



WASHINGTON
COUNTY SCHOOLS
INSPIRE ★ STRIVE ★ THRIVE

Student Handbook

2023-2024

Washington County Schools
405 W. College Street
Jonesborough TN 37659

Washington County Schools

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Washington County Schools

Welcome



Jerry S. Byod
Director of School

405 W. College St.
Jonesborough, TN 37659
Phone (423) 753-1100

Dear Washington County Families,

It is an honor and privilege to serve Washington County Schools. As Superintendent, I value the partnership between our educators and families to support and encourage our students. The mission of WCS is to inspire every student to reach their fullest potential daily. Strong collaboration with our family and community partners is essential to fulfill our mission.

The WCS staff is committed to providing students with the resources, materials, and opportunities needed to achieve. Our teachers work diligently daily in our classrooms to establish a foundation on which students can thrive through hard work to reach their goals and dreams. The opportunity to support the daily work of our dedicated educators and students is a core value for me as a lifelong educator.

The WCS Student Handbook is a resource to provide clarity of our community's expectations along with the policies and procedures for our students and staff to follow. These procedures are established in accordance with our federal, state, and local laws, regulations, and policies. These guidelines enable us to maintain orderly structures to allow our staff and our students to maintain a focus on learning and continuous improvement. Please take the time to review the Student Handbook with your child. Additional information about our district and our schools can be found via our website: www.wcde.org.

I look forward to a great school year as we work together to inspire our students to strive to reach their full potential in order to thrive throughout their lifetime.

Sincerely,

Jerry S. Boyd
Superintendent

Washington County Schools

Non-Discrimination Statement

Washington County Schools 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.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Chief Academic Officer
405 W. College St.
Jonesborough, TN. 37659 423-753-1100

Future Changes

Although every effort will be made to update the handbook on a regular basis, the Washington County School District reserves the right to change this handbook and any content within, without notice, except as may be required by state and federal law. As a result, the online version of the handbook shall be the official version.

Rights & Responsibilities

Student Rights & Responsibilities

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board and school officials;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

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Parent Rights & Responsibilities

Parents/guardians have the right to:

1. Be actively involved in their student's education;
2. Be treated courteously, fairly, and respectfully by school staff; and
3. Receive all relevant information and communication related to their student's education.

Parents/guardians have the responsibility to:

1. Make sure their student attends school regularly and on time, and when a student is absent, send in written excuse notes;
2. Support the District by being a role model for their student, talking with their student about school and expected behavior, and communicating the value of education through words and action;
3. Be respectful and courteous to staff, other parents/guardians, and students while on school premises and during school activities;
4. Encourage students to participate in extracurricular activities that promote social and emotional growth in the areas of creative arts, music, and athletics; and
5. Work with principals and school staff to address any academic or behavioral concerns or complaints students may experience.

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Annual Notices

Asbestos Management Plans

Parent(s)/guardian(s), upon request, shall be given the opportunity to review the Asbestos Management Plan. This request can be made to the Chief Officer of Operations.

Asbestos containing building materials are used and remain in the following school buildings: Asbury, Central Office, Daniel Boone High School, Fall Branch, Gray, Jonesborough Elementary, Jonesborough Middle, Midway Materials Center, Sulphur Springs Elementary, and West View. All remaining school buildings within the District have been built asbestos-free or the asbestos containing building material has been removed.

Buildings containing asbestos are inspected every 6 months through Crossroads Environmental Services LLC. A 6-month Periodic Surveillance Report is available to view in the above buildings. Class IV Employees (Custodial/Maintenance Workers) are required to attend an Annual 2-hr Awareness Training Class.

Child Nutrition Program

All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) or Families First can get free meals regardless of your income. Also, your children can receive free- or reduced-price meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.

Your children can get low cost meals if your household income is within the reduced-price limits on the Federal Eligibility Income Chart. Households can find the Federal Income Eligibility Guidelines in the application packet sent home from schools.

Students identified as in foster care, homeless, migrant, or runaway students are categorically eligible for free meals and free milk.

You should have received an application from your child's school. If not, please contact the school directly. You can also apply online by visiting www.wcde.org/lunch and following the links through the Food and Nutrition Department page.

An application for free or reduced-price meals cannot be approved unless it contains complete information. All information provided on the application may be verified at any time during the school year.

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, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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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 or 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, \(AD-3027\)](#) which can also be found 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 mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax: (202) 690-7442 or
Email: program.intake@usda.gov

For more information as to the free or reduced-price meals or for questions as to the appeal process due to an application denial, contact Kimberly Head at (423) 753-1107.

Directory Information

Per the Family Educational Rights and Privacy Act (FERPA), the District may disclose appropriately designated directory information without written consent, unless the parent(s)/guardian(s) or eligible student (a student who is 18 years or older) has opted out of the disclosure of directory information.

In addition, federal law requires the District to provide military recruiters, upon request, with the names, addresses, and telephone listings of students unless parents/guardians have opted out in writing.

The District has designated the following information as directory information:

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone number, e-mail address, photograph, date and place of birth, major field of student, dates of attendance, grade level, enrollment status (e.g. undergraduate, graduate, full-time, or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.

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If the parent/guardian wishes to opt-out of the above, he/she shall indicate his/her preference on the "Opt-Out Notifications" form on of the Student Handbook Acknowledgement Form.

Education Records

FERPA affords parent(s)/guardian(s) and eligible students certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the District receives a request for access.
 - a. Parent(s)/guardian(s) or eligible students who wish to inspect education records shall submit to the principal a written request that identifies the records they wish to inspect.
 - b. Arrangements for access will be made, and the parent(s)/guardian(s) or eligible student will be notified 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/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. Education records may be disclosed without prior written consent if a school official has a legitimate educational interest.
 - b. A "legitimate educational interest" is the official's need to know information to: Perform required administrative tasks; Perform a supervisory or instructional task directly related to the student's education; and Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC 20202

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Surveys, Analyses, and Evaluations of Students

Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal.

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Mental or psychological problems of the student or the student's family;
2. Sexual behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of other individuals with whom respondents have close family relationships;
5. Legally privileged relationships;
6. Income; or
7. The collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking without the prior consent of the eligible student or parent/guardian.

The collection of the following student data is strictly prohibited:

1. Political affiliation or voting history;
2. Religious practices; and
3. Firearm ownership.

Per state and federal law, prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following such notification and prior to the administration of the survey, analysis, or evaluation, parent(s)/guardian(s) may opt their student out of participation. If the District plans to disseminate a survey, analysis, or evaluation about one or more of the protected areas or use a student's personal information for selling or marketing purposes, consent shall be required before student participation.

Unsafe School Choice

Students who attend a school within the District identified by the State of Tennessee as persistently dangerous or students who are victims of a violent crime while in or on school grounds shall be given the opportunity to attend a safe school within the District.

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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 these 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 overcome 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 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 the Office of Coordinated School Health 423-434-4920.

Washington County Schools

Administration of Schools

After School Care

The Washington County School Age Child Care Program (SACC) is a service that is provided to families with children attending kindergarten-8th grade in a Washington County School. SACC provides a safe quality care program where children can engage in activities before and after official school hours at a minimal cost.

Children in SACC have opportunities to participate in activities that will benefit them emotionally, socially, physically, and educationally. Students receive homework help in addition to arts and crafts, hands-on science projects, music, outside play, board games, Wii, and Xbox games. This program meets the requirements of and is licensed by the Tennessee Department of Education.

Enrollment Information

To register for the SACC program all forms regarding your child/children's registration must be completed and on file with SACC staff prior to attending the program. Forms for enrollment will be available online through the Washington County School Age Child Care webpage. Please complete the registration form and a health history form for each child prior to attending the program.

Families must submit updated registration forms each new school year and summer. Morning Care is available five (5) days a week approximately at 7:00 a.m.

(Exception: If schools are on a delayed schedule, the SACC program will not be open for morning care).

Available morning care locations: Boones Creek Elementary, Fall Branch Elementary, Grandview Elementary, Gray Elementary, Lamar Elementary, and Ridgeview Elementary.

Afternoon care is available five (5) days a week until 6:00 p.m.

(Exception: If schools are dismissed early, the SACC program will remain open one (1) hour following school dismissal).

Available after school SACC locations: Boones Creek Elementary, Fall Branch Elementary, Grandview Elementary, Gray Elementary, Jonesborough Elementary, Jonesborough Middle, Lamar Elementary, Ridgeview Elementary, Sulphur Springs Elementary, and West View Elementary.

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Extracurricular Activities, Clubs, and Organizations

The following guidelines shall be followed in administering school-sponsored extracurricular activities:

1. The board shall initially approve each extracurricular activity to ensure proper support and supervision.
2. Each student activity must be under the guidance and direction of a certified staff member.
3. All extracurricular activities and clubs must have the approval of the principal.
4. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal or his/her designee.
5. Secret organizations shall not be operated in any school.
6. A student shall not be required to attend an extracurricular activity that is scheduled at a time which conflicts with his/her religious practices.
7. Extracurricular activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events which cannot be scheduled otherwise.
8. Student groups shall not participate in state or national activities which are not listed as approved activities by a regional accrediting association or the state and national principals' associations without the approval of the director of schools.
9. A student on out-of-school suspension shall not be permitted to participate in extracurricular activities.
10. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are strictly forbidden.

Personal Conduct at Sporting Events

Good sportsmanship and appropriate personal conduct are expected from all student athletes, coaches, and spectators. In the event any student of Washington County Schools behaves in a manner that violates the Code of Acceptable Behavior, the school administration will impose appropriate discipline. Additionally, if any spectator, whether student or adult, behaves in a manner that results in TSSAA imposing a fine on the school for unruly behavior, then any such person will be barred from attending any extracurricular activities of the Washington County Schools until such fine has been reimbursed to the Board.

Drug-Free Schools

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds.

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

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To protect the rights of students, to safeguard the learning environment, and to contribute to a drug free community, the board's plan for dealing with alcohol and drugs shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other appropriate sources of appropriate help; and.
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies, and judicial officials.

Using state guidelines, the director of schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act;
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parents and students that compliance with this policy is mandatory.

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school sponsored activity, function, or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs. Students will not possess, sell, or distribute any substance that is substantially similar in color, shape, size, markings, or lack of markings to controlled substances classified in the law. Disciplinary sanctions shall be imposed on students who violate standards of conduct required by this policy. Such sanctions shall be consistent with local, state, and federal laws up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

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Emergency Closings

As soon as the decision to close schools is made, the Director of Schools will notify the public media and request that an announcement be made.

If school is not in session or is dismissed early due to snow or inclement weather, the Director of Schools in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled activities in which students are involved shall be postponed or cancelled.

For more information, refer to *School Board Policy 1.8011*

Parent and Family Engagement

Families and community members should be engaged in the education of students based on the following standards:

- Families are welcomed into the school community;
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic, and business resources are made available to strengthen school practices and programs

School Nutrition Program

"Feeding our students for a brighter future."

In the more than 700,000 meals served each year, the Washington County Schools Nutrition Department offers a variety of nutritional foods that appeal to their number one customer: the student. All meals meet federal guidelines as required by the United States Department of Agriculture because of our participation in the National School Lunch and Breakfast programs. Meals are available to the student at the lowest possible price. Federal subsidies for free and reduced-price meals are available but families must apply for those benefits to determine eligibility.

It is the objective of the Washington County Schools Nutrition Department to provide nutritional meals in an environment that provides an opportunity for sound nutrition education. To achieve this goal, school food service has broadened its efforts in nutrition education, personnel training, and in the upgrading of facilities and equipment.

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Prices for Meals | School Year 2022-2023

Full Price Student Breakfast	\$1.80 (K-5) \$1.90 (6-8) \$2.00 (9-12)
Full Price Student Lunch	\$2.60 (K-5) \$2.70 (6-8) \$3.00 (9-12)
Reduced Price Breakfast	\$0.30
Reduced Price Lunch	\$0.40
Staff Breakfast	\$3.00
Staff Lunch	\$4.25
Visitor Lunch	\$5.00

Student Open Enrollment

Up to two (2) weeks prior to the beginning of the school year, a student may choose to attend a school within the system other than the one which is served by the bus route of their residence unless enrollment is restricted by the Board. However, the student must provide his/her own transportation to and from the school, and the student's parents/guardians must complete and submit an extended enrollment contract for approval by the director of schools or his/her designee.

After a student has enrolled in one (1) school within the system, he/she will not be permitted to transfer to another school unless there is a change in residence of the student's parents or guardian outside the area in which the student enrolled. The parent or guardian may appeal to the board within ten (10) days of the placement. Any exception to this policy must be brought before the director of schools for evaluation and decision.

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

1. The student's parent or guardian must complete and submit an extended enrollment application to the director of schools or his/her designee.
2. The non-resident student must be approved by the director of schools or designee.
3. Non-resident students may make application to enroll at any point during the school year without the consent or approval of the student's home school district.

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4. When approved by the director of schools or his/her designee for a specific school, enrollment at that school will be guaranteed until the student leaves the last grade in that school. During this period, siblings of the student will be assured of enrollment at the same school if an extended enrollment contract has been approved and is on file for each non-resident student.
5. If an employee of Washington County Schools has a residence outside the school system, his/her children may be allowed to attend if an extended enrollment contract has been completed and approved by the director of schools or designee.

Student Fees and Fines

The Principal (or designee) shall be responsible for waiving school fees for students who receive free or reduced-price lunches. At the beginning of the school year, at the time of enrollment, and/or at the time of requesting school fees, all students and their parent(s)/guardian(s) shall be given clear and prominent written notice of authorized fees that may be requested and notice of the fee waiver process.

The Principal (or designee) shall provide written notice to parent(s)/guardian(s) of approval or denial of requests for fee waivers. Any denial shall contain the specific grounds for denial and shall afford the parent/guardian the opportunity for a personal meeting with the principal to discuss the validity of the denial.

The Principal (or designee) shall keep copies of any forms, notices, and/or instructions used in the waiver of fees and shall keep records of any denials, appeals of denials, and resolution of such appeals.

The Principal shall be responsible for assessing fines for the destruction or damage of school property and for notifying the student and parent/guardian of the responsibility to pay the fine.

Except in cases of unavoidable accident, students who destroy, damage, or lose school property, including, but not limited to, buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

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Student Withdrawal

A student shall notify his/her teacher(s) and/or principal when it is known that he/she will be withdrawing from school. If a student drops a class or withdraws from school during a grading period, each teacher will record on the withdrawal form, grade sheet, and permanent record the grade attained as of the date of withdrawal. The principal will ensure that all information is completed on a student's record before a transcript is sent to another school. The director of schools shall develop procedures and forms to ensure adequate notification and subsequent documentation of the withdrawal of students from school.

Tobacco-Free Schools

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all the District's buildings and in all vehicles that are owned, leased, or operated by the District.

Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

For more information, refer to *Board Policy 1.803*.

Transportation Services

The Transportation Department of Washington County Schools is tasked with meeting the pupil transportation needs within the county. The department supervisor, with assistance from the Central Office staff and a routing software package, has streamlined bus routes for more efficient use of personnel and equipment. Approximately 7,000 students are transported to and from schools daily by 82 conventional buses and 22 special vehicles, eleven of which are equipped with wheelchair lifts.

All buses of the Washington County Department of Transportation must pass an annual inspection by a team from the Tennessee Department of Safety. Each driver attends a safety training clinic annually and receives at least one physical examination each year. Each driver must have a Certified Driver license endorsement as mandated by the state. Before being hired, each driver is required to have forty hours of hands-on training and experience in vehicle operation. Buses of the Washington County fleet exceed the state regulations and standards for pupil transportation and our transportation system ranks with the best in Tennessee in safety and efficiency. We have an excellent transportation department; the State Department of Education and the Tennessee Department of Highway Safety have recognized and honored this system's efforts to ensure that students in Washington County are transported in a safe and responsible manner. All buses are equipped with surveillance cameras and buzzer systems which ensure all vehicles are checked at the end of each route.

Washington County Schools

Visitors to Schools

Parent Engagement/Visitors (Board Policy 1.501-Visitors to the Schools)

Parents and visitors are welcome in all Washington County Schools; however, for the safety of everyone and to avoid interrupting instruction in the classroom, all visitors, including parents must enter and exit through the front entrance of the school.

Except on occasions, such as school programs, athletic events, open house, and similar public events, all visitors will report to the school office when entering the school and will provide identification to the office staff for the Raptor Visitor Management System. Visitors will state their destination to the office staff to be logged into the Raptor Visitor Management System. All school visitors must be logged into the Visitor Management System. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his/her designee. Visitor passes shall always be issued for all persons other than students and employees of the school to be worn while on campus for the visit. (WCDE, 2019)

Students are not allowed to open doors for visitors. No student may leave a classroom with a parent or guardian without a message from office personnel to the classroom teacher. Students with permission to leave school before dismissal time must be signed out through the principal's office by a parent or guardian or person authorized in writing by the parent.

All parking on the grounds must be in an appropriate space. Any parent or visitor must be certain that handicapped spaces, roads, and fire lanes are not blocked.

We strongly encourage parents to have conferences with the teachers. Parents are requested to contact the principal or teacher to schedule a conference. Conferences can be scheduled before and after school, during planning periods, or on Parent-Teacher Conference Days. Scheduled conferences are needed to limit disruption of class instruction.

If anyone would like to view the Washington County Board of Education Parent and Family Engagement Policy and the Washington County Family-Community Engagement Plan, see Appendix pages 31-32 and visit the Washington County Department of Education website at www.wcde.org.

Student Academic Achievement

Attendance

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.

Washington County Schools

Excuses for absences must be made in writing to the principal or administrative designee by a parent or guardian and must be submitted within five (5) days of the student's return to school. All absences, and/or corrections to absences must be recorded within the respective 20-day attendance reporting period or no later than ten (10) days following the end of each 20-day attendance reporting period.

Absences shall be classified as either excused or unexcused as determined by the principal/designee in accordance with state law and system-wide procedures. Excused absences shall include:

1. Personal illness/injury as verified by a doctor's excuse;
2. Illness of immediate family member if reasonable as judged by the principal;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. Absences excused by the school nurse;
7. School endorsed activities;
8. Summons, subpoena, or court order; or
9. Five parental excuse days verified by a note from the parent; or
10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

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/guardian 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 plans described below prior to referral to juvenile court.

Washington County School has a progressive truancy intervention plan.

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. Tier One intervention will apply to all students within the district and include school-wide prevention-oriented supports to assist with satisfactory attendance. It may include one or more of the following strategies: verification/documentation of absence, call/text/email, phone meeting, phone conference with guardian and/or student to review the attendance contract.

Washington County Schools

Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and Attendance Supervisor/designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly scheduled follow-up meetings to discuss the student's progress;
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services to address the student's attendance problems.

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

Make-Up Work

Any student whose absence is unexcused or excused shall be expected to make up work missed or due on dates of absence.

All missed class work or tests from absences may be made up provided that the student makes the requests immediately upon returning to school and provided class time is not taken from other students

Washington County Schools

Grading System

GRADING SYSTEM: PRE-KINDERGARTEN THROUGH GRADE 8

Grading Procedure: Pre-Kindergarten & Kindergarten

The student's performance on adjustments to school for each reporting period will be indicated by a check. Skills will be recorded by S-Satisfactory or N-Needs Improvement.

Grading Procedure: Grade 1

A	Excellent Progress
B	Good Progress
C	Average Progress
D	Below Average Progress
F	Unsatisfactory Progress

Grading Procedure: Grades 2-8

Subject area grades shall be expressed by the following letters with their corresponding percentage range:

A	90-100 (Excellent)
B	80-89 (Above Average)
C	70-79 (Average)
D	60-69 (Low Average but Passing)
F	0-59 (Failure)

Grades in Art, Music, Physical Education and Conduct (grades 1-8) and specific academic areas (science and social studies) in grades 1-2 shall be marked as follows:

E	Excellent
S	Satisfactory
N	Needs Improvement

Semester grades are not issued in Art, Music, Physical Education, and Conduct (grades 1-8). grades are based on behavior and shall not be deducted from scholastic grades.

Semester grades in 5-8 will be determined by calculating the average of the two-nine-week grading periods.

Washington County Schools

GRADING SYSTEM: (HIGH SCHOOL) GRADES 9 THROUGH 12

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

This grading system shall be uniform throughout the school district for each grade.

Advanced coursework grades will be weighted with additional percentage points to calculate the semester average. Depending on the course taken the following percentage points will be assigned:

- Honors Courses- three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification, Dual Enrollment Course- four (4) percentage points;
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP) and International Baccalaureate Courses- five (5) percentage points

Graduation Requirements

To meet the requirements of graduation, every student shall (1) achieve the specified twenty- two (22) units of credit; (2) take the required end-of-course exams; (3) have satisfactory records of attendance and conduct; (4) take the ACT or SAT prior to graduation; and (5) pass a United States civics test.

Thirty (30) credits will be required for the graduating class of 2020 and for each subsequent graduating class. Included in this requirement is a three-credit Focus of Study in accordance with State Board of Education Policy. Students shall choose a Focus of Study from a list developed by the director of schools.

Early Graduation Options

High school students shall be permitted to complete an early graduation program. Students intending to graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as soon thereafter as the intent is known.

Move On When Ready

In order to graduate early under the Move on When Ready Act, students must meet the following requirements:

- Graduation Requirements
- Earn the required seventeen (17) credits;
- Achieve a benchmark score for each required end-of-course exam; Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- Meet the minimum ACT or SAT benchmark score;
- Obtain a qualifying benchmark score on a world language proficiency assessment; and Complete at least two (2) types of the following courses:
 - a. AP;
 - b. IB;
 - c. Dual enrollment; or
 - d. Dual credit.

Early Graduation

A student who has completed all state and local requirements for graduation is eligible for early graduation. Each student applying for early graduation shall complete an Early Graduation Request Form. This form must be completed at the beginning of the intended graduation year. The student, his/her parents, the school counselor, and the building principal must sign the form. In case of a dispute, the director of schools shall have final authority.

Once graduation requirements are met, and the student is granted early release, the student is considered an alumnus and shall not participate in further school activities or functions except the student has the option of attending prom and/or graduation exercises. Students choosing to attend these school-sponsored events must conform to the same rules and regulations required of regularly enrolled students of the district.

Students declaring for early graduation yet failing to meet the qualifications shall be allowed to continue enrollment to meet all graduation requirements.

The director of schools shall develop administrative procedures to ensure that the early graduation program is conducted in accordance with state law.

Promotion and Retention

Students shall be promoted to the next grade level based on the successful completion of required academic work and satisfactory progress in each of the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and the ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. This requirement shall not apply to students who are participating in a board-approved, research-based intervention prior to the beginning of the next school year or to students who have an individualized education program (IEP).

Students who have difficulty in achieving the requirements for promotion may be considered for retention. Schools shall identify these students by February 1st.

K-3 Reading Notification

If it is determined through a student's overall performance or a state or local assessment that a student in grades Kindergarten through three (K-3) is not meeting grade-level standards in reading, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days of such determination.

Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to: the date of enrollment; additional information acquired after results of the local assessment, screening, or monitoring are released; or other academic, social, or emotional factors.

When a student is considered for retention, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s).

A student may be retained when, in the judgment of the student's teacher and/or the student's IEP team, such retention is in the best interest of the student. However, a student shall not be retained more than once in any grade.

Student Progress

Student progress reports shall be provided at least once every nine (9) weeks during the school year.

At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student.

Student Welfare

Communicable Diseases

No student shall be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

Immunizations

No students entering school will be permitted to enroll without proof of immunization, as determined by the Commissioner of Public Health. It is the responsibility of the parent(s)/guardian(s) to have their children immunized and to provide such proof to the school which the student is to attend.

Exceptions will be granted to any student whose parent/guardian files with school authorities a signed, written statement that such measures conflict with the one of the following:

1. His/her religious tenets and practices, in the absence of an epidemic or immediate health threat.
2. Due to medical reasons if the student has a written statement from his/her doctor excusing him/her from such immunization.

Proof of exceptions will be in writing and filed in the same manner as other immunization records.

Children Enrolling in Kindergarten

- Hepatitis B (HBV)
- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV) - final dose on or after the 4th birthday
- Measles, Mumps, Rubella - 2 doses of each, usually given together as MMR Varicella - 2 doses or credible history of disease
- Hepatitis A - total of 2 doses, spaced at least 6 - 18 months apart

All children Entering 7th Grade (including currently enrolled students)

- Tetanus-diphtheria-pertussis booster (Tdap) - evidence of one Tdap dose given any time before 7th grade entry is required regardless of Td history
- Varicella - 2 doses or credible history of disease

Washington County Schools

Children Who Are New Enrollees In a TN School in Grades *Other* Than Kindergarten

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Measles, Mumps, Rubella (2 doses of each, normally given together as MMR)
Poliomyelitis (IPV or OPV) – final dose on or after the 4th birthday now required
Varicella (2 doses or credible history of disease) – previously only one dose was required
- Hepatitis B (HBV) – previously only for Kindergarten, 7th grade entry
- New students entering grades other than 7th grade are not required to have Tdap

Medicines

If under exceptional circumstances a student is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, the nurse or trained personnel will assist in self-administration of the medication.

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

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

The medication must be provided in the original, unopened, labeled container and/or the original pharmacy labeled container. The parent/ guardian shall deliver the medication to the school nurse or to school designated personnel in the absence of the nurse. Students may not transport medications to and/or from school. The parent/guardian must provide to the school written authorization from a physician for a student to carry their medication and to administer it to themselves without supervision from the nurse or other school personnel.

Physical Examinations

It is the responsibility of the parent/guardian to have a complete physical examination of their child prior to:

1. Entering school for the first time
2. Participation as a member of any athletic team or in any other strenuous physical activity program.

The parent/guardian shall provide such proof to the school which the student will attend.

Washington County Schools

Screening tests as required by the Tennessee Department of Education and the Department of Health will be conducted by the Office of Coordinated School Health. Screenings will be performed only with parental permission as indicated by the registration information provided by the parent/guardian. The parent/guardian will receive written notice of any screening result that indicates a condition that might interfere with their student's progress.

Suicide Prevention

The District is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they or a friend are feeling suicidal or in need of help to the school counselor.

For more information, refer to *School Board Policy 6.415*.

Student Discipline & Behavior

Alternative Schools & Programs

Washington Alternative School is an alternative learning programs for students in grades seven through twelve (7-12) who have been suspended or expelled from the regular school program.

The Alternative School is a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended or expelled.

Washington County Alternative School is a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended or expelled. The Alternative School is located at 2002 Indian Ridge Road Johnson City, TN 37604.

Bus Conduct

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Cameras or video cameras are used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline.

Washington County Schools

These materials shall be maintained for 30 days. Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of School/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.

For more information, refer to *School Board Policy 6.308*.

Care of School Property

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities. The principal/designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the Director of Schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent/guardian.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure in any school

Detention

Students may be detained before or after the school day as a means of disciplinary action. Students may also be detained to serve lunch detention as a means of disciplinary action.

The following guidelines shall be followed:

1. The student shall be given at least one (1) day of notice before detention;
2. Parents shall be informed before detention takes place;
3. Students in detention shall be under the supervision of school personnel;
4. Detention shall not exceed one (1) hour after the official closing of the school day but may be administered several days in succession; and
5. Teachers must have the approval of the principal before detaining a student.

All due process procedures must be followed:

- The student shall be informed of the charge.
- The student shall give his/her account.
- A written record shall be kept.
- The student's parent/guardian shall be notified

Washington County Schools

Dress Code

Washington County Schools is committed to each student to fulfill his or her responsibility to dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety. *School Board Policy 6.310*

A student shall not dress, groom, wear or use emblems, insignias, badges, gang symbols or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any mode of dress, apparel, grooming or use of emblems, insignias, badges or other symbols results in the interference or disruption of the school environment. If there is a disruption to the school environment due to this violation, then all consequences listed under Rules Violations will be followed. The Dress and Grooming Policy must accommodate students whose religious beliefs may be substantially burdened by this policy.

- ★ Each school has the autonomy to create a special dress code policy that meets the safety requirements of the school and community. These guidelines and/or restrictions will be published and communicated with parents/guardians and the local school community prior to student registration for the upcoming school year.

Disciplinary Hearing Authority

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. The hearing must be held no later than ten (10) days after the beginning of the suspension. Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or assistant principal may request an appeal to the Director of Schools.

For more information, refer to *School Board Policy 6.317*.

Interrogation and Searches

INTERROGATIONS BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing to answer a question may be subject to disciplinary action, including suspension. If a student is suspected or accused of any offense

committed in school during school hours or on school property at any time the principal may interrogate the student without the presence of parent(s)/guardian(s) and without giving the student constitutional warnings.

Washington County Schools

INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), and the principal or his/her designee shall be present during the interrogation. The use of police women or female staff members is desirable in the interrogation of female students.

POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of enough urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation and inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal or his/her designee shall be present during the interrogation.

SEARCHES BY SCHOOL PERSONNEL

Any principal 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 or visitors 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 does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of student's 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 the following standards of reasonableness shall be met:

Washington County Schools

1. A 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;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student, as well as the nature of the infraction alleged to have been committed. School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

SEARCHES BY POLICE

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' 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 that 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.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

Student Code of Conduct

In addition to what is detailed below, each teacher may have additional expectations for their individual classrooms.

To provide an exemplary educational experience at Washington County Schools we expect students to abide by the following rules.

MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member. Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness and/or unexcused early dismissals
- Cheating and 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 underwear or body parts in an indecent manner that disrupts the learning environment

Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- In-school suspension

MISBEHAVIORS: LEVEL II

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 an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- Using forged notes or excuses
- Disruptive classroom behavior

Washington County Schools

- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing) Disciplinary 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 opportunity to explain his/her conduct
- The principal takes appropriate disciplinary action after consulting with the Director of Student Services and notifies the staff member of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- Teacher/schedule change
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Out-of-school suspension (grades K-6) 26
- Remand to the alternative school (grades 7-12)

MISBEHAVIORS: LEVEL III

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. Law enforcement may be involved in any acts that could be construed as criminal behavior. Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco or Alcohol
- Use, possession, sale, or distribution of drug paraphernalia
- Use, sale, distribution, and/or being under the influence of drugs
- Stealing

Washington County Schools

- Threats to others
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary 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 after consulting with the Chief Student Supports Officer
- The Chief Student Supports Officer may refer the incident to the Director of Schools.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- In-school suspension
- Detention
- Restitution from loss, damage, or stolen property
- Out-of-school suspension (grades K-6)
- Remand to alternative school (grades 7-12)
- Transfer

MISBEHAVIORS: LEVEL IV

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 an exclusive listing)

- Continuation of unmodified Level I, II, and III misbehaviors
- Death threat
- Extortion
- Bomb threat
- Possession, use, and/or transfer of dangerous weapons

Washington County Schools

- 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
 - Theft, possession, and/or sale of stolen property
 - Arson
 - Possession of unauthorized substances (e.g. any controlled substance, controlled substance analogue, or legend drug)
 - Use or 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 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
 - The student receives all appropriate due process.
 - The parent(s)/guardian(s) are notified.
 - Law enforcement officials are contacted.
 - The incident is reported, and recommendations are made to the Director of Student Services.
 - The Chief Student Supports Officer may seek recommendations from 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 and his/her right to appear at a hearing.
 - Other hearing authority or Board action which results in appropriate placement

Student Discrimination/Harassment/Bullying/Intimidation

Washington County Schools has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. To maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

Suspensions

A principal or his/her designee may suspend a student from attendance in a specific class, school related activity, or from riding a school bus without suspending the student from attendance at school. Based on the severity of the offense, a principal may suspend a student from attendance at school and all school activities.

Title IX & Sexual Harassment

To maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination based on sex are prohibited. This 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.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment and may be reached at any time by phone at 423-753-1100.

For additional information concerning Title IX and sexual harassment, see *School Board Policy 6.3041*.

Zero Tolerance

The following are zero-tolerance offenses that will result in a calendar year expulsion:

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

The Director of Schools has the authority to modify the punishment for these offenses on a case-by-case basis.

For more information, refer to *School Board Policy 6.309*.

Individual Needs of Students

English Learners

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take reasonable actions to provide the student equal access to its programs. Students who are English learners (EL) shall be identified, assessed, and provided appropriate services. No student shall be admitted to or excluded from any program or extracurricular activity based on the student's surname or EL status.

The Director of Schools shall evaluate the effectiveness of the District's language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period.

Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year or within the first two (2) weeks of a student being placed in a language instruction educational program.

For more information, refer to *School Board Policy 4.207*.

Homebound Instruction

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program. The homebound instruction program shall consist of three (3) hours of instruction per week while school is in session for a period determined, on a case-by-case basis, by the District.

To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by his/her treating physician as having a medical condition that prevents him/her from attending regular classes. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school.

For more information, refer to *School Board Policy 4.206*.

Homeless Students

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency) or missed the District's application or enrollment deadlines.

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Parent(s)/guardian(s) are required to submit contact information to the District's homeless coordinator. The Director of Schools shall ensure that each homeless student is provided services comparable to those offered to other students within the District, including transportation, special education services, programs in career and technical education, programs for gifted and talented students, and school nutrition.

For more information, refer to *School Board Policy 6.503*.

Migrant Students

The District shall:

1. Identify migratory students and assess the educational and related health and social needs of each student;
2. Provide a full range of services to qualifying migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.;
3. Provide migratory students with the opportunity to meet the same statewide assessment standards that all students are expected to meet;
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff; and
5. Provide parent(s)/guardian(s) an opportunity to participate in the program.

For more information, refer to *School Board Policy 6.504*.

Section 504 and ADA Grievance Procedures

The District is committed to maintaining equitable employment and educational practices, services, programs, and activities that are accessible and usable by individuals with disabilities. To discuss concerns or seek resolutions related to Section 504 or the ADA, contact Washington County Schools 504 Coordinator. He/she shall respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

For more information, refer to *School Board Policy 1.802*.

Students in Foster Care

Students in foster care, including those awaiting foster care placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency) or missed the District's application or enrollment deadlines.

The District and the child welfare agency shall determine whether placement in a school is in a student's best interest. Other parties, including the student, foster parents, and biological parents

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(if appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school staff members shall participate in the best interest decision process. This determination shall be made as quickly as possible to prevent educational disruption.

The District shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school of origin shall be provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care.

For more information, refer to *School Board Policy 6.505*.

Students from Military Families

A student who does not currently reside within the 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 District on relocation. Within 10 business days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the District.

Students with parent(s)/guardian(s) in the military may also be eligible for excused absences related to his/her deployment.

For more information, refer to Board Policy 6.506.

Students with Disabilities

Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the benefit of a free appropriate public education. These students shall be educated with the general student population to the maximum extent appropriate and should be placed in separate or special classes only when the severity of the disability is such that education in regular classes, even with the use of supplementary aids and services, cannot be accomplished satisfactorily. Eligibility standards and options of service for special education services shall be based upon the criteria specified in state regulations.

A copy of IDEA procedural safeguards is given annually to parent(s)/guardian(s) of a child with a disability. These safeguards can be requested at any school or the district special education office at any given time.

Instructional Materials and Services

Use of the Internet

The District supports the right of students to have reasonable access to various information formats and believes that it is incumbent upon students to use this privilege in an appropriate and responsible manner. Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. 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 online behavior, access privileges, and penalties for policy/procedural violations, shall be signed by the parent/guardian of minor students and by the student.

Washington County Schools employ every effort possible to filter inappropriate content on all devices connected to our network; however, with the ever-changing nature of the internet, there may be times when unwanted content gets through our filters. We ask that you notify your building principal immediately if you are aware of any inappropriate content that has made it through the filters we have in place. This will allow us to make the appropriate adjustments to keep all of our students safe.

For more information, refer to *School Board Policy 4.406*.

Use of Personal Communication Devices

Recognizing that cellular phones have proven to be helpful in emergency situations, the following will be in place for students:

1. Cellular phones will not be used by students during the instructional day. Cellular phones will be turned off during the school day so that incoming signals will not disrupt instruction except as authorized by the director of schools.
2. Only in the event of an emergency situation or with the permission of the principal or a school authority may a student use a cellular phone during any part of the instructional day except as authorized by the director of schools.
3. Use of a cellular phone will be guided by the same provisions regulating use of other phones in the building for students.
4. Cellular phones will not be allowed to present a distraction or create a disruption to the instructional process by students.

Textbooks and Instructional Materials

Textbooks and instructional materials are property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and instructional materials received and used by their children.

For more information, refer to *School Board Policy 4.400*.

Review of Textbooks and Instructional Materials

A list of textbooks and instructional materials shall be revised annually by principals under the direction of the Director of Schools.

Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional materials including, but not limited to, teaching materials, handouts, and tests that are developed by and graded by their child's teacher.

Testing Information

For district and school assessment calendars visit www.wcde.org/calendar

District Calendar

For district calendar visit www.wcde.org/calendar

Clubs and Extracurricular

For a list of school specific clubs and extracurricular activities please visit the school webpage. Find them at www.wcde.org and click Schools at the top.

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Asbury Optional High
2002 Indian Ridge Road
Johnson City, TN 37602
423-434-4900

Boones Creek Elementary
132 Highland Church Rd
Johnson City, TN 37615
423-850-8580

Daniel Boone High School
1440 Suncrest Drive
Gray, TN 37615
423-477-1600

David Crockett High School
684 Old State Route 34
Jonesborough, TN 37659
423-753-1150

Fall Branch School
1061 Highway 93
Fall Branch, TN 37659
423-348-1200

Grandview Elementary
2891 Highway 11E
Telford, TN 37690
423-257-7400

Gray Elementary
755 Gray Station Rd
Gray, TN 37615
423-477-1640

Jonesborough Elementary
306 Forest Drive
Jonesborough, TN 37659
423-753-1180

Lamar
3261 Highway 81 South
Jonesborough, TN 37659
423-753-1130

Ridgeview Elementary
252 Sam Jenkins Road
Gray, TN 37615
423-788-7340

South Central Elementary
2955 Highway 107
Chuckey, TN 37641
423-257-6491

Sulphur Springs Elementary
1518 Gray/Sulphur Springs Road
Jonesborough, TN 37659
423-753-1140

Tennessee Virtual Learning Academy
2002 Indian Ridge Road
Johnson City, TN 37602
423-434-4900

West View Elementary School
2847 Old State Route 34
Limestone, TN 37681
423-753-1175

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Resources Page

For information about students' rights and services, contact the Tennessee Department of Education:

Andrew Johnson Tower
710 James Robertson Parkway Nashville, TN 37243
Phone: (615) 741-2731
<https://www.tn.gov/education>

School Board Policies

Board policies may be modified or added throughout the school year. The current text of all policies is available in the following location:

<https://tsba.net/washington-county-board-of-education-policy-manual/>

Student Handbook Acknowledgement Form

Please sign the form below and submit it to your child's classroom teacher. Failure to sign and return the form does not relieve the student from the responsibility of complying with the rules and policies referenced in the Student Handbook. To view the Student Handbook, use the QR Code below or this link www.wcde.org/parents then click the Student Handbook button.

I hereby acknowledge that I have been provided with a copy of the Student Handbook and have read and understand the handbook and the related policies.

Name of Student: _____

Student's School: _____

Parent/Guardian Name: _____

Signature of Parent/Guardian

Date

Opt-Out Notifications

Please check any of the items below if you wish to opt-out of the corresponding notification.

- The release of your child's name for honor roll, academic, or other school-related functions. By checking this box, your child's name will not appear in the yearbook or any school programs, including the graduation program.
- The release of your child's directory information.
- The participation of your child in student surveys, analyses, and evaluations, including school climate surveys.
- The access to electronic media by your child while at school.

Signature of Parent/Guardian

Date



Scan this code then
click the button



Student Handbook 2023

to view the
Student Handbook