

# MIDDLE SCHOOL

## STUDENT HANDBOOK

**2018-2019**

Washington County  
Department of Education  
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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 3.209—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 31-32 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 coverings 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**

**School Year 2018-2019**

Elementary Breakfast (K-4)	\$1.50
Elementary Lunch (K-4)	\$2.40
Middle School Breakfast (5-8)	\$1.50
Middle School Lunch (5-8)	\$2.50
High School Breakfast (9-12)	\$1.50
High School Lunch (9-12)	\$2.80
Reduced Breakfast	\$ .40
Reduced Lunch	\$ .30
Adult Breakfast	\$2.25
Adult Lunch	\$3.50

**SAFETY**  
**(Board Policy 3.203—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 6.306—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 thought out 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 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 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](http://www.state.tn.us/education)*.

## **TEXTBOOKS (Board Policy 4.501 -Textbook Selection and Distribution)**

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 5.103—Classification and Qualification and Board Policy 5.107—Application and Recommendation)**

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](http://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 and Excursions)**

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**

**CORPORAL PUNISHMENT (Board Policy 6.304—Corporal Punishment)**

Corporal punishment is a legally acceptable form of discipline in Tennessee. When paddling is determined to be an appropriate punishment for a student’s actions, it will be administered in a reasonable and moderate fashion in the presence of an administrator. Corporal punishment will be administered, witnessed, and documented under the provision of legal statute and Board Policy.

Because of the physical nature of corporal punishment, parents or guardians may object to this form of discipline; to request alternative forms of punishment for misbehavior or violation of school rules, parents or guardian must provide written notification to the school principal each year.

# 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, Searches, and Seizures)**

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:

1. Evidence of any violation of the law.
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct.
3. Any object or substance, 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.

## **SEXTING**

Possession of any sexually explicit digital pictures on any electronic device is prohibited. Sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone or other electronic devices is prohibited. Appropriate law enforcement authorities may be contacted as required by law.

## **FINAL JUDGEMENT 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 judgement 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; sexually 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)**

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 medication during school hours and the parent or guardian cannot be at school to administer the medicine, only the principal or designee will administer the medicine in compliance with the existing policy. Nonprescription medication, such as aspirin, 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, damage, or lose school property shall be responsible for the cost of replacing or repairing 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:

- corporal punishment (Board Policy 6.314—Corporal Punishment)
- 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 barbitol 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 remanded 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.

#### **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 6.4021)**

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](http://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 students 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 contact 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 objectives 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 individual 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 extracurricular 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 because 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**

# Washington County Board of Education

Descriptor Term:  <b>Parent/Family Involvement</b>	Descriptor Code: 4.602	Issue Date: 08/03/10
	Rescinds: 4.602	Issued: 04/01/10

## GENERAL EXPECTATIONS FOR ALL SCHOOLS

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition.

The Board shall implement the following as required by federal and state legislation:

1. The school district will put into operation through a written family and community policy activities and procedures for the involvement parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents for the purpose of improving student academic achievement.
2. The school district shall incorporate activities and strategies that support this district-wide family and community engagement policy into its Tennessee Comprehensive Systemwide Planning Process (TCSPP).
3. The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
4. The TCSPP shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance and discipline.
5. If the school district's TCSPP is not satisfactory to the parents, the school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
6. To the extent practicable, the school district and its schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in a language parents understand.

7. The board chairman shall annually appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of students in elementary, middle and high schools, community business leaders a member of the school board, and representatives from the school district.
8. Every school district shall ensure Title I schools are in compliance with the No Child Left Behind Act.

Legal Reference:

1. PL 107-110, No Child Left Behind Act of 2001

**IF YOU HAVE COMMENTS OR WOULD LIKE TO RESPOND TO THIS  
POLICY, PLEASE CALL 423-753-1100, Monday-Friday, 8:00 a.m. - 4:30 p.m.**



# Washington County Board of Education

Descriptor Term:  <b>Student Conduct</b>	Descriptor Code: 6.306	Issue Date: 7/10/2012
	Rescinds: 6.306	Issued: 4/5/2012

A student shall not use profanity, vulgarity, violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which cause disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses or at any school-sponsored activity, function or event, whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

The staff is authorized to take measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and directions. Such measures may include the use of reasonable force to restrain or correct students and maintain order.<sup>1</sup>

School administrators are authorized to discipline students engaging in harassment, intimidation, or bullying/cyber-bullying if it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process. This authorization is extended to acts that take place off school property or outside a school-sponsored activity.<sup>2</sup>

Harassment, intimidation or bullying is defined as<sup>3</sup>:

- a. Physically harming a student or damaging a student's property.
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
- c. Creating a hostile educational environment.
- d. Acts that take place off school property or outside a school-sponsored event.
- e. Acts that cause emotional distress to a student.

Cyber-bullying is defined as bullying undertaken through an electronic communication device.<sup>4</sup>

Building Principals are responsible for implementation of this policy.<sup>5</sup> All instances of misconduct under this policy shall be reported to the Principal. The Principal or his/her designee shall conduct a prompt investigation, take such corrective action as deemed necessary, and make a written record of the incident.<sup>6,7</sup> Individuals found to have provided false information under the definitions in this policy may be disciplined by the Principal.<sup>8</sup>

This policy shall be included in the Student Handbook provided to each Washington County student.<sup>9</sup>

Reprisal or retaliation against any person who reports an act of harassment, intimidation, bullying or cyber-bullying is prohibited. Individuals engaging in such activity may be disciplined by the Building Principal.<sup>10</sup>

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.<sup>11</sup>

online and social networking behaviors, and cyber-bullying awareness. A record will be kept of students having received this training, either through a signed document or by some other age appropriate means.

### Legal References

1. TCA 49-6-1016 (a)
2. TCA 49-6-1016
3. TCA 49-6-1016 (b)(2)
- 4 . TCA 49-6-1016
5. TCA 49-6-1016 (b)(12)
6. TCA 49-6-1016 (b)(6)
7. TCA 49-6-1016 (b)(7)
8. TCA 49-6-1016 (b)(10)
9. TCA 49-6-1016 (b)(11)
- 10.TCA 4 6-1016 (b)(9)
- 11.TCA 4 6-1016 (b)(4)

## **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.

## 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.

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Name of Student (print)

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School

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Signature of Parent

## Washington County Board of Education

Descriptor Term:  <b>Homework</b>	Descriptor Code: 4.702	Issue Date: 05/07/98
	Rescinds:	Issued:

Homework shall be assigned to reinforce and strengthen specific areas of interest and opportunities. It must never be given for punishment. All homework shall be received by the teacher making the assignment and credit given for the student's efforts.

Education should involve parent, teacher, and student. Therefore, parental cooperation should be sought to obtain the best results.

Homework assignments shall take into consideration individual differences of students such as health, ability, home conditions, and educational resources at home. Homework shall not require the use of reference materials not readily available in most homes, school libraries or the public library.

All extra-credit work which does not directly relate to course content must be approved by the principal.

# Washington County Board of Education

Descriptor Term:	Descriptor Code: 6.503	Issue Date: 11/06/03
<b>Homeless Students</b>	Rescinds: 6.503	Issued: 04/03/03

All students shall receive the benefit of a free, appropriate public education; equal educational opportunities need to be provided for all other children 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.<sup>1</sup>

## DEFINITIONS

**Homeless Student** A child or youth is considered to be homeless:

1. if a fixed, regular, and 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 alternative adequate accommodation; if living in emergency or transitional shelters; if abandoned or waiting for foster care placement;
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.

**Child** Any individual included as a student under Compulsory Attendance regulations.

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

**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 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 housed 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 transporting 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 Educational 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 law.

**Homeless Coordinator  
Support Services  
3519 West Walnut Street  
Johnson City, TN 37604**

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 activities with other entities and agencies;
2. Homeless students enroll in, and have a full and equal opportunity to succeed in schools 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 referrals to health care
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 homeless coordinator and Title I representative at state and federal meetings concerning homeless student requirements is necessary to insure that local funds and Title I resources be effectively used to meet the needs of homeless students and comply with applicable legal mandates.

Reference:

1. No Child Left Behind Act of 2001; McKinney-Vinto Homeless Assistance Act 2001 and 2002; Title I of the Elementary and Secondary Act, Sec. 115(b)(2)(E).

# Washington County Board of Education

<b>Monitoring:</b>  <b>Review:</b> <b>Annually</b>	<b>Descriptor Term:</b>  <b>Student Discrimination,          Harassment, Bullying, Cyber-          bullying, and Intimidation</b>	<b>Descriptor Code:</b> <b>6.304</b>	<b>Issued Date:</b> <b>03/20/18</b>
		<b>Rescinds:</b> <b>6.305</b>	<b>Issued:</b> <b>01/07/10</b>

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.<sup>1</sup>

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 contest 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.<sup>3</sup> 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.<sup>4</sup> 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.<sup>4</sup>

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.<sup>1,4</sup> 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.<sup>4</sup> 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.<sup>4</sup> Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 USCA § 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 49-6-4503.

## 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 49-6-4503
2. TCA 49-2-120
3. 20 USCA §§ 1681 to 1686
4. TCA 49-6-4503(c)(2)(B)

### 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 listin 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.

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Legal Reference:

1. Title IX, Education Amendment of 1972, 20 U.S.C. § 1681, et seq.

## **COMPLAINT MANAGERS**

### **Boones Creek Elementary School**

Cindy Hayers, Principal  
348 Christian Church Road  
Gray, TN 37615  
Phone: 423-283-3500  
E-mail: hayesc@wcde.org

Aaron Christianson, Asst. Principal  
348 Christian Church Road  
Gray, TN 37615  
Phone: 423-283-3500  
E-mail: christiansona@wcde.org

### **Boones Creek Middle School**

Jordan Hughes, Principal  
4352 N. Roan Street  
Gray, TN 37615  
Phone: 423-283-3520  
E-mail: hughesj@wcde.org

Aaron Christianson, Asst. Principal  
4352 N. Roan Street  
Gray, TN 37615  
Phone: 423-283-3520  
E-mail: christiansona@wcde.org

### **Daniel Boone High School**

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

Ashley Keys, Asst. Principal  
1440 Suncrest Drive  
Gray, TN 37615  
Phone: 423-477-1600  
E-mail: keysa@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

John Verble Asst. Principal  
684 Old State Route 34  
Jonesborough, TN 37659  
Phone: 423-753-1150  
E-mail: verblej@wcde.org

## **Fall Branch School**

Mark Merriman, Principal  
1061 Hwy 93  
Fall Branch, TN 37656  
Phone: 423-348-1200  
E-mail: merrimanm@wcde.org

Michelle Depew, Guidance  
1061 Hwy 93  
Fall Branch, TN 37656  
Phone: 423-348-1200  
E-mail: depewm@wcde.org

## **Grandview School**

Rachel Price, Principal  
2891 Hwy 11-E  
Telford, TN 37690  
Phone: 423-257-7400  
E-mail: pricer@wcde.org

Christopher Campbell, Teacher  
2891 Hwy 11-E  
Telford, TN 37690  
Phone: 423-257-7400  
E-mail: campbellc@wcde.org

## **Gray School**

Erika Patterson, Principal  
755 Gray Station Road  
Gray, TN 37615  
Phone: 423-477-1640  
E-mail: patterson@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

Heather Easterling, Asst. Principal  
308 Forest Drive  
Jonesborough, TN 37659  
Phone: 423-753-1180  
E-mail: easterlingh@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**

Leslie Lyons, Principal  
3261 Hwy 81 South  
Jonesborough, TN 37659  
Phone: 423-753-1130  
E-mail: lyonsl@wcde.org

Dustin Clawson, Teacher  
3261 Hwy 81 South  
Jonesborough, TN 37659  
Phone: 423-753-1130  
E-mail: clawsond@wcde.org

### **Ridgeview School**

Kelley Harrell, Principal  
252 Sam Jenkins Road  
Gray, TN 37615  
Phone: 423-788-7340  
E-mail: harrellk@wcde.org

Stephan Williams, Asst. Principal  
252 Sam Jenkins Road  
Gray, TN 37615  
Phone: 423-788-7340  
E-mail: williamss2@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**

Cathy Humphries, Principal  
1518 Gray Station/SS Rd  
Jonesborough, TN 37659  
Phone: 423-753-1140  
E-mail: humphriesc@wcde.org

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

### **West View School**

Patton Gamble, Principal  
2487 Old State Route 34  
Limestone, TN 37681  
Phone: 423-753-1175  
E-mail: gamblep@wcde.org

Clarinda Whitson, Counselor  
2487 Old State Route 34  
Limestone, TN 37681  
Phone: 423-753-1175  
E-mail: whitsonc@wcde.org

## **Asbury Family Resource Center**

Jamie Gray, Principal  
2002 Indian Ridge Road  
Johnson City, TN 37604  
Phone: 423-434-4900  
E-mail: grayj3@wcde.org

Abigail Thacker, Counselor  
2002 Indian Ridge Road  
Johnson City, TN 37604  
Phone: 423-434-4900  
E-mail: thackera@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



## 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)

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Key:

/ = Abbreviated Day

V = No School

I = Inservice for teachers/No school for students

R = Report Card

E = End of Grading Period

C = Parent Conferences