gov

Telephone: 800-421-3481

FAX: (202) 453-6012

TDD: 877-51-2172

Email: OCR@ed.gov

To read Policy 6054 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BWDQND6A1A56/\\$file/6054%20Section%20504%20Grievance%20and%20Due%20Process%20Procedures-%20ADA%20checked.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/BWDQND6A1A56/$file/6054%20Section%20504%20Grievance%20and%20Due%20Process%20Procedures-%20ADA%20checked.pdf)

MSCS TITLE I PARENTAL INVOLVEMENT: POLICY 5010

To comply with all pertinent mandates of state and federal regulatory standards which require that all parents have access to various levels and types of parental involvement activities with no person excluded based on race, religion, creed, gender, socio-economic status, physical impairment or age. Memphis-Shelby County Schools will put into operation programs, activities and procedures for the involvement of parents in all its schools.



In Title I schools, the school district shall specifically put into operation Title I, Part A programs, consistent with section 1118: <https://www2.ed.gov/policy/elsec/leg/esea02/pg2.html#sec1118>

of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. For more information, please see full Policy 5010.

To read Policy 5010 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUP79633386/\\$file/5010%20Title%20I%20Parental%20Involvement.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUP79633386/$file/5010%20Title%20I%20Parental%20Involvement.pdf)

SCHOOL SUPPORT ORGANIZATIONS FAMILY AND COMMUNITY ENGAGEMENT: POLICY 7007

A. General Approval Requirements (TCA 49-2-604)

- a. Memphis-Shelby County Schools recognizes that school and district-wide programs are enriched and enhanced through the efforts of school support organizations. It is therefore the intent of the District to ensure that the operations of such organizations are parent-led and conducted in a manner that adheres to acceptable practices. To this end, organizations seeking to be recognized (approved) by the District as a viable school support organization must:
 - i. Submit an application to the Superintendent or his/her designee requesting recognition and approval to function as a district and/or school support organization
 - ii. Provide details of its structure including:
 - 1. Proof of nonprofit, or foundation status including chartered membership
 - 2. Current list of officers and officers' duties, telephone numbers, and addresses
 - 3. Goals and objectives
 - 4. Additional information as deemed appropriate by the Superintendent or his/her designee
- b. The Board authorizes the Superintendent or his/her designee to develop a process to approve organizations as school support organizations. Such approval shall be required prior to
- c. the use of the name of the District or schools; mascot or logos;



- d. the use of District property or facilities for the raising of money, materials, property or securities; and
- e. the organization undertaking any fundraising activity.
- f. Such approval shall not make the fundraising activity a school/District sponsored activity.
- g. The District inclusive of the board, Superintendent, principals and/or other school officials shall not incur any liability for the failure of an approved school support organization to safeguard school support organization funds.

B. Annual/Periodic Requirements

- a. Approved school support organizations shall annually submit to the Superintendent or his/her designee:
 - i. proof of its continued nonprofit or foundation status;
 - ii. the goals and objectives of the organization;
 - iii. the current telephone number, address and position of each officer of the organization; (4) minutes of meetings; and
 - iv. prior to the end of the school year, a statement of total revenues and disbursements.
- b. Additional information may be required as deemed appropriate by the Superintendent or his/her designee.

C. School Support Organization Requirements (TCA 49-2-604)

- a. Approved school support organizations shall at a minimum be required to
- b. Operate within the standards and guidelines set by a related state association as applicable;
 - i. Maintain statements and records for a period of at least four (4) years and make available upon request by any member of the organization, Superintendent or his/her designee, school principal, or the office of the comptroller of the treasury
 - 1. detailed statements of receipts and disbursements;
 - 2. minutes of any meetings;
 - 3. a copy of its charter, bylaws and documentation of its recognition as a nonprofit organization; and
 - 4. Adhere to all applicable federal and/or state statutes and guidelines.

D. Prohibited Activity

- a. Approved school support organizations shall be prohibited from having as its treasurer, bookkeeper, and/or signatory of checks any School Representative. A



majority of the voting members of any school support organization board should not be composed of School Representatives.

- b. Posting/Publishing of School Support Organizations Compliance (TCA 49-2-605)
- c. The Superintendent or his/her designee shall annually post or publish a list of organizations that have satisfied the requirements of this policy and are approved as District school support organizations. The Board authorizes the Superintendent to determine the appropriate method for posting or publishing this information by written or electronic means.

E. Public Records (TCA 49-2-605)

- a. In accordance with State statute, any forms, annual reports, or financial statements required for submission to the Superintendent or any school principal shall be open to public inspection.

F. Sanctions - Suspension/Revocation of Approval

- a. School support organizations must work with the school in achieving the goals set forth for the school. It is the principal's responsibility to ensure the school support organization is a positive reflection of the school. If the principal deems necessary, he/she may recommend to the Superintendent or his/her designee that the approval of the organization to function within the District as a recognized school support organization be suspended or revoked. The Superintendent reserves the right to revoke the approval of any organization if it is found that the organization's operations and purpose are not consistent with the directives of the Superintendent or the policies adopted by the Board.

b. Funds - Collection of Money/Disbursement of Donations (TCA 49-2-606)

- c. The collection of money and disbursement of donations by approved school support organizations shall be in accordance with applicable State statutes. 1. Collection of Money a. The school principal has the authority to enter into an agreement with a school support organization to operate and collect money for a concession stand or parking at a related school academic, arts, athletic, or social event on school property.
- d. b. The principal also has authority to enter into an agreement with a school support organization to operate a bookstore located on the school grounds that makes direct sales of items to students where any money the school support organization collects or any portion designated by the agreement shall be considered as school support group funds and not as student activity funds.



- e. A principal may allow funds raised by fundraisers conducted by a school support organization outside the school day and involving students to be collected during the school day by the school support organization. Such funds shall be school support organization funds provided school employees are not involved in the accounting of such funds, and the funds are turned in using sealed envelopes.

G. Disbursement of Donations (TCA 49-2-607)

- a. Donations made by a school support organization to a school shall be disbursed only in accordance with applicable State statutes and any written conditions that the school support organization may place upon the disbursement of the funds and shall be in accordance with the goals and objectives of the school support organization. Donation of funds by a school support organization to an individual school shall not be considered as student activity funds but instead as internal school funds from the point of their donation to the respective school.
- b. Any disbursements of donated funds by a school official or employee shall be made in accordance with any relevant federal, state, or local government laws.

H. Prohibited Actions (TCA 49-2-608)

- a. School support organizations in accordance with State statute shall be prohibited from:
 - i. Using the school's or school district's sales tax exemption to purchase items;
 - ii. Representing or imply that its activities, contracts, purchases, or financial commitments are made on behalf of or binding upon the school or school district;
 - iii. Using school support organization funds for a purpose other than purposes related to the goals and objectives of the school support organization that relate to supporting a school district, school, school club or school academic, arts, athletic, or social activity; or
 - iv. Maintaining or operating a bank account that bears the employer identification number of a school board, school, or any other school related governmental entity. From July 1, 2007, any funds deposited into the bank account shall be presumed to be a donation to the entity whose employer identification number is used and shall be treated as student activity funds

To read Policy 7007 In Its Entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUPM464D77D/\\$file/7007%20School%20Support%20Organizations.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUPM464D77D/$file/7007%20School%20Support%20Organizations.pdf)



STUDENT CLUBS AND ORGANIZATIONS STUDENT EXPERIENCE

DEPARTMENT: POLICY 6064

Students shall be allowed to propose and seek approval for clubs and organizations for the purpose of granting a place within the school for students to meet during non-instructional time. The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school. Each school shall distribute a list of available clubs and organizations in the student handbook or equivalent. The list shall include:

- A. The names of the clubs and organizations, including any abbreviations or acronyms;
- B. The mission and purpose of the clubs and organizations;
- C. All financial requirements associated with membership in the club or organization; and
- D. The procedures for providing informed written consent by parents and/or legal guardians for minor students to join or participate in those organizations.

The Superintendent shall approve all requirements imposed by clubs that have restricted membership requirements.

Sororities, fraternities, and all secret organizations are prohibited as student clubs and organizations.

Hazing and similar acts are strictly prohibited by any student or organization operating under the sanction of the District.

EMERGENCY CLOSINGS: POLICY 3002

The Superintendent is empowered to close the schools or to dismiss them early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel. Such action is never to be taken lightly for public education is one of the principal functions of the community and should be maintained at a normal level except in extreme circumstances. When regularity of operation ceases, serious difficulties are caused, and the welfare of children may be jeopardized. Schools may not properly be closed merely to avoid inconvenience. While it may be prudent, under circumstances to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible.



Therefore, if conditions affect only a single school, only that school shall be closed.

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

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

The Superintendent shall weigh these factors and shall take action to close the schools only after consultation with traffic and weather authorities, local principals, and school officials for neighboring districts. Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closing. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

A teacher, including a teacher on pre-approved leave or other type of leave, shall not be charged with a day of leave for any day on which the teacher's school or the school district is closed due to natural disaster, inclement weather, serious outbreak or contagious illness, or other unexpected event.

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.

For the purpose of this policy and in accordance with State law, a teacher's school or school district is not closed when teachers are required to work remotely and provide virtual instruction to students.



To read Policy 3002 in its entirety, please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/C6PSQA6FA302/\\$file/3002%20Emergency%20Closing.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/C6PSQA6FA302/$file/3002%20Emergency%20Closing.pdf)

STUDENT ACCEPTABLE USE AND INTERNET SAFETY: POLICY 6031

Access to the District's Internet, email, devices, and other digital and technology resources (hereafter referred to as digital and technology resources) is a privilege intended for educational and instructional purposes including, but not limited to, research, facilitation of communication and collaboration among teachers and students, and any other purposes approved by the District.

The Superintendent (or designee) is authorized to develop and implement Administrative Rules and Regulations or other guidance (hereafter referred to as District guidance) to ensure the acceptable use of the District's digital and technology resources.

In accordance with applicable federal and state laws, LR3,4,5 the District shall ensure the Internet safety of students through enforcement of acceptable use guidelines and maintenance of technology protection measures that (1) block, filter, or otherwise prevent internet access, to the extent possible, to content that is obscene or pornographic, (2) prohibit and prevent a user from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors, and (3) minimize cybersecurity threats. Such measures shall address:

- Access by minors to inappropriate matter on the Internet;
- The safety and security of minors when using email, AI technology, chat rooms, and other forms of direct electronic communications;
- Unauthorized access, including "hacking," and other unlawful activities by minors online,
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them.

The Superintendent (designee) shall implement a process by which a person may file a complaint concerning an alleged violation of the technology protection measures implemented by the District. Received complaints shall be reviewed by the Superintendent (designee) to determine if action is necessary.

A. Acceptable Use Agreement



- a. The District's acceptable use agreement that sets forth the terms and conditions of such use must be signed annually before a student is allowed access to District digital and technology resources.

B. Digital Citizenship Education

- a. Digital citizenship education, appropriate for age and grade, shall be provided to students on an annual basis to ensure they are able to understand and exhibit appropriate technology behavior, including, but not limited to,
- b. digital use, acceptable and responsible use of AI, privacy and security, encountering and reporting inappropriate material/activity, and cyberbullying awareness and response. Additional educational opportunities (formal and informal) may be provided as needed to guide students in the appropriate and responsible use of digital and technology resources, including AI.
- c. Use of Artificial Intelligence (AI) The Board supports the ethical and responsible use of AI technologies by District students. Such technology should only be used to enrich student learning experiences and not replace a student's academic capacity.
- d. Any use of AI technology for instructional and assignment purposes must align with acceptable use requirements and policies including but not limited to the following: 6001 Academic Honesty; 6003 Confidential Student Information; 6022 Student Conduct; and 6046 Harassment, Sexual Harassment, Discrimination, Intimidation, Bullying or Cyberbullying.
- e. The Superintendent (or designee) shall report to the Board no later than June of each year on how the policy specific to AI will be enforced in the upcoming school year. The report, once approved by the Board, shall be submitted to the Department of Education in accordance with state law.

C. Privacy and Monitoring

- a. Students shall have no expectation of privacy while using District digital and technology resources. The District reserves the right, at all times, to monitor and inspect any District digital and technology resources accessed by any student.

D. Personal Devices

- a. Use of personal electronic devices is subject to this Policy and District guidance when using District digital and technology resources.
- b. Discipline Violations of this Policy and District guidance may result in loss of access to the District's digital and technology resources, disciplinary action up to



and including suspension or expulsion in accordance with the Student Code of Conduct (see Policy 6022), restitution for damages, and/or any legal action deemed appropriate.

To read Policy 6031 in its entirety please visit:

[https://go.boarddocs.com/tn/scsk12/Board.nsf/files/D6LL5954D8AC/\\$file/6031%20Internet%20Safety%20and%20Use.pdf](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/D6LL5954D8AC/$file/6031%20Internet%20Safety%20and%20Use.pdf)

POWERSCHOOL REGISTRATION AND ENROLLMENT

Whether your child is a returning student from the previous school year or brand new to Memphis Shelby County Schools, his/her enrollment begins by registering online. Parents can register online for their child's zoned school or an approved transfer location.

All students must be registered in PowerSchool Enrollment each year. Parents must log into the PowerSchool Parent portal and complete new and returning student registration each year. Please visit <http://www.scsk12.org/registration/> for additional details.

NO PAPER COPIES WILL BE ACCEPTED.

EVERY STUDENT IN A SEAT – NO BARRIERS AT THE DOOR: *REFER TO POLICY #6002*

We will not turn away any student at registration because of fees, missing records, or confusion about grade placement. For questions, please contact the Enrollment Office at 416-2989.

PowerSchool Mobile App

Are you a current MSCS student?

Go to:

<https://scstn.powerschool.com/public/home.htmlhttps://scstn.powerschool.com/?PID=1197> to register now!

Don't have your PowerSchool access code? Contact your child's school, email studentservices@scsk12.org, or call (901) 416-2989.



Are you new to MSCS?

Get your PowerSchool access code by contacting your zoned school or approved school transfer location or email studentservices@scsk12.org or call 416-2989.

What You Need to Register

- All returning students require a PowerSchool access code. Don't have one? Contact your child's school or call 416-2989.
- All new MSCS students must visit their zoned school or approved transfer site to begin the registration process. You can find your assigned school and get transfer information at <http://www.scsk12.org/choice/>
- An active email address is required to register online. Don't have one? Try a free site like Gmail, Yahoo or Hotmail.
- You must have two (2) approved proofs of residence. Additional information is required if you share a residence. Specific requirements can be found at <http://www.scsk12.org/registration/proof?PID=792>
- Students must be up to date on required immunizations and physicals or have an approved exemption on file to attend school <http://www.scsk12.org/registration/immunizations?PID=794>.
- Verify if your child will ride the bus at school before day 1. This will ensure your child has a bus assignment <http://www.scsk12.org/transportation/?PID=841>.

Need Help?

Visit any of these locations M-F during business hours for Internet access, English language support or additional help with your registration.

- Parent Welcome Center (2687 Avery Ave.) *English Language Support available
- Northeast Regional Office (920 N. Highland St.) *English Language Support available

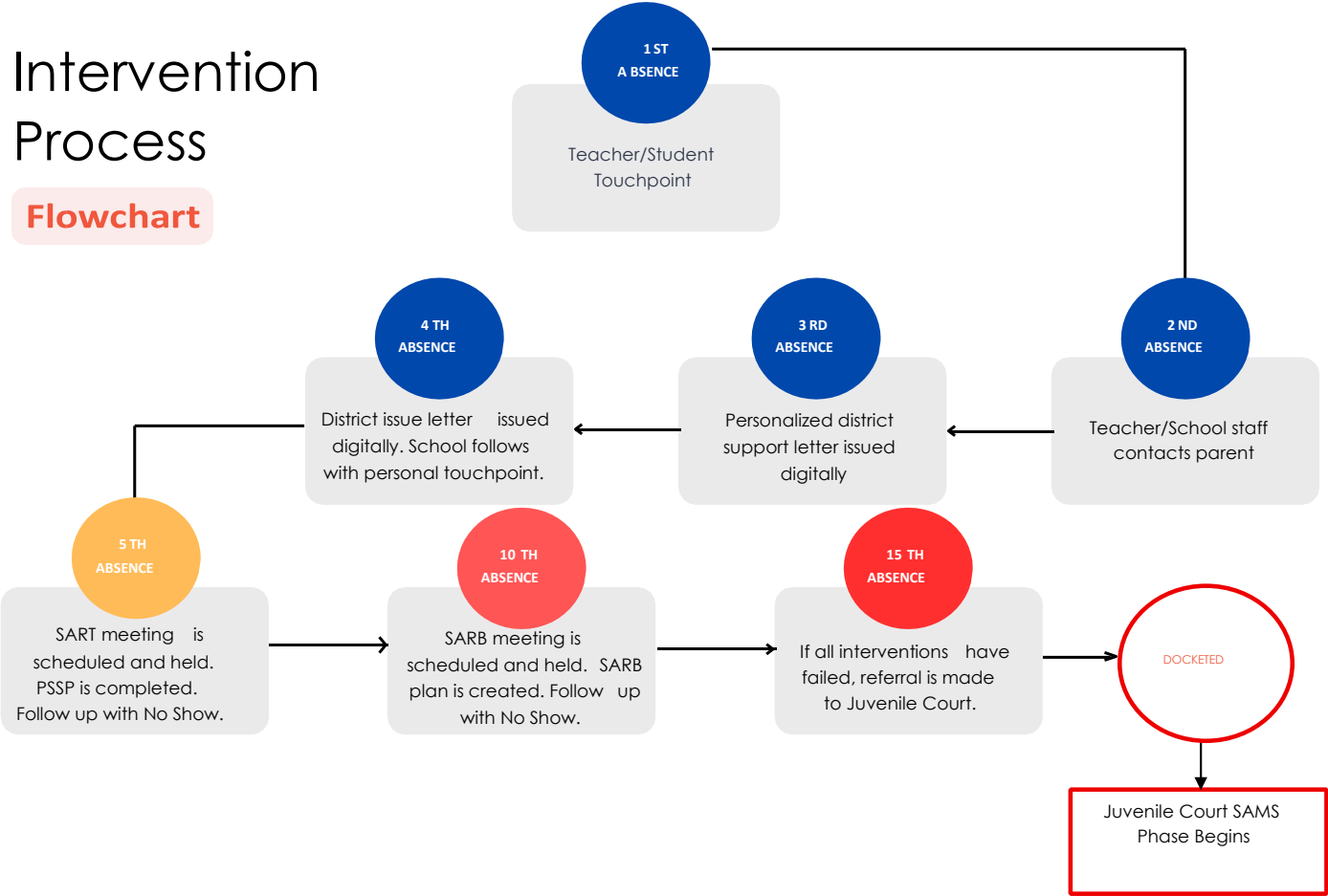


OFFICE OF ENROLLMENT, ATTENDANCE AND TRUANCY

ATTENDANCE FLOWCHART POLICY #6014 (TRUANCY)

Intervention
Process

Flowchart





ANTI-BULLYING CONTRACT

PRIMARY

_____ School Year

By signing this Anti-Bullying Contract (in reference to Policy #6046) I agree to:

- Treat all others with dignity and respect;
- "If I am a victim of bullying or if I witness a bullying incident, I will report it to an adult immediately."
- Keep my hands to myself
- I will ask before I touch anything that belongs to another person.
- I will only engage in positive behavior
- I will only call other students by their name
- I will treat my teachers and other students the way I want to be treated
- I WILL NOT BE A BULLY

I understand that Memphis-Shelby County Schools will not accept these bullying behaviors. I pledge that I will not be a bully and I will treat students at my school with respect.

Refrain from any behavior that constitutes bullying, including, but not limited to:

Cyber bullying, harassment (sexual, verbal, etc.), name calling, hitting, threatening, or intimidating, maliciously teasing and taunting, making sexual remarks, stealing, or damaging other belongings, spreading rumors about others, or encouraging others to reject or exclude someone.

I understand that these behaviors are bullying behaviors and will not be accepted or tolerated by Memphis-Shelby County Schools. I pledge that I will not bully my peers and will treat all others and their belongings with respect.

Student Name (Printed)

Student Signature

Student Signature Date

Principal Name (Printed)

Principal Signature

Principal Signature Date



ANTI-BULLYING CONTRACT

SECONDARY

_____ School Year

By signing this Anti-Bullying Contract (in reference to Policy #6046) I agree to:

- Treat all others with dignity and respect;
- "If I am a victim of bullying or if I witness a bullying incident, I will report it to an adult immediately."
- Refrain from any behavior that constitutes bullying, including, but not limited to:

Cyber bullying, harassment (sexual, verbal, etc.), name calling, hitting, threatening, or intimidating, maliciously teasing and taunting, making sexual remarks, stealing, or damaging other belongings, spreading rumors about others, or encouraging others to reject or exclude someone.

I understand that these behaviors are bullying behaviors and will not be accepted or tolerated by Memphis-Shelby County Schools. I pledge that I will not bully my peers and will treat all others and their belongings with respect.

Student Name (Printed)

Student Signature

Student Signature Date

Principal Name (Printed)

Principal Signature

Principal Signature Date



Board of Education

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Joyce Dorse Coleman, Vice Chair

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