

LANIER ELEMENTARY SCHOOL STUDENT HANDBOOK



Empowering
students to

Achieve

Goals
and to become

Lifelong
learners for

Enduring

Success

**MS. CONNIE GENNOE,
PRINCIPAL**

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Lanier Elementary School
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Discrimination Policy (Policy 5.104)

Lanier Elementary School does not discriminate on the basis of race, gender, color, religion, national origin, age, or disability in provision of educational opportunities or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 USC 2000D, Title IX of the Education Amendments of 1972, Pub. L. 92-318, the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973, the Title II Americans with Disabilities Act of 1990, Pub. L.101-336, the Age Discrimination Act of 1975, and the Boy Scouts of America Equal Access Act. Inquiries concerning Title VI, Title IX, Section 504, Title II, the Age Discrimination Act, and the Equal Access Act should be directed to the Blount County Schools Human Rights Officer Dr. Alisa Teffeteller at 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Charges of violation of the above may also be directed to the Director of Schools, Mr. David Murrell, 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Contact the Office of Civil Rights regional office for Tennessee is United States Department of Education, Office for Civil Rights, Atlanta Office, Southern Division, 61 Forsyth Street, S. W., Suite 19T70, Atlanta, GA 30303 or call (404) 974-9406.

Title II of the Americans Disability Act

Title II of the Americans with Disabilities Act, 1990 prohibits discrimination on the basis of disability by state and local government entities: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity. Section 504 prohibits discrimination on the basis of disability in programs and activities that receive or benefit from federal financial assistance through the Department of Education: No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, 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.

The Blount County Board of Education has adopted procedural safeguards, including provisions of Section 504 impartial due process hearings with respect to evaluation, eligibility, and placement of students. The procedural safeguards shall be found at www.blountk12.org under Parent Resources.

Those who have ADA related questions may call April Herron at 984-1212 and questions related to 504 plans, may contact Dr. Alisa Teffeteller at 984-1212. Both contacts are at 831 Grandview Drive, Maryville, TN 37803.

Code of Behavior/Discipline (Policy 6.313)

The director of schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code. The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination. The Board delegates to the director of schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely, elementary, middle, junior high and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board's Code. A copy of the Code shall be posted at each school and school counselors shall be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the Code.

Interference/Disruption of School (Policy 6.306)

The staff is authorized to take reasonable 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 direction. Such measures may include the use of reasonable force to restrain or correct students and maintain order. A student shall not use violence, force, noise, coercion, threat, intimidation, fear, 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 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. Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment. 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

Student Concerns, Complaints, and Grievances (Policy 6.305)

REPORTING PROCEDURES

Any student who believes he/she has been the victim of sexual harassment or harassment based on age, race, color, national origin, or disability by a student, teacher, administrator, or other school personnel of the school district, or by any other person who is participating in, observing or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district, is encouraged to immediately report the alleged acts to an appropriate school district official designated by this policy. Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of sexual harassment or harassment based on age, race, color, national origin, or disability by a student, teacher, administrator, or other school personnel of the school district, or

by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district, is required to immediately report the alleged acts to an appropriate school district official designated by this policy. Any other person with knowledge or belief that a student has or may have been the victim of sexual harassment or harassment based on age, race, color, national origin, or disability as set forth above, is encouraged to immediately report the alleged acts to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this policy shall prevent any person from reporting harassment directly to a district human rights officer or the director of schools.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of sexual harassment, or harassment based on age, race, color, national origin, or disability at the building level. Any adult school district personnel who receives a report of sexual harassment, or harassment based on age, race, color, national origin, or disability shall inform the building principal immediately. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the reports were given verbally, the principal shall personally reduce it to written form within 48 hours and forward it to the human rights officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the director of schools or the school district human rights officer by the reporting party or the complainant.
2. The school board has designated the supervisor of district wide services or the appointee of the director of schools as the school district human rights officer with responsibility to identify, prevent, and remedy harassment. The district human rights officer shall:
 - a. Receive reports or complaints of sexual harassment, and harassment based on age, race, color, national origin, or disability;
 - b. oversee the investigative process;
 - c. be responsible for assessing the training needs of the district's staff and students in connection with the dissemination, comprehension, and compliance with this policy;
 - d. arrange for necessary training required for compliance with this policy; and
 - e. insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation. If any complaint involves a human rights officer, the complaint shall be filed

directly with the director of schools. The school district shall conspicuously post this policy against harassment and violence in each school that the district maintains, in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the human rights officer, (the name, mailing address, and telephone number of the state agency responsible for investigating allegations of discrimination in educational opportunities), and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

3. A copy of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.
4. The school board will develop a method of discussing this policy with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the school board in consultation with the district human rights officer determines is necessary or appropriate.
5. This policy shall be reviewed at least annually for compliance with state and federal law.
6. The school district will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's legal obligation to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

For more information or to make a referral, contact:

Blount County Schools

Title VI Coordinator

831 Grandview Drive
Maryville, TN 37803
865-984-1212

Tennessee Department of Education

The Office for Civil Rights

6th Floor, Andrew Johnson Tower
James Robertson Parkway
Nashville, TN 37243
615-253-1550

United States Department of Education

Office for Civil Rights

61 Forsyth Street, S.W.
Suite 19T70
Atlanta, GA 30303
404-562-6350

INVESTIGATION

Upon receipt of a report or complaint alleging sexually harassment, or harassment based upon age, race, national origin, or disability, the human rights officer shall initiate

an investigation within 48 hours of receipt of the report. That investigation may be conducted by school district officials or by a third party designated by the school district. If a report is not initiated within 48 hours, the principal/designee shall provide the director of schools/designee with appropriate documentation detailing the reasons why the investigation was not initiated within the required time frame. The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider:

1. the nature of the behavior;
2. how often the conduct occurred;
3. whether there were past incidents or past continuing patterns of behavior;
4. the relationship between the parties involved;
5. the race, national origin, sex, and age of the victim;
6. the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
7. the number of alleged harassers;
8. the age of the alleged harasser;
9. where the harassment occurred;
10. whether there have been other incidents in the school involving the same or other students;
11. whether the conduct adversely affected the student's education or educational environment;
12. the context in which the alleged incidents occurred. The investigation shall be completed and appropriate intervention taken within twenty (20) calendar days from receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide to the human rights officer with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. The school district human rights officer shall make a written report to the director of schools upon completion of the investigation. If the complaint involves the director of schools, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be a violation of this policy. The school district human rights officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

SCHOOL DISTRICT ACTION

Upon receipt of a report that a violation has occurred, the school district will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include but are not limited to counseling, awareness training, parent teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and school district

policies for violations of a similar nature or similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this policy has occurred, the school district shall consider:

1. what response is most likely to end any ongoing harassment;
2. whether a particular response is likely to deter similar future conduct by the harasser or others;
3. the amount and kind of harm suffered by the victim of the harassment;
4. the identity of the party who engaged in the harassing conduct; or
5. whether the harassment was engaged in by school personnel, and if so, the school district will also consider how it can best remediate the effects of the harassment. In the event that the evidence suggests that the harassment at issue is also a crime in violation of Tennessee criminal statute, the school board shall also direct the school district human rights officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes. The results of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the school district in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser. If the results of the school district's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful harassment in violation of this policy, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established school board procedures for appealing other adverse personnel and/or education related actions. If the results of the school district's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, and individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established school board procedures for appealing other adverse personnel and/or education related actions. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained for a period of two years at the main administrative offices of the school district.

RETALIATION AND FALSE ACCUSATIONS

Submission of a good faith complaint or report of sexual harassment, or harassment based upon age, race, color, disability or national origin will not affect the complainant's grade, learning, or work assignments. 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.

MINIMUM CONSEQUENCES

(Kindergarten through 2nd grade)

1st Offense: Suspension until student/parent conferences and Sensitivity Training for student

2nd Offense: Two day In-School suspension and additional Sensitivity Training for student

3rd Offense: Five days Out of School suspension and student/parent Sensitivity Training

4th Offense: Suspension pending referral to Disciplinary Hearing Authority

(3rd grade through 5th grade)

1st Offense: Suspension until student/parent conferences and Sensitivity Training for student

2nd Offense: Two day In-School suspension and additional Sensitivity Training for student

3rd Offense: Five days Out of School suspension and student/parent Sensitivity Training

4th Offense: Suspension pending referral to Disciplinary Hearing Authority

Student Discrimination/Harassment and Bullying/Cyberbullying (Policy 6.304)

It is the policy of Blount County Schools to maintain a learning work environment that is free from harassment because of an individual's age, race, color, sex, national origin, or disability. The school district prohibits any and all forms of harassment because of age, race, color, sex, national origin, and disability. It shall be a violation of district policy for any student, teacher, administrator, or other school personnel of this district to harass a student through conduct of a sexual nature, or regarding age, race, color, sex, national origin or disability, as defined by this policy. It shall also be a violation of district policy for any teacher, administrator, or other school personnel of this district to tolerate sexual harassment or harassment because of an employee's age, race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district. For purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district. The school system will act to promptly investigate all complaints, either formal or informal, verbal or written of harassment because of age, race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

DEFINITIONS

Sexual harassment. For purposes of this policy, sexual harassment of a student consist of unwelcome and unsolicited sexual advances, requests for sexual favors,

sexually motivated physical conduct, or other verbal or physical conduct, or communication of a sexual nature when:

1. A school employee causes a student to believe that he/she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the school district causes a student to believe that the employee will make an educational decision based on whether or not the employee submits to unwelcome sexual conduct; or
2. The unwelcome sexual conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment. Examples of conduct which may constitute sexual harassment include:
 - a. sexual advances;
 - b. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - c. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
 - d. graffiti of a sexual nature;
 - e. sexual gestures;
 - f. sexual or dirty jokes;
 - g. touching oneself sexually or talking about one's sexual activity in front of others;
 - h. spreading rumors about or rating other students as to sexual activity or performance;
 - i. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact.
 - j. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to person or property, or conduct such as teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student; or j. other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

Harassment because of race or color. For purposes of this policy, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefits from an educational program or activity, or creates an intimidating, threatening or abusive educational work environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of race or color include:
 - a. graffiti containing racially offensive language;

- b. name calling, jokes, or rumors;
- c. threatening or intimidating conduct directed at another because of the other's race or color;
- d. notes or cartoons;
- e. racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
- f. written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- g. a physical act of aggression or assault upon another because of, or in a manner reasonably related to race or color; or
- h. other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Harassment based upon national origin or ethnicity. Ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when:

1. The harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational work environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of national origin or ethnicity include:
 - a. graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
 - b. threatening or intimidating conduct directed at another because of the other's national origin or ethnicity;
 - c. jokes, name calling, or rumors based upon an individual's national origin or ethnicity;
 - d. ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
 - e. written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
 - f. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin; or
 - g. other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

Harassment because of disability For purpose of this policy, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to 39 participate in or benefit from an educational program or

activity, or creates an intimidating, threatening, or abusive educational environment;

2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of disability include:
 - a. graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
 - b. threatening or intimidating conduct directed at another because of their physical or mental disability;
 - c. jokes, rumors, or name calling based upon an individual's physical or mental disability;
 - d. slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
 - e. graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
 - f. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability; or
 - g. other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

For more information or to make a referral, contact

Blount County Schools

Title VI Coordinator

831 Grandview Drive
Maryville, TN 37803
865-984-1212

Tennessee Department of Education

The Office for Civil Rights

6th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
615-253-1550

United States Department of Education

Office for Civil Rights

Forsyth Street, S.W.
Suite 19T70
Atlanta, GA 30303
404-562-6350

Bullying/Cyberbullying/Intimidation/Hazing (Policy 6.304)

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for

another student. Harassment, bullying and intimidation occurs, if the act takes place on school grounds, at any school- sponsored activity, on school-provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school- sponsored activity, an act of harassment, bullying or intimidation occurs if the act 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. These acts may also take place through electronic means. Hazing is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical 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. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305). The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because 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 action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. 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. This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Title IX and Sexual Harassment (Policy 6.3041)

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

equitably resolve student and employee complaints. All employees shall receive training on complying with this policy and federal law.

TITLE IX COORDINATOR

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate. Any individual may contact the Title IX Coordinator at any time using the information below:

Title: Title IX Coordinator

Mailing address: 831 Grandview Drive, Maryville, TN 37803

Phone number: 865-984-1212

Email: Alisa.Teffeteller@blountk12.org

DEFINITIONS

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

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

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or.
3. Sexual assault, dating violence, domestic violence, or stalking as defined in state and federal law Behaviors that constitute sexual harassment may include, but are not limited to:
 - a. Sexually suggestive remarks;
 - b. Verbal harassment or abuse;
 - c. Sexually suggestive pictures;
 - d. Sexually suggestive gesturing;
 - e. Harassing or sexually suggestive or offensive messages that are written or electronic;
 - f. Subtle or direct propositions for sexual favors; and
 - g. Touching of a sexual nature.

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

1. Counseling;
2. Course modifications;

3. Schedule changes; and
4. Increased monitoring or supervision.

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

GRIEVANCE PROCESS

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

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint. While the school district will respect the confidentiality of the complainant and the respondent as much as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall be consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action.

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

COMPLAINTS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall immediately report such information to the Title IX Coordinator, however, nothing in this policy requires a complainant to either report or file a formal complaint within a certain timeframe. If the complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools. If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate notification shall be made per the board policy on reporting child abuse. Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:

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

INVESTIGATION

For complaints of student on student harassment, an assistant principal shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. For complaints of employee on student or employee on employee harassment, a head principal shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent. Once a complaint is received, the investigator shall initiate an investigation within forty-eight (48) hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe. All investigations shall be completed within twenty (20) calendar days from the receipt of the initial complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation has not been completed.

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;
4. Provide the parties with the same opportunities to have others present during any grievance proceeding;
5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report. Within the parameters of the federal Family Educational Rights and Privacy Act, the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

DETERMINATION OF RESPONSIBILITY.

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance

process. The clear and convincing evidence standard shall be used in making this determination.

The head principal shall act as the decision-maker for complaints of student on student harassment. The HR director shall act as the decision-maker for complaints of employee on student or employee on employee harassment. He/she shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility. The decision-maker shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal. A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion. A substantiated charge against an employee shall result in disciplinary action up to and including termination. After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

APPEAL PROCESS

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

1. Assign the Middle School/High School supervisor to hear the appeal within five (5) days of receipt of the appeal for complaints of student on student harassment or assign the Assistant Director of Curriculum and Instruction to hear the appeal within five (5) days of receipt of the appeal for complaints of employee on student or employee on employee harassment, and
2. Notify the parties in writing. During the appeal process, the parties shall have a reasonable, equal opportunity to submit written statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided simultaneously to both parties.

RETALIATION

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

Physical Examinations and Immunizations (Policy 6.402)

PHYSICAL EXAMINATION

The principal shall ensure that there is a complete physical examination of each student prior to:

1. Entering school for the first time and.

2. Participating as a member of any athletic team or in any other strenuous physical activity program.

Cost of the examination shall be covered by the parent/guardian of the student. These records shall be on file in the principal's office. Screening tests as required by the Tennessee Department of Education and the Department of Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates a condition that might interfere with the student's progress. The school district will not conduct physical examinations of a student without parental consent or by court order, unless the health or safety of the student or others is in question.

IMMUNIZATIONS

Students will not be permitted to attend school without proof of immunization as determined by the Commissioner of Health unless circumstances outlined in state or federal law prevent a student from producing such records. It is the responsibility of the parent(s)/guardian(s) to have their children immunized and to provide such proof to the principal of the school which the student is to attend.

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

1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic; or
2. Due to medical reasons if the student has a written statement from his/her doctor excusing him/her from the immunization. The Director of Schools shall ensure that appropriate immunization records are maintained for each student

Voluntary PreK Attendance (Policy 6.2011)

The board may establish an early childhood education program to address the educational needs of eligible four-year old children. The program will provide educational services in accordance with state law and the policies, rules, and regulations of the state board of education and the department of education. While enrollment in an approved pre-kindergarten program is voluntary, attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session.

EXCUSED ABSENCES

Absences shall be classified as either excused or unexcused as determined by the site-level administrator. Excused absences shall include, but not be limited to:

1. The child has a personal illness or injury;
2. The child has other ongoing health related ailments which temporarily prevent attendance;
3. The child contracts a communicable disease (virus or flu);
4. Religious observances;
5. Death in the family; and
6. Limited medical/dental/therapy appointments.

UNEXCUSED ABSENCES

Students who have four (4) or more unexcused absences within one (1) month shall be

reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and determine the child's participation status in the program. The site-level administrator shall document all communication attempts to contact the parent(s)/guardian(s) and the outcomes of those attempts. Students who have five (5) or more unexcused absences in a three (3) month period shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and develop an attendance plan with the help of the parent(s)/guardian(s) and other appropriate school personnel. The attendance plan shall:

1. Identify the reasons for the absences;
2. Include a specific plan and date for establishing regular attendance or alternative services that meet the student's educational goals; and
3. Include the documentation of services and student outcomes to determine the effectiveness of the attendance plan.

DISMISSAL

Students who are absent five (5) days or more within one (1) month or ten (10) days in one (1) year without adequate excuse may be terminated from the program. The site-level administrator shall submit dismissal documentation to the Department of Education's Voluntary Pre-K director for approval. The district shall not dismiss a student without first implementing an attendance plan, unless there are special circumstances approved by the state VPK director. Once dismissal is approved, a waiting list applicant who meets eligibility determinations may fill the vacant position. The student may re-enter the program after a 30-day waiting period and a parent conference if there are any available vacancies.

DISTRICT VOLUNTARY PRE-K CONTACT

Amanda Vance

Elementary Supervisor

Amanda.Vance@blountk12.org

865-984-1212

Textbooks and Instructional Materials (Policy4.400).

All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality learning experiences for students in accordance with state law. The Board shall provide a wide range of textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and support the educational programs.

SELECTION

The responsibility to select textbooks and instructional materials, as recommended by the State Textbook Commission, rests with the local textbook selection committees, subject to approval by the Board. Use of textbooks and instructional materials not on the list approved by the State Textbook Commission is permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.

The Director of Schools shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks and instructional materials prior to their final adoption, including public notice of the time and location at which textbooks and instructional materials may be examined. Once approved by the

Board, the Director of Schools shall post the list of all approved textbooks and instructional materials on the school district's website and send a copy of the list to the Commissioner of Education.

DISTRIBUTION

The Director of Schools shall designate an employee to be responsible for the purchase and distribution of textbooks and instructional materials in each school. Students shall receive these items at no cost.

CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

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

REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS.

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

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

The Director of Schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.

FERPA

Student records maintained by the Blount County School System are protected under Section 438 of the General Education Provisions Act. The statute governs disclosure of records maintained by educational institutions which receive federal funds. The statute provides that such institutions must provide parents of students access to official records related to the student an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that institution must obtain written consent of parents before releasing personally identifiable data about students from records other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office and review board must be established. This office is the Family Policy Compliance Office of the US Department of Education, charged with investigation and adjudication of violations and complaints under the US Department of Education, charged with investigation and adjudication of violations and compliance with Section 438. A copy of the policy and administrative regulations adopted by the Blount County Board of Education in compliance with Section 438 may be obtained by contacting April Hearon, 831 Grandview Drive, Maryville, TN 37803, 984-1212.

Safe Relocation of Students (Policy 6.4081)

Employees who are directly responsible for a student's education or who otherwise

interact within the scope of their assigned duties may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.¹ Such employees may also intervene in a physical altercation between two or more students or between a student and an LEA employee. Reasonable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.² If an employee is unable to resolve the matter with the use of reasonable or justifiable force as required, the student shall be allowed to remain in place until such a time as local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until such a time as a parent or guardian can retrieve the student. In the event that physical relocation becomes necessary, the teacher shall immediately file a brief report of the incident with the building principal. If the student's behavior constitutes a violation of the Board's zero tolerance policy, then the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the student's discipline record, and not become a part of that student's permanent record. The principal or the principal's designee shall notify the teacher involved of the actions taken to address the behavior of the relocated student. The director of schools shall create procedures to implement this policy consistent with State law. Each building principal shall fully support the employees' authority under this policy and fully implement the policy and procedures of the system.

Media Access to Students (Policy 6.604)

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies. Each year parents/guardians shall be given the option to withhold permission for public news media interviews or photographs of their child at school. If any student is to be recorded and will be identified or a primary subject of the recording, prior written consent/release/waiver will be obtained from the student's parent/guardian. District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. This policy will also apply to in house media sources such as our public service channel, school websites and social media. Parents will be advised of this policy at the time of the student's registration and each fall in the student/ parent handbook.

Parent /Family Involvement Policy (Policy 4.502)

GENERAL EXPECTATIONS FOR PARENTAL INVOLVEMENT

The board is committed to increasing and ensuring the involvement of parents and other family members in the education of students. The board shall implement the following as required by federal or state laws or regulations:

- The school district shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents

(with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

- The school district shall provide the coordination, technical assistance, and other necessary support to assist individual schools with planning and implementing parental involvement activities.
- The school district shall involve parents with the development of required educational or improvement plans.
- The school district shall coordinate and integrate parental involvement strategies with those associated with other federal or state programs.
- The school district shall put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall ensure that activities and strategies are implemented to support this policy and included in the district plan.
- The district improvement plan shall include strategies for parental participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline and higher education opportunities for students.
- The district plan shall include procedures to enable parents to learn about the course of study of their children and have access to all learning materials.
- The district plan shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to, organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes.
- If the school district's plan is not satisfactory to parents, the school district shall submit parental comments regarding the plan to the State Department of Education as required.
- The school district shall ensure Title I schools are in compliance with the federal law. The director shall develop and implement any procedures necessary to accomplish the goals of this policy.

SCHOOL LEVEL POLICY

Each school shall submit to the director and board, for review and comment, its Title I school parent involvement policy, which must meet state and federal requirements, including a school-parent compact. This school level policy shall be developed jointly with and distributed to parents of participating students. A copy of these documents shall be retained in the district office and made available on the school's (if applicable) and school system's website.

SUPPORT FOR PROGRAM

If the Title I allocation is \$500,000 or more to the school system, then not less than one per cent (1%) nor more than five percent (5%) of that allocation shall be reserved for the purpose of promoting parent involvement. Parents of students participating in the Title I programs shall be consulted on the use of these funds.

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

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

Highly Qualified

All certified and non-certified have Highly Qualified status as determined by the Tennessee Department of Education.

Parents Right to Review Paraprofessional Qualifications (Highly Qualified) (Policy 5.114)

Parents of students may request information about the highly qualified qualifications of paraprofessionals who instruct their child

Release of Directory Information (Policy 6.601)

Within the first three weeks of each school year, the school system will notify parent(s) of students and eligible students of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student* at the time of enrollment. The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

DIRECTORY INFORMATION

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.³ Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.

*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.

Special Education Services (Policy 6.500)

All disabled students between the ages of three and twenty-one(inclusive) shall receive the benefit of a free appropriate public education. This provides the assurance that these students will be educated with non-disabled students to the maximum extent appropriate, and should be placed in separate or special classes only when the severity of the disabled is such that education in regular classes cannot be achieved satisfactorily.

1. Eligibility standards and options of service for special education services will be based upon the criteria for disabling conditions specified in Rules, Regulations, and Minimum Standards, Tennessee State Board of Education.
2. Students receiving special education services shall not be restrained, except as permitted by law.

Homeless Policy (Policy 6.503)

A homeless student shall have equal access to the same free, appropriate public education as provided to other children and youths. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. Homeless students include:

1. Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; students living in emergency or transitional shelters; or students abandoned in hospitals;
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;
3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or trains stations, or similar settings; and
4. Migratory students who are living in circumstances described above.

ENROLLMENT

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency), or missed the district's application or enrollment deadlines. Parents/guardians are required to submit contact information to the district's homeless coordinator.

PLACEMENT

For the purposes of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program. School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school of origin. Placement shall be determined based on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. When determining placement, student-centered factors, including but not limited to impact of mobility on achievement, education, health, and safety shall be considered. The choice regarding placement shall be made regardless of whether the student lives with their homeless parents/guardians or has been temporarily placed elsewhere. If it is not in the student's best interest to attend the school of origin, or the school requested by the parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the parent/guardian or unaccompanied youth. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law. Upon notice of an appeal, the director of schools shall immediately enroll the student in the school in which enrollment was sought pending a final resolution of the dispute, including all available appeals.

RECORDS

Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student's living situation shall be treated as a student education record, and shall not be considered directory information.

SERVICES

The director of schools shall ensure that each homeless student is provided services comparable to those offered to other students within the district, including transportation, special education services, programs in career and technical education (CTE), programs for gifted and talented students, and school nutrition. The director of schools shall designate a district homeless coordinator who shall ensure this policy is implemented throughout the district. The homeless coordinator shall ensure:

1. Homeless students are quickly identified and have access to education and support services, to include Head Start and district pre-k programs;

2. Coordination with local social service agencies and other entities providing services to homeless students;
3. Coordinate transportation, transfer of records, and other interdistrict activities with other school districts;
4. Coordinate transportation to the school or origin or choice for homeless students;
5. Refer homeless students and their families to health care services, dental services, mental health and substance abuse services, and housing services;
6. Assist homeless students in obtaining immunizations, medical or immunization records, and any additional assistance that may be needed;
7. Public notice of the educational rights of homeless students is disseminated in places frequented by parents/guardians of homeless students, including schools, shelters, public libraries, and soup 32 kitchens; and
8. Unaccompanied youth are enrolled and informed of their status and independent students. The director of schools shall develop procedures to ensure that homeless students are recognized administratively and that the appropriate and available services are provided for these students. The director shall ensure professional development is provided to school personnel providing services to homeless students.

The district homeless coordinator is as follows:

Kelly Roberts

Family Resource Center Director

1500 Jett Drive

Maryville, TN 37804

(865) 984-1212 or (865) 681-6410

Unsafe School Choice Policy

Under the Tennessee State Board of Education's Unsafe Schools Policy, any public school student who is the victim of a violent crime as defined in TCA 40-38-111(g) or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Student Equal Access (Policy 4.802)

STUDENT MEETINGS

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of the proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings. No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity. No student may be compelled to attend or participate in a meeting under this policy. A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date. The principal shall approve the meeting if he/she determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school personnel will not direct, control or regularly attend. SCHOOL SPONSORED EVENTS If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers.

The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use. To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

Testing Programs (Policy 4.700)

The board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in each instructional area;
6. Assist in the screening of students with learning difficulties;
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data. The director of schools shall be responsible for planning and implementing the program, which includes:
 - a. Determining specific purposes for each test;
 - b. Selecting the appropriate test to be given;
 - c. Establishing procedures for administering the tests;
 - d. Making provisions for interpreting and disseminating the results;

- e. Maintaining testing information in a consistent and confidential manner; and
- f. Ensuring that results are obtained as quickly as possible, especially when placement in special learning program might be necessary.

Medicines (Policy 6.405)

PRESCRIPTION AND NONPRESCRIPTION

If under exceptional circumstances a student is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following guidelines. Written instructions signed by the parent/guardian are required and shall include:

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

The medication shall be delivered to the principal's office in person by the parent/guardian of the student unless the medication shall be retained by the student for immediate self-administration. All medication must be in a current original container and be labeled with the student's name

ASTHMA

Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever inhalers if the additional information is provided by a parent/guardian:

1. Written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-administration; and
2. Purpose of the medication.

The medication shall be delivered to the principal's office in person by the parent/guardian of the student unless the medication shall be retained by the student for immediate self-administration. All medication must be in a current original container and be labeled with the student's name

The principal/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from the parent/guardian in the student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;

5. Return unused prescription to the parent/guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication.

A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term administration of medication.

BLOOD GLUCOSE SELF-CHECKS

Upon written request of a parent/guardian and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA)

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed health care provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of an IHP for every student that wishes to self-administer.

STUDENTS WITH ADRENAL INSUFFICIENCY

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student's diagnosis. Once notified, the district shall observe the following guidelines:

1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication;
2. The district shall maintain a record of all school personnel who have completed this training; and
3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other licensed healthcare professional is not immediately available, trained school personnel may administer the prescribed medication.

The Director of Schools shall develop procedures on the administration of medications that treat adrenal insufficiency, including the treatment of an adrenal crisis while on

school transportation and during activities such as field trips, and recordkeeping per state law.

Health Screenings (Policy 6.405)

The State of Tennessee requires all school systems to conduct yearly blood pressure, height, and weight screenings on students in grades K, 2, 4, 8 and one high school grade level. Vision and hearing screenings are conducted in grades pre-K, K, 2, 4, 6, and 8, for new students, and for those suspected of having a vision or hearing problem by their teachers. Occasional lice screening will be conducted on an as needed basis. Please send a note to your child's teacher by September 1 if you DO NOT want your child to participate in blood pressure, height, and/or weight screening. Please include the child's name, school, grade, teacher, and guardian signature.

Child Custody/Parental Access (Policy 6.209).

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child.

The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order which curtails these specific rights.

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

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

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

Visitors

We must for the protection of your children, insist that ALL visitors come by the office before entering any classroom or hallway. You will be expected to have your ID scanned and give the reason for your visit.

Make Up Work

Students who have been absent from school and have their absences excused are entitled to make up any work missed. Students will be given one day for each day of school missed to complete missed assignments

Emergency Information

Please send any changes in address or phone numbers to the office immediately as they occur. It is essential to have current emergency phone numbers at all times.

Accidents

If your child is injured or becomes sick while at school, we will make him/her comfortable and then call you as soon as possible. If a serious injury has occurred and you cannot be reached, we will attempt to contact the emergency number listed on the emergency card and take appropriate action.

School Hours

Parent and student cooperation is requested in observing the daily schedule.

1. School begins at 7:45 A.M. Car riders should arrive before 7:30 A.M.
2. The school day ends at 2:45 P.M.
3. The lunchroom opens at 7:00 A.M. for car and early bus riders. Students are not allowed in the school building before 7:00 AM
4. All students are counted tardy after 7:45 A.M.
5. Supervision is not provided beyond 3:00 P.M
6. There is an after-school day care program provided from 6:00 A.M. to 7:00 A.M. and 2:45 P.M. until 6:00 P.M. for a moderate fee.
7. No students or parents are allowed in the classroom before 7:30 AM
8. All visitors are to be out of the building by 7:50 a.m. and are not allowed to wait in the front lobby or the front parking lot for students to be dismissed.

School Rules

The school has jurisdiction over its students during the regular school day and going to and from school on county transportation. The school's jurisdiction includes any activity, regardless of time or location, and any school-related misconduct, regardless of time or location. The purpose of the discipline code is to help maintain the educational efficiency of the school and the following information will specify the consequences for violating discipline policies.

Discipline Code

Students in Blount County Schools are expected at all times to adhere to the rules of conduct established by the Blount County Board of Education and the individual school. Students are expected to show respect for others while at school or any school sponsored event.

General School Rules

- Show respect for others at all times
- Do not do anything which might hurt someone
- Physically (fighting, throwing objects, etc.)
- Mentally (profanity, teasing, name calling)
- Do not bring toys to school unless a teacher gives permission
- Cheating is not allowed. Students giving or receiving unfair help automatically receive a "0" on the assignment.

- Students are not permitted to sell private items at school
- Follow directions when first given
- Keep work areas and our school neat and tidy

Alcohol and Drug Use

Students shall not possess, distribute, or be under the influence of illegal drugs or alcohol in school buildings or on school grounds, in school vehicles or buses, or at any school sponsored activity at any time, whether on or off school grounds. Students shall not market or distribute any substance which is represented to be or is substantially similar to a controlled substance in school buildings or on school grounds. A student who unlawfully possesses or uses any narcotic, alcoholic beverage, stimulant, prescription drug or other controlled substances shall be subject to suspension for a period of not less than one calendar year. The Director of Schools shall have the authority to modify this suspension on a case-by-case basis.

Care of Property

Students should take pride in the appearance of their school. They may not mark on school furniture, walls, ceilings, floor, or equipment with any instrument. They are responsible for keeping their desk and work areas clean and organized. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, larceny, or creates a safety hazard for students will be referred to the proper law enforcement agency.

Student Dress Code

Students will dress and groom themselves in a way that is respectful. If a student cannot comply with the dress code based on special conditions or religious beliefs, parents may write a letter explaining the situation to the Director of Schools with a copy to the principal. Each case will be reviewed on an individual basis.

Shoes must be worn at all times. Skirts & shorts should fall mid length.

Students may not wear:

- Hats
- Tops that are: strapless, spaghetti straps, halter style, or backless
- Clothing that references illegal substances, drugs, alcohol, negative slogans, vulgarities, or causes classroom disruption
- Clothing that is sexually suggestive or features crude
- or vulgar lettering, racial or ethnic slurs, or gang
- affiliation
- Wallet chains, pants worn below the waist, overalls with unfastened straps, cut-offs, or excessively loose belt buckles.

The school principal may allow special dress on special occasions or further restrict dress in certain classes such as gym. This policy does not preclude individual schools from piloting alternative dress codes or standards with permission from the Director of Schools and Board of Education.

What to Leave At Home

Anything not needed for class should be left home. Trading cards, cell phones, smart watches, cameras, radios, recorders, skateboards, matches, lighters, chewing gum, electronic games, etc. Toys should not be brought unless the teacher gives his/her permission for them to be brought to his/her class. Fireworks, tobacco of all types, alcohol, and illegal drugs violate State and local laws. Possession under any circumstances will result in serious penalties. School personnel try to prevent losses, but they are not responsible for student's personal property. Large amounts of money or valuables should not be brought to school.

Communication and Electronic Devices

The Blount County Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world. The Blount County School district will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives. Students are encouraged to use personal communication devices during the school day for educational purposes. A personal communication device is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers communication to the possessor. Examples of personally owned devices include but are not limited to: MP3 players and iPods; iPads, Nooks, Kindle and other tablets; laptop and netbook computers; personal digital assistants (PDAs); cell phones, smart phones, and smart watches, as well as any device with similar capabilities. Students may use their personal communication device in the classroom for educational purposes when allowed by the teacher. The use of personal communication devices is based on teacher discretion. If a teacher does not give permission for the use of the personal communication device and a student chooses to use his/her device, it may be taken up as a violation of this policy. If a student is given permission to use a personal communication device for educational purposes and a student uses the device for personal reasons, it may be taken up as a violation of this policy. The taking of photos or the recording of videos whether by cell phone or any **other** personal communication device-in places where privacy is a reasonable expectation is strictly prohibited. An incident of this nature could result in a sexual harassment violation, suspension, and loss of the personal communication device for the remainder of the school year. Using personal communication devices or cameras to record altercations on school grounds or at school events is prohibited. In such cases, the personal communication device(s) may be confiscated as evidence and other consequences may be assigned by the school administration.

School Admissions Policy (Policy 6.203)

Any student entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;
2. Evidence of a current medical examination.
3. There shall be a complete medical examination of every student entering school for the first time. Such examination must be within the calendar year prior to the child's enrolling in school. This applies to kindergarten, first grade and other students for whom there is no health record; and.
4. Evidence of state-required immunization. All children enrolling in any Blount County School must have a Tennessee Certificate of Immunization containing a state seal. The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth. A child whose care, custody and support has been assigned to a resident of the district by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the district office. A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school system. Parents, guardians, or legal custodians of students who enter school who have been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment shall notify the principal by providing the abstract of record required by law or other similar written information. This information shall be shared only with school employees who have responsibility for classroom instruction of the student. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's records.

Attendance (Policy 6.2001)

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

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

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements; and
3. Ensuring that all school age children attend school.

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

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. If necessary, verification is required from an official or other source to justify absences; and
6. System-wide procedures for accounting and reporting are followed.

When a student is absent, he/she should return to school with a note signed by the parent or guardian. (Notes should be valid in the judgment of the principal.) The principal or designated person in charge of attendance then decides if the absence is excused or unexcused. Five (5) unexcused absences per nine (9) weeks may result in failure in any subject or grade for that particular nine (9) weeks, excluding days suspended for disciplinary reasons. A student shall be excused for:

1. The child's personal illness. A parent's signature is sufficient for ten (10) days for each school year. After ten (10) days per school year, a physician's statement will be required;
2. Death in the family;
3. Family illness requiring temporary help. (physician's statement is required);
4. Religious observances;
5. Absences excused by the principal (if prior to the student's absence, the parent or guardian consults the principal and both principal and teacher agree that the absence is legitimate, the absence shall be excused);
6. School-endorsed activities; or
7. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

If the student's absences do not come in one of the above categories, he or she will be given an unexcused absence. Principals shall check regularly to see that this is closely followed. Admission slips, notes from parents, doctor's statements, etc. shall be kept on file either in the principal's office or by the homeroom teacher.

Students who have five (5) absences without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence.⁶ The director of schools/designee shall also comply with state law regarding the reporting of truant to the proper authorities.⁶ In addition, the principal/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. When appropriate, the principal/designee shall develop an attendance plan and coordinate additional services designed to improve the student's attendance.

The school support team will conduct a hearing to determine if any extenuating circumstances exist or to verify that the student has met attendance requirements that will allow him/her to pass the course or be promoted.

The principal shall be responsible for notifying, in writing, the director of schools or designee and the parents of the student of any action taken by the school.

After thirty (30) days of absence for the year, the student will be retained at his or her present grade level. An appeal can be made to the S-Team at the individual school.

Students are entitled to make up any work missed. The teacher shall allow a reasonable amount of time for the student to make up his/her work. A reasonable amount of time should be at least a day for each day missed plus one extra day.

All students are expected to be on time for classes and other appointments. A student who is tardy to school or leaves school before the end of the day shall be assessed one unexcused absence. Both the student and teacher should keep in mind that five (5) unexcused absences in any one grading period may result in failure for that subject. Clear guidelines for tardies or early outs will include Dr. note, court note, or circumstances which in the judgment of the principal create emergencies over which the student has no control. Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

The Board shall determine annually and include in the school calendar a plan for using the three (3) abbreviated school days and the procedures for making up missed instructional days. Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed, and teacher-supervised. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.

Tier 1 (prescribed by the state) goes into effect when a student reaches 3 unexcused absences.

1. Conference with student and his/her parent or guardian
2. Attendance contract, based on the conference, signed by the student, the parent or guardian, and an attendance officer. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student
 - b. The period of time for which the contract is effective. The term of the contract must not exceed ninety (90) school days or continue beyond the last day of the semester, whichever comes first; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

If the student accumulates additional unexcused absences in violation of the attendance contract, he/she shall be subject to additional intervention tiers.

Tier 2

Requires an individualized assessment by a school employee, such as a school counselor or graduation coach, of the reasons a student has been absent from school. This assessment may result in referral to counseling, community-based services, or other services to address the student's attendance problems.

Tier 3

Attendance interventions for students who reach Tier 3 will be determined by a team from each grade band (PK-5, 6-8, 9-12) in order to address student needs in an age-appropriate manner. Interventions in this tier could include: school-based community services, participation in a restorative justice program, referral to a school-based teen court, or Saturday courses designed to improve attendance and behavior. Finalized plans will be approved by the director of schools or his designee.

STUDENTS FROM MILITARY FAMILIES

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

RELOCATION OF MILITARY SERVICE MEMBER

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

Within 30 days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the school district.

ABSENCES

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

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