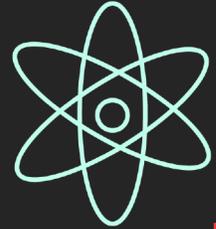
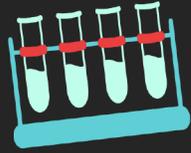


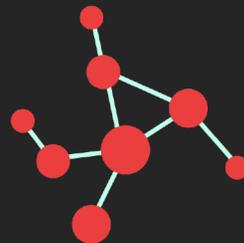
Scott County Schools



STUDENT



HANDBOOK



2022 - 2023

<https://scottcounty.net>

Dear Parent or Guardian,

We welcome you and your child to a new year with the Scott County School System. We have updated our student handbook to provide you specific information on the rules, regulations, and policies that will directly affect your child during the 2022-2023 school year.

Please take time to review the entire handbook with your child so that you both can become better informed about the expectations and responsibilities that we have for providing the best learning experiences possible for our students. Please note that acceptable conduct and regular attendance by students are essential elements of an effective instructional program. We urge you to partner with us this year as we move forward in helping your child meet these responsibilities and reach new heights in learning achievement.

There are a number of forms contained on perforated pages in the back of the handbook that we ask you to sign and return.

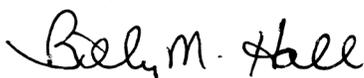
There have been extensive updates made to the handbook to align with recent changes in both local & state board policies as well as new / updated state laws. Some sections have been completely rewritten. We encourage you to read through the entire The most notable of these is the new state-wide grading scale which can be found on Page 27.

There are a number of assessments given throughout the year at both the local and state levels. A schedule of these assessments may be found on Page 10.

If you have concerns or need clarification about any part of this handbook, feel free to contact your child's principal or me. We welcome your inquiries and your suggestions.

Thank you for giving us the opportunity to educate your child. We take that responsibility very seriously, and we are committed to doing our best to help your son or daughter have a great school year.

Sincerely,



Billy M. Hall, Director
Scott County Schools

Policies in the Scott County Schools Student Handbook are subject to revision.

**Updates to these policies, operating schedules, and announcements will be posted to the district website:
www.scottcounty.net**

**ALL INFORMATION CONTAINED AT SCOTTCOUNTY.NET TAKES PRECEDENCE OVER THE
INFORMATION CONTAINED IN THE PRINTED VERSION OF THIS HANDBOOK.**

Scott County School's policies, programs and activities comply with federal and state laws and regulations prohibiting discrimination on the basis of race, color, religion, age, national origin, sex, and disability. For further information, contact the Scott County Schools Central Office at 423-663-2159

Title VI	Bill Hall	423-663-2159	bill.hall@scottcounty.net
Title IX	Bill Hall	423-663-2159	bill.hall@scottcounty.net
Section 504	Rosemary Jeffers	423-663-2159	rosemary.jeffers@scottcounty.net

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Scott County Board of Education

P.O. Box 37
208 Court Street
Huntsville, TN 37756

Bill M. Hall
Director of Schools

Phone: (423) 663-2159
Fax: (423) 663-9682

Dear Parents/Guardians,

Scott County Schools receives federal funds for Title I programs that are part of the *Every Student Succeeds Act (ESSA)* for the 2022-2023 school year. Our schools are eligible for a Schoolwide Title I Program, which means schools may consolidate and use funds under Title I, together with other federal, state, and local funds, in order to upgrade the entire education program for all students.

As a parent, you may request information regarding whether professionals are highly effective, including the qualifications of your child's teachers and paraprofessionals. This includes information about whether your child's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; is teaching in the field of discipline not of the certification of the teacher; and is teaching alongside paraprofessionals and, if so, the paraprofessional's qualifications.

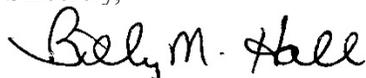
Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111 (g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. If a grade-level appropriate alternative is not available within our district, we will attempt to find an appropriate and available option with one of our neighboring districts.

You have the right to be involved in your child's education. The Scott County Schools have a Family Engagement Plan that is posted on the Scott County School's Web Site at www.scottcounty.net. Schools are required to hold an annual meeting for Title I parents; offer a flexible number of meetings; involve you in an ongoing manner in the planning, review and improvement of Title I programs; provide you with information about the programs, a description and explanation of the curriculum, forms of academic assessment, and if requested opportunities for regular meetings to discuss the education of your child(ren); and distribute to you a school-parent compact that outlines the responsibilities of each party for improved student academic achievement.

It is your right to inspect third party surveys before they are distributed to students. The district has policies to protect student privacy when surveys ask for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screenings of students; collection, disclosure of personal information about students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. You are to be given annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies. You must be given notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information; administration of surveys containing requests for certain types of sensitive information; any non-emergency, invasive physical examination that is required as a condition for attendance, administered by the school, scheduled in advance and not necessary to protect the immediate health and safety of students.

If you would like more information regarding any of the above notifications, please contact the Scott County Schools Central Office at 423-663-2159.

Sincerely,



Bill Hall
Director of Schools

Scott County Board of Education

**P.O. Box 37
208 Court Street
Huntsville, TN. 37756**

**Bill M. Hall
Director of Schools**

**Phone: (423) 663-2159
Fax: (423) 663-9682**

Dear Parent/Guardian,

We need your help with an important goal for the Scott County School District this year. We want to ensure that every student attends school every single day (whether in person or virtually).

Attending school regularly has a significant, positive impact on your child's academic success – from kindergarten through high school. Even as he or she grows older and more independent, you play a key role in making sure your child gets to school safely and on time every day. For context, most students in Tennessee miss six or less days each school year.

We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school – regardless of the reason- it can cause them to fall behind academically. Absences can add up quickly. Students are less likely to succeed academically if they miss 10% or more of instructional days over the course of the school year (this means missing about two days of school per month or about 18 days per year). This number could be less depending on snow days used.

Research Shows:

- Tennessee students who are chronically absent in kindergarten are 15 percentage points less likely to reach proficiency in either 3rd grade math or ELA.
- Nationally, four out of five students who miss more than 10% of both kindergarten and first grade are unable to read on grade-level by third grade.
- The problem continues, as students get older. Tennessee students who are chronically absent in 9th grade are 30 percentage points less likely to earn an on-time diploma (62 % vs. 92%).

We want your child to be successful in school. Let us know how we can best support you and your child so that he or she shows up for school on time every day. If you have any questions or need more information, please contact me, your child's teacher, principal, or school counselor.

Sincerely,



Vince Owens
Attendance Supervisor

COVID-19 SPECIFIC PROCEDURES & GUIDELINES

1. ATTENDANCE

- Tennessee Department of Health guidelines will be used as over arching guidance to quarantine and isolation for schools. Our goal is to amend the current attendance procedures to promote health and safety for all students while maximizing instructional time.
- Under certain circumstances and in conjunction with TN Department of Education rules, “digital attendance” may be allowed. Further guidelines will be released that allow for students to be counted “present” if they digitally complete a full instructional day.
- Digital Attendance will generally be reserved for students who are isolated/quarantined. Regular, general absences will not utilize digital attendance. It will be at the Principal’s discretion to approve digital attendance opportunities outside of these general guidelines.
- All quarantines/isolations ordered by the Health Department or other medical doctor will require documentation and will be logged as excused absences. The student will be allowed to makeup all work and will not be required to recover time.

2. MEDICAL CLINIC NEEDS

- Students are required to wear a mask when visiting the clinic/school nurse. This is still best practices according to healthcare guidelines.
- Any student who visits the clinic at any time and is found to be symptomatic will be evaluated by the school nurse according to the guidelines of the Tennessee Department of Health.

3. CREDIT RECOVERY

- No quarantine absences will be required to be made up in Credit Recovery.
- All makeup work, regardless of reason or excuse for absence, is required to be made up.
- Credit Recovery may take place digitally.
- As always in Credit Recovery, Time + Work = Credit

4. DRESS GUIDELINES

- Students are permitted to wear masks/face coverings for health and safety. All masks/face covering must adhere to the same guidelines as expressed in the original dress code.

5. FOOD SERVICES

- As always, Food Services department will follow the health and safety guidelines of the Tennessee Department of Health.

6. DIPLOMA & TESTING REQUIREMENTS

- At this time, there have been no changes to the diploma requirements for the Class of 2022.
- At this time, there have been no changes to the testing requirements for all students.
- Any updates from TDOE will be announced as soon as possible.

7. HONORS PROGRAM - TOP ACADEMIC HONORS (TAH) REQUIREMENTS

- Spring '20 semester grades will only be included in a student’s GPA, and in the general consideration of TAH, if it benefits the student.
- Since all members of the Class of 2023 were given a school-day, free-of-charge ACT testing opportunity in March 2022, then the ACT requirement will be included in consideration of TAH.
- 20 hours of Volunteer Service can be documented from any time during high school and can be hours that are duplicated to also meet TN Scholars or Beta Club requirements. Documentation is still due by the last full day of the Fall semester.
- To create a level starting point for all C/O 2023 Seniors, the following 4 courses will be the only courses used in the 7th semester calculation of GPA for the purpose of TAH:
 - College Composition I (5.0 weight); Pre-Calculus (4.5 weight); Chemistry II (4.5 weight); Additional SHS course (4.0 weight)
- For the Class of 2023, Valedictorian will be categorized as any student who has completed the Honors Program and has all A’s, regardless of mathematical points. This to prevent a student from being unintentionally penalized because of COVID-19 emergency rules or due to continued changes from outside organizations.
- For the Class of 2023, Salutatorian will be reserved for the next highest GPA who completed the Honors Program and does not have all A’s.
- Final, 8-semester GPAs will be calculated using all courses, with the “benefit exception” of Spring 2020.

8. TELECOMMUNICATIONS / ELECTRONIC DEVICES

- Laptops are issued to all students in grades 1-12. These devices are district-owned, student-loaned for educational and instructional purposes. Students are expected to have these devices available for school and home use.
- When at school, the devices shall be used for educational purposes with teacher permission. Specifically:
 - 1.Students should always gain teacher’s permission before utilizing their personal device.
 - 2.The use should be strictly limited to school/class-directed sites & apps.
 - 3.Personal settings/programs should always be silenced.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Scott County Schools will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The school district will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

MENINGITIS & FLU AWARENESS

Per state law, the District is required to provide information to parent(s)/guardian(s) as to the following diseases.

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting.

The bacteria that causes meningococcal meningitis is very common. Most people will carry this bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the blood stream where it can cause meningitis.

Meningitis is spread through exchange of respiratory droplets or saliva with an infected person. Only a small percentage of people who are exposed to the bacteria will develop meningitis. The bacteria that causes meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There is a vaccine that will decrease the risk of some types of meningococcal meningitis, but it does not totally eliminate risk of the disease.

Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired, and sometimes vomiting and diarrhea.

Flu viruses are spread mainly by droplets made when someone with the flu coughs, sneezes, or talks. A person can also get the flu by touching something that has the flu virus on it and then touching his/her mouth, eyes, or nose.

There is a vaccine that can be received in the form of a flu shot or by nasal spray that can protect against the flu.

To receive additional information regarding these diseases, including locations to receive the vaccinations, please contact Rosemary Jeffers at 423-663-2159.

2022 - 2023 School Calendar

Scott County Schools

<u>Month/Day</u>	<u>Event</u>
August 1	InService Day
August 2	InService Day (Protected - No Pull Outs)
August 3	InService Day
August 4	InService Day (CO Pull Outs - SE, PE, CTE, etc)
August 5	Service Day for Teachers
August 8	First Full Day
September 5	Holiday - Labor Day
October 10-14	Fall Break
November 8	Election Day
November 11	Veteran's Day
November 23	Service Day
November 24	Holiday - Thanksgiving Day
November 25	Break
December 16	Abbreviated Day
December 19-30	Holiday - Christmas Break
January 2	InService Day
January 16	MLK
February 20	Presidents Day
April 3-6	Spring Break
April 7	Holiday - Good Friday
May 13	SHS Graduation
May 25	Service Day
May 26	Last Day - Abbreviated Day

Service Days - 5

August 5
 November 24
 April 3
 May 25
 (2 - 1/2 days PTC)

InService Days - 5

August 1
 August 2
 August 3
 August 4
 January 2

Paid Holidays

September 5 - Labor Day Holiday
 November 24 - Thanksgiving Holiday
 December 23 - Christmas Holiday
 December 30 - New Years Holiday
 April 7 - Good Friday Holiday

School Months - 9 Months 20 Days Each

1 - Begins	8/8/22	Ends	9/2/22
2 - Begins	9/6/22	Ends	10/3/22
3 - Begins	10/4/22	Ends	11/7/22
4 - Begins	11/9/22	Ends	12/12/22
5 - Begins	12/13/22	Ends	1/25/23
6 - Begins	1/26/23	Ends	2/23/23
7 - Begins	2/24/23	Ends	3/23/23
8 - Begins	3/24/23	Ends	4/27/23
9 - Begins	4/2/23	Ends	5/26/23

Nine Weeks

(44 days)	1 - Begins 8/8/22	Ends 10/7/22
(40 days)	2 - Begins 10/17/22	Ends 12/16/22
(52 days)	3 - Begins 1/3/23	Ends 3/17/23
(44 days)	4 - Begins 3/20/23	Ends 5/26/23

Semesters

(84 days)	1 - Begins 8/8/22	Ends 12/16/22
(96 days)	2 - Begins 1/3/23	Ends 5/26/23

2022 - 2023 ASSESSMENTS SCHEDULE

TCAPACHIEVEMENT – Required by State

TCAP will be ELA, Math, Science and Social Studies for students in grades 3 – 8.

Purpose & Use: The TCAP Tests are designed to assess true student understanding not just test taking skills. It will measure student understanding of our current revised state standards in ELA and Math. Science and Social Studies will be tested on the current state standards.

Administration Window: April - May

Districts must administer the writing portions of assessment during the first week of the testing window.

TCAP - Alt (Gr. 3-11) - March - April (MSAA & Science/SS)

Grade 2 - April - May

Grade 2 - ALT - March

Results to Parents & Students:

Quick score reports, which provide teachers and parents with a snapshot of their students' performance may be provided to districts by early summer. These scores may be used to help calculate final grades for student report cards.

Districts should receive individual performance reports which detail student performance in the fall after standard setting. Individual profile reports are provided for parents and students as soon as the district receives them or State makes them available online.

END OF COURSE (EOC) - Required by State

Purpose & Use- The TCAP EOC Tests are designed to assess true student understanding not just test taking skills. It will measure student understanding of our current revised state standards in ELA and Math. Science and Social Studies will be tested on the current state standards

Grade: Students in grades 9 – 12

Subjects: English I/II/III; Algebra I/II; Geometry; Biology; Chemistry; U.S. History and Geography.

Administration Window -

Fall Block – November - December

Spring block / Traditional – April - May

Results to Parents & Students:

Quick score reports, which provide teachers and parents with a snapshot of their students' performance may be provided to districts by early winter for fall block and early summer for spring block. These may be used to help calculate final grades for report cards. Districts will receive individual performance reports which detail student performance after standard setting. Individual profile reports are provided for parents and students as soon as the district receives them or the State makes them available online.

ACCESS FOR ENGLISH LEARNERS (WIDA)

Students will take the ACCESS for ELLs to determine language proficiency. ACCESS assesses student in the four language domains of listening, speaking, reading, and writing.

Applicable Federal/State Law

The test is administered in accordance with the Every Student Succeeds Act (ESSA) of 2015.

Purpose & Use

The test is administered to English Learners to evaluate English proficiency, and provides information that can be used to enhance instruction and learning for ELLs.

Administration Window

February - March

Results to Parents & Students

Additional information is posted on the following website: <https://www.wida.us/membership/states/Tennessee.aspx>

CIVICS - HIGH SCHOOL (AMERICAN GOVERNMENT STUDENTS) - Required by State

Purpose & Use

To fulfill the state law requiring high school students take a civics test.

Administration Window

Scheduled Throughout Fall & Spring Semesters

Results to Parents & Students

Student results are shared with parents and students during the semester of his/her American Government class.

NATIONAL ASSESSMENT FOR EDUCATION PROGRESS (NAEP)

The NAEP produces The Nation's Report Card and is considered the gold standard for large-scale assessment. It is the largest nationally representative assessment of what U.S. students know and can do in key subjects, which allows Tennesseans to see how our students perform as compared to peers in other states.

Purpose & Use

Only a small sample of Tennessee of students in grades 4, 8, and 12 in select schools will take this test and tests in reading, math, social studies, and science. It is often called the Nation's Report Card, measures Tennessee's academic achievement against other states taking this tests.

Testing Window – January - March

Results to Parents & Students

NAEP is not designed to show individual results. After students complete the assessment, their names are physically removed from the booklets and never leave their schools. Instead of reporting individual scores, NAEP reports overall results for the nation, the states, and for demographic groups of students.

ACT - Required T.C.A 49-6-6001(b).

Purpose & Use

The ACT is used to measure college readiness and HOPE Scholarship eligibility.

Administration Window

ACT Fall Senior Testing (Paper) Standard - October

ACT Spring Testing (Paper) Standard - March

ACT Spring Testing (Online) Standard & ACT-Authorized Accommodations - March

Results to Parents & Students

Student Level reports are provided to students approximately 3 to 8 weeks after the administration of the assessment by ACT. Schools will share these reports with students and parents.

NWEA MAP

Purpose & Use

An LEA must administer a nationally normed, skills-based universal screener for RTI. STAR Assessment is a universal screener is a brief screening assessment of academic skills (basic reading skills, reading fluency, reading comprehension, math calculation, math problem solving, and written expression) and a diagnostic tool that is administered to determine whether students demonstrate the skills necessary to achieve grade level standards. It is administered three times per year. The RTI2 School Data Team will look at scores of any student who scores at the 25th percentile or below may be placed in Tier II or Tier III of RTI based on other additional data.

Grades K – 8

Required: Yes by the school district.

Administration Window:

Fall - September

Winter - December

Spring - May

Results to Parents & Students

Screening results are not typically distributed outside the school. However, If a student qualifies for RTI, parents are notified and a graph is sent home with information about what the data indicates.

EASY CBM - Required by District

Purpose & Use

Easy CBM is a benchmark and progress online tool used primarily for RTI2 to show if the student is making progress with the intervention being used.

Grades K-12

Administration Window

Fall: August - September

Winter: January

Spring: April - May

Results to Parents & Students

Test results are sent home to parents with a letter of explanation indicating whether or not a student is making progress. Scores may indicate that a student is progressing or if not may need to move from Tier I to II or Tier III or back to Tier I.

*Parents are able to access more information about testing by going to the State Website at <https://www.tn.gov/education/assessment/testing-overview.html>

INFLUENZA (FLU) VACCINE: WHAT YOU NEED TO KNOW

1. Why get vaccinated?

- Influenza (“flu”) is a contagious disease that spreads around the United States every year, usually between October and May. Flu is caused by influenza viruses, and is spread mainly by coughing, sneezing, and close contact.
- Anyone can get flu. Flu strikes suddenly and can last several days. Symptoms vary by age, but can include fever/chills, sore throat, muscle aches, fatigue, cough, headache, runny, or stuffy nose.
- Flu can also lead to pneumonia and blood infections, and cause diarrhea and seizures in children. If you have a medical condition, such as heart or lung disease, flu can make it worse. Flu is more dangerous for some people. Infants and young children, people 65 years of age and older, pregnant women, and people with certain health conditions or a weakened immune system are at greatest risk. Each year thousands of people in the United States die from flu, and many more are hospitalized.
- Flu vaccine can keep you from getting flu, make flu less severe if you do get it, and keep you from spreading flu to your family and other people

2. Inactivated and recombinant flu vaccines

- A dose of flu vaccine is recommended every flu season. Children 6 months through 8 years of age may need two doses during the same flu season. Everyone else needs only one dose each flu season. Some inactivated flu vaccines contain a very small amount of a mercury-based preservative called thimerosal. Studies have not shown thimerosal in vaccines to be harmful, but flu vaccines that do not contain thimerosal are available. There is no live flu virus in flu shots. They cannot cause the flu.
- There are many flu viruses, and they are always changing. Each year a new flu vaccine is made to protect against three or four viruses that are likely to cause disease in the upcoming flu season. But even when the vaccine doesn’t exactly match these viruses, it may still provide some protection. Flu vaccine cannot prevent flu that is caused by a virus not covered by the vaccine, or illnesses that look like flu but are not. It takes about 2 weeks for protection to develop after vaccination, and protection lasts through the flu season.

3. Some people should not get this vaccine, tell the person who is giving you the vaccine:

- If you have any severe, life-threatening allergies. If you ever had a life-threatening allergic reaction after a dose of flu vaccine, or have a severe allergy to any part of this vaccine, you may be advised not to get vaccinated. Most, but not all, types of flu vaccine contain a small amount of egg protein.
- If you ever had Guillain-Barré Syndrome (also called GBS). Some people with a history of GBS should not get this vaccine. This should be discussed with your doctor.
- If you are not feeling well. It is usually okay to get flu vaccine when you have a mild illness, but you might be asked to come back when you feel better.

4. Risks of a vaccine reaction

- With any medicine, including vaccines, there is a chance of reactions. These are usually mild and go away on their own, but serious reactions are also possible. Most people who get a flu shot do not have any problems with it.
- Minor problems following a flu shot include: soreness, redness, or swelling where the shot was given, hoarseness, sore, red, or itchy eyes, cough, fever, aches, headache, itching, fatigue

If these problems occur, they usually begin soon after the shot and last 1 or 2 days.

More serious problems following a flu shot can include the following:

- There may be a small increased risk of Guillain-Barré Syndrome (GBS) after inactivated flu vaccine. This risk has been estimated at 1 or 2 additional cases per million people vaccinated. This is much lower than the risk of severe complications from flu, which can be prevented by flu vaccine.
- Young children who get the flu shot along with pneumococcal vaccine (PCV13) and/or DTaP vaccine at the same time might be slightly more likely to have a seizure caused by fever. Ask your doctor for more information. Tell your doctor if a child who is getting flu vaccine has ever had a seizure.
- Problems that could happen after any injected vaccine:
- People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting, and injuries caused by a fall. Tell your doctor if you feel dizzy, or have vision changes or ringing in the ears.
- Some people get severe pain in the shoulder and have difficulty moving the arm where a shot was given. This happens very rarely.
- Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a few minutes to a few hours after the vaccination.
- As with any medicine, there is a very remote chance of a vaccine causing a serious injury or death.

5. What if there is a serious reaction?

What should I look for?

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or unusual behavior. Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

What should I do?

- If you think it is a severe allergic reaction or other emergency that can’t wait, call 9-1-1 and get the person to the nearest hospital. Otherwise, call your doctor. Reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling 1-800-822-7967. (VAERS does not give medical advice.)

6. The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines. Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP website at www.hrsa.gov/vaccinecompensation. There is a time limit to file a claim for compensation.

7. How can I learn more?

- Ask your healthcare provider. He or she can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
- Call 1-800-232-4636 (1-800-CDC-INFO) or Visit CDC’s website at www.cdc.gov/flu

I. STATEMENT OF DEVELOPMENT AND ORIGIN

These policies and guidelines have been developed by a committee of parents, students, teachers, principals, and district administrators. They have been approved and adopted by the Scott County Board of Education and are effective at the beginning of the 2022-2023 school year.

II. PURPOSE

It is the objective and policy of the Scott County Board of Education to recognize, preserve and protect the individual rights of all students...and yet at the same time to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Within this policy framework it is the continuing duty of the school board, the administrative staff and the faculty of our schools to prohibit and prevent types of student conduct that constitute a menace to the continuing educational program...and therefore endanger the proper maintenance and function of the school program.

The Board of Education's primary concern is that all students can learn in an environment that is conducive to learning and that disciplinary means be employed when individuals attempt to destroy or deny such an environment. A code of conduct applicable to all students has been developed to enhance this environment.

The code of conduct provides for consistent treatment for all students, fairness as required by constitutional due process, an atmosphere of open communications, clearly understood rules, and the encouragement of behavior which will enable students to develop to their fullest potential. It is expected that sound, fair and equitable judgment will be used by all concerned in the application of this code of conduct.

Compliance with the standards of this code is necessary to provide:

- Orderly operation of the schools;
- A safe environment for students, district employees, and visitors to the schools;
- Opportunities for students to achieve at a high academic level in a productive learning environment;
- Assistance for students at risk of failure or of engaging in disruptive behavior;
- Regular attendance of students; and
- Protection of property.

This Code applies to all students in the District while at school, on their way to and from school, while on the bus or other District vehicle, and while they are participating in school-sponsored trips and activities. The Director or designee is responsible for its implementation and application throughout the District. The Principal is responsible for administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination.

Each school must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other areas throughout the school.

To promote the full implementation of standards of conduct and maximize safety in the school environment, the Board of Education requires all employees to make supervision of students at all school activities a top priority. The younger the child, the greater the need for adult guidance and supervision.

AUTHORITY OF CODE AND THE STATEMENT OF RIGHTS & RESPONSIBILITIES

In cases of conflict between the provision of the Code and the Statement on Rights and Responsibilities and previously adopted policies of the Board of Education or previously issued Administrative Directives or handbooks, this code shall govern.

CHANGES: After this Code is distributed for the school year, changes to Board policy, including those affecting provisions of this Code, may be necessary due to new/revised statutes, regulations and/or case law.

III. LIST OF EXPECTED BEHAVIORS

III. A. Admissions / Enrollment

III. A.1. First Time Enrollment (Students that have never attended school before)

Every student entering school for the first time must provide the following documentation. This applies to kindergarten, first grade, and other students;

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration.
2. Evidence of a current medical examination.
3. Evidence of state-required immunizations

The name used on the records of a student entering school must be the same as that 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(s) and/or guardian(s) do 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 the date of birth.

A student may enroll in the school system at any time during the year if his/her parent(s) or legal guardian(s) moves his/her residence into the school system. Proof of residence must be submitted.

III. A.2. Transfer Enrollment (Students enrolling from another school system)

In order to effectively place transfer students within the most appropriate educational program within Scott County Schools, it is necessary that certain stipulations be met by the parent/guardian of the incoming student at the time of enrollment. Therefore, the parent/guardian of any student who transfers from another school system into Scott County School System will be required to provide the following items before the student will be registered:

1. Provide documented proof of legal custody of the child. Said proof shall be established by the birth certificate of the child or by a court order of custody or by a properly executed power of attorney for the child and an appropriate form of legal identification of parent/guardian.
2. Provide documented proof of residence/change of residency in Scott County. Said proof may include but is not limited to the following: current rent/tax receipts, utility bills, 911 address/specific directions to the home.
3. Provide documented proof of current immunization requirements. Parent/guardian should provide complete immunization record of student.
4. Provide an official statement (signed by Principal and/or Guidance Counselor) from the transferring school, which verifies the following items:
 - the student has formally withdrawn from school;
 - the student is not suspended or expelled from school; and
 - the student's most recent scholastic placement and discipline record (grade level, special services received, etc.)

Enrollment is a process, not an event.

As such, it may take up to 3 days to obtain and process all proper documentation and make appropriate placement determinations. In unusual cases which surpass 3 days, the school will make contact with both the parent/guardian and Attendance Supervisor in attempt to clear any preventable delays.

III. B. Attendance

It is essential that students be in school on a regular basis. Students who are not in school miss valuable academic instruction. Our schools must adhere to Scott County Board policies as well as Tennessee State Law in requiring that students attend school as required by adopted Board policies and TN Code Annotated.

1. Attendance Requirements

- a. Each student must achieve a school attendance rate of at least 93%. In order to achieve this goal, we must all work together to insure that our students attend school every day.
- b. Parents should send in a note for all absences documenting the reason their child was absent. No more than five (5) parent or doctor notes each semester, ten (10) total for the year, will be counted as excused.
- c. One day will be excused for absences due to death in the family. Additional days may be excused at the discretion of the principal. With appropriate documentation, absence(s) due to the death of non family members may be approved by the principal as excused.
- d. Excuses for absences must be submitted within five (5) school days after the student returns to school.
- e. When a student leaves school early, he/she will be counted absent for the remaining classes. This time will accumulate toward the total days absent during the year.
- f. When instructional time missed because of tardiness and/or early dismissals accumulates (on the computer) into one (1) full day, even though the absences may be excused, a student will not be awarded or recognized for perfect attendance.
- g. Only two (2) days per occurrence can be excused for absences because of a lice infestation.
- h. If a student does not attend a field trip, he/she is required to attend school or be marked absent for the day.
- i. Parents or guardians may not pick up other students from school without written permission from the parent or guardian of the

student being picked up.

- j. Students participating in school sponsored activities, whether on or off campus, shall not be counted absent.

ATTENDANCE LAW (TCA 49-6-3009) An attendance aide, hired by the Scott County Board of Education, is required to call parents on a daily basis to check on students who are absent from school. A letter explaining the Attendance Law is automatically generated to parents when a student has total of five (5) unexcused absences and also after each successive five (5) day period of unexcused absences. **Students must bring an excuse when they return to school after being absent.** No more than five (5) parent notes each semester, ten (10) total, will be accepted for absences during the year. At the discretion of the judge, the parent or legal guardians of children who have more than five (5) unexcused absences may be assessed a fine of up to \$50 or five (5) hours of community service. (TCA 49-5-30)

Promotion and Retention Due to Absences

For students in grades Kindergarten through eighth grade the following rules apply: Students having absences or accumulated time, tardy, and sign-outs of 15 or more days may be retained in their present grade level, or required to attend after school tutoring and/or summer school to make up work missed. After a student has accumulated a total of 15 absences, (including both excused and unexcused) an attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to verify that the student has met attendance requirements that will allow him/her to pass the course or be promoted. The principal shall be responsible for notifying, in writing, the director of schools, the attendance supervisor, and the parents of the student of any action taken by the school. For students in high school, students having absences or accumulated time, tardy, and sign-outs of more than 12 unexcused days (6 per semester) may be retained in their present grade level, or required to attend after school tutoring and/or summer school to make up work missed. Any administrative decision regarding attendance may be appealed initially to the director of schools and ultimately to the Board. The appeal shall be made in writing to the director of schools within five (5) days following the action, or the report of the action, whichever is later.

- 2. Attendance School Day: Since supervision is not provided prior to 7:30 a.m., no student shall be dropped off at school before this time; no teacher or administrator will be responsible or held legally liable for a student until 7:30 a.m.

Students who are not a part of the athletic team are not permitted to remain with siblings or friends during athletic practice unless accompanied by a parent. The coach is not responsible for supervising students who are not participating in athletic practice.

III. C. Attendance Ages (B.O.E. 6.201 Issued 3/14/13)

Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school. 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 principal of the public school which the child would attend for a one (1) semester or one year deferral in required attendance. Any such deferral shall be reported to the director of schools by the principal. Under certain circumstances, the Board may temporarily excuse students from complying with the provisions of the compulsory attendance law.

Any child residing within the state who is or will be five (5) years of age on or before August 31 for the 2013-2014 school year and on or before August 15 for all school years thereafter, who makes application for admission, shall be enrolled in the school designated by the Board.

If a child will be five (5) years of age on or before September 30, such child's parent(s)/legal guardian(s) may request that the child be admitted into kindergarten. Upon a request, the director of schools shall administer an evaluation and examination. If the results indicate that the child is sufficiently mature emotionally and academically, then the child may be enrolled into kindergarten. The director of schools shall develop procedures and forms to implement the provisions of this policy.

No child shall be eligible to enter first grade without having attended an approved kindergarten program.

A child entering a special education program shall be no less than three (3) years of age.

A person eighteen (18) years of age or older who applies for admission must have the application approved by the principal and director of schools when:

- 1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
- 2. He/she has dropped out of school and wants to re-enter.

The compulsory attendance law shall not apply to the following:

- 1. A student who has received a diploma or other certificate of graduation;
- 2. A student who is enrolled and making satisfactory progress in a course leading to a GED;
- 3. A student who is six (6) years or younger and whose parent or guardian has filed notice of intent to conduct home school with the director of schools; or
- 4. A student enrolled in a home school who has reached the age of seventeen (17).

III. D. Board Policy 6.200 Issued 8/8/19 - Attendance

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

The attendance supervisor shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent(s)/guardian(s).

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. Pregnancy;
7. School endorsed activities;
8. Summons, subpoena, or court order; or
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY

A principal/designee may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. The request shall include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signatures of the student and parent/guardian.

RELEASED TIME COURSE

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes.

The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the released time course.

- The district shall not be responsible for transporting students to and from the place of instruction.
- Upon submission of the student's transcript from the entity that provided the released time course, the student may be awarded one-half (1/2) unit of elective credit.
- The Director of Schools shall develop procedures with secular criteria for determining whether credit shall be awarded.

MAKE-UP WORK

All work should be made up! The responsibility of arranging for any make-up work following an absence is the responsibility of the student. Arrangements for make-up work must be made on the first day after returning to school. The number of days allowed for make-up work will be determined by each teacher, but will be no less than the number of days absent. Make-up tests will be scheduled and administered by the teacher.

A grade not made up will be replaced with a zero for purposes of averaging grades. Teachers may give a grade of incomplete if they feel a student is unable to complete the work in a given grading period due to circumstances beyond his/her control. It is the student's responsibility to make arrangements with the teacher to complete the work prior to the end of the following grading period, or the "I" will be changed to reflect a failing grade. The teacher will present, in writing, the new grade to the secretary who will post it on the student's record.

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be averaged into their final grade.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion. If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

ATTENDANCE HEARING

Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

- The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final.

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

ACADEMIC RECOVERY TIME

To address chronic absenteeism and learning loss, starting with school year 2021-2022, any student (grades 1-8) who is absent more than 8 days (excused or unexcused) for the school year will attend make up sessions during recess time. Each day absent, beginning on day 9, will be made up by the student attending class during recess. At a minimum, two recesses will make up one day missed. The number of recesses to make up the work and time will be at the principals' discretion. More may be needed. The time spent in recess will not erase an absence but will provide the student an opportunity to make up work and time missed in class while being supervised. It is important for students to be held accountable for time missed and to practice good attendance at an early age.

TRUANCY

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

Progressive Truancy Intervention Plan

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

III. D.1. Scott County Schools Progressive Truancy Policy

Truancy Tiers & Consequences

Tier 1: (First Day of School)

1. All students will enter Tier I the first day of school.
2. Handbooks will be given to each student and will also be posted online with all policies and procedures.
3. Attendance Monitors at each school will make calls each day for students who are absent.
4. Teachers and Administrators may have meetings with students and/or parents if deemed necessary to address unexcused absences.

Tier 2: (Completed at Individual Schools)

5 unexcused absences:

1. 5 Day Letter will be mailed to parents
2. A meeting will be scheduled with parents and school officials.
3. Attendance contract will be signed by student, parent and school officials outlining specific attendance expectations for the student and penalties for additional unexcused absences including a potential petition to Juvenile Court.
4. Case will be reviewed with family after contract is signed.
5. Individual assessment is made at the school level as to why the student is compiling unexcused absences.
Parent or guardian signature is required.
6. Referral to counseling at school, school nurse, or Family Resource could take place at this time.
7. If no further unexcused absences occur, the family and school officials will meet at a date to be determined.

Tier 3: (Completed at Individual Schools)

8 unexcused absences:

1. The interventions for Tier 3 shall be determined by a team formed at each school. These interventions shall include at least one of the following:
 - A. Referral to school nurse
 - B. Referral to school counselor
 - C. Referral to Family Resource (Parenting Class Required)
 - D. Other Intervention as determined by the Team

10 unexcused absences:

Review case with student, parent, or guardian, Attendance Supervisor & Principal or Principal's Designee

1. Petition to court at this time
2. More days could be given depending on circumstance

**FAILURE TO COOPERATE WITH ANY OF THE PROVISIONS SET FORTH WITHIN ANY OF THE TRUANCY TIERS
MAY RESULT IN A PETITION TO JUVENILE COURT.**

III. D.2. Students from Military Families

The Director of Schools shall develop the necessary administrative procedures to ensure that students with parent(s)/guardian(s) in the armed services are identified and that appropriate and available services are provided for these students.

RELOCATION OF MILITARY SERVICE MEMBER

A student who does not currently reside within the school district shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the school district on relocation.

Within (3) days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the school district.

ABSENCES

Principals shall provide students with a one (1) day excused absence prior to the deployment of and a one (1) day excused absence upon the return of a parent/guardian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent’s/guardian’s deployment. Students shall be permitted to make up school work missed during these absences.

III. E. Attendance of Non-Resident Students (B.O.E. 6.204 Issued 8/11/16)

Students residing outside the boundaries of the school system may attend schools within the school system under the following conditions:

1. They must be approved by the director of schools.
2. They must pay a tuition fee established annually by the Board. Annual tuition may not exceed per student, per annum, an amount equal to the amount of funds actually used for school purposes by the school system per student during the preceding school year minus any funds received from the student’s resident system. Tuition for out-of-state non-resident students shall be charged at the same rate as the average cost per student (state and local funds) in the system attended.
3. Non-resident students must make application at least two weeks prior to the first day of school.
4. Requests from students from adjoining states to attend school shall be considered on a case-by case basis.
5. Students who become residents of the school system will be refunded any unused portion of the tuition on a pro-rata basis.
6. When payment is not made on all or any part of the required tuition for a previous year, the student(s) shall be excluded from future attendance until all prior and current tuition is paid.
7. If a teacher of this school system has a residence outside the school system, his/her children may be allowed to attend if the appropriate tuition requirements are met, provided that there is available room and teaching capacity and other determinations made by the Board according to applicable law.

III. F. Tardy Policy

2022-2023 School Starting Times	
7:50 a.m.	Fairview Elem. & Winfield Elem.
8:00 a.m.	Burchfield Elem., Huntsville Elem., Huntsville Mid, Robbins Elem., & Scott High

Scott County has an area of 533 square miles, ranking it number 32 in size out of Tennessee’s 95 counties. Because we are such a large county, and transport so many students over so large an area, **each school has a different start time**, determined by the principal, considering bus arrival times and the needs of the students.

Morning Opening Times & Student Drop-Offs

School doors typically open 30 minutes prior to start time. Students will NOT be allowed to enter the school before this time. BES, FES & WES doors open at 7:20a.m. HES, HMS, RES & SHS doors open at 7:30a.m.

Students must remain in vehicles with their parent / guardian / chaperone until the school doors open.

Late Arrival to School

Late arrival for school is a form of tardiness that is especially harmful to a student’s success in school. Not only does it harm the student who is late, it disrupts the learning of the class to which he belongs.

Tardy for Class

It is the responsibility of the student to arrive at each of his/her classes on time. Students who arrive late will be counted tardy for that class. They shall not be admitted to class until they have secured an admit slip from the office indicating whether the tardy is excused or unexcused. The classroom teacher shall document all tardies in his/her roll book and shall exercise the option of assigning extra work to the student on each occasion the student is issued an unexcused tardy slip from the office.

III. G. Bus Conduct

According to State Rules, Regulations and Minimum Standards, “A pupil shall become ineligible for pupil transportation when his behavior is such as to cause dissension on a school bus, when he disobeys state or local rules and regulations pertaining to pupil transportation.”

The Scott County Board of Education adopted the following rules and regulations for students who ride a school bus:

- Students are under the supervision of the bus driver from the time they leave home until they reach school in the morning, and from the time they leave school until they reach home in the afternoon.
- Once a student is seated on a bus he will not change seats without permission of the bus driver.
- Drivers may assign students a permanent seat on the bus if they wish to do so.
- Students will not be permitted to have any dangerous toys or other items on the bus. Science specimens, which are to be taken to school in glass jars, will also be enclosed in cardboard or wooden boxes. Drinks will not be permitted on the bus.
- Students will not use tobacco in any form on the bus.
- Students will not be excessively noisy while on the bus.
- Students will be let off a bus only at their designated destination unless written permission from their parents gives authority for the driver to do otherwise.
- The principal of a school, on the recommendation of a bus driver, may **suspend** a student from riding a school bus due to misconduct on the bus.
- If a student misbehaves on the way to his home and refuses to obey the driver, the driver, when he delivers the student home, may refuse to haul the student again until the parents go to the school and resolve the matter with the principal.
- Students will pay for any damage they deliberately do to a bus.
- Students will not be permitted to throw any objects while on the bus.
- Students will obey the driver without argument.
- Pupils will not use any vulgar and/or profane language on the bus.
- Buses will not stop at stores to permit pupils to make purchases.
- Students whose bus makes stops at other schools before reaching that student’s home school **MUST** stay on the bus until it gets to the school for which he boarded the bus.
- Students transferring from a bus to a private vehicle before arriving at school or home must have written permission from parent and principal.
- Eating or drinking on school buses is prohibited at all times.

School Bus Conduct Enforcement Procedures

- The bus driver will inform the principal in writing of any misbehavior on the bus.
- If a student is suspended from riding the bus the principal will notify the Transportation Supervisor.
- The principal shall exercise all due diligence to inform the parents of the bus suspension.

Any time a school bus driver finds it necessary to exercise his/her right in an emergency situation to remove a student from a school bus in order to protect the health and safety of other students riding the bus, the driver shall notify the principal as soon as possible, but no later than the end of their route. The bus driver shall inform the principal that the student was removed from the bus at a location other than the student’s home. The principal of the student shall immediately notify his or her parent that the student was removed from the bus. The student will not be permitted to ride the bus again until his or her parents petition the Director Of Schools.

III. H. Cutting of Classes

Students who choose, for whatever reason, not to attend class but who continue to be present on school property are guilty of cutting class. When a student deliberately cuts a class and a determination has been made that the non-attendance was a result of a non-emergency situation, the student will be referred to the principal and/or assistant principal for disciplinary action. Repeated instances of cutting classes may result in a recommendation for off site placement.

III. I. Disruptive Activities

Student disruptions will not be tolerated, and any student who plans, organizes, and/or participates in such a disruptive activity is subject to immediate suspension from school for not fewer than five days. Depending on circumstances of the incident, disciplinary action may include expulsion by the Scott County Board of Education.

Note: In the event that a student has been previously disciplined for a deliberate attempt to disrupt the school program and subsequently becomes involved in another major disciplinary incident, that student shall be suspended for an indefinite period, until his/her case is reviewed by the Scott County Board of Education.

III. J. Cafeteria and Food Service

The school cafeteria is a service designed for the convenience of students and teachers who wish to participate in our breakfast and lunch program. The Scott County School System will participate in a new option in the National School Lunch and School Breakfast Programs. It is called Community Eligibility Provision (CEP) and began in the 2014-2015 school year. All Scott County School students will receive a nutritious breakfast and lunch at no cost, regardless of family income. Students will receive their first reimbursable meal at no-cost to the student. Students will be able to purchase extra food/beverage items along with the reimbursable meal. There will be NO charging of food/beverages in the cafeteria. All extra items MUST be paid for daily. Parents are encouraged to add money into their child's personal account for extra food purchases.

Breakfast, Lunch, or snack brought from the home by the student is allowed if the food is for the student's own consumption. Foods brought in by the student should not be readily identified as anything other than a meal or snack prepared at home. The introduction of any food by a student or parent that will be shared with other students is not allowed in the cafeteria.

Students in grades Pre-K - 12 of the Scott County Schools will participate in offer vs. serve program. All breakfast (4) and lunch (5) meal components must be offered. Student may choose 3 out of 4 of the components to qualify as a reimbursable breakfast meal, and 3 of the 5 to qualify as a reimbursable lunch meal.

Delivery of outside food is prohibited to any time prior to 1:00 p.m. for the elementary and middle schools and 1:30 for the high school. The Scott County Board of Education prohibits the sale and/or consumption of soft drinks when and where prohibited by state or federal regulation. Canned drinks containing 100% fruit or vegetable juice are allowed during breakfast or lunch.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

III. K. Wellness

Students are strongly encouraged to not bring soft drinks from home. Snacks will only be allowed after lunch in the appropriate areas. We would like to ask parents to limit the amount of sweets and high calorie/low nutrient dense foods and beverages (i.e. cupcakes, chips, candies) when bringing food items into the schools. Instead we encourage parents and children to bring a fruit, vegetable, or to select a food in compliance with the TN Competitive Foods List. This list can be found on the Scott County Board of Education website at www.scottcounty.net or by contacting Paulette King at 423-663-2159. We encourage all parents to help us promote learning readiness and healthy eating habits. Our mission in the food service department is to help produce healthy and productive adults, because children are a product of their environment.

Celebrations, parties, and special events must have food and beverage items that have been purchased from a retailer with the seal not broken, and the Nutrition Facts must be visible on the item(s) due to various student allergies and their safety.

No homemade food and/or beverage items are permitted to be brought in for these events.

III. L. Dress Guidelines

The Scott County Board of Education requires all students to dress in an appropriate manner for a school day that will neither distract nor disrupt the educational process. The following guidelines will be observed to establish a guide for good taste, respectability, and safety. A student's failure to comply with these guidelines will result in his/her immediate dismissal from school until compliance is met. The following items will NOT be considered acceptable attire for Scott County Schools:

1	Distracting or unsafe piercing - Any ring or other adornment worn outside the ear as a result of body piercing that is distracting and/or poses a safety risk is prohibited. This could include facial hoops, mouth studs or any large/ornate accessory, especially those which distract from speaking/listening.
2	Distracting hair color or style - Any unnatural hair colorations, such as blue, green, purple, orange, etc. that are distracting are not allowed. Distraction factors could include the overall amount of color, the style or pattern of coloration, or simply the color itself. Also included are haircuts/styles that are distracting and/or representative of affiliation with any group associated with gang and/or criminal activity. In addition, since much of learning is visual, hair must not be worn in a style that obscures the student's eyes. If hair is of such length the student's eyes can't be seen, or the student must continually move the hair in order to see, the hair must be pinned or clipped to one side. The final decision of appropriateness as related to this policy will be determined by administration.
3	Clothing that is excessively revealing as follows: a. All skirts and shorts must be at least mid-thigh length. b. No tops that display midriffs, chest, or cleavage with normal movement will be permitted. These include, but are not limited to crop tops, tank tops, halter tops, strapless tops, spaghetti-strapped tops, muscle shirts, mesh shirts and/or see-through garments that expose undergarments. All shirts must have appropriate sleeves. c. Clothing not properly fastened. d. Clothing with deliberately made holes that show underwear or reveal the area between waist and mid-thigh. It is not the intention of this rule to ban clothes that show normal wear and tear. Nonetheless clothing with holes that are revealing will not be allowed.
4	Inappropriate word/symbols - All clothing with alcohol, drugs, sexually and/or racially suggestive symbols and/or words are prohibited. No garments may be worn that display vulgarities, suggest the violent/illegal use of firearms, suggest violence, or that are offensive to any government agency.
5	Ill-fitting Garments: a. Garments which are excessively loose fitting are prohibited. The waistband of pants/shorts must be worn around the waist—with belt or suspenders if waistband is too big. Underwear and/or undergarments must not be showing. b. Pants/trousers or skirts that are excessive in length so that the hem of the garment rests on the floor and cover the student's shoes are prohibited. Such a garment poses a potential risk of the student tripping and falling in crowded hallways, possibly causing harm to himself or others.
6	Clothes that are designed for night wear are not appropriate for school. Pajama pants, camisoles, and other such clothing are prohibited.
7	Accessories and/or jewelry that might place students in danger of being injured are prohibited. Such items include wallet chains, long key straps, etc.
8	Being barefoot on school property is prohibited. Shoes must be worn at all times.
9	Retractable wheel roller skates, sometimes known as "heeries" are not to be worn on school grounds.
10	Sunglasses (unless medical conditions warrant) and/or distracting eye wear is prohibited in the school building (i.e. unusual contact lenses, etc.). Permission to wear sunglasses for medical reasons must be obtained from the principal or assistant principal.
11	Wearing caps or hats inside the classroom is strictly prohibited. Hats may only be allowed in general indoor areas at the discretion of the principal. Bandanas are prohibited on all school property. Sweatshirt or jacket "hoods" may not be worn on the head at any time as this poses a safety risk.
12	The wearing or displaying, while on school property, of any type of clothing, apparel, accessory, or style that denotes student membership or affiliation with any gang associated with criminal activities is prohibited.

To preserve educational time, dress code violations will be corrected by turning the garment inside out, covering with another garment, removing piercings/hats, etc. If not, the student will be allowed to call home and ask parents to bring another garment. The school administration will make the final determination as to whether a student's dress or appearance is acceptable. This determination will be based on the philosophy and rationale of the aforementioned guidelines. Students who are assigned to the Alternative Learning School will dress according to school guidelines.

This policy is in conjunction with TCA 49-6-4215 of the Tennessee School Security Act.

Any confiscated item including, but not limited to, piercings, hats, etc. not picked up by July 1st immediately after the school year will be permanently disposed.

III. M. Drugs and Intoxicating Beverages

Any student found to be using, possessing, supplying, or being under the influence of **illegal drugs or alcoholic beverages** will be immediately subject to suspension and/or legal prosecution. A student who unlawfully possesses any narcotic or stimulant drug shall be subject to suspension for a period of not less than one (1) calendar year (SCBE 6.307). Violations of TCA 49-6-4018 also include pills or capsules such as caffeine pills, unauthorized prescription and non-prescription drugs, and the representation of any substance as intoxicating or illegal.

III. N. Make-up Work and Incompletes

All work should be made up! The responsibility of arranging for any make-up work following an absence is the responsibility of the student. Arrangements for make-up work must be made on the first day after returning to school. The number of days allowed for make-up work will be determined by each teacher, but will be no less than the number of days absent. Make-up tests will be scheduled and administered by the teacher.

A grade not made up will be replaced with a zero for purposes of averaging grades. Teachers may give a grade of incomplete if they feel a student is unable to complete the work in a given grading period due to circumstances beyond his/her control. It is the student's responsibility to make arrangements with the teacher to complete the work prior to the end of the following grading period, or the "I" will be changed to reflect a failing grade. The teacher will present, in writing, the new grade to the secretary who will post it on the student's record.

III. O. Medication

With the exception of asthma inhalers and EPI-pens (epinephrine auto injector) students are not allowed to be in possession of any medicine at any time during school (prescription or over-the-counter). However, if a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations:

Written instructions signed by the parent / guardian are required and shall include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication shall be delivered to the principal's office in person by the parent/guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma).

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication. A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication. Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP)

Students in Tennessee schools may now keep in their possession an asthma inhaler and use it as prescribed. In order for students to have this privilege, their parents/guardians and the health care professional that prescribed the inhaler, should properly fill out the required forms and return them to the school office. All necessary forms and parent information sheets are located at the back of this book. Students will not be allowed to keep an asthma inhaler in their possession until all necessary forms have been completed and returned to school.

III. P. Physical Injuries

Parents: If your child is hurt or injured while at school or when attending any school function (Including but not limited to sporting events, school sanctioned gatherings, field trips, etc), please notify your child's principal or designee within 24 hours.

III. Q. Parent-Teacher Conferences

Parent requests for conferences are always welcome. It is very important that parents be informed about their child's progress. Please schedule conferences by calling the school's office. At this time, the secretary will assist in arranging a conference with the teacher.

III. R. Personal Property

Due to the possibility of loss or damage, students are encouraged NOT to bring personal or valuable items to school. In addition, items may not be brought to school to be bought, sold, or traded. Any item brought in violation of this policy will be confiscated by the school and placed in the office. Parents may be required to come to school to pick this up at a time designated by the principal. The school is not responsible for damage or loss to any items brought to school.

The use of wheeled bags or backpacks with wheels on them is a privilege. Some students misuse that privilege. Due to the possibility of personal injury or property damage, the principal has the discretion to prohibit their use.

III. S & T. Telecommunication Devices & Electronic Equipment

In today's technologically advanced society, we realize that electronic devices have a valuable and legitimate place in the world of learning. However, we also recognize the distracting environment that constant personal communication can provide to students and their ability to learn effectively. The school recognizes that many students possess personal electronic devices such as cell phones, iPods, iPads, and other internet accessible devices including wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology. It is our intention to enhance learning opportunities with these devices, not to provide time for personal communication through calling, texting, or video chatting. It is from this premise that the following policy has been developed.

POLICY & PROCEDURES

1. Students are not permitted to use or have cell phones in sight from the time they arrive at school until the final bell rings. Phones must be in "off" mode and secured in a backpack, purse, or carryall.
2. Students are allowed to use their cell phone for reasonable communication purposes in or out of the building after normal school hours, unless otherwise designated at specific school functions (such as Credit Recovery, etc.).
3. The taking of photos or recording of videos, whether by cell phone or any other electronic device, in places where privacy is a reasonable expectation is strictly prohibited. An incident of this nature could result in criminal charges.
4. Using cameras of any kind to record altercations on school grounds or at school events is strictly prohibited. In such cases, phones may be confiscated as evidence, and discipline is subject to the severe clause.
5. Students are allowed to use cell phones and other electronic devices in the classroom **FOR EDUCATIONAL PURPOSES ONLY** and must be under the direct instruction/ supervision of their teacher. No personal communication is allowed during instructional time.
6. Any use of devices during non-instructional time (ex. lunch and/or breaks) is strictly at the discretion of the building principal. This use should be viewed as a privilege and can be revoked.

A student in violation of this policy is subject to disciplinary action.

DISCIPLINARY ACTION

FIRST OFFENSE – The device will only be returned to the student's parent or legal guardian at the end of the day.

SECOND OFFENSE – Three (3) days of in-school suspension. The device will only be returned to the student's parent or legal guardian at the end of the day.

THIRD OFFENSE – Three (3) days out-of-school suspension. The device will only be returned to the student's parent or legal guardian at the end of the day.

FOURTH OFFENSE – Three (3) days out-of-school suspension and loss of phone/device privileges for remainder of school year. The device will only be returned to the student's parent or legal guardian at the end of the day.

SEVERE CLAUSE: Any student violation of this policy that is of a severe nature, even on the first offense, may be subject to Fourth Offense consequences and possible law enforcement involvement.

CONSIDERATIONS

1. The loss or damage to any personal electronic device is not the responsibility of the school.
2. Students are not required to possess any personal electronic devices. Any technology required for instructional purposes will be provided by the school.

Any exception to this policy must be appealed to the principal and approved by the Director of Schools. Any confiscated cell phone or electronic device not picked up by July 1st immediately after the school year will be permanently disposed.

III. U. Relationships

1. Student Relationship with School Staff, Interns, and Student Teachers

Students are expected to obey instructions from any school employee who is in the performance of meeting his/her duty and to address all staff members with respectful words and tone. Students are responsible to all school personnel at all times.

2. Student Relationship with Fellow Students

Each student is expected to show respect for the rights and feelings of his/her fellow students. Courteous treatment of others is expected. Pushing, shoving, fighting, and other types of misbehavior are not allowed.

3. Student Relationship with Official Visitors

Official visitors, whether observers, speakers, or entertainers are considered to be honored guests and will be treated with courtesy and respect.

4. Student Relationship with Substitute Teachers

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with according to disciplinary procedures.

5. Personal Relationships

Students in the Scott County Schools are expected to conduct themselves in a manner that is acceptable as public behavior. Discretion should be used by all couples to avoid undue familiarity and the violation of accepted standards of behavior. Visiting secluded areas, arm or arms around the other person, standing in close proximity to each other, and similar actions of undue familiarity are considered violations of accepted conduct during school hours or when under school supervision. Such conduct will be referred to the principal and/or assistant principal for disciplinary action.

III. V. Title IX & Sexual Harassment (Board Policy 6.3041)

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy shall cover employees, employees behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.³ These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints. All employees shall receive training on complying with this policy and federal law.

TITLE IX COORDINATOR

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.

Any individual may contact the Title IX Coordinator at any time using the information below:

Title: Billy M. Hall, Director of Schools

Mailing address: P.O. Box 37, Huntsville TN 37756

Phone number: 423-663-2159

Email: bill.hall@scottcounty.net

DEFINITIONS

“Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
2. 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 education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex. “Supportive measures” are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision.

The measures offered to the complainant and the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

GRIEVANCE PROCESS

Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant’s wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.

While the school district will respect the confidentiality of the complainant and the respondent as much as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall be consistent with the school district’s legal obligations and the necessity to investigate allegations of harassment and take disciplinary action.

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent’s placement shall not be changed. If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process. The Title IX Coordinator shall keep the Director of Schools informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.

Complaints

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall immediately report such information to the Title IX Coordinator, however, nothing in this policy requires a complainant to either report or file a formal complaint within a certain timeframe. If the complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate notification shall be made per the board policy on reporting child abuse.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;
3. Inform the parties that they may have an advisor present during any subsequent meetings; and
4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.

Investigations

The Title IX Investigator shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

Once a complaint is received, the investigator shall initiate an investigation within forty-eight (48) hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

All investigations shall be completed within twenty (20) calendar days from the receipt of the initial complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation has not been completed.

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;
4. Provide the parties with the same opportunities to have others present during any grievance proceeding;
5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
 - a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act, the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

Determination of Responsibility

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The [insert either the preponderance of the evidence standard OR the clear and convincing evidence standard] shall be used in making this determination.

[Insert title of employee] shall act as the decision-maker. He/she shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

The decision-maker shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal.

A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion. A substantiated charge against an employee shall result in disciplinary action up to and including termination.

After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

APPEALS

Either party may appeal from a determination of responsibility based on a procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time of the determination that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX Coordinator within ten (10) days of a determination of responsibility.

Upon receipt of an appeal, the Title IX Coordinator shall:

1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
2. Notify the parties in writing.

During the appeal process, the parties shall have a reasonable, equal opportunity to submit written statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided simultaneously to both parties.

RETALIATION

Retaliation against any person who makes a report or complaint or assists, participates, or refuses to participate in any investigation of an act alleged in this policy is prohibited.

III. W. Hazing

Hazing, bullying, menacing or abuse of students or staff members will not be tolerated. Any students or employee who engages in an act that injures, degrades or disgraces another student or staff member shall be subject to appropriate disciplinary actions. The school district shall not encourage, permit, condone or tolerate hazing activities.

III. X. Student Performance

Report cards will be sent home five (5) days after each grading period ends as a means of informing parents/guardians of the student's progress.

Grading Scale	Other Codes
A - 90 - 100	S - Satisfactory
B - 80 - 89	N - Needs Improvement
C - 70 - 79	U - Unsatisfactory
D - 60 - 69	I - Incomplete
F - 0 - 59	P - Pass(Kindergarten Only)
	F - Fail (Kindergarten Only)

III. Y. Smoke/Fire Alarms and Fireworks

The possession or use of any pyrotechnics (firecrackers, powders, explosives, ammunition, and materials) by any student on school property (including school buses) shall result in immediate suspension from school. (TCA 68-104-112)

Any student who maliciously sets off a fire and/or smoke alarm at school is also subject to immediate suspension from school and/or legal prosecution.

III. Z. Tobacco

Tobacco: The possession of or use of tobacco or nicotine in any form (Including but not limited to: cigarettes, smokeless tobacco, electronic cigarettes, etc) is prohibited. Any tobacco products or paraphernalia will be immediately confiscated. State Law requires that any person under the age of 18 that violates this section shall be issued a citation by a law enforcement officer or school principal who has evidence of the violation. The citation shall require the person to appear in the Scott County Juvenile Court.

III. AA. Trespassing

Students suspended from school and/or non-students should not be on school grounds without a legitimate reason and without approval by the principal and/or assistant principal.

Unauthorized persons will be asked to leave school; if they refuse, the school will seek assistance from law enforcement authorities.

Students are not to be on the campus of any other school during the school day without proper authorization.

Warning: A student who runs away, leaves the campus, or otherwise evades school/legal authorities in the course of an official investigation is subject to immediate disciplinary action.

III. AB. Textbooks/Library Books

Textbooks and library books are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Parents of students must pay for the loss and/or abuse of textbooks/library books.

III. AC. Visitors and Parents

Visitors are always welcome at school. However, because class time is so valuable, it is necessary that reasonable guidelines be followed to avoid interruption of the instructional program.

The "SAFE SCHOOLS ACT" passed by the legislature requires that: WHEN VISITING THE SCHOOL, PARENTS AND VISITORS **MUST ALWAYS COME FIRST TO THE OFFICE.** Office staff can answer most questions that parents might have. The "Safe Schools Act" also requires that parents and visitors must sign in and out of the visitor's log and be granted a visitor's pass.

Parents who need to talk with their child's teacher must make an appointment in advance. Teachers cannot leave their class unsupervised to hold unscheduled conferences.

III. AD. Social Media Interaction

The advancements and popularity of social media have created a platform for constant student-to-student contact. Much of this communication takes place off-campus and before/after school hours. Parents are strongly urged to monitor their child's online accounts and messaging. Parents and students should recognize that out of school behavior and communication, such as social media posting and messaging, can potentially work to create a disruption to the school environment and to student learning. If a disruption such as this occurs, even if the postings/messages were made outside of school, the responsible students fall under the jurisdiction of school discipline policies.

III. AE. Scott County School Board Policy 6.305 Issued 4/9/12 - Student Concerns, Complaints and Grievances

STUDENT CONCERNS AND COMPLAINTS

Decisions made by school personnel — such as aides, teachers, or assistant principals — which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within 5 school days.

However, if the principal does not make a decision within 5 school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

Filing a Complaint — Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

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

Investigation — Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints.

Decision and Appeal — If either party is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the parties. If either party is not in agreement with the director of schools' findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the action based upon review and report their decision in writing to the parties.

APPOINTING COMPLAINT MANAGERS

The director of schools shall appoint at least two complaint managers, one of each gender for each school.

The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. (see note)

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

(Note: Title IX regulations require districts to identify the name, address and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary.)

School Complaint Managers

- **Burchfield Elementary** - 1112 W 3rd Ave, Oneida TN 37841 - 423-569-4935: Shay Newport & Cole Hunt
- **Fairview Elementary** - 8702 Baker Hwy, Huntsville TN 37756 - 423-663-3700: Jennifer Hatfield & James King
- **Huntsville Elementary** - 3221 Baker Hwy, Huntsville TN 37756 - 423-663-2520: Heather Hines & Jeremiah Garrett
- **Huntsville Middle** - 3101 Baker Hwy, Huntsville TN 37756 - 423-663-2192: Jessica Keeton & Marcus Neal
- **Robbins Elementary** - 355 School House Rd, Robbins TN. 37852 - 423-627-2435: Leigh Ann Henry & Matt Williams
- **Winfield Elementary** - 23366 Scott Hwy, Winfield TN 37892 - 423-569-8288: Michelle Norris & Darby Laxton
- **Scott High School** - 400 Scott High Dr, Huntsville TN 37756 - 423-663-2801: Morgan Boyatt & Tim Hall

IV. ACTS IN VIOLATION OF LAWS AND SCHOOL POLICY

IV. A. Level I Student Misconduct

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

EXAMPLES Not All-Inclusive List	Classroom Disturbances	Classroom Tardiness
	Cheating & Lying	Abusive Language
	Failure To Do Assignments or Carry Out Directions	
	Wearing, while on the grounds of a public school during the regular school day, clothing that exposes the underwear or body parts in an indecent manner that disrupts the learning environment.	
	Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)	
DISCIPLINARY RESPONSE PROCEDURES	The staff member intervenes immediately.	
	The staff member determines what offense was committed and its severity.	
	The staff member determines who committed the offense and if he/she understands the nature of the offense.	
	The staff member employes appropriate disciplinary options.	
	The record of the offense and disciplinary action shall be maintained by the staff member.	
RESPONSE OPTIONS Not All-Inclusive List <small>Note: The listing of response options is not in sequential or progressive order. Any of the options may be applied to any offense at the discretion of the administrator involved.</small>	Verbal reprimand	Special assignment
	Restricting Activities	Assigning work
	Counseling	Withdrawal of privileges
	Issuance of demerits	Strict supervised study
	Corporal punishment	In-School Support

IV. B. Level II Student Misconduct

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

EXAMPLES Not All-Inclusive List	Continuation of unmodified Level I behaviors	
	Using forged notes or excuses	Disruptive classroom behavior
DISCIPLINARY RESPONSE PROCEDURES	The student is referred to the principal for appropriate disciplinary action.	
	The principal meets with the student and the staff member.	
	The principal hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct	
	The principal takes appropriate disciplinary action and notifies the staff member of the action.	
	The record of offense and disciplinary action shall be maintained by the principal.	
RESPONSE OPTIONS Not All-Inclusive List <small>Note: The listing of response options is not in sequential or progressive order. Any of the options may be applied to any offense at the discretion of the administrator involved.</small>	Teacher/schedule change	Referral to outside agency
	Peer counseling	Transfer
	In-school suspension	Detention
	Suspension from school-sponsored activities or from riding school bus	
	Out-of-school suspension	

IV. C. Level III Student Misconduct

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

EXAMPLES Not All-Inclusive List	Fighting (simple)	Continuation of unmodified Level I and II behaviors
	Vandalism (minor)	Stealing
	Threats to others	Harassment
	Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs, drug paraphernalia, and/or alcohol	
	Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)	
DISCIPLINARY RESPONSE PROCEDURES	The student is referred to the principal for appropriate disciplinary action.	
	The principal meets with the student and the staff member.	
	The principal hears the accusation and allows the student the opportunity to explain his/her conduct.	
	The principal takes appropriate disciplinary action.	
	The principal may refer the incident to the Director of Schools and make recommendations for consequences.	
	The record of offense and disciplinary action shall be maintained by the principal.	
DISCIPLINARY OPTIONS Not All-Inclusive List Note: The listing of response options is not in sequential or progressive order.	In-school suspension	Detention
	Transfer	Social adjustment classes
	Out-of-school suspension	
	Restitution from loss, damage, or stolen property	

IV. D. Level IV Student Misconduct

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

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

EXAMPLES Not All-Inclusive List	Continuation of unmodified Level I, II, and III behaviors	
	Death threat	Extortion
	Bomb threat	Possession/use/transfer of dangerous weapons
	Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*	
	Aggravated assault*	Vandalism
	Arson	Theft/possession/sale of stolen property
	Possession of unauthorized substances (i.e. any controlled substance, controlled substance analogue, or legend drug)*	
	Use/transfer of unauthorized substances	
	Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)	
	Electronic threat to cause bodily injury or death to another student or school employee	
DISCIPLINARY RESPONSE PROCEDURES	The principal confers with appropriate staff members and with the student.	
	The principal hears the accusations and allows the student the opportunity to explain his/her conduct.	
	The parent(s)/guardian(s) are notified.	
	Law enforcement officials are contacted.	
	The incident is reported, and recommendations are made to the Director of Schools.	
	If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.	
DISCIPLINARY OPTIONS Not All-Inclusive List	Other hearing authority or Board action which results in appropriate placement	
Note: *Designates zero tolerance offenses.		

V. DISCIPLINARY SANCTIONS

V. A. Fighting

Fighting is prohibited in the Scott County School System. Students are expected to resolve their differences in a constructive manner; however, students who continue to feel the threat of a physical confrontation should make every effort to inform the principal, assistant principal or other staff member immediately so that efforts can be made to intercede before a confrontation occurs. Any student(s) who plans, encourages, or willingly participates in a physical confrontation will suffer the following consequences:

Grades P, K, 1, 2 & 3	The teacher and/or principal/assistant principal will determine sanctions for fighting.
Grades 4, 5 & 6	First Offense – In School Suspension or Out-of-School Suspension Second Offense – Out-of-School Suspension and loss of class trip
Grades 7 & 8	First Offense – Out-of-School Suspension, length of time to be determined by the principal Second Offense At least 3 days out of school suspension and loss of end of year reward activities such as class trip or activity day, or field day.
Grades 9, 10, 11 & 12	Minimum five (5) days Out of School Suspension

Because fighting can result in serious injury to students and is so disruptive to the school program, the following instances will be considered for a recommendation of indefinite suspension and legal prosecution:

1. Any student who continues fighting once a teacher or staff member has attempted to stop the fighting.
2. Any student who reacts violently toward a teacher or staff member who has attempted to stop the fighting.
3. Any student who exhibits flagrant acts of physical abuse (example: using rings and/or other objects to inflict injury, kicking repeatedly, striking someone who cannot or will not protect themselves).
4. Any student who is involved in repeated instances of fighting.

V. B. Gambling

Gambling with cards, dice, etc., is an unlawful act that may result in immediate suspension of the student(s) responsible. Reinstatement or expulsion may occur after a full investigation by the school and/or law enforcement authorities.

V. C. Building Conduct

In order to respect the rights of others, students should not run or be loud and boisterous in the halls, lunch line, or anywhere in the building. During lunch periods, breaks, or between classes, students are not permitted to loiter in any unsupervised area.

V. D. Insubordination

In order for the school to operate effectively, it is necessary for all students to follow requests, instructions, or directions given by members of the school staff.

If a student believes a request, instruction, or direction is unfair or unjust, he/she must follow the procedure below, in the order listed:

1. Follow request, instruction, or direction given.
2. Arrange for a conference with the teacher or staff members.
3. Make a written complaint and submit it to the principal or assistant principal.
4. Request a conference with the staff member and either the principal or the assistant Principal.

V. E. In-School Support Program (ISSP) (formerly In School Suspension)

1. Students placed in the In-School Support Program in excess of one day shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study.
2. Personnel responsible for the ISSP will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students assigned ISSP shall be required to complete academic assignments and shall receive credit for work completed.

V. F. Procedures for Individual Student Support and Off Site Support:

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation;
2. Upon suspension of any student, Out-of-School Support Program in excess of one (1) day, the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted;
3. The principal shall notify the parent or guardian and Director or designee in writing:
 - a. Of the suspension and the cause for it; and
 - b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correction of the behavior when the student returns to school;
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension for more than ten (10) days, he/she may suspend the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. Certified mail should be considered. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
7. The appeal from this decision shall be to the Director Of Schools or to a disciplinary hearing authority appointed by the Board and consisting of at least three (3) certificated employees. The hearing shall be held no later than ten (10) school days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent or guardian and student by the principal.
8. After the hearing, the disciplinary hearing authority may:
 - a. Order removal of the suspension unconditionally;
 - b. Order removal of the suspension upon such terms and conditions as it deems reasonable;
 - c. Assign the student to an alternative program;
 - d. Assign the student to a night school; or
 - e. Suspend the student for a specified period of time.
9. A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the disciplinary hearing authority. The student or principal may within five (5) days of the decision request a review by the Director Of Schools;
10. After a review of the record, the Director may affirm the decision of the hearing authority, modify the decision to a lesser penalty, or grant a hearing before the Board;
11. After the hearing, the Board may affirm the decision of the hearing authority or modify the decision in any manner, including imposing a more severe penalty than that of the hearing authority.
12. If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.
13. Students under suspension from one (1) school in the school system cannot enter another school.
14. Students suspended from school, nonstudents, or alternative students should not be on school grounds without approval of the principal and/or assistant principal. Unauthorized persons will be asked to leave school. If the student refuses, the school will seek assistance from law enforcement authorities.

Note: Special writing assignments may be given, at the discretion of the administration, as a part of any In-School Support Program or Out-of-School Support order. Satisfactory completion of the writing assignment will be included in the requirements for readmission to school.

VI. DUE PROCESS PROCEDURES

Before school authorities shall administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry into the incident to ensure that the offender is accurately identified, that he understands the nature of the offense, and that he was on notice as to the consequences to which he is subject for the offense is sufficient.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his misconduct, questioned about it, and allowed to give an explanation.

In the event the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he shall refer the case to the Director of Schools or his designee.

VI. A. Investigation & Interviews

In the process of investigating possible discipline or other sensitive situations, it frequently becomes necessary for administration to interview students. Students may be interviewed for a number of reasons – as a witness, for general/background information, for direct/indirect involvement, etc. When a student is interviewed, he/she is expected:

- to cooperate and be honest.
- to not impede the process of investigation or discipline.
- to follow instructions as given by administration.

Instructions may include contact with other students, searches, or subsequent communication about the investigation. As such, a student may be asked to temporarily turn over his/her electronic device/cell phone. This is not meant to punish any student; it is strictly meant to provide safety and security to all students and a good faith investigation into all reports. Devices held during interviews/investigations will be returned upon the completion of the interview/investigation or the end of the day, whichever comes first. Phone confiscation will follow the guidelines in "III. S & T. Telecommunication Devices & Electronic Equipment". Also, student phones will not routinely be searched without cause. All searches will follow the guidelines for search as described in "IX. Search Procedure".

It is also important to note that parents may not be contacted and/or given detailed information until interviews/investigations are complete. The intention is not to withhold information but rather to maintain the integrity of the information gathered and allow administration the opportunity to follow all procedures.

VII. ZERO-TOLERANCE

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

1. Bringing to school or being in unauthorized possession of a firearm on school property
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;
3. Aggravated assault;
4. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools. When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.

VII. A. Weapons and Dangerous Instruments

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event. Dangerous weapons for the purpose of this policy shall include, but are not limited to any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles.

VII. B. Drugs

Students shall not possess illegal drugs or drug paraphernalia, distribute these items, nor be under the influence of illegal drugs in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Illegal drugs may include the unlawful possession of any narcotic or stimulant drug, prescription drug, or any other controlled substance. Students shall not use, possess, distribute, or be under the influence of any stimulant or synthetic material which achieves similar drug-induced effects (including, but not limited to, synthetic marijuana, inhalants, incense/aromatic materials such as those marketed under names such as Spice, K2, Serenity, White Rabbit, Vampire Blood, etc.).

VII. C. Battery/Assault on School Employee

Any student who commits battery and/or assault upon the principal, assistant principal, teacher, or any other employee of the Scott County School System shall be found to be in violation of the Zero-Tolerance Behavior Policy.

VII. D. Death Threats

Any student making death threats against anyone in any fashion will be suspended under the Zero Tolerance Behavior Policy. Threats made verbally, written, or electronically, including e-mail or web based will result in immediate zero tolerance suspension.

VIII. BOARD POLICY 6.314 (ISSUED 9/13/18) - CORPORAL PUNISHMENT

Any principal, assistant principal, or any teacher with the approval of the principal may use corporal punishment in a reasonable manner against a student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:

1. Corporal punishment shall be administered only after other less stringent measures have failed or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances;
2. The instrument to be used shall be approved by the principal;
3. Corporal punishment shall be administered in the presence of another professional employee;
4. The nature of the punishment shall be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the student, and the influence of the student's example and conduct on others;
5. If a student has a disability, corporal punishment shall be administered only when the school has received written parental permission. The parental permission must include the type of corporal punishment that is allowed and the circumstances under which it is permitted. This information will be kept on file at the school. It may be revoked at any time; and
6. The principal shall notify the parent(s)/guardian(s) any time corporal punishment is used.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

- Disciplinary records shall be filed in the school office and made available to parent(s)/guardian(s) or students, whichever is appropriate.
- The Director of Schools shall develop administrative procedures to implement this policy, including applicable recordkeeping and reporting requirements.

IX. SEARCH PROCEDURES

School Security Act, T.C.A. 49-6-4201

Effective 03/21/1994, the School Security Act was amended to include the following provisions:

Personal searches may be conducted if the principal has a reasonable suspicion that a student has in his/her possession a prohibited item of substance:

1. That they and their possessions are subject to being searched for drugs, drug paraphernalia, dangerous weapons, and other property not properly in their possession; and
2. That the vehicle of students are subject to being searched for drugs, drug paraphernalia, and dangerous weapons.

IX. A. Searches by School Personnel

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in the school parking lot that vehicles parked on school property by students are subject to search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

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

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

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

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of

a dangerous weapon or drug;

3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students; and

4. The primary purpose of the search is not to collect evidence for a criminal prosecution.

School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

IX. B. Searches by Police

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or non-students' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she believes to be true concerning evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools.
2. Any seized item may be turned over to a law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exist, the principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises; or
2. Identify or dispose of anything found in the course of a search conducted in accordance with its policy. The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered (TCA 49-6-4202 – TCA 49-6-4212).

X. STUDENTS WITH DISABILITIES

Specially designed instruction for students with disabilities is made available to students ages 3-21. All children and youth with disabilities are provided a free and appropriate public education in the least restrictive environment. This instruction is at no cost to parents. Specially designed instruction in the Scott County School System promotes a partnership between parents and educators to provide an appropriate, individualized program for all children with a disability.

The Scott County School System has an ongoing CHILD FIND campaign. The purpose of the campaign is to find any child or youth who resides in a home, facility, or residence in the Scott County School District who may have a disability and need special education services. The school system is searching for those children and youth, age birth and up to 22 years, who are not in school or those who are in school but not receiving the special services they need to have an appropriate public education.

The school system will make sure any child or youth who has a disability, regardless of how severe the disability, is provided an appropriate public education at no cost to the parents of the child or youth.

If you know of a child or youth who lives in Scott County who may have a disability and is not receiving needed services, bring, telephone, or send information to: Special Education Director, P.O. Box 37, Huntsville, Tennessee 37756. The school system office is open between 8:30 a.m. and 4:00 p.m. Monday through Friday and the telephone number is 423-663-2159.

XI. HARASSMENT GRIEVANCE PROCEDURES

Please refer to section XVI. A5 of this handbook which is Board Policy 6.304 - Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation.

STATEMENT OF ASSURANCES

The Scott County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

XII. EVIDENCE OF CODE ADOPTION

** Pending Board Approval

XIII. STATEMENT REGARDING POSTING

A summary of violations and the disciplinary sanctions will be posted in all schools in a prominent location for viewing by staff, students, and parents.

XIV. PROOF OF DISSEMINATION

Annual orientation of the code will be conducted as follows:

- Principals will review the code with all teachers at their respective schools prior to the beginning day for students.
- Teachers/counselors will orient all students at respective schools at the beginning of each year.
- Teachers will distribute a copy of the code to all students, review and discuss the code with the students and request that the students take the copy of the code home with them to discuss with their parents.
- Principals will assure that all students receive the code of conduct and that verification forms are on file.

XV. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (F.E.R.P.A.)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. This policy will be a part of the student handbook. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the School System receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Scott County School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want amended, and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of personally identifiable information contained in the students’ education records, except to the extent that FERPA authorizes disclosure without consent.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school system discloses education records without consent to officials of another school system in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA. The office that administers to FERPA is:

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

XVI. TECHNOLOGY USAGE

XVI. A1. BOARD POLICY 1.805 Issued 8/9/01 - Use of Electronic Mail (E-Mail)

Electronic mail capability among board members and district staff exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Therefore all staff and board members who have access to the district network shall adhere to the following guidelines when sending or receiving messages via system wide-electronic mail (e-mail):

1. Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/board members have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.
2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to circumvent requirements of the Open Meetings Act.
3. Staff/board members will be asked to sign an application for terms and conditions for Use of the Internet. Staff/board members

shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization, s/he shall contact the technology coordinator immediately.

4. It is the responsibility of the sender not to violate copyright laws.

5. Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist or promote illegal or unethical activity. Any usage contrary to the above shall be reported immediately to the Director of Schools and may result in the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary action may be taken.

XVI. A2. BOARD POLICY 4.404 Issued 8/8/96 - Use of Copyrighted Material

In order to define the fair and reasonable use that employees may make of copyrighted work for educational purposes without the permission of the copyright owner and to reduce the risk of copyright infringement, the Board shall require the following:

1. All employees shall adhere to the provisions of the United States Code regarding the copying and/or the use of copyrighted materials;
2. In the case of computer software, the ethical and practical problems caused by computer software piracy shall be taught in all computer courses;
3. The director of schools shall establish specific regulations regarding the copying, distribution and use of copyrighted materials for instructional purposes; and
4. The principal of each school shall establish practices which will enforce this policy at the school level.

XVI. A3. BOARD POLICY 4.406 Issued 11/8/12 - Use of Internet

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

EMPLOYEES

Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign a written agreement, developed by the director / designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file. The director of schools shall develop and implement procedures for appropriate Internet use which shall address the following:

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. Prohibited and illegal activities, including but not limited to the following:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, defaming or attacking others
 - Damaging computers, computer systems or computer networks
 - Hacking or attempting unauthorized access to any computer
 - Violation of copyright laws
 - Trespassing in another's folders, work or files
 - Intentional misuse of resources
 - Using another's password or other identifier (impersonation)
 - Use of the network for commercial purposes
 - Buying or selling on the Internet

STUDENTS

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, defaming or attacking others
 - Damaging computers, computer systems or computer networks
 - Hacking or attempting unauthorized access
 - Violation of copyright laws
 - Trespassing in another's folders, work or files
 - Intentional misuse of resources
 - Using another's password or other identifier (impersonation)
 - Use of the network for commercial purposes
 - Buying or selling on the Internet

INTERNET SAFETY MEASURES

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
- Maintaining and securing a usage log
- Monitoring on-line activities of students

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its Internet safety measures.

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

E-MAIL

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

INTERNET SAFETY INSTRUCTION

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. The director shall provide adequate in-service instruction on internet safety. Parents and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

SOCIAL NETWORKING

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.
3. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

VIOLATIONS

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

XVI. A4. BOARD POLICY 4.407 Issued 8/9/01 - Web Pages

CONTENT STANDARDS

In order to take advantage of the opportunities the Internet provides, the Board authorizes the creation of school and/or district web pages on the Internet. Only those web pages maintained in accordance with Board policy and established procedures shall be recognized as official representations of the district or individual schools. All information on a school or district web page must accurately reflect the mission, goals, policies, program and activities of the school and district. The web page must have a purpose which falls within at least one of three categories:

1. Support of curriculum and instruction — intended to provide links to Internet resources for students, parents, and staff in the district;
2. Public information —intended to communicate information about the schools and district to students, staff, parents, community and the world at large; and
3. District technology support —intended to provide and respond to instructional and administrative technology needs of students and staff.

All material on a school web site shall be either original to the school, in the public domain or posted with the express permission of its rightful owner. This includes, but is not limited to, text, graphics, pictures, video, sounds, music, characters, logos and trademarks. Web page publications shall follow all applicable copyright laws and guidelines.

Web sites developed under contract for the school district or within the scope of employment by district employees are the property of the school district.

PRIVACY STANDARDS

1. Because Internet publications are available to the entire world, special care shall be taken to protect the privacy of students and staff. Web pages may not include personally identifying information regarding a student such as: telephone numbers, addresses, names of other family members, names of friends, e-mail addresses, specific location of a student at any given time, grades or any other academic information. No confidential information shall be published on or linked to the web site.
2. Student work may be published on web pages only with written consent of the student's parent/guardian or the eligible student before each incident of publication. The authoring student shall also sign a copyright consent form.
3. Links to student e-mail accounts are prohibited.
4. Pictures of students may be included only under the following conditions:
 - Individual student pictures may be published on the web site only with written consent of the student's parent/guardian or eligible student.
 - Pictures of groups of students involved in a school-related activity may be published without consent; however, the students shall only be identified by the group name.
 - Students shall not be individually identified in pictures unless there is a special reason for doing so, such as recognition for receiving an award. In such cases, the student's parent/guardian or eligible student must give written consent.

ADVERTISING/SPONSORSHIPS

Any use of advertising or sponsorships that appears on a school web site must be approved by the school web administrator, the principal or the director of schools/designee. Guidelines for approval shall be established by the director of schools/designee and must be consistent with the board's policies and guidelines used in other school and district publications.

ADMINISTRATIVE PROCEDURES

The director of schools shall develop administrative procedures for development of web pages including content, quality and consistency standards and shall designate an individual(s) to be responsible for maintaining the official district web page and monitoring all district web page activity. A building principal shall make such designation for an individual school. Schools or departments who wish to publish a web page must identify the webmaster's name, e-mail address and phone number on the webpage.

CONCERNS/COMPLAINTS

As with any instructional materials or publication used by or representing the school or district, the building principal or director of schools, respectively, is ultimately responsible for accuracy and appropriateness of the information made available on the web site. Concern about the content of any page(s) created by students or staff should be directed to the building principal or the director of schools' office when related to the district web site. If the concern is not resolved, persons who wish to file a formal complaint shall submit a written request for reconsideration of instructional material.

XVI. A5. BOARD POLICY 6.304 Issued 8/13/20 - Discrimination / Harassment / Bullying / Cyberbullying

In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s). This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off of school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

The principal/designee is responsible for educating and training respective staff and students as to the definition and recognition of discrimination/harassment.

The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.

DEFINITIONS

"Bullying/Intimidation/Harassment" is an act that substantially interferes with a student's educational benefits, opportunities, or performance, and 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
4. Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

"Cyber-bullying" is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.

"Hazing" is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.

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.

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.

While reports may be made anonymously, an individual's need for confidentiality shall be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe. The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

1. It places the student in reasonable fear or harm for the student's person or property;
2. It has a substantially detrimental effect on the student's physical or mental health;
3. It has the effect of substantially interfering with the student's academic performance; or
4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. Within the parameters of the federal Family Educational Rights and Privacy Act, a written report on the investigation will be delivered to all involved parties and the Director of Schools.

RESPONSE AND PREVENTION

The principal/designee shall consider the nature and circumstances of the incident, the age of the individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate, to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. The employee may appeal this decision by contacting the Federal Rights Coordinator.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the Director of Schools and the Chair of the Board.

By July 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board at its regular July meeting, and it shall be submitted to the state department of education by August 1st.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including expulsion.

XVI. A6. BOARD POLICY 6.312 Issued 7/10/14 - Use of Personal Communication Devices and Electronic Devices

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion. Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.

XVI. G. MEDIA OUTLETS, AUDIO/VIDEO RECORDINGS & RECORDING DEVICES

The purpose of this section is to provide clarification & detail into issues surrounding the audio & video recording of students, parents, family, teachers, and staff during the normal school day, and school events.

XVI. G.1. BROADCAST MEDIA | PRESS | COMMERCIAL MEDIA OUTLETS

Such entities are welcome to attend and film events designated to be public, but are bound by the policies and procedures of the Scott County School System, and the school facility where filming is to take place.

- All commercial entities interested in filming an event in the Scott County Schools must obtain permission from administration in advance of the event. This permission shall be requested no later than 24 hours before the event is to begin, preferably 72 hours. This is especially true in the case of larger events such as football, basketball, and graduation/promotion ceremonies.
- Representatives from these entities are expected to conduct themselves professionally, maintain decorum, respect all other parties (even competitors), and to dress appropriately for the event.
- Issues regarding logistics (power, network connectivity, camera placement, lighting, etc) must be coordinated and resolved well in advance of the event itself.
- Broadcast positions and camera placement are at the sole discretion of administration, and those locations may be assigned by the administration to a specific entity for a single event, for an entire season, or for an entire year. Being the "first to arrive" does not denote "ownership" of that position or placement if another broadcast entity has reserved it in advance. Failure to vacate a position or placement that has been previously reserved may result in ejection.
- The Scott County Schools reserves the right to charge broadcast fees to commercial entities to any event if deemed necessary.
- Throughout the year, the school district will utilize 3rd parties to record various school events. Many of these event recordings will be available to media outlets whom have executed the appropriate partnership agreements, and paid the applicable fees.
- Unprofessional conduct may result in ejection from a particular event. Repeated unprofessional conduct may result in being barred from future events. The determination is at the sole discretion of administration.

XVI. G.2. SOCIAL MEDIA OUTLETS

With today's technology, the ability to instantly reach an audience of thousands with a high definition video broadcast is available to anyone with a smart phone and a YouTube, Facebook, or similar account. As such, it is impossible to prevent such broadcasts from occurring during public events hosted by the school. If you are in attendance of a public event that is being hosted by the school system, you **WILL BE RECORDED BY SOMEONE, SOMEWHERE**. The school system cannot control this, and has no way to "remove" such recordings that have been posted onto the internet in any form. If you do not wish to have your likeness recorded during one of these events, then the best course of action is to not attend.

XVI. G.3. SCHOOL SURVEILLANCE SYSTEMS

Most school facilities are equipped with video surveillance systems which monitor most areas of that facility except for restrooms, locker rooms, and other rooms where personal privacy is a reasonable expectation in the eyes of the law. All individuals visiting a Scott County School District facility will be recorded on video at some point during their visit to that facility by one of these systems.

XVI. G.4. LOCATIONS WHERE PRIVACY IS EXPECTED

The recording of anyone in an area of the school facility where privacy is a reasonable expectation under the law is **PROHIBITED**, and likely **ILLEGAL**. The most notable of these areas would be rest rooms & locker rooms, but other locations may also apply.

XVI. G.5. UNMANNED AIRCRAFT (DRONE) PHOTOGRAPHY

This is covered by Scott County School Board Policy 3.219 (See section XVI. H. below). In addition, all Federal Regulations must be adhered to. See the Federal Aviation Administration UAS website. (<https://www.faa.gov/uas/>)

XVI. G.6. CLASSROOM RECORDINGS FOR INSTRUCTIONAL PURPOSES

Due to the COVID-19 pandemic, the usage of video broadcasting & recording devices in the classroom has become normal. A typical daily activity may include (but is not limited to) classroom video conferences with students at home, remote instruction with

educators outside of the classroom, and school / district group events. These video interactions will be conducted with the secure Microsoft TEAMS platform and is not available to unauthorized outside individuals who may try to disrupt distance learning classroom activities.

XVI. H. BOARD POLICY 3.219 Issued 8/11/16 Use of Unmanned Aircraft Systems (Drones)

An unmanned aircraft system (Drone) means a powered, aerial vehicle that:

1. Does not carry a human operator and is operated without the possibility of direct human intervention from within or on the aircraft;
2. Uses aerodynamic forces to provide vehicle lift;
3. Can fly autonomously or be piloted remotely; and Can be expendable or recoverable.

Appropriate Use

Visitors and unsupervised students are prohibited from operating drones on district property. District personnel are authorized to use aerial drones. Staff members, students, coaches, sponsors, or parents representing the district or any of its affiliated clubs shall operate any and all district drones in accordance with this policy and all applicable Federal Aviation laws and regulations such as the FAA Modernization and Reform Act of 2012. This includes any additional certifications or authorizations that may be required from the Federal Aviation Administration based on the drone's intended use.

The following guidelines must be adhered to by anyone flying a drone on district property:

1. All drones operating on district property must weigh no more than 55 lbs.
2. Operators must not operate a drone within five (5) miles of any airport without prior notification and confirmation from airport authorities.
3. Operators must not operate a drone above an altitude of 400 feet above ground level and remain clear of surrounding obstacles.
4. Operators must maintain safe control and line of sight with the drone during all stages of operation.
5. Operators must maintain a safe operating distance from crowds and ensure drone operations do not interfere with manned aircraft operations.
6. Data collected by a drone can only be used for hobby (educational) purposes and may not be sold for profit.
7. If there is a plan to fly drones over property that is not owned by the district, the director of schools shall first obtain written permission from the owner of the property at issue. District personnel operating drones on property not owned by the district must adhere to all requirements of this policy.
8. Operators assume all risk of damage to property and bodily injuries that may occur due to unsafe operation of district owned drones.

Inappropriate Use

Inappropriate use of drones includes, but is not limited to, the following:

1. Violating any local, state, or federal statutes or regulations;
2. Taking pictures of property or persons without consent;
3. Violating safe operating protocols as defined in drone user manual and classroom guidelines;
4. Failing to follow a district policy while using the district's drone technology or failing to follow any other policies or guidelines established by district administrators or their designees; and
5. Harassing, defined as persistently annoying of another, interfering with another's work, insulting, or attacking others.

Violations

District staff shall monitor for inappropriate use of district drone technology as defined by this policy. Violators may be subject to disciplinary action, up to an including suspension and/or expulsion for students or suspension and/or termination for employees.

XVII. STATE & FEDERAL INFORMATION

XVII. A. U.S. Federal Government

XVII. A.1. AHERA Management Plan

On October 22, 1986 President Ronald Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA), which required the Environmental Protection Agency (EPA) to promulgate the final rules that all public and private schools develop Asbestos Management plans and submit them to each state's Governor, or their designees annually beginning in October of 1988.

Scott County Schools has complied with all aspects of this regulation.

The Management Plan, which includes previous asbestos abatement projects, six months surveillance reports, the location and condition of the remaining asbestos containing materials in our buildings, as well as the response action chosen for each, is available for your review at the following location:

Scott County Board of Education
208 Court Street
Huntsville, Tennessee 37756

This written annual notification is required by AHERA regulations. If you have any questions, please call 423-663-2159

XVII. B. Tennessee State Department

The Tennessee Legislature recently enacted Public Chapter 585 which requires school districts to tell parents how to contact the Tennessee Department of Education for information on student rights and services. Contact information for child advocacy groups must be included as well. Accordingly, we are happy to provide you with the following information:

The Tennessee Department of Education can be reached by calling 1-888-212-3162. This is a toll-free call. Their web page contains much useful information and the address is <http://www.state.tn.us/education>.

East Tennessee Regional Resource Center 2763 Island Home Blvd. Knoxville, TN 37290 Phone 865-594-5691 Fax: 865-594-8909	Legal Services Division Division of Special Education, Tennessee Department of Education 710 James Robertson Parkway Andrew Johnson Tower, 5 th floor Nashville, Tennessee 37243-0380 Phone 615-741-2851 Fax: 615-253-5567 or 615-532-9412
Child Advocacy Group Contact Information There are many organizations available to help parents with information, training, and advocacy. For an extensive list visit the Tennessee Disability Services –Disability Pathfinder Database at http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp .	
Locally, CASA (Court Appointed Special Advocates) can be reached via Telephone at: 423-663-8943.	
The ARC of Tennessee 44 Vintage Way, Suite 550 Nashville, TN 37228 Phone: 615-248-5878 or 1-800-835-7077 Fax 615-248-5879	Support and Training for Exceptional Parents (STEP) 712 Professional Plaza Greeneville, TN 37745 In East Tennessee : 423-639-2464
Tennessee Voices for Children 1315 8 th Avenue South Nashville, TN 37203 615-269-7751 1-800-670-9882 http://www.tnvoices.org/main.htm	Tennessee Protection and Advocacy (TP&A) 416 21 st Avenue South Nashville, Tennessee 37212 1-800-287-9636 or 615-298-1080 TTY: 615-298-2471 Fax: 615-298-2046 http://www.tpainc.org

XVIII. PARENTAL NOTIFICATION (ESEA)

The Elementary and Secondary Education Act (ESEA) as amended in Dec. 2015 by the Every Student Succeeds Act (ESSA) makes it clear that Congress expects local educational agencies (LEAs) and schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children’s education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and, to the extent practicable, in a language that the parents can understand. Listed below are some of these required notices that must be made to parents by school districts or individual public schools.

Report Cards on Statewide Academic Assessment

Each school district that receives Title I, Part A funds must prepare and disseminate an annual report card. Generally, the state or district must include on its report card information about public schools related to student achievement, accountability, teacher qualifications and other required information, as well as any other information that the state or district deems relevant.

These report cards must be concise and presented in an understandable and uniform format accessible to persons with disabilities and, to the extent practicable, provided in a language that parents can understand. In Tennessee, these requirements are met through the state’s report card [ESEA Title I, Part A, §1111(h)(1) and (h)(2)].

Achievement on State Assessment

All schools must provide to parents, teachers, and principals the individual student interpretive, descriptive, and diagnostic reports, which allow specific academic needs to be understood and addressed, and include information on the student’s achievement on academic assessments aligned with state academic achievement standards [ESEA §1111(b)(2)(B)(x)].

National Assessment of Education Progress

Districts, schools, and students may voluntarily participate in the National Assessment of Educational Progress (NAEP). Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment, and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access all assessment data (except personally identifiable information), questions, and current assessment instruments [ESEA Title VI, Part C, §411(c)(1); (d)(1)–(2)].

English Learner Programs

A school district that uses federal funds to provide a language instruction education program for English learners must no later than 30 days after the beginning of the school year inform the parents of each child identified for participation or participating in such a program:

- the reasons for the identification of the child as an English learner;
- the child’s level of English proficiency;

- how that level was determined and the status of the child’s academic achievement;
- methods of instruction used in the program in which their child is participating and methods of instruction used in other available programs;
- how the program will meet the educational strengths and needs of their child;
- how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- the specific exit requirements for the program;
- in the case of a child with a disability, how the program meets the child’s IEP objectives; and
- information about parental rights detailing the right of parents to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another available program or method of instruction.

For a child not identified as an English learner prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program [ESEA Title I, Part A, §1112].

Homeless Children

To be eligible for McKinney-Vento funds, the school must provide written notice at the time any child seeks enrollment in the school, and at least twice annually while the child is enrolled in the school, to the parent or guardian or unaccompanied youth that, shall be signed by the parent or guardian or unaccompanied youth; that sets forth the general rights provided; and specifically states:

- the choice of schools homeless children are eligible to attend;
- that no homeless child is required to attend a separate school for homeless children;
- that homeless children shall be provided comparable services, including transportation services, educational services, and meals;
- that homeless children should not be stigmatized by school personnel.

If the district sends a homeless child to a school other than the school of origin or the school requested by the parent or guardian, the district must provide the parents a written explanation for, including notice of the right to appeal, the decision. The information must also be provided whenever a dispute arises over school selection [ESSA Title IX, Part C, §722(g)(3)(B)].

Each LEA liaison for homeless children and youth shall ensure the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children [ESSA Title IX, Part C, §722(g)(6)(A)(iv)].

Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under the McKinney-Vento Act, such as schools, family shelters, and soup kitchens [ESSA Title X, Part C, §722(g)(6)(A)(v)].

Military Recruiter Access to Student Information

Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child’s name, address, and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests [ESEA §8528(a)(2)(B)].

XVIV. EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

The following extracurricular activities, clubs, and organizations are offered throughout the district:

Burchfield Elementary	Band	Beta Club	4-H Club	Scholar’s Bowl	SWAT
Fairview Elementary	Band	Beta Club	4-H Club	Drama	Scholar’s Bowl
Huntsville Elem / Mid	Band	Beta Club	4-H Club	Drama	Scholar’s Bowl
Robbins Elementary	Band Scholar’s Bowl	Beta Club	Drama	Hawk Pals	Math Club
Winfield Elementary	Art Club Music	Band School Newspaper	Beta Club Student Council	Chess Club SWAT	Drama
Scott High	Art Club Foreign Language Math Club Student Council	Beta Club FFA Music Club TSA	Computer Club HOSA Pep Club FCA	English Club History & Museum Club Science Club SWAT	FCCLA Library Club Skills USA

The following sports are available to students in Grades 6 - 12 across the district:

	Baseball	Basketball	Cheerleading	Cross Country	
	Football	Soccer	Softball	Track & Field	

XVV.

BUS ROUTES 2022-2023

SCOTT COUNTY BUS GARAGE - 11981 SCOTT HWY - HELENWOOD, TN. 37755

George Boles, Transportation Director

Route times are approximate and based on last year's routes. Times may vary 5 minutes due to inclement weather or due to new students on the routes and students who have graduated. Students should be at their bus stop 5 minutes prior to bus arrival. Please call, Mr. George Boles, Transportation Director at (423) 663-2112 if you have any questions.

XVV. A. BURCHFIELD ELEMENTARY SCHOOL (BES)

Bus 22-3	<u>Jeannie Sears</u>
<u>Morning:</u>	Home 6:25, Williams Creek Rd. 6:40, Marcumtown Rd. 6:50, RS Marcum Rd. 7:00, Cooper Lake Rd. 7:05, O & W 7:07, Edgewood Estates 7:10, Verdun Rd. 7:15, BES 7:20
<u>Evening:</u>	BES 3:30, Verdun Rd. 3:33, Edgewood Estates 3:35, O & W 3:40, Cooper Lake 3:43, RS Marcum 3:45, Williams Creek 3:47, Marcumtown Rd. 3:50, Red Rock Rd. 4:00, Home 4:15
Bus 05-05	<u>Kim Goodman</u>
<u>Morning:</u>	Home 6:35, Station Camp 6:40, Leatherwood 6:50, Angel Falls 6:55, Addi Ln 6:58, Black Oak Rd. 7:05, BES 7:20
<u>Evening:</u>	BES 3:30, Station Camp 3:38, Angel Falls 3:42, Addi Ln 3:45, Black Oak Rd 3:50, Park Entrance 3:55, Home 4:05
Bus 04-4	<u>Jerrod Williams</u>
<u>Morning:</u>	Home 6:40, Crooked Creek / Hilltop Dr. 6:50, Helenwood Detour Rd. 7:00, Choate Ln. 7:05, Niggs Creek Rd. 7:09, Big Springs Rd. 7:10, Niggs Creek Rd. 7:15, BES 7:25, SHS 7:40
<u>Evening:</u>	SHS 3:10, BES School 3:30, Niggs Creek Rd. 3:35, Big Springs Rd. 3:45, Helenwood Detour Rd. 3:52, Choate Ln. 3:55, Crooked Creek / Hilltop Dr. 4:00Hill, Home 4:20
Bus 15-1	<u>Larry Wilson</u>
<u>Morning:</u>	Home 6:20, Raccoon Loop Rd 6:20, Locust Ln. 6:28, Big Ridge Road 6:33, Foster Cross Rd. 6:45, Grave Hill 6:50, Bud West Ln 7:00, Pine Creek Rd. 7:12, Williams Creek 7:16, BES 7:20
<u>Evening:</u>	BES 3:30, Williams Creek 3:32, Pine Creek Rd 3:35, Grave Hill 3:40, Bud West Ln 3:45, Foster Cross Rd 3:55, Big Ridge Road 4:05, Locust Ln. 4:12, Raccoon Loop Rd 4:17, Home 4:20
Bus 06-4	<u>AM - Gail Seven / PM - Jean Jeffers</u>
<u>Morning:</u>	Home 6:45, Pistol Ln. 6:50, Whaley Ln. 6:55, Meadow Ln. 7:05, Skyline Dr. 7:10, BES 7:20
<u>Evening:</u>	BES 3:30, Skyline Dr. 3:32, Pistol Ln. 3:40, Whaley Ln. 3:50, Meadow Ln. 4:00, Home 4:05
Bus 12-2	<u>Michelle Chambers</u>
<u>Morning:</u>	Home 6:40, Brewster Mtn. 6:45, Forest Ln. 6:50, Fed Phillips 7:00, Grave Hill Rd. 7:05, Stanley 7:10, Coopertown Apts. 7:12, BES 7:15
<u>Evening:</u>	BES 3:30, Coopertown Apts. 3:32, Stanley 3:35, Litton Rd. 3:40, Brewster Mtn. 3:45, Forest Ln. 3:50, Fed Phillips 4:00, Grave Hill 4:05, Home 4:15
Bus 21-4	<u>Ann Patton</u>
<u>Morning:</u>	Home 6:30, Toomey Rd. 6:45, Manis Ln. 6:50, C. Smith 6:55, Rolling Meadow 7:00, Smith Fork 7:05, BES 7:20
<u>Evening:</u>	BES 3:30, C Smith 3:35, Rolling Meadow 3:40, Smith Fork 3:45, Manis Ln. 3:50, Toomey Rd. 4:00, Home 4:20
Bus 20-5	<u>(Special Needs) - Lisa Daughtery</u>

XVV. B. FAIRVIEW ELEMENTARY SCHOOL (FES)

Bus 21-3	<u>Jimmy Baird</u>
Morning:	Home 6:35, Ditney Trail 6:40, Wright Ln. 7:00, Massey Ln. 7:05, Pauline Ln. 7:07, Hwy 456 7:12, Scenic Hills 7:15, FES 7:20
Evening:	FES 3:20, Scenic Hills 3:23, Ditney Trail 3:30, Wright Ln. 3:45, Massey Ln. 3:50, Pauline Ln. 3:52, Home 4:05
Bus 06-2	<u>Sharon Beach</u>
Morning:	Home 6:50, Widows Ln 6:50, Annadell Rd. 6:55, Annadell Church Rd. 7:00, Lee Cross Ln. 7:15, Iky Duncan Rd. 7:18, Jeffers Rd. 7:20, FES 7:25
Evening:	FES 3:20, Jeffers Rd. 3:25, Iky Duncan Rd. 3:30, Lee Cross Ln. 3:35, Annadell Church Rd. 3:40, Widows Ln. 3:45, Home 3:50
Bus 22-1	<u>Sam Harness</u>
Morning:	Home 6:30, Byrgess Creek Rd. 6:30, Head of Bull Creek 6:45, Winona Rd. 7:05, FES 7:20
Evening:	FES 3:20, Winona Rd. 3:25, Byrgess Creek Rd. 3:45, Bull Creek Rd. 4:00, Home 4:30
Bus 20-2	<u>Andy Mason</u>
Morning:	Home 6:40, Rockhouse Rd. 6:40, Sugar Grove Rd 6:50, Fairview Rd. 7:05, FES 7:20
Evening:	FES 3:20, Fairview Rd. 3:22, Sugar Grove 3:35, Rockhouse Rd. 3:50, Home 4:00
Bus 20-3	<u>Claudia Baird</u>
Morning:	Home 6:40, Johnson Ln. 6:52, Jakes Branch 6:55, Morning Star Rd. 7:00, Anderson Hollow Rd. 7:05, Nelson/Silcox Hollow Rd. 7:10, FES 7:22
Evening:	FES 3:20, Highway 63 East 3:26, Nelson/Silcox Hollow Rd. 3:32, Anderson Hollow Rd. 3:40, Johnson Ln. 3:50, Jakes Branch 3:55, Morning Star Rd. 4:00, Home 4:15
Bus 15-2	<u>Gary Crabtree</u>
Morning:	Home 6:34, Straight Fork Rd at Norma Rd. 6:47, Straight Fork Church Rd. 7:04, Back Side of Straight Fork 7:05, ML Chambers Rd. 7:18, FES 7:22
Evening:	FES 3:20, ML Chambers Rd. 3:28, Straight Fork Rd at Norma Rd. 3:33, Straight Fork Church Rd. 3:45, Back Side of Straight Fork 3:50, Home 4:12
Bus 21-5	<u>Silas Lowe</u>
Morning:	Home 6:20, Lawson Rd 6:40, Mill Branch Rd. 6:55, Hurricane Rd. 6:56, Patton Ln. 7:00, Kenny Ln. 7:15, FES 7:20
Evening:	FES 3:20, Norma Rd. 3:26, Kenny Ln. 3:30, Mill Branch Rd. 3:35, Hurricane/Patton Ln. 3:40, Williams Rd. 3:55, Lawson Rd 4:01, Home 4:30
Bus 05-3	<u>Matilda Lowe</u>
Morning:	Home 6:10, Bowling Town Rd. 6:25, Shea Rd. 6:35, Smokey Junction 6:45, Sharpe Rd. 7:00, FES 7:20
Evening:	FES 3:20, Sharpe Rd. 3:35, Smokey Junction / Shea Rd. 4:00, Bowling Town Rd. 4:15, Head of Smokey Creek 4:30, Home 5:00

XVV. C. HUNTSVILLE ELEMENTARY / MIDDLE SCHOOLS (HEMS)

Bus 18-2	<u>Dwayne Hughett</u>
Morning:	Home 6:15, Honeycutt Ln. 6:35, West Ln. 6:47, Old Buffalo Rd. 7:00, Phillips Village Rd. 7:05, Sexton Lane 7:10, HEMS 7:25, SHS 7:35
Evening:	SHS 3:10, HEMS 3:20, Sexton Ln. 3:30, Phillips Village Rd. 3:35, Honeycutt Ln. 3:40, West Ln. 3:45, Old Buffalo Rd. / Mine Rock 3:50, Home 4:10
Bus 05-07	<u>Rosetta Phillips</u>
Morning:	Home 6:10, Sulfer Creek / Cherry Fork 6:17, Phillips Cemetery Rd. 6:20, Butler Ln. 6:28, Strawberry Flats 6:36, Tree Top 6:39, Paint Rock Rd 6:47, Morning Glory. 6:55, Hunter St. 7:02, Cherry Fork/ Sulfer Creek 7:06, Emerald Hill 7:10, HEMS 7:22, SHS 7:35
Evening:	SHS 3:10, HEMS 3:20, Sulfer Creek Rd./Emerald Hill 3:15, Phillips Cemetery Rd. 3:25, Tunnel Hill Rd 3:30, Hunter St. 3:33, Morning Glory 3:35, Paint Rock Rd. 3:42, Strawberry Flats 3:50, Tree Top 3:53, Butler Ln. 4:00, Home 4:30
Bus 18-1	<u>Frank Rayburn</u>
Morning:	Home 6:30, Litton Covered Bridge Rd. 6:35, Little Creek 6:45, Brooks Gap 6:50, Park Rd 7:00, Old Jamestown Rd. 7:05, Oak Street 7:06, Sutherland Dr. 7:08, HEMS 7:25
Evening:	HEMS 3:20, Little Creek 3:30, Brooks Gap 3:35, Litton Covered Bridge Rd. 3:40, Old Jamestown Rd. 4:00, Oak Street 4:02, Sutherland Dr. 4:05, Home 4:10
Bus 22-02	<u>AM -Dortha Loggins</u>
Morning:	Home 6:45, Mud St. 6:46, Low Gap Rd. 6:50, Walker Newport Rd. 7:05, Newport Trail 7:10, Old Jamestown Rd. 7:15, Old Brimstone Rd. 7:20, SHS 7:25, HEMS 7:35
Evening:	HEMS 3:00, SHS 3:10, Old Brimstone Rd. 3:11, Old Jamestown Rd. 3:17, Low Gap Rd. 3:22, Newport Trail 3:26, Walker Newport Rd. 3:31, Mud St. 3:45, Henson Ln. 3:48, Home 3:55
Bus 05-01	<u>Cammie Mason</u>
Morning:	Home 6:50, Paint Rock Rd. 7:00, Huntsville Hill Rd. 7:05, Western Heights Ln. 7:09, HEMS 7:25
Evening:	HEMS 3:20, Huntsville Hill Rd. 3:21, Western Heights Ln. 3:25, Paint Rock Rd. 3:40, Phillips Flats Rd. 3:45, Home 4:00
Bus 09-1	<u>Open Route</u>
Morning:	Cherry Fork Rd 6:48, Letner Rd. 6:50, Cotton Cemetery Rd 6:55, Phillips Loop 6:58, Goodman Ln. 7:05, Old County Garage Rd 7:15, SHS 7:25, HEMS 7:35
Evening:	HEMS 3:00, SHS 3:10, Old County Garage Rd. 3:20, Goodman Ln. 3:26, Phillips Loop Rd. 3:30, Cotton Cemetery Rd 3:38, Letner Rd 3:45
Bus 12-1	<u>Open Route</u>
Morning:	Jane Phillips Rd 6:35, Phillips Flats Rd. 6:40, Stanley St. 6:55, Smith Creek 7:05, HEMS 7:25, SHS 7:35
Evening:	HEMS 3:15, Annadale Rd. 3:25, Smith Creek 3:35, Stanley Creek 3:45, Phillips Flats Rd 3:55, Jane Phillips Rd 4:00
Bus 09-2	<u>David Sexton</u>
Morning:	Home 6:35, Simpson Rd 6:40, Helenwood Loop Rd 6:47, Windsong Dr. 6:50, Cherokee Dr. 7:10, SHS 7:25, HEMS 7:35
Evening:	HEMS 3:00, SHS 3:10, Simpson Rd 3:18, Helenwood Loop 3:22, Windsong Dr. 3:25, Cherokee Dr. 3:40, Home 4:00
Bus 16-2	<u>Brian Armstrong</u>
Morning:	Home 6:27, Airport Rd 6:27, Oakmont Rd. 6:35, Indian Hills 6:45, Oral Drive 6:51, Patterson Ln 6:55, Cedar Hills Rd. 6:58, Virgil Cecil Rd 7:01, Lafollette Circle 7:04, HEMS 7:25, SHS 7:35
Evening:	HEMS 3:00 SHS 3:10, Lafollette Circle 3:15, Virgil Cecil Rd 3:19, Cedar Hills Rd. 3:23, Patterson Ln 3:28, Oral Drive 3:31, Galloway 3:35, Indian Hills 3:40, Oakmont Rd. 3:45, Helenwood Detour Rd. 3:50, Home 4:00
Bus 21-2	<u>Open Route</u>
Morning:	Home 6:45, Sulpher Creek West 6:47, Carson Rd, Coffey Rd 6:52, Sky View Dr. 7:00, National Dr. 7:05, Glasshouse Rd. 7:10, HEMS 7:25
Evening:	HEMS 3:00, SHS 3:10, Glasshouse Rd. 3:15, National Dr. 3:30, Sulpher Creek West 3:35, Carson Rd, Coffey Rd 3:40, Sky View Dr. 3:48, Home 3:55
Bus 10-1	<u>(Special Needs) - Festus Day</u>
Bus 12-3	<u>(Special Needs) - Matthew Sharpe</u>
Bus 16-1	<u>(Special Needs) - Kyle Anderson</u>
Bus 20-5	<u>(Special Needs) - Lisa Daugherty</u>
Bus 10-2	<u>(Special Needs) - Terry Lowe</u>

XVV. D. ROBBINS ELEMENTARY SCHOOL (RES)

Bus 06-3	<u>Chris Burress</u>
Morning:	Home 6:00, Coal Hill 6:20, Wolf Creek Rd. 6:34, Henry Hill Rd. 6:36, CE Todd Rd. 6:55, Mark Frey 7:00, RES 7:20
Evening:	RES 3:20, Mark Frey Rd 3:23, C E Todd Rd. 3:28, Wolf Creek 3:33, Henry Hill Rd. 3:50, Coal Hill 4:00, Home 4:30
Bus 05-08	<u>Open Route</u>
Morning:	Home 5:45, Head of Brimstone Rd 6:25, Slick Rock 6:40, RES 7:20
Evening:	RES 3:20, Brimstone Rd. 3:23, Slick Rock 4:05, Head of Brimstone Rd 4:20, Home 4:40
Bus 06-7	<u>Darrell Overton</u>
Morning:	Home 6:10, Hamby Ln 6:10, Habitat @ Hwy 52 6:15, Sexton 6:17, Concord / Concord East 6:23, West Robbins Rd. 6:30, Reagan Ln. 6:45, Al Martin Rd. 6:50, Blackcreek Rd. 6:55, Sims Rd 7:00, RES 7:15
Evening:	RES 3:20, Sims Rd. 3:32, Blackcreek Rd. 3:35, Al Martin Rd 3:45, Reagan Ln. 3:50, West Robbins Rd. 3:55, Mike Jones Rd. 4:00, Tutor Ln 4:01, Concord 4:05, Sexton 4:10, Habitat @ Hwy 52 4:15, Home 4:25
Bus 20-1	<u>Vince Owens</u>
Morning:	Home 6:20, Old Hwy 27 Car Wash 6:27, Black Creek Church 6:35, Firetower Rd. 6:40, Dogwood Ln. 6:43, Newport Ln. 6:49, Overton Ln. 6:54, Mt View Rd behind B & H Store 6:57, Russell Griffith Rd. 7:16, RES 7:22, SHS 7:40
Evening:	SHS 3:10, RES 3:20, Russell Griffith Rd. 3:29, Mt View Rd behind B & H Store 3:35, Newport Ln. 3:40, Carl Griffith Rd. 3:44, Overton Ln. 3:46, Dogwood Ln. 3:50, Black Creek Church / Grassy Knob Rd. 3:52, Old Hwy 27 to Car Wash 4:00, Home 4:10
Bus 22-7	<u>Ericka Boles</u>
Morning:	Home 6:38, Jurgins Rd. 6:45, Ridge Road 6:47, Tunnel Hill Rd. 7:00, Chambers Rd. 7:03, East Robbins Rd. 7:08, RES 7:20
Evening:	RES 3:20, East Robbins Rd. 3:23, Chambers Rd. 3:35, Tunnel Hill Rd. 3:40, Ridge Road 3:45, Jurgins Rd. 3:52, Home 4:05
Bus 22-6	<u>Michael Smith</u>
Morning:	Home 6:15, Horseshoe Bend 6:30, White Oak Circle 6:35, Carter Circle 6:40, Sheep Ranch Rd. 6:46, Old Rugby School Rd. 7:05, Tompkins Rd. 7:10, RES 7:20
Evening:	RES 3:20, Tompkins Rd. 3:28, Old Rugby School Rd. 3:32, Sheep Ranch Rd. 3:40, Carter Circle 3:55, White Oak Circle 3:57, Horseshoe Bend 4:05, Home 4:20
Bus 06-5	<u>Kirby Wright</u>
Morning:	Home 6:35, Glenmary Rd. 6:45, Nydeck Trail 6:52, Butler/Railroad St. 7:05, RES 7: 20
Evening:	RES 3:20, Hwy 27 South 3:22, Butler/Railroad St. 3:28, Nydeck Trail 3:34, Hwy 27 South 3:42, Glenmary Rd 3:45, Home 3:50
Bus 10-2	<u>(Special Needs) - Terry Lowe</u>

XVIII. E. WINFIELD ELEMENTARY SCHOOL (WES)

Bus 22-5	<u>Jessica Cosgrove</u>
Morning:	Home 6:00, Upper Jellico Creek Rd. 6:30, Gum Fork Rd. 6:43, Trammel Cem. Rd. 6:55, Strunk Rd. 7:10, WES 7:20
Evening:	WES 3:35, Strunk Rd. 3:45, Trammel Cem. Rd. 3:50, Gum Fork Rd. 3:58, Home 5:00
Bus 20-4	<u>Steve Phillips</u>
Morning:	Home 6:00, Hwy 27 6:20, Pine Grove Rd. 6:25, Ross Cemetery Rd. 6:33, Pine Hill Rd. 6:40, Buffalo Rd. 6:53, A. V. Stanley Rd. 7:00, Dexter Laxton Rd. 7:02, Pleasant Valley Ln. 7:05, Sand Cut 7:10, Ramsey Rd. 7:15, Popular Rd. 7:18, Williamsburg Rd. 7:20, WES 7:23
Evening:	SHS 3:10, WES 3:35, Hwy 27 3:40, Ramsey Rd. 3:46, Slaven Dr. 3:48, Pine Grove Rd. 4:00, Pine Hill Rd. 4:10, Buffalo Rd. 4:20, A. V. Stanley Rd. 4:25, Dexter Laxton Rd. 4:27, Pleasant Valley Ln. 4:30, Home 5:00
Bus 06-6	<u>Jr. Ryan</u>
Morning:	Home 6:30, Ross Ln. 6:35 Scott Hwy. State Line 6:45, Isham Rd. East 6:47, Roe Ln. 6:50, Jess Ln. 6:52, Pleasant Grove Rd. 7:00, Alderville Rd. 7:05, Clay Hill Rd. 7:08, Carl Perkins Rd 7:10, Hwy 27 7:15, Taylor Rd. 7:16, WES 7:20
Evening:	WES 3:35, Taylor Rd 3:38, Ross Ln. 3:40, Scott Hwy State Line 3:45, Isham Rd. East 3:50, Roe Ln. 3:55, Jess Ln. 3:58, Pleasant Grove Rd. 4:10, Alderville Rd. 4:15, Clay Hill Rd. 4:20, Home
Bus 21-1	<u>Michael Strunk</u>
Morning:	Home 6:00, Upper Jellico Creek Rd. 6:30, Gum Fork Rd. 6:43, Trammel Cem. Rd. 6:55, Strunk Rd. 7:10, WES 7:20
Evening:	WES 3:35, Scott Hwy 3:36, Williamsburg Rd 3:40, Isham Rd West 3:42, Tate Ln./ Bridges Rd 3:50, Kingtown Rd 3:52, Cross Roads 4:00, New Light Rd 4:05, New Light Circle 4:13, Bear Creek Trail 4:14, Bear Creek Ln. 4:16, Home 4:20
Bus 16-1	<u>(Special Needs) - Kyle Anderson</u>

PARENT INFORMATION FOR THE SELF-ADMINISTRATION OF ASTHMA INHALERS

Dear Parents,

According to a law passed March 31, 2004, students are now allowed to keep their prescribed asthma inhaler in their possession and use it as it has been prescribed. In order for them to exercise this privilege certain documentation must be on file in the school office. **Until all forms are returned, students cannot keep their asthma medications with them.**

The law has the following provisions:

- Parents must provide written authorization for the student to possess and use the inhaler.
- Parents must provide a written statement from a health care provider that includes the following information: that the student suffers from asthma, that he or she has been instructed in self-administration of the prescribed, metered dosage, asthma inhaler.
- The physician statement must also contain the name and purpose of the medication, the prescribed dosage, the time or times the prescribed inhaler is to be regularly administered as well as any additional special circumstances under which the inhaler is to be administered.
- The statement must also tell the length of time for which the inhaler is prescribed.
- This form is good for one school year and must be renewed each year.
- Upon completing all requirements a student may possess and use the inhaler when at school, at a school sponsored activity, or before or after normal school activities while on school properties, including school sponsored child care or after school programs.
- The forms are located on the next 2 pages of this Handbook.

The law also contains the following language: The LEA (school system) shall inform the student's parent or guardian that the school and its employees and agents shall incur no liability as a result of any injury sustained by the student or any other person from possession or self-administration of the inhaler. The student's parent or guardian shall sign a statement acknowledging that the school shall incur no liability and the parent or guardian shall indemnify and hold harmless the school and its employees against any claims relating to the possession or self-administration for the inhaler.

In order to make this as easy as possible for you and your health care provider, we have devised the necessary forms and are including them in this packet of information. Please return them as soon as possible.

Thank you,
Scott County School System

FORM - PARENT PERMISSION FOR SELF-ADMINISTRATION OF AN ASTHMA INHALER

I, _____, parent or guardian of
(parent name)

_____, a student at _____ school,
(student's name) (school name)

do hereby inform the school that my child requires medication for asthma and that I give my permission for my child to keep in his possession and self administer this prescribed asthma medicine.

I further understand the school and its employees shall incur no liability as a result of any injury sustained by the student or any other person from possession or self-administration of the inhaler.

Further, I will indemnify and hold harmless the school and its employees against any claims relating to the possession or self-administration of the inhaler.

I understand that the school system may suspend or revoke the student's possession and self-administration privileges if the student misuses the inhaler or makes the inhaler available for usage by another person. Nothing in this will be construed to relieve liability of the school or its employees for negligence.

I understand that this permission is good for one year only and must be renewed each school year.

Signed: _____
(parent signature)

Printed Name: _____
(parent name)

Date: _____

FORM - HEALTH CARE PROVIDER FOR THE SELF-ADMINISTRATION OF ASTHMA INHALERS

I certify that _____, a student in the Scott County
(student name)

School System, suffers from asthma and has been instructed in the self-administration of the prescribed, metered dosage, asthma reliever inhaler.

The name and purpose of the medication is:

The prescribed dosage is:

The time or times the prescribed inhaler is to be regularly administered:

Any additional special circumstances under which the inhaler is to be administered:

The length of time for which the inhaler is prescribed:

Please circle title: MD, FNP, PA

Printed name of health care provider _____
(printed name)

Signature: _____

Phone number: _____

Scott County Board of Education

P.O. Box 37
208 Court Street
Huntsville, TN 37756

Bill M. Hall
Director of Schools

Phone: (423) 663-2159
Fax: (423) 663-9682

COVID-19 TESTING AND DIAGNOSIS

AUTHORIZATION TO RELEASE INFORMATION

Scott County School District

Student Name: _____ Birth Date: _____

I authorize Winbigler Medical, PLLC and its clinical affiliates or an independent laboratory acting on their behalf to disclose identifiable health information related to COVID-19 testing and diagnosis to the school listed above. **The purpose of the disclosure is to assist my child's school in accessing and evaluating Covid-19 results for follow-up purposes, including quarantine, exposure evaluation, and contact tracing.**

Scott County School District has requested that Winbigler Medical provide testing and diagnosis for Covid-19 to your child so that the information may be shared with Scott County School District. I understand that my refusal to sign this form means that Winbigler Medical will not render such testing and diagnosis for Covid-19 on behalf of Scott County School District. I also understand that once Winbigler Medical releases my child's identifiable health information, federal and state privacy laws may not protect the information, and the entity receiving their information may re-disclose it.

This Authorization to Release Information will be valid for one year from the date of my signature. If I change my mind and no longer wish for my child's identifiable health information related to their COVID-19 testing and diagnosis to be shared with Scott County School District, I must let Winbigler Medical know in writing by contacting Winbigler Medical, PLLC (jennifer@winbiglermedical.com). Winbigler Medical clinical affiliates will then no longer share identifiable health information related to COVID-19 testing and diagnosis with my child's school (although Winbigler Medical will not be able to take back any disclosures that it made while this authorization was in effect), and Winbigler Medical may inform my child's school of such election.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



Release of Student Information

(MEDIA & MILITARY INFORMATION RELEASE)

Personally Identifying Information (MEDIA)

Unless prohibited by a parent or legal guardian by signing below, it is the policy of the Scott County School System to release certain personally identifying information about students, such as, but not limited to, the names, grade level and pictures of award winners to the media, or pictures and vital statistics of athletes to the media or for print on athletic programs. Such release of personally identifying information shall only be for school-related purposes and will only be given to parties who have a legal right to receive such information.

Please note that this only pertains to information directly released by the school district itself. The district cannot control the release of information by members of the public in attendance during public events such as ballgames, promotion ceremonies, etc. Please read section XVI. G. for additional information.

Please Circle or Check: **I DO** **I DO NOT**
 authorize the release of personally identifying information of my child to the media, as described and for the purposes set forth above.

Child / Student Name: _____
(PRINT)

Parent/Guardian Signature: _____ Date: _____

* * * * *

Release of Directory Information (MILITARY)

In accordance with the regulations contained in the federal legislation of the ESEA of 2001, directory information (student's name, address, and phone number) may be released to military recruiters. Parents can choose whether or not this information is released.

Please Circle or Check: **I DO** **I DO NOT**
 authorize the release of directory information of my child to military recruiters, as described and for the purposes set forth above.

Child / Student Name: _____
(PRINT)

Parent/Guardian Signature: _____ Date: _____

SIGN EACH APPLICABLE SECTION AND RETURN TO THE SCHOOL PRINCIPAL

Official Administrative Use Only

Received By: _____ Date Received: 55 Date Placed in Permanent Record: _____



2022 - 2023

SCOTT COUNTY SCHOOLS



Technology Acceptable Use Policy (AUP) – Student

I have received a copy of the following documents:

- Technology Acceptable Use Policy (Issued July 12, 2001)
- Board Policy 1.805 - Use of Electronic Mail (Issued August 9, 2001)
- Board Policy 4.404 - Use of Copyrighted Material (Issued August 8, 1996)
- Board Policy 4.406 - Use of the Internet (Issued November 8, 2012)
- Board Policy 4.407 - Web Pages (Issued August 9, 2001)
- Board Policy 6.312 - Use of Personal Communication Devices and Electronic Devices (Issued July 10, 2014)
- Board Policy 6.304 - Student Discrimination/Harassment, Bullying/Intimidation and Cyberbullying (Issued August 11, 2016)

Yes, I have read the above documents, and agree to all terms and conditions as stated in these documents.

These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Tennessee and the United States of America. I understand and will abide by the Technology Acceptable Use Policy (AUP). I further understand that any violation of this Technology AUP is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and district disciplinary action and/or appropriate legal action may be taken. I understand that I may change my stance at any time on this policy by signing another signature page with my desired choice and submitting it directly to the Director of Schools or whomever the Director deems an appropriate authority. The signed Technology AUP with the most current date will replace any existing signed Technology AUP with a previous date.

Name: _____ School: _____ Date: _____

Student: _____ Parent/Guardian: _____
SIGNATURE SIGNATURE

No. I have read the above documents, and do NOT agree to the terms and conditions as stated in these documents. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Tennessee and the United States of America. I understand that failing to agree with the Technology Acceptable Use Policy may result in my reassignment to another class due to course requirements. I also understand that at no time am I to use any technology, for any reason, while on school grounds. I further understand that any violation of this agreement is unethical and may constitute a criminal offense. Should I commit any violation, district disciplinary action and/or appropriate legal action may be taken. I understand that I may change my stance at any time on this policy by signing another signature page with my desired choice and submitting it directly to the Director of Schools or whomever the Director deems an appropriate authority. The signed Technology AUP with the most current date will replace any existing signed Technology AUP with a previous date.

Name: _____ School: _____ Date: _____

Student: _____ Parent/Guardian: _____
SIGNATURE SIGNATURE

Official Administrative Use Only

Received By: _____ Date Received: _____ Date Placed In Permanent Record: _____

FORM - 2022-2023 SCHOOL-PARENT COMPACT

School Responsibilities

Scott County Schools will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - *Highly-qualified and certified teachers*
 - *High quality and differentiated instruction*
 - *Response to Intervention curriculum*
 - *504 modification and Individualized Educational Plans, as approved*
 - *K-12 School Counselors*
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**
 - *Semi-annual Parent-Teacher conferences held in October and March.*
 - *Specific dates and times to be announced through school flyers, school/district websites, local television, radio, and newspaper; and school notification system.*
3. **Provide parents with frequent reports on their children's progress.**
 - *Mid-point progress reports in all grades/subjects provided every 6 weeks*
 - *Formal Report Cards in all grades/subjects provided every 9 weeks*
 - *Parent and student online access to student management system which provides immediately updates to attendance, grades, etc.*
4. **Provide parents reasonable access to staff.**
 - *Teachers are available throughout the school year for parent conferences during their daily planning/non-instructional time. See section III. Q. of the Scott County Schools Handbook for procedure to schedule an appointment.*
5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities**
 - *Activities may include field trips, Family Reading Nights, scheduled classroom visits, special events such as Science Fair, field days, etc.*
 - *To ensure the safety of all students, all volunteers must be scheduled and expressly approved by both classroom teacher and school principal.*

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Sign report cards
- Ensure that the student gets to school each day, on time, and ready to learn.
- Review homework assignments and offer assistance when needed.
- Demonstrate interest in the student's well-being by attending school functions and supporting the student's school activities.
- Make every effort to attend parent teacher conferences
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

In signing a contract, the parent shall agree to maintain within the parent's best efforts involvement with the parent's child's education to the extent required by the contract. If any obstacles or extenuating circumstances hinder and/or prevent me from a full commitment I will offer an explanation to the appropriate administrator (s) or staff member (s).

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Have good school attendance.
- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

School

Parent(s)

Student

Date

Date

Date

Military Survey

1. Student's Name _____
2. Name of Parent/Guardian 1 _____
3. Name of Parent/Guardian 2 _____
4. Is either parent/guardian enlisted **full-time** in the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard, or Active Guard Reserve?
 - a. Yes, Parent/Guardian 1
 - b. Yes, Parent/Guardian 2
 - c. Yes, both parents/guardians
 - d. No
5. Does either parent/guardian participate in the **National Guard** on a **part-time** basis?
 - a. Yes, Parent/Guardian 1
 - b. Yes, Parent/Guardian 2
 - c. Yes, both parents/guardians
 - d. No
6. Does either parent/guardian participate on a **part-time** basis in the reserves of a branch of the Armed Forces (**Army, Navy, Air Force, Marine Corps, or Coast Guard**)?
 - a. Yes, Parent/Guardian 1
 - b. Yes, Parent/Guardian 2
 - c. Yes, both parents/guardians
 - d. No

As required under the Every Student Succeeds Act (ESSA), § 1111(h)(1)(C)(ii), each state's report card must include information for students with a parent who is a member of the Armed Forces. Beginning in the 2017-18 school year, districts are required to identify students whose parent(s) or legal guardian(s) fall within military-related classifications. According to the U.S. Department of Education (USED):

"We want all military-connected school children to have an equal and fair opportunity for academic success. This requires that those individuals who make up our nation's educational system, our teachers, principals, school nurses, coaches, and counselors understand the unique situations the children of our service members experience."



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