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GENERAL INFORMATION

PURPOSE
This handbook has been prepared for the purpose of helping students and parents gain a better understanding of the Washington County Department of Education’s purpose, procedures, policies, and expectations. This handbook is not intended to be a complete listing of every guideline, but rather a general outline of policies and procedures to help establish a safe and enjoyable school environment for students, staff, and parents.

All Washington County students and their parents are asked to read and review the contents of this handbook. The handbook should be kept with the student or the parent for future reference. It is hoped that by reading and understanding the information in this handbook, one will appreciate the efforts being taken to provide a quality education for all Washington County students.

MISSION STATEMENT
The mission of Washington County Department of Education is to develop students to their maximum potential, assuring a sound education.

SCHOOL ACCREDITATION
All schools in the Washington County School System have been accredited by the Southern Association of Colleges and Schools. This accreditation means that all schools have met and must maintain strict state and national standards pertaining to curriculum, teacher preparation, physical facilities, and equipment.

PARENT INVOLVEMENT / VISITORS (Board Policy 1.501—Visitors to the School)
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 door and report to the school office immediately upon arrival. Visitor passes are mandatory for traveling in the building and will be issued after signing a log book in the school office. A parent or visitor is not allowed to go directly to a classroom without a visitor pass. Students are not allowed to open doors for visitors. No student may leave a classroom with a parent or guardian without 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 Involvement Policies and the Washington County Family-Community Involvement Plan, see Appendix pages or visit the Washington County Department of Education website at www.wcde.org.

HANDICAPPED ACCESSIBILITY

Problems concerning handicapped accessibility should be addressed to the building principal.

PARENT PORTAL

Parent Portal offers parents information concerning their child. Parents must register for access at the child’s school.

CUSTODY (Board Policy 6.209—Child Custody/Parental Access)

School personnel are required by law to honor all custody agreements that have been decided through legal proceedings. It is very important that the school principal be provided with any legal documents pertaining to joint or sole custody rights. The school personnel have no legal means of prohibiting an estranged parent from seeing or picking up a child unless this information has been provided to personnel at the school.

STUDENT INFORMATION

Students are asked to complete information cards concerning personal history and medical information. Students are required to have emergency medical information on file in the school office. This information must be provided each year. Changes in a student’s address, telephone number, medical history, and other pertinent information should be reported to the school office immediately. Keeping the school personnel informed will help avoid an emergency situation from turning into a crisis. Information needed for students during emergency early dismissals must be included on the information card.

SPECIAL STUDENT SERVICES

Parents of students with the following needs should contact the school principal for additional information: homeless; migrant; social services; special needs to include physical, medical, and 504 issues.

FEES / FINES (Board Policy 6.709—Student Fees and Fines)

Fee amounts, insurance, and free/reduced price lunch program information will be sent home at the beginning of the school year. All financial obligations must be paid or report cards may be withheld at the end of the year. The damaging, destroying or taking without permission of public or private property is subject to punishment and fine. Parents are responsible for payment and repair.
INSURANCE
Student accident insurance is available for all students. Rates are published at the beginning of each school year in a brochure to parents. Student athletes and students in vocational shop classes are encouraged to enroll in this program or to have personal medical insurance. Students on overnight school trips are encouraged to do the same.

The Washington County Board of Education provides athletic and student accident insurance through the Tennessee School Boards Association. The limit per incident is $10,000.00.

PERIOD OF SILENCE (Board Policy 4.904—Prayer and Period of Silence)
In accordance with state law, each school day will begin with a minute of silence. During this time, there is to be no movement in classrooms or in hallways. The student in route to any place should stop and recognize the minute of silence as a special time of day. Parents or visitors in the building are asked to honor this time also as an example for the students.

DRESS CODE (Board Policy 6.310—Dress Code)
Dress must be in good taste and not disturb the learning environment as determined by school staff. Cleanliness, neatness, safety, and respect for one’s best personal image are to be the guidelines. Such guidelines rule out inappropriate clothing such as, but not limited to, short shorts; midriff or back exposed tops; halter tops; spaghetti straps; clothing showing undergarments; excessive sagging/bagging clothing; items which bear any kind of negative or vulgar language, inappropriate images, suggestions or advertisement of drugs, alcoholic beverages, and gangs. Trench coats, caps, and hats, and hoodies covering the head are not to be worn in the building. Facial jewelry shall be limited to ears only. Any accessory or attire that presents a safety concern or disruptive potential is prohibited. If a student should arrive at school dressed in an outfit that appears to be in conflict with the above guidelines, the student will be asked to call home to have a suitable outfit brought to school.

SCHOOL BREAKFAST & LUNCH (Board Policy 3.500—Food Service Management)
A nutritious breakfast and lunch are available to students daily at a reasonable price. All students, including those who bring a meal from home, eat in the school cafeteria. Meal prices are determined yearly. Any student can apply for free or reduced-priced meals by means of an application sent home with the student upon enrollment. No child can be placed on the free or reduced-price meal program until the application is returned to the cafeteria manager and approved by Food Service authorities. Only one application per household is required with the exception of foster children who must complete individual applications.

(Prices on next page)
### Prices for Meals

<table>
<thead>
<tr>
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<th>School Year 2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Breakfast (K-4)</td>
<td>$1.70</td>
</tr>
<tr>
<td>Elementary Lunch (K-4)</td>
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</tr>
<tr>
<td>Middle School Breakfast (5-8)</td>
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<tr>
<td>Middle School Lunch (5-8)</td>
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</tr>
<tr>
<td>High School Breakfast (9-12)</td>
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<tr>
<td>Reduced Breakfast</td>
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<tr>
<td>Reduced Lunch</td>
<td>$.30</td>
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<tr>
<td>Adult Breakfast</td>
<td>$2.50</td>
</tr>
<tr>
<td>Adult Lunch</td>
<td>$4.00</td>
</tr>
</tbody>
</table>

### SAFETY

(Board Policy 3.201—Safety)

**BUILDING SAFETY**

The Washington County Board of Education strives to provide a safe learning environment for all stakeholders of Washington County Schools. Certain guidelines will be followed at all sites. Once students arrive at school, all doors will be secured. Visitors to the school are admitted through the main office. Visitors must always wear a badge issued through the main office. Closed circuit cameras will be used **only** to promote the order, safety, and security of students, staff, and property.

Videos are the property of the Washington County Board of Education. Their use is intended to promote the safety and security of students and staff. The principal may refuse to share a video.

**CONDUCT (Board Policy 6.300—Conduct)**

Students should exhibit conduct to maintain safety and a good learning environment and to respect the rights of others at all times. Any misconduct creating disruption to the educational process that results with a student being sent to the principal will be dealt with accordingly. All misconduct offenses are recorded and are available to the principal and the teachers. These misconduct offenses are kept on file for one year.

**DISASTER DRILLS**

Safety requirements established by the State Department of Education mandate that all school personnel conduct disaster drills with all students to become better prepared in the event of an emergency. These drills include regular fire drills, tornado drills, and crisis drills. Drill procedures with illustrations will be displayed throughout the building.
SAFETY SCHEDULE

The Director of Schools is authorized to cancel school or delay the opening of school in the event of weather-related emergencies or hazardous road conditions. When the Director of Schools determines road conditions are too dangerous for buses, notification to the public will be made through public announcements by local radio and television stations. The Washington County Department of Education website will also have information concerning a change in schedule. The Washington County Department of Education web address is www.wcde.org. Announcements will be made at the earliest possible time. In the event that school is canceled, all school activities for the day and evening will normally be canceled. This includes activities such as PTA, ball games, and trips. When a snow schedule is in effect, school will open one or two hours later than usual. A snow schedule is used when the roads conditions are expected to improve.

The Director of schools is also authorized to close school after students have arrived if there are weather related problems or if other emergencies present a threat to the safety of students. In the event that school should need to be closed after the school day begins, the announcement will be made on local radio and TV stations. Parents may also sign up for text alerts at www.wcde.org. Please have emergency plans for your children in the event of an early dismissal to avoid any confusion. The Washington County Board of Education web site will also display information concerning a change in schedule.

UNSAFE SCHOOL CHOICE OPTION

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 49-38-111(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.

TRANSPORTATION

For students safety, parents will be given instructions concerning drop off and pick up of students who are car riders. There will also be specific arrival procedures and dismissal procedures that car riders should follow.

If a student’s mode of transportation changes, the student should bring a note from the parent stating that the student is to go home by some other means.

Transportation on assigned school buses is provided for most students.

(Board Policies 6.205 - Student Assignment and 6.206—Transfers Within the System)
The following policy is to promote the order, safety, and security of students, staff and property.

**BUS POLICY / RULES**

Safety is the first concern of the Washington County Board of Education for students transported on Washington County school buses. The driver’s attention must be focused on operating the vehicle safely. It is vital that all parents impress upon their children the importance of proper behavior on the bus.

It is mandatory that students abide not only by the rules that are listed in the following “Student Conduct on Bus Policy”, but students must also obey any rule that may be established by the bus driver and the principal for the purpose of safety and discipline. **Parents and students must read the “Student Conduct on Bus Policy” below.**

A student will be **ineligible** for pupil transportation when behavior is such as to cause problems on a school bus, or when a student disobeys state or local rules and regulations pertaining to pupil transportation as determined by the principal.

**STUDENT CONDUCT ON BUS (Board Policy 6.308—Bus Safety & Conduct)**

1. Students must be at the designated stop at the scheduled time, stand back 10 feet from the roadway and wait until the door is opened before moving closer to the bus. Do not play on the highway or road.
2. While the bus is loading or unloading, students will enter or leave the bus orderly and quickly.
3. While riding the bus, students are under the supervision of the driver and shall obey the driver at all times.
4. Students shall conduct themselves in such a manner that they will not distract the bus driver or disturb other riders on the bus.
5. Students will not be allowed to bring knives, sharp objects of any kind, matches, cigarette lighters, firearms, radios or radio equipment, pets or other living animals on the bus.
6. Students must remain in their seat at all times while the bus is in motion.
7. Students will not tamper with any of the safety devices such as door latches or fire extinguisher.
8. Students will not put their hands, arms, head or bodies out of the window.
9. Students should not yell at anyone outside or inside the bus, but should speak softly.
10. Students must not deface or litter the bus. Students will not damage seats, throw objects, or otherwise distract the driver.
11. The use of or possession of tobacco or tobacco paraphernalia shall not be permitted.
12. Students are to keep aisles of the bus clear.
13. Vulgar or abusive language shall not be permitted.
14. Public displays of affection shall not be permitted.
15. Food or drinks shall not be consumed on the bus.
16. Alcoholic beverages and drugs shall not be permitted on any school bus.
17. Students will not be let off the bus at any place other than their regular stop without written permission from parent or guardian.
18. A student who wishes to ride a bus other than the regularly assigned bus must have a note from the parent stating that the child is to ride another bus, and it must be brought to the office to be signed by the principal or designee.

19. Students who must cross the road or highway to enter the bus shall always try to be on the right side of the road while waiting for the bus. If a student arrives at the stop just as the bus approaches the stop, the student must wait until the bus comes to a complete stop and the driver has signaled for the student to cross in front of the bus (unless the driver directs the student differently).

20. Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus and cross the road only after the driver has signaled the student to cross. **Students NEVER cross behind the bus.**

21. Major on-board disturbances involving acts of vandalism, the use of intoxicants, tobacco, drugs, physical assaults against fellow passengers and/or the bus driver, and possession of weapons of any type shall be handled by the offending student’s principal.

22. Parents and/or guardians will be liable for any damage resulting from the misconduct of their children when on school buses in route to and from school and/or school-related activities.

Students who are reported to the principal for violating any of the above rules will be dealt with appropriately. Severe or repeated rule violations could result in the student becoming ineligible for student transportation.

Video cameras will be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.
ATTENDANCE
(See Appendix page 49 for more information)

ATTENDANCE REQUIREMENT (Board Policy 6.200—Attendance; Board Policy 6.201—Compulsory Attendance)

Children between six (6) and seventeen (17) years of age must attend school.

Attendance is a key factor in student achievement, and students are expected to be present each day school is in session. The school year is 180 student days.

An absence on a school record results when a student misses the major portion of the school day. A student must return to school with an excuse on the day following an absence. Parent excuses must be written.

Absences shall be classified as excused or unexcused by the school principal. Excused absences shall include:
1. Personal illness;
2. Illness of an immediate family member if reasonable as judged by the principal;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observations;
6. Absences excused by a school nurse;
7. Five (5) parental excuse days verified by a note from the parent;
8. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

All missed class work or tests may be made up if the student makes the request immediately upon returning to school and if class time is not taken from other students. Grades from days or classes missed due to unexcused absences will be graded at 80% of the original value.

Kindergarten through 12th Grade
1. A phone call will be made to the phone number on file for each student who is on the absentee list.
2. A courtesy letter will be mailed to the address on file when a student accumulates three (3) unexcused absences;
3. A student who misses five (5) unexcused days a term or year will be reported to the Truancy Board.
4. A student who misses a total of five (5) unexcused days in the school year will be placed in an At-Risk Cohort for the remainder of the school year.

(Please see Appendix page 49 for more details)

Students with perfect attendance will be recognized at the end of the school year.
**ATTENDANCE FOR TESTING (End of Course testing (EOC)/TCAP testing)**

Students should make a special effort to be present on mandated test dates. State law requires that 15-25% of the total grade must come from state testing.

**LATE ARRIVAL**

Any student who is not in the classroom when the tardy bell rings is TARDY. The student must SIGN IN at the office and will receive a late arrival form for the teacher.

A student who has more than five (5) unapproved tardies or early dismissals is in violation of the Washington County Code of Conduct. Students may be required to have detention or other strategies to promote makeup and good order in the school. Every block of five (5) unapproved tardies/early dismissals creates a new violation. If a student does not appear for the scheduled makeup activity, the next level of discipline will be enforced. This may mean being remanded to the Alternative Learning Program for excessive tardies and early dismissals.

A student is not considered tardy if the school bus is late in arriving.

**LEAVING SCHOOL EARLY (Board Policy 6.208—Release During School Hours)**

Any student who has reason to leave school early will be called from the classroom only by office staff and must be released by the personnel in the principal’s office. A student may not leave with anyone except a parent, or legal guardian, or other person authorized by the parent. Such person must come into the office and sign out the student. When a student leaves school early, it is the obligation of the student to make up work missed. When time permits, any student who checks out for an appointment may return to school following the appointment. Extracurricular activities such as dance lessons and music lessons should be scheduled after the regular school day is completed.

**PERMISSION TO LEAVE SCHOOL**

At no time should a student leave school without proper approval by the principal. Students may be released to leave school grounds with parent permission and proper notification of school office staff.

**HOMELESS STUDENTS (Board Policy 6.503)**

For information regarding services provided for homeless students and enrollment, refer to Board Policy 6.503 on page 38.

**ATTENDANCE PERSONNEL**

Washington County employs an Attendance Officer. If a parent needs assistance or information regarding attendance, please call the Attendance Office at 423-434-4910 or the principal at your child’s school.
INSTRUCTIONAL PROGRAM

ACADEMIC CLASSES (Board Policy 4.201—Basic Program)

All classes in the Washington County School System are taught by licensed personnel. A wide variety of classes are available for students, including language arts, mathematics, social studies, science, art, music, physical education, and computer. Instructional materials for core academic areas are selected from a Tennessee-approved list by teams of Washington County teachers.

Parents of students with special instructional needs should contact the classroom teacher or the school guidance counselor for information about additional services such as Title I, Special Education or English Language Learners.

Criterion-referenced achievement tests are administered to students in grades 1-8 during the springs of each school year. The primary goal of the achievement test is to provide a measure of a student’s knowledge and application skills in reading, language, mathematics, science, and social studies. The results of these tests provide a performance level comparison of Washington County students with students from across the state. The results are also used to determine the improvement level of students at each school. Teachers and school administrators examine the results to identify the instructional strengths and needs of students. Each winter, students in grades 5, 8, and 11 are also administered a state-required writing assessment. Individual student results for the achievement test and the writing assessment are sent to parents during the last six weeks of school. The standards for these tests may be viewed at http://tn.gov/education/instruction/academic-standards.html. The Washington County Department of Education Report Card may be viewed on the Tennessee Department of Education website at www.state.tn.us/education.

TEXTBOOKS (Board Policy 4.501—Textbooks & Take-Home Instructional Technology)

Non-consumable textbooks are furnished, rent free, by the school system; however, the parents of the students to whom the books are assigned are responsible for the payment for lost or damaged textbooks.

Textbooks are available for examination upon request at the Materials Center.

TEACHER / INSTRUCTIONAL ASSISTANT QUALIFICATIONS

(Board Policy 5.102—Classification and Qualification and Board Policy 5.107—Application and Employment)

To learn the professional qualifications of a teacher, contact the school principal or visit the Tennessee Department of Education website at www.state.tn.us/education. To learn the qualifications of an instructional assistant, contact the school principal.
STUDENT EDUCATIONAL RECORD—NOTIFICATION OF PARENTAL RIGHTS of PRIVACY and PROTECTION OF PUPIL RIGHTS (PPRA) (Board Policy 6.600—Student Records)

Each student enrolled in a Washington County school has a cumulative school record that contains academic, medical, and various school-related information. The custodial parent, the legal guardian, as well as the non-custodial parent* of a student under the age of eighteen can examine and review their child’s educational records upon request. Only authorized school personnel have access to student educational records. Disclosure of student educational records will be limited to persons with legitimate educational interest. When a school record, such as a discipline form, contains information about students other than the parent’s child, the parent(s) may not inspect or review this information. However, if a student transfers to another school, all educational records, including discipline records, will be transferred to the new school.

Throughout the school year, school personnel will develop various types of school-related publications such as yearbooks or programs for athletics, musicals, theatrical, or other events. Personal information related to a student such as, but not limited to, a student’s name, address, phone number, or photograph can be withheld from any school publication or organization if the parent or legal guardian contacts the school principal within the first two weeks of a student’s enrollment to request exclusion. The form to request that a student’s information not be released to the public is located in the back of this handbook (See Appendix, Form 1). Additionally, parents have certain rights regarding surveys, collection and use of information for marketing purposes, and certain physical examinations. Information regarding these rights can be found in the back of this handbook (See Appendix, Page 36).

*Unless there are specific court-imposed written restrictions that have been provided to school personnel, a non-custodial parent shall be given access to all of the student’s educational records.

FIELD TRIPS (Board Policy 4.302—Field Trips/ Excursions/ Competitions)

All class trips shall be regulated by rules provided by the Washington County Board of Education and the school administration. Teachers are responsible for making arrangements and insuring that adequate supervision is provided. Signed parental permission forms must be obtained for every student making an off-campus trip beyond the immediate vicinity of the school. All students should travel to the activity via school-provided transportation. Only Washington County students and employees of Washington County Department of Education may be transported on school-provided transportation.
GRADING SCALE (Board Policy 4.700—Grading System)

Kindergarten students will be graded on skills with an “S” for satisfactory work and “N” for needs improvement. Students in first grade will receive letter grades based on the following legend: A=Excellent Progress; B=Good Progress; C=Average Progress; D=Below Average Progress; F=Unsatisfactory Progress.

Students in the 2nd through 12th grades will receive a numerical average based on a 100-point scale: A=93-100; B=85-92; C=75-84; D=70-74; F=Below 70 on report cards in academic areas.

Grades in Art, Music, Physical Education and Conduct in grades 1-8, and specific academic areas (science and social studies) in Grades 1-2 shall be marked as E (Excellent); S (Satisfactory) and N (Needs Improvement).

The work of a student whose grades are satisfactory but are withheld because of failure to complete the required work shall be reported as an incomplete (I). If the incomplete is not removed in a reasonable amount of time as designated by the teacher, it will then become an “F”.

HOMEWORK (Board Policy 4.702—Homework)

Homework is an integral part of the education environment. See Page 37 for the Washington County Board of Education homework policy.

REPORT CARDS (Board Policy 4.701—Reporting Student Progress)

Formal report cards are sent to parents at the end of each grading period. Interim reports may be sent at times when it is felt that parents should be informed. Grade cards can be held at the end of the year if all debts to the school are not paid or attendance requirements are not met. Lost report cards can result in a charge for replacement.

INTERNET USAGE (Board Policy 4.808—Student Access to Electronic Media)

Internet usage is offered by the Washington County Department of Education as a service to promote educational excellence in schools and is monitored through the Department of Technology in the Central Office. No student is allowed access to the Internet without direct supervision of a staff member, and filters are used to block inappropriate sites.

If it is determined that a student intentionally attempted to access an inappropriate website, the consequences will be:

First Offense:
1. Notify parents
2. Principal’s choice—either three days after-school detention or three days in-school suspension
3. Deny use of Internet for six weeks after which the student must receive permission from the school administration to use the computer for Internet access.

Second Offense:
1. Notify Parents
2. Ten days out-of-school suspension
3. Request Board Hearing
PROMOTION / RETENTION (Board Policy 4.704—Promotion/Retention)

Student promotion/retention will be based on the student’s grade average for the year as well as on an approved attendance record. The final decision on promotion/retention rests with the classroom teacher. A student may be retained in a grade when in the judgment of the teacher, and subject to review and approval of the principal, it is in the best educational interest of the student involved.

When a teacher anticipates on the basis of performance and attendance, that a child may be retained, notification and an explanation in writing is made to each student and the parent no later than the end of the 3rd nine-weeks period. This written notification should be followed by a parent-teacher conference arranged by the parent.

A passing grade is a “D” average or 70% of the numerical grade in each subject area. Attendance records will not be used in determining the awarding of grades. The attendance policy will determine the passing of a course or promotion or retention.
DISCIPLINE

STUDENT RIGHTS AND RESPONSIBILITIES

Each student has the right to:
1. Have the opportunity for a free education in the most appropriate learning environment.
2. Be treated with dignity, afforded due process, and extended protection against unreasonable search and seizure.
3. Expect that the school will be a safe place.
4. Have an appropriate environment conducive to learning.
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities. (See Board Policy 6.305 in the Appendix of this Handbook)
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.
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 individual 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 or improve the school environment, respect property rights, both public and private, and exercise care while using school facilities.
8. Refrain from behavior that would lead to physical or emotional harm to one’s self or others.
9. Avoid actions that cause disruption to the educational process.
10. Respect the authority of school administrators, teachers, and other authorized personnel who have responsibility for maintaining discipline in the school and at school-sponsored activities.
11. Obey the law and school rules forbidding the possession or use of alcohol, illegal drugs, and other unauthorized substances.

CONDUCT

A student should not use violence, force, coercion, intimidation, passive resistance, or any other conduct which causes the disruption, interference, or obstruction of any school purpose while on school property, in school vehicles, or at any school-sponsored activity, function, or event whether on or off campus. Nor shall a student incite or encourage other students to engage in such conduct.

School discipline had two main goals: (1) Insure the safety of staff and students, and (2) Create an environment conducive to learning. Serious student misconduct involving violent or criminal behavior defeats these goals and often makes headlines in the process; however, the most common discipline problems involves non-criminal student behavior.
These less dramatic problems may not threaten personal safety, but they still negatively affect the learning environment. Disruptions interrupt lessons for all students.

Effective school discipline strategies seek to encourage responsible behavior as well as to discourage misconduct.

During the school day and in all school-related activities, the care, safety, and security of all students are the most important considerations for administrators and teachers. This is a responsibility required by the legal doctrine of “in loco parentis”* which means that administrators and teachers have all the rights and powers of parents while children are in their custody.

*in the place of a parent

ATHLETIC CONTRACT VIOLATION

Every day out of school, due to an out-of-school suspension and/or being remanded to the Alternative School for disciplinary reasons, will be considered an unexcused absence from a practice or game. When an athlete reaches six (6) unexcused absences due to disciplinary reasons, the athlete will be dismissed from the athletics program for the calendar school year.

Students who have six (6) days or more due to out-of-school suspension or have been remanded to an Alternative School for disciplinary reasons will not be allowed to participate in the athletic program during the current school year.

This includes students transferring in from other schools.

A copy of the athletic contract can be found in the appendix of this handbook.

STUDENT IDENTIFICATION BADGES

Students must wear their school-issued identification badge at all times. The badge must be worn at chest level and must be easily visible to all.

•
CODE OF BEHAVIOR AND DISCIPLINE

INTRODUCTION

Education cannot proceed effectively without good, consistent discipline. Discipline is the training of the mind and character in order to improve the quality of life. Discipline provides the orderly conduct needed to operate the school.

Students are expected to behave in a mannerly and cooperative way to promote their educational, social, and emotional development. Students who do not comply with the accepted conduct standards will be disciplined in accordance with the Washington County Board of Education policies and Tennessee Code Annotated—TCA.

FERPA

Under Federal law, staff members may not discuss discipline with anyone except a student’s parents/guardian. Therefore, parents may not request discipline for a student who is not their child.

ATTENDANCE (Board Policy 6.200—Attendance)

It is the responsibility of students to be present each day school is in session and to be on time.

INTERROGATIONS, SEARCHES, AND SEIZURES (Board Policy 6.303—Interrogations and Searches)

Searches by a principal or a designee are permissible according to Washington County School Board Policy 6.303 and Tennessee Code Annotated 49-6-4205. Any principal or designee having reasonable suspicion may search any student, place, or thing on school property or in the actual constructive possession of any student during any organized school activity on campus, including buses, if information is received that would cause belief that the search will lead to the discovery of:

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

The school lockers or storage areas are the property of the school system and students using these areas do not have the right of privacy in the lockers/storage areas or contents thereof. Whenever necessary, searches may be made of individuals, lockers, vehicles, and other personal property. To facilitate a search that is found to be necessary of students, school visitors, containers, or packages, metal detectors and other devices including handheld models may be used to indicate the presence of dangerous weapons, drugs, or drug paraphernalia. When deemed necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used to determine areas to be searched. It is the duty of a school principal to report to the appropriate law enforcement officer any student who is reasonably suspected of possessing a dangerous weapon or drugs on school grounds or within any school structure as a result of a search or other information.
Anything found in the course of the search that is evidence of a violation of the law or student conduct standards may be seized. Dangerous weapons or drugs located by a principal or staff member during a search will be turned over to the appropriate law enforcement officer for proper disposal.

According to Tennessee Law, a parent is not required to be notified or present during a student interrogation or search.

Student should not have in their possession at school valuable items or large amounts of money. In the event of thefts of such items, school officials are not required to conduct a search.

**ATTACKS/THREATS AGAINST TEACHERS**

Students who curse, threaten or strike a substitute teacher, a teacher assistant, a teacher, a resource officer or any school staff member will be subject to a suspension of 180 days.

**ATTACKS/THREATS AGAINST OTHER PERSONS**

Students who perpetrate attacks on other students, teachers, or staff members—physically or verbally—will be subject to serve punishment.

All threats against other students, teachers, or staff members will be taken seriously and punishment will be appropriately administered.

If a student should become a victim of a violent crime at school, the student will have the right to transfer to another Washington County School.

**BULLYING**

If it is determined that a student has intentionally intimidated/bullied a student, the consequences will be:

**First Offense**

1. Notify parents—conference with child.

**Second Offense**

1. Notify parents
2. Principal’s choice—student receives three days after-school detention or three days in-school suspension

**Third Offense**

1. Notify parents
2. Ten days out-of-school suspension
3. Board hearing for possible long-term suspension (expulsion)

Bullying is defined as a verbal or non-verbal expression of an intent to do harm or act out violently against someone and can be spoken, written, symbolic, or physical. Bullying is a misuse of power which tends to be repetitive in nature.

The principal may, at his/her discretion, apply Step Two or Three out of sequence based on the severity of the offense.

Instances of reported bullying will be investigated and discipline imposed accordingly.

A course of study has been developed to address the risk of social networking and cyber bullying.
EPIC!  EPIC! is implemented in all Washington County Schools. EPIC! has been so successful in our county that it has been adopted by at least one other county in the state of Tennessee. The EPIC! program in Washington County has been recognized by the TSBA as an exemplary program.

STUDENT FIGHTING
The judgment of the administrator is final in the following situations:
1. Mutual fighting;
2. Assault
3. Self-Defense
   In some instances, a student who defends himself/herself from a physical attack will receive less punishment than the assaulting student and in some instances the assaulted student will receive no punishment. This will be judged on a case by case basis. The principal’s decision will be final.
4. Students who come to the school office requesting help in preventing fights
   Students are encouraged to talk to their teachers and/or their administrators for assistance in preventing fights. The actions of students who request help from teachers and administrators will be taken into account if a fight occurs at a later time.
5. Fight promoters
   Fight promoters will be punished in a manner similar to fighters. Students who appear to have repetitive behavior in promoting fights will receive an acceleration of discipline as new events occur.

DRUGS / ALCOHOL / INHALANTS
Students will not possess, transmit, or use the following in school buildings or on school grounds at any time, or in school vehicles, or off the school grounds at school-sponsored activities, function or event:
1. Any controlled substance of a substance which is represented to be a controlled substance and which is substantially similar in color, shape, size, markings, or lack of markings to controlled substances as classified in the law and as amended from time to time.
2. Alcoholic beverages (all types, including but not limited to liquor, beer, wine).
3. Inhalants, including but not limited to glue, paint, gasoline, aerosols, or any solvent having the property of releasing toxic vapors.

Students who unlawfully possess any narcotic, stimulant, prescription drug or other controlled substance are subject to suspension for one (1) year.

Student Warning—DO NOT take possession of any questionable substances. A student should report any findings to the first available school employee.
WEAPONS
Students will 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. Students are further forbidden to use or threaten to use any instrument in a manner which renders the item dangerous or with intent to do harm. Students are further forbidden to use any instruments or substances such as chemicals, scissors, razors, or compasses when they are used or attempted to be used in a manner which renders the item dangerous or with the intent to do harm. Students who are found to have violated this policy are subject to suspension for one (1) year.

FINAL JUDGMENT ON CONTROVERSIAL ISSUES
The principal’s investigation of a disciplinary incident is the only investigation which shall be used to determine the discipline imposed. The resolution of discipline issues along with any other judgment shall be final. Parents have the option to appeal to the next level of procedural due process.

DUE PROCESS (Board Policy 6.302—Procedural Due Process)
Students and parents have all rights of Due Process extended to them.

CELL PHONES
The proper condition for a cellular phone during school hours is with the power turned off.
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.
Inappropriate cellular phone use will be governed as follows:

1st offense  - cellular phone is confiscated;
- parents are contacted;
- cellular phone will be returned at the close of the school day from a central location within the school;
- the student has to sign for the cellular phone.

2nd offense  - cellular phone is confiscated;
- parents are contacted;
- cellular phone will be returned to the parent from a central location within the school;
- the parent must sign to pick up the phone;
- student receives three days in-school suspension
3rd offense - cellular phone is confiscated;
- parents are contacted;
- cellular phone will be returned to the parent from a
central location within the school;
- the parent must sign to pick up the phone;
- student receives ten (10) days out-of-school suspension.
4th offense and all other violations will be governed as follows:
- cellular phone is confiscated;
- parents are contacted;
- cellular phone will be returned to the parent from a
central location within the school;
- the parent must sign to pick up the phone;
- student receives ten (10) days out-of-school suspension
with a Student Discipline Hearing.

Some cellular phone usage may require the Administrator to move
immediately to the level of the offense as warranted by the gravity of the act.
Therefore, it is possible for a student with no prior cellular phone violations to be
given ten (10) days out of school and a Student Discipline Hearing or any other
level of punishment as determined solely by the principal.

Violations which may require such actions are: texting during a test; sex-
ually explicit pictures; threats against students or staff; refusal to cooperate with
rules governing cellular phone usage; and school related threats made by cellular
phones.

The principal’s actions are in no way limited by the foregoing categories.

**TOBACCO PRODUCTS (Board Policy 6.3071—Tobacco/Vapor Use by Students)**

Students shall not use, or have in their possession, tobacco products in
any form on school premises, on school-sponsored trips, or on school buses during
school hours. Violations can result in suspension from school.

**MEDICATION (Board Policy 6.405—Medicines)**

If under exceptional circumstances a student is required to take oral medi-
ation during school hours and the parent or guardian cannot be at school to ad-
minister the medicine, only the principal or designee will administer the medicine
in compliance with the existing policy. Nonprescription medication, such as aspi-
rin, will not be administered without permission of the parent or guardian.

**CARE OF SCHOOL PROPERTY (Board Policy 6.311—Care of School Property)**

Students are expected to help maintain the school environment, preserve
school property, and exercise care while using school facilities. Any student who
takes anything, public or private, without permission is in the wrong and will be
subject to punishment and fines.

Students or the parents/guardians of students who destroy, deface, dam-
age, or lose school property shall be responsible for the cost of replacing or repair-
ing such materials or equipment. This applies to textbooks, buildings, facilities,
and equipment.
PROVISIONS FOR DISCIPLINE OF STUDENTS IN WASHINGTON COUNTY SCHOOLS

Students have a right to an education without the interference resulting from ridicule, intimidation, fighting, or disrespectful actions. Students will be expected to behave in a manner which is respectful toward others.

Failure to comply with the standards for student conduct may result in, but not limited to, the following:
- out-of-school suspension (Board Policy 6.316—Suspension)
- in-school suspension (Board Policy 6.316—Suspension)
- expulsion with or without consideration for placement
- Alternative Program (TCA Tennessee Code Annotated, State Law)
- temporary removal from class
- restricting activities
- assigning work demerits
- issuance of demerits
- behavior modification activities
- “time-out” strategy
- counseling
- after-school detention

TRADING, BARTERING, AND SELLING

No trading, bartering or selling of any item is allowed without permission from the school principal.

SUSPENSION (Board Policy 6.316—Student Suspensions)

Suspension means dismissal from school grounds, school activities, any school-related function at any location, or riding a school vehicle for the term stated on the due process form.

A school principal is authorized to suspend a student from one (1) to ten (10) days from attendance at school or any school related activity or from riding a school bus for good and sufficient reasons, including:
1. Willful and persistent violation of the rules of the school,
2. Immoral, disreputable conduct, including vulgar or profane language.
3. Violence or threatened violence against any student or school personnel.
4. Willful or malicious damage to school property or property of any person attending or assigned to the school.
5. Inciting, advising or counseling others to do any act enumerated.
6. Possession or use of any firearm as defined in Tennessee Code Annotated 39-17-1301 on school property.
7. Possession or use of a dangerous weapon as defined in Tennessee Code Annotated 39-17-1301 on school property.
8. Assaulting a principal or teacher with vulgar, obscene, or threatening language.
9. Unlawful use of or possession of barbital or legend drugs, as defined in Tennessee Code Annotated 53-10-101.
10. Engaging in behavior that disrupts a class or school sponsored activity.
11. Drinking, possession of, or distributing an alcoholic beverage.
12. Theft, extortion, or gambling on school property.
13. Marking, defacing or destroying school property.
14. Use or possession of tobacco products on school grounds and in buses.
15. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process.
16. Any other conduct prejudicial to good order and discipline in any public school.

**ZERO-TOLERANCE BEHAVIOR—TCA 49-6-4216**
To help ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in the following behaviors will be subject to certain and severe disciplinary actions that may include suspension for a period of not less than one (1) calendar year:
1. Any student who brings drugs, drug paraphernalia or a dangerous weapon onto a school bus, onto school property, or to any school event or activity;
2. Any student who while on a school bus, on school property, or while attending any school event or activity is under the influence of a drug; or possess a drug, drug paraphernalia or dangerous weapon; or
3. Any student who assaults or threatens a teacher, student, or other person.

In any case of suspension, parents, when possible, will be notified immediately by phone. A copy of the suspension papers will be sent to the parents.

**ALTERNATIVE LEARNING PROGRAM 7th-12th**
Students who have been suspended from school in grades 7-12 are required to the Alternative Learning Program. Students who attend the Alternative Learning Program will be counted present and receive instruction in all classes. Transportation is not provided.

**JUVENILE OFFENDER ACT—TCA—49-6-451; Title 55, Chapter 10, Part 7**
When a student between the ages of 13 to 18 years engages in and is convicted of such prohibited conduct as possession, use, sale, consumption of any alcoholic beverage, wine, beer, or any controlled substance, or involving the possession or carrying of a weapon on school property, the student/offender can be issued a denial or suspension of driving privileges until age 18 by the Tennessee Department of Safety - Driver Control Division.
HEALTH
(Board Policy 6.401—Student Health Services)

CLINIC
A clinic will be available to students who are in need of special attention due to illness or accident after arrival to school students who come to the clinic must bring their teacher’s folder with them. A nurse will make decisions about contacting parents concerning the welfare of the student.

MEDICATION (Board Policy 6.405—Medicines)
If under exceptional circumstances a child is required to take medication during school hours and the parent cannot be at school to administer medication, the school nurse will assist in self-administration of medication. In the absence of a nurse, only trained personnel will assist the child. All board policies will be followed pertaining to the administration of medications within the schools. Medication forms can be obtained from the school nurse.

PHYSICAL EXAMINATIONS & IMMUNIZATIONS (Board Policy 6.402)
Students entering school, including Pre-K, Kindergarten or any transfer student either in-state or out-of-state and those from nonpublic school will not be permitted to enroll (attend) without proof of immunization as determined by the Commissioner of Public Health. For more information, please contact your school nurse.

PEDICULOSIS (Board Policy 6.4031)
Students with head lice (live bugs) infestation shall be excluded from school. The student may stay until the end of the school day on which live head lice were found. The student’s educational program shall be restricted only to the extent necessary to eliminate the risk of transmitting the infestation. Readmission to school required proof of treatment. Proof of treatment is defined as documentation from a physician or the health department and/or evidence of a lice treatment product having been used. Use of homeopathic remedy for the treatment of lice is not accepted as an effective form of treatment without written documentation from a physician or health department. In the case of persistent/recurrent live head lice infestation that has been found to adversely affect the educational process, identified by absence/exclusions in excess of 15 days, a petition will be filed with the Washington County Juvenile Court System charging the parent/guardian with education and dependent neglect. Days missed for head lice will be counted as unexcused.

EXCLUSION GUIDELINES
Please visit the Coordinated School Health webpage located on the district website at www.wcde.org for a complete list of exclusion guidelines.
CHILD FIND

Child Find is an activity conducted in all Tennessee school systems, and
is an effort to locate children who may be in need of special education services.
The purpose is the location and identification of students with significant delays in
one or more of the following areas: learning disabilities, emotional disturbances,
deafness or hearing impairment, developmental disabilities, visual impairments or
blindness, language delays, and health impairments. Child Find also includes stu-
dents who may be intellectually gifted. Interagency cooperation is one of the most
effective means of locating children suspected of having a disability, and involves
all available resources within the community. For more information, please con-
tact the Special Education Office at (423) 753-1112.

CHILD ABUSE

To report suspicions of child abuse, please call:

(Child Abuse) 1-877-542-2873 (24 hours) or
(Parent Help Line) 1-800-356-6767

WASHINGTON COUNTY DEPARTMENT OF EDUCATION
NON-DISCRIMINATION/SEXUAL HARASSMENT POLICY

It is the policy of the Washington County School Board of Education not
to discriminate on the basis of gender, race, national origin, creed, age, marital
status or disability in its educational programs, activities or employment policies
as required by Title VI of the Civil Rights Act of 1964, Title IX Act of 1972 and
Section 504 of the Federal Rehabilitation Act of 1973* as amended.

It is also the policy of this district that curriculum materials reflect the
cultural and racial diversity present in the United States and the variety of careers,
roles and life-styles open to women as well as men in our society. One of the ob-
jectives of the total curriculum and teaching strategies is to reduce stereotyping
and to eliminate bias on that basis of sex, race, ethnicity, religion or disability. The
curriculum should foster respect and appreciation for the cultural diversity found
in our county and awareness of the rights, duties, and responsibilities of each indi-
vidual as a member of a pluralistic society.

Title VI and Title IX prohibits any public school system or school from:

* Preventing any person from enrolling in a school, class, or extracur-
curricular school activity based on race, color, gender, or national
origin.

* Arbitrarily placing a student in a school or class with the intent of
separating the student from the general population of students be-
cause of the student’s race, color, gender, or national origin.

* Unequally applying disciplinary action based on a student’s race,
color, gender, or national origin.

* Failing to provide the necessary language assistance to allow limited
English proficient students the same opportunity to learn as English
proficient students.
* Administering tests or other evaluative measures which by design or by grading do not allow minority students the same opportunity to present a true measure of their abilities.

* Providing the facilities or instructional and related services to minority students which are inferior to those provided to non-minority students.

* Allowing sexual harassment (as defined by Title IX) against any individual by any school employee or student to be permitted after a complaint has been made to the school principal or other administrative authority.

If you feel you have been discriminated against or sexually harassed, a complaint should be made to the school principal or other school authority. Complaint or grievance forms are available in the school office. Completed forms can be filed with the school principal, the local school system’s Title VI / Title IX Coordinator, or the proper state or federal authorities.

Tennessee Department of Education
State Title VI Coordinator
Andrew Johnson Tower, 5th Floor
Nashville, TN 37243-0375
(615)532-4982

The Office of Civil Rights
U.S. Department of Education
P.O. Box 2048, 04-3010
Atlanta, Georgia 30301-2048

Washington County Department of Education
Title VI / Title XI Coordinators
405 W. College Street
Jonesborough, TN 37659

*Section 504 is a civil rights statute which provides that “No otherwise qualified individual with handicaps in the United States… shall solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” A student is eligible under Section 504 if the student: a) has a physical or mental impairment which substantially limits one or more major life activities; b) has a record of such impairment; or c) is regarded as having such impairment. Parents, teachers, physicians, diagnosticians, and building administrators may refer a student who is suspected of having a Section 504 disabling condition that substantially limits the learning process to the Washington County 504 Coordinator at (423) 753-1100.
APPENDIX
1. GENERAL EXPECTATIONS FOR PARENT ENGAGEMENT

2. The board is committed to increasing and ensuring the involvement of parents and other family members in the education of students.

3. The board shall implement the following as required by federal or state laws or regulations:

   1. The school district shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

   2. The school district shall provide the coordination, technical assistance, and other necessary support to assist individual schools with planning and implementing parental involvement activities.

   3. The school district shall involve parents with the development of required educational or improvement plans.

   4. The school district shall coordinate and integrate parental involvement strategies with those associated with other federal or state programs.

   5. The school district shall put into operation activities and procedures for the involvement of parents in all of its schools. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents.

   6. The school district shall ensure that activities and strategies are implemented to support this policy and included in the district plan.

   7. The district improvement plan shall include strategies for parental participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline, and higher education opportunities for students.

   8. The district plan shall include procedures to enable parents to learn about the course of study of their children and have access to all learning materials.

   9. The district plan shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to, organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes.
The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as:

- counseling
- issuance of demerits
- restricting activities
- verbal admonishment
- withdrawal of privileges

Exclusionary discipline shall only be used as a measure of last resort. The development of each code shall involve principals and staff members of each level and shall be consistent with the relevant policies as adopted by the Board. The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a manner that:

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices:

- at-risk monitoring and counseling
• behavior intervention plans
• multi-tiered systems of support

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
• 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 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 employs appropriate disciplinary options.
• The record of the offense and disciplinary action shall be maintained by the staff
member.

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
- 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 the 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)
- Removal 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
• 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 Director of Student Services.
• The Director of Student Services 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
• 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 his/her conduct.
• 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 Director of Student Services may seek recommendations from the Director of Schools.
• If the student's placement is to be changed, adequate notice of the changes shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

**Disciplinary Options**

• Other hearing authority or Board action which results in appropriate placement

* Designates zero tolerance offenses.

**Legal References**

1. TCA 49-6-9005
2. TCA 49-6-9002 to 9005; 20 USCA § 7114, 7118
4. TCA 49-6-9009
5. TCA 49-6-9008

**Cross References**

Traffic and Parking Controls 3-602
Procedural Due Process 5.300
Student Discrimination, Harassment, Bullying
Cyber-Bullying, and Intimidation 6.304
Drug Safety and Control 6.308
Zero Tolerance Offenses 6.309
Drug Code 6.310
Dentition 6.315
Suspension 6.316
Safe Relocation of Students 6.4001
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include 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, antisocial, 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 parents; 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 obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use -*

1. Protected information surveys of students;
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. Parents who believe their rights have been violated may contact 423-753-1100.
Photo/Digital Image Release Form

I hereby give Washington County Department of Education permission, with respect to the photographs, film, videos, slides or digital images of

Student’s Name, Printed: ____________________________________________

Student Number: ________________________________________________

School: _________________________________________________________

(a) To use, re-use, publish, and re-publish the same in whole or in part, individual or in conjunction with other photographs or images for the purpose of, but not limited to the use of such on Washington County Schools Internet sites, instructional related activities and public relations documents.

(b) To use the student's name in connection therewith if Washington County Schools so chooses. I hereby release and discharge Washington County Department of Education, and its board members from any and all claims and demands arising out of or in connection with the use of such photographs, film, slides or digital images, including but not limited to any claims for defamation or invasion of privacy.

This document will remain in effect as long as my child/children (preK-12) are enrolled as students in Washington County schools unless rescinded by written request to Washington County schools.

Legal Guardian’s Signature: ________________________________________

Date: ________________________________

Revised August 2018
WASHINGTON COUNTY DEPARTMENT OF EDUCATION

STUDENT DIRECTORY INFORMATION DENIAL

Dear Parent(s):

Certain student information may be presented in school publications such as the yearbook or programs for athletics, music, and theater presentations. Throughout the school year if students are involved in certain activities, student information may need to be released to media, colleges, civic or school-related organizations, and state or governmental agencies. Student directory information may also be made available, upon request, to persons or groups that make students aware of occupational and educational options, including official recruiting representatives of military forces.

Student directory information includes the following kinds of information:
1. Name of student
2. Address
3. Telephone number(s)
4. Major field of study
5. Participation in officially recognized activities or sports
6. Height and weight of members of athletic teams
7. Hair and eye color
8. Dates of attendance ("from and to" dates of enrollment)
9. Degrees and awards received
10. Most recent previous school attended
11. Date of birth
12. Photograph (Example: school yearbook/annual)
13. Email address
14. Videotape (Example: classroom instruction or music presentation or athletic event)
15. Student work for display at the discretion of the teacher (Example: student artwork … no grades displayed)

Regarding student directory information, I understand that certain information about my child may be released/published by personnel at the school unless I object to the release of any or all of this information. It is my understanding that by signing and returning this form to the school principal within the first two-weeks of my child’s school enrollment, I object to the release of any or all of this information regarding my child. I do not want any of this information about my child released or used in any publication.

___________________________
Name of Student  (print)

___________________________
School

___________________________
Signature of Parent

___________________________
Date
<table>
<thead>
<tr>
<th>Washington County Board of Education</th>
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<tbody>
<tr>
<td>Descriptor Term:</td>
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<tr>
<td>Homeless Students</td>
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<tr>
<td>Descriptor Code:</td>
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<tr>
<td>6.503</td>
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<tr>
<td>Issue Date:</td>
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<tr>
<td>10/4/2012</td>
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<td>Revisions:</td>
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<td>6.503</td>
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<td>Issued:</td>
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1. All students shall receive the benefit of a free, appropriate public education, equal educational opportunities need to be provided for all students in the district. Homeless students have the right to access the same public education services provided to all other children. The school system is responsible for identifying homeless students living in the school district and serving their educational needs.

**DEFINITIONS**

1. **Homeless Student** - A child or youth is considered to be homeless:
   1. if a fixed, regular, or adequate nighttime residence is not available;
   2. if sharing the housing of other persons due to loss of housing or economic hardship, is living in motels, hotels, trailer parks, or camping grounds due to the lack of;
   3. if staying in a primary nighttime residence designed to provide temporary living accommodations or;
   4. if living in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting or;
   5. if student is a migratory student who meets one or more of the above described circumstances.

2. **Child** - Any individual included as a student under compulsory attendance regulations.

3. **Parent** - Parent, legal guardian or person otherwise responsible for the child.

4. **School of origin** - The school last attended or enrolled in before the student became homeless.

**ENROLLMENT AND PLACEMENT**

District representatives will consider the best interest of the student in determining school placement. The administrator of the selected school shall, in coordination with the system-wide attendance office, immediately enroll the homeless student, even if the student is unable to produce information normally required for enrollment, such as previous academic records, immunization records, proof of residence or other needed documentation. The district will require a parent or guardian of the student to provide contact information. At the time the student is enrolled, the individual responsible for the child shall be provided directions to the public health office if immunization requirements need to be met in accordance with state law and health department regulations.
The homeless student may continue to be enrolled in the school attended when permanently house or may enroll in another district school requested by the responsible individual. If a problem occurs over school selection, the student shall be immediately enrolled in the school in which enrollment is requested, pending resolution of any conflict involved. The district shall provide a written explanation, including a right to appeal to the district coordinator, if the homeless student is assigned to a school other than the school of origin or other than the school requested.

SERVICES

Each homeless student shall be provided services comparable to services offered to other students in the district, including, but not limited to, transportation services, educational services for which students meet eligibility criteria, such as disadvantaged students, students with disabilities, gifted and talented students, school meal programs, before and after school programs, and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on a student's status as homeless.

TRANSPORTATION

In the event that it is in the best interest of the homeless student to attend the school of origin, transportation to and from school shall be provided at the request of the parent/guardian or, in the case of an unaccompanied student, the homeless coordinator. If the student's temporary housing is outside the district of the school of origin, the Washington County school district will work with the district of the school of origin to agree on a method to apportion the responsibility and costs for transportation the student. If an agreement cannot be reached, the costs will be shared equally.

RECORDS

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Education Rights and Privacy Act.

COORDINATOR

The attendance supervisor will be designated by the Board to act as the district's homeless coordinator and may use the assistance of the student services department, administrators, teachers, and community resources to provide necessary support services and entitlements afforded homeless students under the
The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator shall ensure that:

1. Homeless students are identified by school personnel and through coordination with other entities and agencies;
2. Homeless students enroll in, and have a full and equal opportunity to succeed in school in the district.
3. Homeless families and students receive educational services for which such families and students are eligible, including Head Start, Even Start and preschool programs administered by the district and referral to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless students 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.
5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as schools, family shelters, and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless student and any accompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youth will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Students who need to obtain immunizations, or immunization or medical records, will receive assistance.

The district’s homeless coordinator will attend Title I conferences and training applicable to homeless student entitlements. A Title I representative will attend State Department of Education homeless conferences. Attendance of the homeless coordinator and Title I representative at state and federal meetings concerning homeless student requirements is necessary to assure that local funds and Title I resources be effectively used to meet the needs of homeless students and comply with applicable legal mandates.
37
38
39
40
Reference:
41 1 No Child Left Behind Act of 2001; McKinney-Vento Homeless Assistance Act 2001 and 2002; Title I of the Elementary and Secondary Act, Sec. 115(b)(2)(E).
The Washington County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order 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.1

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students, students' behaviors, third parties, and third parties' 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 school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

DEFINITIONS

Bullying/Intimidation/Harassment - An act that interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

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

Cyber-bullying - 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 - 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

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. All school employees are required to report alleged violations of this policy to the principal or his/her designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must 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, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal or his/her designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal or his/her designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal or his/her 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 or his/her designee shall notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal or his/her 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 or his/her designee when deemed necessary.

The principal or his/her 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:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a detrimental effect on the student's physical or mental health;
- It has the effect of interfering with the student’s academic performance, or
- It has the effect of 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 or his/her designee shall conduct a prompt, thorough, complete, and impartial 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 or his/her 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 (FERPA) at 20 USC § 1232g, a written report on the investigation and the outcome of the investigation will be delivered to the parents of the complainant, parents of the accused students, and to the director of schools.

**RESPONSE AND PREVENTION**

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation and to prevent a recurrence of the incident.

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

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the complaint manager. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

Remedial action shall be taken to address any impact on the complainant, any witnesses, and the student body, if needed, and to prevent future occurrences of the above-referenced offenses.

**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 or his/her 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 of education.

By July 1 of each year, the director of schools or his/her 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 of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4505.
1 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 administrator 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 suspension and expulsion.

Legal References
1. TCA 49-6-4013
2. TCA 49-2-120
3. 20 USCA §§ 1481 to 1496
4. TCA 49-6-4036(c)(5)

Cross References
Appeals to and Appearances Before the Board 1.404
Staff-Student Relations 5.610
Student Goals 6.100
Student Complaints and Grievances 6.305
Code of Behavior and Discipline 6.300
Student Suicide Prevention 6.415
APPOINTING COMPLAINT MANAGERS

The Director of Schools shall appoint at least two (2) complaint managers, one of each gender for each school. The Director of Schools shall maintain a current listing of complaint managers for each school including their names, work street address, email addresses and telephone numbers as outlined in this policy. The list shall be Exhibit A of this policy.

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/bullying/harassment.

Legal Reference:


COMPLAINT MANAGERS

Boones Creek Elementary School

Jordan Hughes, Principal
132 Highland Church Rd
Johnson City, TN 37615
Phone: 423-283-3520
E-mail: littletonj@wcde.org

Aaron Christian, Asst. Principal
132 Highland Church Rd
Johnson City, TN 37615
Phone: 423-283-3520
E-mail: christiansa@wcde.org

Daniel Boone High School

Tim Campbell, Principal
1440 Suncrest Drive
Gray, TN 37615
Phone: 423-477-1600
E-mail: campbellt@wcde.org

Ginger Luya, Asst. Principal
1440 Suncrest Drive
Gray, TN 37615
Phone: 423-477-1600
E-mail: luyag@wcde.org

David Crockett High School

Peggy Wright Principal
684 Old State Route 34
Jonesborough, TN 37659
Phone: 423-753-1150
E-mail: wrightp@wcde.org

Chad Plaisted Asst. Principal
684 Old State Route 34
Jonesborough, TN 37659
Phone: 423-753-1150
E-mail: plaistedc@wcde.org
Fall Branch School
James Wernk, Principal
1061 Hwy 93
Fall Branch, TN 37656
Phone: 423-348-1200
E-mail: wernkej@wcde.org
Michelle Depew, Guidance
1061 Hwy 93
Fall Branch, TN 37656
Phone: 423-348-1200
E-mail: depewm@wcde.org

Grandview School
Tara Churchwell Principal
2891 Hwy 11-E
Telford, TN 37690
Phone: 423-257-7400
E-mail: churchwellt@wcde.org
Christopher Campbell, Teacher
2891 Hwy 11-E
Telford, TN 37690
Phone: 423-257-7400
E-mail: campbellc@wcde.org

Gray School
Shannon Gray, Principal
755 Gray Station Road
Gray, TN 37615
Phone: 423-477-1640
E-mail: grays@wcde.org
Jason Ahrens, Counselor
755 Gray Station Road
Gray, TN 37615
Phone: 423-477-1640
E-mail: ahrensj@wcde.org

Jonesborough Elementary School
Matt Combs, Principal
308 Forest Drive
Jonesborough, TN 37659
Phone: 423-753-1180
E-mail: combsm@wcde.org
Brandi Menge, Asst. Principal
308 Forest Drive
Jonesborough, TN 37659
Phone: 423-753-1180
E-mail: mengeb@wcde.org

Jonesborough Middle School
Brandon McKee, Principal
306 Forest Drive
Jonesborough, TN 37659
Phone: 423-753-1190
E-mail: mckeeb2@wcde.org
Heather Easterling, Asst. Principal
306 Forest Drive
Jonesborough, TN 37659
Phone: 423-753-1190
E-mail: easterlingh@wcde.org

Lamar School
Mark Merriman, Principal
3261 Hwy 81 South
Jonesborough, TN 37659
Phone: 423-753-1130
E-mail: merrimanm@wcde.org
Caryn McDermott, Asst. Principal
3261 Hwy 81 South
Jonesborough, TN 37659
Phone: 423-753-1130
E-mail: medermottc@wcde.org
Ridgeview School
Leslie Lyons, Principal
252 Sam Jenkins Road
Gray, TN 37615
Phone: 423-788-7340
E-mail: lyonsl@wcde.org
Jeff Gray, Teacher
252 Sam Jenkins Road
Gray, TN 37615
Phone: 423-788-7340
E-mail: grayj2@wcde.org

South Central School
J.W. McKinney, Principal
2955 Hwy 107
Chuckey, TN 37641
Phone: 423-753-1135
E-mail: mckinneyj@wcde.org
Lisa Lady-Broyles, Teacher
2955 Hwy 107
Chuckey, TN 37641
Phone: 423-753-1135
E-mail: ladyl@wcde.org

Sulphur Springs School
Cody Patterson, Principal
1518 Gray Station/SS Rd
Jonesborough, TN 37659
Phone: 423-753-1140
E-mail: pattersonc@wcde.org
Emilee Barnett, Asst. Principal
1518 Gray Station/SS Rd
Jonesborough, TN 37659
Phone: 423-753-1140
E-mail: barnette@wcde.org

West View School
Robin Street, Principal
2487 Old State Route 34
Limestone, TN 37681
Phone: 423-753-1175
E-mail: streetr@wcde.org
Byron Tolley, Teacher
2487 Old State Route 34
Limestone, TN 37681
Phone: 423-753-1175
E-mail: toleyb@wcde.org
Asbury Family Resource Center
Jamie Gray, Principal          Caitlyn Hughes, Counselor
2002 Indian Ridge Road        2002 Indian Ridge Road
Johnson City, TN 37604        Johnson City, TN 37604
Phone: 423-434-4900           Phone: 423-434-4900
E-mail: grayj3@wcde.org        E-mail: hughsc@wcde.org

Midway Materials and Student Services Center
James Murphy
Director for Attendance, Discipline, and Pupil Placement
3519 W. Walnut Street
Johnson City, TN 37604
Phone: 423-434-4910

Barbara Hunt
Liaison for Educational Growth/ Family Involvement
3519 W. Walnut Street
Johnson City, TN 37604
Phone: 423-434-4910
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 access student information without the consent of the student or parent/guardian.

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 principal; or
10. 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.

Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as “school sponsored,” the activity must be school-planned, school-directed, and teacher supervised. Mass exodus, early dismissal, or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.

TRUANCY

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall, or activity during the school day for which the student is scheduled.

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 district provides transportation, unexcused absences from these programs shall be reported in the same manner.7

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 plan described below prior to referral to juvenile court.

Washington County Progressive Truancy Intervention Plan8

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

Tier 1A

Tier 1A is provided for all students in the Washington County School System. Parents and students in Washington County Schools are provided information regarding attendance through the following methods:

- Student Handbook
- Daily parent notification by phone of each absence
- School newsletters
- Teacher and Principal Contacts
• EPIC! Assemblies
• Washington County District Website
• 3 day courtesy letter (for students missing no more than 4 unexcused absences)

Tier I

Students are placed in Tier I when they have at least five (5) unexcused absences and less than
nine (9) unexcused absences. Tier I of the Washington County progressive truancy intervention
plan shall include the following:

• Phone call to parents concerning absences
• Personalized student letters sent by the school principal
• Family assistance referrals (if needed)
• Individual assessment by school employee
• Mentoring
• Attendance contract signed by student and parent
  o Specific attendance exceptions listed on the contract:
    • time period of contract
    • follow-up meetings throughout contract period
• Absence letter sent at five (5) days unexcused
• Another absence letter will be sent for every block of five (5) days unexcused
• Reported to Truancy Board
• Placed in an at-risk cohort for the remainder of the school year
• Regular follow up in at-risk cohort
• Frontier Health referral (if needed)
• Placed on watch list for the next school year: These students will be included in the at-
  risk cohort for the next school year at Tier II (but not required to attend truancy board
  until 10 unexcused absences occur).

Tier II

Students are placed in Tier II when they have at least ten (10) unexcused absences and less than
nineteen (19) unexcused absences. Tier II of the Washington County progressive truancy
intervention plan shall include the following:

• A ten (10) day truancy letter for ten (10) unexcused absences will be sent to the
  parent/guardian.
• A new attendance contract will be signed by the student and parent
• Monitoring through the at-risk cohort
• Department of Children’s Services referral (if needed)
• Placed on Truancy Board docket
• Appearance at Truancy Board
• Washington County Juvenile Court informal adjustment through Juvenile Services
Tier III

Students are placed in Tier III when they have twenty (20) or more unexcused absences. Tier III of the Washington County progressive truancy intervention plan shall include the following:

- Truancy Board for the purpose of petition
- Juvenile Court
- Remanded to the Alternative Program and/or petition to Juvenile Court

MAKE-UP WORK

All missed class work or tests may be made up if the student makes the request immediately upon returning to school and if class time is not taken from other students. Grades from days or classes missed due to unexcused absences shall be graded at 80% of the original value.

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled EOC exams shall present a signed doctor’s excuse or 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.

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; and
2. Procedures in due process will be made 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.

In order to qualify for reacquiring a driver’s permit or license, the student shall make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.
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 external circumstances exist to excuse the 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/desigee 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/desigee.

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/desigee 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/desigee. The action of the Board shall be final.

The Director of Schools/desigee shall ensure that this policy is posted in each school building and disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

Legal References

1. TEMA 0530-01-02-.04(1)(a); TCA 49-6-3004
2. TCA 49-6-3007(c)
3. 20 USC § 1232g
4. TEMA 0530-01-02-.17(1)(c)
5. TCA 49-6-3004(b)(2)
6. TCA 49-6-3007
7. TCA 49-6-301
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-2-203(b)(7); TCA 49-6-3002(3)
10. TEMA 0530-01-02-.17

Cross References

School Calendar 1.506
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.901
Promotion and Retention 4.503
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 4.201
Students in Foster Care 6.501
Students from Military Families 6.506
Student Records 6.600
WASHINGTON COUNTY SCHOOLS TRUANCY TIERS

**Tier I (at least 5 unexcused absences and no more than 9 unexcused absences)**
Tier I is provided for students who miss 5-9 unexcused absences.
- 3 days courtesy letter has been sent
- Regular scheduled meetings with at-risk cohort
- Conference with student and parent at the school **
- Attendance contract signed by student and parent
- Truancy Letter for each block of 5 unexcused days

**Tier II (at least 10 unexcused absences and less than 19 unexcused absences)**
- Truancy Letter
- Placed on watch-list for the next school year
- DCS referral made (if appropriate)
- Regular scheduled meeting with at-risk cohort
- Individual assessment by school employee
- New attendance contract signed by student and parent **

**Tier III (20+ unexcused absences)**
- Truancy Board for the purpose of petition
- Juvenile Court
- Remanded to Alternative Program and/or petitioned to Juvenile Court

** Failure to attend an assigned conference will result in a referral to Truancy Board and/or Juvenile Court.**

**ATTENDANCE POINTERS FOR PARENTS**

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Make sure your children go to school every day unless they are truly sick.
- Avoid scheduling vacations or doctor’s appointments when school is in session.
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.
- Talk to teachers and counselors for advice if your children feel anxious about going to school or show other signs of not wanting to go to school.

For more information, contact your child’s teacher or check out the parent resources available at [www.attendanceworks.org](http://www.attendanceworks.org)
Washington County Board of Education

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<th>Monitoring</th>
<th>Descriptor Term:</th>
<th>Code</th>
<th>Issued Date</th>
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<tr>
<td>Review: Annually</td>
<td>Tobacco/Vapor Use by Students</td>
<td>6.2071</td>
<td>09/05/19</td>
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1. Students shall not use or have in their possession tobacco or vapor products in any form on school premises, on sponsored trips, or on school buses during school hours. Students shall not use or have in their possession tobacco or vapor products in any form at any school-sponsored event or activity.\(^1\)

2. To "use" shall mean any holding of a lighted cigarette, cigar, pipe, or vapor product, any inhaling of the smoke of tobacco or vapor product and/or any chewing or dipping of any tobacco product.

3. "School hours" shall include the period of time beginning with the first bus pickup (or arrival of car riders) in the morning and ending with the last bus drop in the afternoon.

4. Violations of this policy shall subject the student to penalties as indicated hereunder:

   - First Offense: Suspension from school for five (5) days;
   - Second Offense: Suspension from school for ten (10) days;
   - Third Offense: Suspension from school with a hearing before the Hearing Committee for possible recommendation for long-term suspension from school.

5. In addition, any student who possesses tobacco or vapor products shall be issued a citation by the school principal/resource officer.\(^2\) The citation shall require the student and his parents to appear in Juvenile Court.

6. The director of schools, in cooperation with the juvenile court and local police/sheriff's department, is responsible for developing procedures for issuance of the citations, which shall include the form and content of citations and methods of handling completed citations.

7. Parents and students shall be notified of this citation requirement at the beginning of each school year.

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**Legal References:**

1. 20 USCA § 6063, TCA 39-17-1604(6), TCA 39-17-1300(39), (10)
2. TCA 39-17-1,101

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**Policy References:**

Tobacco/Vaping: Free Schools 1-803
Washington County Schools

Athletic Contract

Being a Washington County Athlete is a great privilege. All student athletes are expected to be positive role models. In order to ensure that high standards are met, the following guidelines must be adhered to for the duration of the sport. The season will begin with tryouts and end with the last game of the season. This contract is for all student athletes.

School: ___________________ Sport: ________________ Coach: ___________________

A. TSSAA/TMSAA
   Student athletes will meet all TSSAA and TMSAA eligibility rules. Refer to websites: www.tssaa.org and www.tmsaa.tssaa.org

B. Board Policy
   All Washington County Board of Education Policies will be enforced. Refer to website: www.wcde.org

C. Washington County Athletic Rules:
   1. Athletes must be present at their home school for 3 hours and 16 minutes of the school day to participate in any athletic activity held during that day.
   2. Every day out of school due to an out-of-school suspension and/or being remedied to the Alternative School for disciplinary reasons, will be considered an unexcused absence from a practice or game. When an athlete reaches 3 unexcused absences due to disciplinary reasons, the athlete will be dismissed from the athlete program for the calendar school year.
   3. If an athlete is convicted in court of unlawful or unethical offenses on or off school campus, the athlete will be dismissed from all athletics.
   4. Athletes are to ride with coaches, parents or guardians to and from events unless written permission from a parent/guardian is provided and approved by the coach.
   5. Conflicts before, during or after events could result in disciplinary action being taken.
   6. Parents/athletes requesting a meeting with coach should schedule a meeting through the Athletic Director. All meetings will be held during school hours.
   7. Practice and game times are set in advance. If an athlete arrives late and/or is picked up late, it will result in disciplinary action being taken.
   8. A coach may bench or limit a player's participation from practice/games if the athlete fails to meet a coach's expectations.
   9. Middle School Student Athletes must maintain grades defined by a cumulative average of 75 or higher in the following academic subjects: Reading/Language Arts, Math, Science, and Social Studies. Any grade below 70 will be averaged as a 50 for athletic participation. Violation of this standard will result in removal from the team until a mid-term or end of 9 weeks grade card is issued.

   If actions must be taken on any of the above listed items, the due process procedure for student discipline will be followed.

   I have read the stated regulations and responsibilities and agree to abide by these rules.

Date: __/__/____ Student Signature: __________________________

Date: __/__/____ Parent / Guardian Signature: __________________________

Board of Directors

__________________________  ________________  ________________
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Jason Davis                  Chad Ferguson         Mitch Meredith
Nancy Reh Delinger           Todd Ganges          Phillip McLain
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Key:
- A = Abbreviated Day
- C = Parent/Teacher Conference (no school for students)
- E = End of Grading
- R = Report Card
- V = No School
- I = Inservice for teachers (no school for students)

Dr. William Flanary
Director of Schools