

## **MISSION**

**The mission of Weakley County Schools is to provide an educational environment that will encourage students to achieve their full potential as they prepare for unique roles as contributing members of our complex and changing society.**

Website:

[www.weakleycountyschools.com](http://www.weakleycountyschools.com)

Dresden Elementary School  
Dresden High School  
Dresden Middle School  
Gleason School  
Greenfield School

Martin Elementary School  
Martin Middle School  
Martin Primary School  
Sharon School  
Westview High School

Weakley County Regional High School

# TABLE OF CONTENTS

<b>2010-2011 CALENDAR</b> .....	<b>1</b>
<b>INTRODUCTION AND MISSION</b> .....	<b>2</b>
<b>BELIEFS</b> .....	<b>2</b>
<b>SCHOOL ADMISSIONS</b> .....	<b>3</b>
TRANSFERS AND WITHDRAWALS .....	3
<b>ATTENDANCE POLICY</b> .....	<b>4</b>
ABSENCES AND EXCUSES .....	5
<b>GRADING AND REPORTING SYSTEM</b> .....	<b>7</b>
<b>PROMOTION, RETENTION AND GRADUATION</b> .....	<b>7</b>
GRADUATION REQUIREMENTS .....	9
<b>STUDENT HEALTH AND SAFETY</b> .....	<b>11</b>
<b>ELECTRONIC MEDIA – ACCESS AND ACCEPTABLE USE</b> .....	<b>12</b>
<b>DISCIPLINE POLICY</b> .....	<b>13</b>
DRESS CODE, CONDUCT CODE AND DISCIPLINE PROCEDURES.....	15
<b>BUS TRANSPORTATION</b> .....	<b>25</b>
<b>STUDENT LOCKERS</b> .....	<b>25</b>
<b>STUDENT FEES AND OTHER CHARGES</b> .....	<b>25</b>
<b>SCHOOL NUTRITION PROGRAM</b> .....	<b>26</b>
WELLNESS PLAN.....	27
<b>BEFORE/AFTER SCHOOL PROGRAM</b> .....	<b>27</b>
<b>SCHOOL VISITORS</b> .....	<b>28</b>
<b>EXTENDED EDUCATIONAL SERVICES</b> .....	<b>28</b>
SPECIAL EDUCATION.....	28
<b>TYPES, LOCATION, AND ACCESS TO RECORDS</b> .....	<b>28</b>
<b>PARENTS RIGHT TO KNOW ABOUT TEACHERS</b> .....	<b>29</b>
<b>GRIEVANCE PROCEDURES</b> .....	<b>29</b>
HARASSMENT/DISCRIMINATION GRIEVANCE PROCEDURES .....	30
<b>DIRECTORY</b> .....	<b>31</b>

## 2010-2011 CALENDAR

August 2 (Mon)	Staff Development
August 3 (Tue)	Staff Development
August 4 (Wed)	Staff Development (½ day) Workday (½ day)
August 5 (Thu)	Registration (8:00 – 11:30) (Full Workday for Teachers)
August 6 (Fri)	Staff Development (½ day) Workday (½ day)
August 9 (Mon)	Staff Development
August 10 (Tue)	School Begins (First full day for students)
September 6 (Mon)	Labor Day (No school)
September 30 (Thu)	Early Dismissal – No lunch served Parent-Teacher Conference 12:00 – 6:00
October 15 (Fri)	Fall Break (No school)
October 18 (Mon)	Fall Break (No school)
October 19 (Tue)	Staff Development (No school for students)
November 24-26 (Wed-Fri)	Thanksgiving Break (No school)
December 17 (Fri)	Christmas Break – Early Dismissal – No lunch served
January 3 (Mon)	Staff Development
January 4 (Tue)	Students Return to School – Begin Second Semester
January 17 (Mon)	Martin Luther King Day (No school)
January (to be announced)	Parent Teacher Conference (Three hours after school)
February 21 (Mon)	All Presidents' Day (No school)
March 28–April 1	Spring Break (No school)
April 14–21	Achievement Testing
April 22 (Fri)	Good Friday (No school)
May 20 (Fri)	Last Day of School – Early Dismissal – No lunch
May 23 (Mon)	Workday for Teachers (No school for students)
May 24 (Tue)	Report Card Day (½ Workday) (Buses will not run)

The first four snow days will not be made up. Any subsequent snow days will be made up as follows: (1) Jan. 17; (2) Feb. 21; (3) Apr. 22; (4) Mar. 28; (5) Mar. 29; (6) Mar. 30;

## **INTRODUCTION AND MISSION**

Welcome to Weakley County Schools. The mission of Weakley County Schools is to provide an educational environment that will encourage students to achieve their full potential as they prepare for unique roles as contributing members of our complex and changing society.

In order for our system to remain superior, students, parents, teachers, staff members, and administrators must work together in a cooperative effort to ensure that you receive every educational opportunity available. Our system is in a constant state of improvement and improvement plans are available on the system's website.

This handbook has been prepared to acquaint you and your parents with the policies, procedures, and activities of our schools. We hope the information contained within the handbook will enable you and your parents to be better informed of our school system's policies and procedures. We believe a well-informed community leads to a positive and safe school environment.

Each school has a definite schedule, and we expect students to be in school during the designated hours. Parents should not request permission for students to leave school for activities such as personal appointments, tanning sessions, errands, or other activities that should be scheduled after school hours. Your cooperation is appreciated.

Information in this handbook reflects the current policies of Weakley County Schools. Policies are subject to change at any time by action of the Weakley County Board of Education.

The policy of Weakley County Schools is to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, religion, creed, pregnancy, gender, disability, age(over 40), political affiliation, or beliefs or any category protected by state and/or federal law in its programs or activities.

## **BELIEFS**

We believe...

- ◆ All children can learn.
- ◆ All children should begin school ready to learn and continue to learn throughout life.
- ◆ All children benefit when the focus is on student achievement with high expectations.
- ◆ All children deserve highly qualified administrators, teachers, and support staff that use research-based practices, strategies, and programs that provide clear direction.
- ◆ All children deserve a safe, positive, and physically comfortable school environment to promote learning.
- ◆ All children profit when parents, educators, and community members collaborate in the learning process.
- ◆ All children gain when mutual respect and integrity are displayed among students and members of the educational community as they engage in adequate and appropriate internal and external communication.
- ◆ All children benefit when curriculum and instruction are properly aligned, research-based, and data-driven.
- ◆ All children benefit when technology is utilized to enhance the learning process.

## SCHOOL ADMISSIONS

Children must be five (5) years of age by September 30 of the current year in order to enroll in kindergarten, and be six (6) years of age by the same date to enroll in grade one. Weakley County Board of Education Policy (6.502) governs admission of foreign exchange students.

Students entering school for the first time must have the following:

1. Birth certificate;
2. Social Security Number;
3. Proof of proper immunization:
  - A. DPT (4 doses),
  - B. Polio (4 doses),
  - C. MMR (2 doses),
  - D. HBV (3 doses),
  - E. HIB (4 doses) if not administered with HBV,
  - F. Varicella – Chicken Pox – 1 dose after the first (1<sup>st</sup>) birthday or a diagnosed history of disease;
4. Physical examination after January 1 of the current year;
5. Proof of residence with a parent or a legal guardian; and
6. Completion of registration forms including the "Student Accident Information" form.

### ***Transfers and Withdrawals***

1. Students seeking to transfer from one school within Weakley County to another school within Weakley County **for the upcoming school year** must make the request to transfer to their school principal before April 15. Any request for transfer must be discussed with the principals involved and may require further discussion with the Director of Schools.
2. The Director of Schools must approve any transfer request for the upcoming school year made after April 15 and before the opening day of school.
3. Requests for transfer **during the school year** (i.e. after the opening day of school) will be considered if both principals consent to the transfer. The Director of Schools may approve the transfer, or if the situation requires, present the request to the Weakley County Board of Education for a decision. Transfers should occur at the end of a grading period whenever possible.
4. When a student must change schools because of **moving from one community to another**, the student and the parent must contact each principal and each counselor for exiting procedures and entering information.
5. A student under disciplinary action from another school cannot be considered for transfer in Weakley County.
6. The Board may deny admission of any student expelled or suspended from another school system although the student has established residency in Weakley County. The Director of Schools, or his designee, shall investigate the facts surrounding the suspension from the former school system and make a recommendation to the Board. If a student is accepted for admission and a determination is made that the student is under a disciplinary action in another school system, the Board may dismiss the student.

7. The enrollment in, or the transfer to, any Weakley County school, either from within the county or outside the county, which would result in the student living with a person or persons not having legal custody of the student, must have the approval of the Weakley County Board of Education. The principal may give, **in consultation with the Director of Schools**, temporary approval where the situation warrants until the Board meets.
8. The student must furnish his own transportation if he/she is attending a school outside his zone of residence.

#### **Transfer Option for Students Victimized by Violent Crime at School**

Under the Tennessee Board of Education's Unsafe School Choice Policy, any student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g) or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101 shall be provided an opportunity to transfer to another grade-level appropriate school within Weakley County Schools.

Additional information is available in the office of the Director of Schools.

## **ATTENDANCE POLICY**

The Weakley County Board of Education believes that attendance is a key factor in student achievement; therefore, we expect all students to be present each day that school is in session.

All students are to be full-time students. High school students must be enrolled each semester in subjects producing a minimum of five credits per year. In schools using block scheduling, high school students must be enrolled each semester in subjects producing a minimum of three credits per semester toward graduation.

All children will be required to attend school regularly from their sixth birthday to their eighteenth birthday, as outlined in the compulsory attendance statute, Tennessee Code Annotated 49-6-3001.

PARENTS are responsible for the attendance of their children within the compulsory attendance age.

A student who is habitually absent without permission or absent excessively will be referred to the Weakley County Truancy Board. If truancy continues after the Truancy Board appearance, the student and the student's parents will be cited into Juvenile Court. The parent(s) who refuse(s) or fail(s) to have the child attend school regularly will be guilty of a misdemeanor and may be punished in accordance with the law.

Students have the right to a free and appropriate public education, which includes the right to equal educational opportunities without regard to race, sex, religion, or economic status.

Students have the responsibility to attend school regularly. Students may not leave the school grounds without permission of the school principal. An Off-Campus Permit is required in grades 9-12.

Schools must establish procedures for admitting students who have been absent or tardy to class, maintain accurate records of student absences or tardiness, and report this information to the Weakley County Schools Attendance Supervisor.

The only exceptions will be as follows:

1. Students certified by a physician to be physically unable to attend (These children must then be considered for homebound instruction.);
2. Students suspended or expelled by the Weakley County Board of Education;
3. Students dismissed from compulsory attendance by the Weakley County Board of Education at the request of the principal and/or the parents/guardians; and
4. Students exempt from attendance as defined in Tennessee Code Annotated 49-6-3005.

### ***Absences and Excuses***

After missing school, the student should bring a note from the parent/guardian or doctor to the principal outlining the reason for the absence(s). The principal will determine if the absence is excused or unexcused. All absences, excused and unexcused, will be properly recorded using the computer attendance program.

**Excused** absences will be granted for the following:

1. Illness of the student or appointments with a doctor or dentist (A doctor's statement may be required.);
2. Illness in the immediate family that would require the help of the student in the home (A doctor's statement may be required.);
3. Death in the immediate family;
4. Religious holidays regularly observed by persons of the student's faith;
5. Approved educational activities:
  - A. A maximum of five (5) days during the school year may be excused for educational activities (i.e., travel/study trips, participation in academic contests, etc., which are not sponsored by the school or school system.) Request for approval must be made before the activity.
  - B. A request for approval for educational activities exceeding five (5) days must be presented to the principal in writing. It will be referred to the Weakley County Board of Education for consideration and/or approval as an excused absence;
6. Documented court appearances;
7. Circumstances that in the judgment of the principal create emergencies over which the student has no control.

Special conditions should be expected in the event of repeated absences. After five (5) absences, the principal may require a note from the doctor at any time.

After five (5) **unexcused** absences, the principal will report the absence by phone to the attendance supervisor. The attendance supervisor will follow the procedures established by law. (Tennessee Code Annotated 49-6-3007)

**A student in grades 9-12 who has five or more unexcused absences in a semester course or more than eight unexcused absences in a year long-course will not receive credit for that course.** (This policy does not apply at Dresden High School due to block scheduling. Other high schools may have school-specific attendance options. Consult the principal's office at your school for a copy of the attendance policy at that school.)

As positive incentives, students who meet certain criteria in attendance and scholarship will be rewarded. Students in grades K-5 will be rewarded at their school. Students in grades 6-12 are required to take a comprehensive exam in each subject at the end of the second semester. Graduating seniors will be excused from second semester final exams in each course if they have a 93 or above average in that course.

During testing times, seniors who are exempt are required to be present or they will be counted absent. The last instructional day before second semester exams will be the cut off point for counting absences for test exemption purposes.

#### **Tardiness**

A student being late three (3) times will constitute one (1) absence. In departmental settings, each teacher may count tardiness.

#### **Make-up Opportunities**

A student who has an unexcused absence has no right to make up work for credit.

Any homework or test assigned prior to an absence will be due the day the student returns to school.

All homework or tests assigned during a student's absence must be completed and turned in by the same number of days absent plus one day.

Any homework or test not made up during the specified time will result in a zero for that work.

Arrangements for make-up work or tests are the student's responsibility.

#### **Dismissal Procedures**

Requests for dismissal before the close of the school day must be presented in writing, in person, or by phone by the parents/guardians either to the principal or to a designated person.

The dismissal of school or any group of pupils to participate in athletics, band, or any other similar activity is not permitted except with the consent of the Weakley County Board of Education.

No student shall leave school premises during the school day without the written request of the parents/guardians, except in cases of illness or accident. Students shall not leave school to go to lunch.

If illness or an accident occurs, the parent or guardian will be notified immediately. The parent will be urged to arrange to transport the student home.

## GRADING AND REPORTING SYSTEM

Report cards will be issued every six weeks except at schools using block scheduling. The grading scale is:

A	93-100	S	Satisfactory
B	85-92	I	Improving but not yet satisfactory
C	75-84	N	Needs Improvement
D	70-74	U	Unsatisfactory
F	Below 70		

Kindergarten: All academic subjects shall be reported as S, I, N, or U.

Grades 1-2: Reading, Language, Spelling, and Math shall be reported as: A, B, C, D, or F. Science, Social Studies, Art, Music, Health, Writing, Physical Education, and Safety shall be reported as S, I, N, or U.

Note: Grade 1 shall be allowed to report all student progress S, I, N or U the first six weeks of school only.

Grades 3-5: Reading, Language, Spelling, Math, Science, and Social Studies shall be reported as numerical grades. Art, Music, Writing, Health, Physical Education, and Safety shall be reported as S, I, N, or U.

Grades 6-12: All subjects (except 6-7-8 music) shall be reported as number grades.

## PROMOTION, RETENTION AND GRADUATION

The Weakley County Board of Education designed this policy to provide system-wide, uniform standards upon which promotion and retention is based. All students must be full-time students and meet State Department of Education requirements for graduation.

Students will normally progress annually in sequential order from grade to grade and meet the Tennessee Department of Education requirements for promotion and graduation. Professional staff will place students at the grade level best suited to them academically, socially and emotionally. Retention may be made when, in the judgment of the professional staff, retention is in the best interest of the student. Decisions to retain are subject to review and approval of the principal after consultation with the teacher(s) and parents.

In order to enhance the opportunities for remediation, students with problems shall be identified as early as possible in the school year. Parents shall be notified when problems are identified and shall be informed periodically of remedial efforts and given progress reports.

Every effort shall be made to assist students in doing a year of satisfactory and satisfying work. Should any student fail any subject during any grading period, the parents shall be informed early so that the school and home may cooperate in helping the student improve.

If it is suspected that a student will be retained, the parents shall be notified and shall be requested to participate in a conference. The decision of the grade placement of a student shall be made by the principal, with input from the teacher(s) and school counselor. In exceptional cases, the final decision of the grade placement of a student may be made by the principal and the Director of Schools, with input from the teacher(s) and school counselor.

The following factors shall be considered in making a decision on promotion and retention:

1. Mastery of essential competencies. Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.
2. Special procedures for special students. Students, who have been identified as having special problems, including high-risk students and others with special needs, shall be given special consideration. Placement of students with IEPs shall be determined by the IEP-Team.
3. Flexible placement. Use of conditional promotion, remedial summer programs, credit recovery programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.
4. Attendance. Attendance shall become a relevant factor only when excessive absenteeism becomes an educational problem.
5. Conduct. Retention shall not be used as a disciplinary measure.
6. Previous retention. Except under unusual circumstances, students shall not be retained more than once in the same grade.
7. Grade level. Retention shall be considered more appropriate in grades K-3.

A number of considerations will be taken into account in making the decision to retain or promote a student:

1. The age of the student in relation to those with whom s/he would work the following year
2. The emotional, social, and physical maturity of the student
3. The concerns of the parents or guardians
4. The degree to which low achievement is reflected through all of a pupil's work
5. The measurable evidence of low achievement in several key subjects that could be remediated through retention
6. The anticipated effect of the decision on the student

Once the decision to retain a student has been made:

1. A report of each student retained shall be made to the Director of Schools.
2. Documentation verifying the student deficiencies shall be placed the student's record.
3. Parents shall have the right to appeal any decision through appeal procedures established by school board policy.
4. The teacher(s) shall be consulted at each level of the appeal procedure.
5. Educational experiences for the student for the repeated year shall be varied in order to provide an appropriate instructional program. Variations may include, but are not limited, to the following:
  - A. different teacher(s)
  - B. different techniques and strategies
  - C. different materials
  - D. varying lengths of time per subject and/or physical setting in the classroom

Official written notification of student progress is made by report card. Report cards are sent home to parents each six weeks (Dresden High School is on the 4 x 4 block schedule or semester system that requires report cards/progress reports be issued every four and one half weeks.) through the students and shall be signed by the parents and returned. Parent-Teacher Conferences are held early in the school year to discuss student progress. Teachers shall use phone calls, email, progress reports, and/or other written notes to parents to

inform them of student progress at other times as needed.

Credit will be given only when:

1. The student has mastered essential skills sufficiently;
2. The student has had satisfactory attendance;
3. The student has accounted for all books, fees, materials, etc.; and
4. The student has completed all requirements of programs such as the drug/alcohol program at the counseling center.

To be promoted middle school students:

1. Must have a passing grade in at least five (5) of the six (6) subjects. These subjects include math, science, social studies, English/writing, reading/spelling, and health/physical education.
2. No student will be socially promoted into grade nine (9) that has not been previously retained.
3. No student will be held back over twice in the same grade. All exceptions will be brought to the attention of the Director of Schools.

### **Making Passing Grades and the Tennessee Driver License**

According to state law, if a student (aged 15-18) does not make a passing grade in at least three (3) full credit subjects (2 on a block schedule) at the end of semester grading, the school system is required to report that information to the state. The Weakley County Attendance Supervisor shall report the information to the Department of Safety, which will notify the student that their license is suspended or that the student may not obtain a license. The school system will not submit any verification of improvement until the completion of the **next semester** following the student's license suspension (Tennessee Code Annotated 49-6-3017).

### **Classification of Students**

To be classified a sophomore; a student must have four (4) credits, one (1) of which must be a credit in English I.

To be classified a junior; a student must have nine (9) credits, two (2) of which must be credits in English I and English II.

To be classified a senior; a student must have fourteen (14) credits, three (3) of which must be credits in English I, English II and English III.

Students may not take more than one (1) English class per year for the first three years they are enrolled in high school. In the event that a student has been in high school three years and can graduate at the end of the school year or by attending summer school, the student may register for English III and English IV during the fourth year.

## ***Graduation Requirements***

For students in grades 11 and 12 in the 2010-2011 school year, the following twenty (20) units shall be required for students graduating with a Regular Diploma in the college path:

<u>Courses</u>	<u>Number of Credits</u>
English	4
Math	3*
Science	3**

Social Studies	3***
Lifetime Wellness	1
Software Tools	1
Foreign Language	2****
Visual/Performing Arts	1
<u>Electives</u>	<u>2</u>
TOTAL	20

\*Algebra I, Geometry, and Algebra II are required.

\*\*One credit must be Biology, Chemistry, or Physics.

\*\*\*U.S. History, Economics, Government, and either World History or Geography

\*\*\*\* Both credits must be in the same language.

For students in grades 11 and 12 in the 2010-2011 school year, the following twenty (20) units shall be required for students graduating with a Regular Diploma in the technical path:

<u>Courses</u>	<u>Number of Credits</u>
English	4
Math	3*
Science	3**
Social Studies	3***
Lifetime Wellness	1
Software Tools	1
Technical Major	4****
<u>Electives</u>	<u>1</u>
TOTAL	20

\*Includes one unit of Algebra I.

\*\*Principles of Technology I is a pre-requisite for most technical courses.

\*\*\*U.S. History, Economics, Government, and either World History or Geography

\*\*\*\*Four credits must focus on a particular technical area.

For students in grade 9 and 10 in the 2010-2011 school year, the following twenty-two (22) units shall be required for students graduating with a Tennessee High School Diploma:

<u>Courses</u>	<u>Number of Credits</u>
English	4
Math	4*
Science	3**
Social Studies	3***
Physical Education and Wellness	1.5
Personal Finance	.5
Foreign Language	2****
Visual/Performing Arts	1*****
<u>Electives</u>	<u>3</u>
TOTAL	22

\*Algebra I, Geometry, Algebra II and a fourth higher-level course are required.

\*\*Including Biology, Chemistry or Physics, and a third lab course.

\*\*\*U.S. History, Economics, Government, and either World History or Geography

\*\*\*\*Both credits must be in the same language. This may be waived for non-college bound students to enhance the elective focus.

\*\*\*\*\*May be waived for non-college bound students to enhance the elective focus.

## **STUDENT HEALTH AND SAFETY**

Traumatic incidents are unpredictable and pose a threat to the positive learning environment Weakley County Schools strives to provide students. To lessen the potentially adverse effects critical incidents (natural or manmade) pose, a "Crisis Management Plan" has been adopted. The manual has specific individual school plans and defines critical incidents. It outlines roles and responsibilities for students, faculty, and staff in the event of a traumatic event. It also provides instruction for involving parents, community resources and the media in restoring normalcy to the school site.

The Safe and Drug Free Schools and Communities Act of 1994 increased the importance placed on efforts to eliminate violence in schools. Each school in the county developed individual safety teams and has designated a representative to serve on the Weakley County Schools Safety Committee. These committees review site safety plans, issues, and system educational needs related to violence in the school system. Additionally, the school system is represented on the Weakley County Safety Committee to ensure school-related issues receive proper review.

### **Emergency Drills**

In order to educate our students about the proper reaction to certain emergencies, Weakley County Schools takes at least these actions:

1. Fire Drills are conducted in each school monthly with two being held within the first thirty days of school.
2. Other safety drills are held three times each year including Tornado Drills, Earthquake Drills, and Intruder Drills.
3. The Earthquake Procedure Plan is reviewed annually.

### **Administration of Medication**

**All** medication must be personally handed to a school system employee by a parent or guardian. **Do not send any medication by your student.**

**All** medications must be provided to the school in the original, pharmacy labeled container. The container must display all of the following information:

1. The student's first and last names
2. Prescription number
3. Medication name and dosage
4. Administration route and other directions for administration
5. Date prescription filled
6. Licensed prescriber's name
7. Pharmacy name, address, and phone number

Non-prescription drugs (including lotions, salves, ointments, Tylenol, cough syrups, etc.) also must be delivered to a school system employee in the manufacturer's original labeled container with ingredients listed. The student's name must be affixed to the container. A permit to administer and direction for administration must accompany the medication.

All medications will be kept locked in a designated area within the school and will be dispensed only by duly appointed school system employees.

Prescription medications must have a permit from the parent/guardian and the physician for administration. Please discuss with the physician the feasibility of administering medications outside school hours. Non-prescription medications must also have a signed permission form from the parent-guardian for administration. **These permits must be written.** Permission given verbally or over the telephone is **not** acceptable.

#### **Accident/Sickness Reports**

Student information forms will be kept on file in each school office. Students are encouraged to report injuries as soon as possible. Accident report forms are available through each school office. In case of student accidents, the school is not responsible for medical bills.

## **ELECTRONIC MEDIA – ACCESS AND ACCEPTABLE USE**

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

A written parental request shall be required prior to the student being granted independent access to electronic media involving district technology resources. The Parent and Student Acknowledgement Card delivered with this handbook shall serve as parental request for and agreement to student access to electronic media. This form shall be kept on file as a legal, binding document until the student leaves the school or until it is modified or rescinded.

Access is a privilege, not a right, and entails responsibility. Students are responsible for good behavior using school technology resources. Communications on the network are public in nature. General school rules for behavior and communications apply.

When using electronic media, students should understand:

1. The Technology Department must approve the installation of all software.
2. Malicious attempts to harm or destroy hardware, software, or data are prohibited. Destruction of hardware or software is vandalism and will be addressed according to the discipline policy of Weakley County Schools.
3. The illegal installation or transmission of copyrighted materials is prohibited.
4. All files and messages are subject to review by Weakley County Schools personnel.
5. Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients should not be transmitted.
6. Private, commercial, or illegal use is prohibited.
7. Files, data, or information of others must not be improperly accessed or misused.
8. Backup copies of documents are the responsibility of the student.
9. Personal information should never be given out over the Internet except in the performance of the business of Weakley County Schools.
10. The student has the responsibility to take precautions to prevent the spread of software viruses.

In order to modify or rescind the agreement to access electronic media, the student's parent/guardian, (or the student who is at least 18 years old) must provide the school principal with a written request.

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

## **DISCIPLINE POLICY**

One of the greatest opportunities offered to members of a democratic society is public education. As with other privileges, there are also inherent responsibilities. In a social situation such as the public schools, all participants – students, parents/guardians, teachers, administrators, and others – in the educational process have the right and responsibility to know the basic standards of conduct and behavior that are expected. No student or other person involved in the public schools can realize his/her rights unless he/she exercises self-discipline and care to afford all others their rights.

### **Philosophy for Discipline**

In order to grow educationally, socially, and emotionally, students need to be in an environment in which there are concerned teachers who will set firm, consistent limits while providing warmth and support for appropriate behavior. No child will be allowed to engage in behavior that is self-destructive or violates the rights of peers or teachers.

Teachers have a right to:

1. Establish a classroom structure and routine that provides the optimal learning environment.
2. Determine and request appropriate behavior from the student that encourages positive social and educational development.
3. Ask for help from parents, the principal, and others when assistance is needed.

Students have a right to:

1. Have a teacher who is in the position to and who will help the child limit inappropriate self-destructive behavior.
2. Have a teacher who is in the position to and who will provide the child with positive support for appropriate behavior.
3. Choose how to behave and know the consequences that will follow.
4. Be in an orderly and safe educational environment.

The cooperation of parents and students is essential if good discipline in schools is to be achieved. Parents may contribute to good discipline by accepting the responsibility to:

1. Maintain a positive attitude toward education;
2. Show an interest in their child's progress through regular communication with the school;
3. Teach their child to dress in a neat, clean, well-groomed, and appropriate manner;
4. Ensure their child's regular daily attendance;

5. Report and explain any absence to the school;
6. Teach their child respect for authority; and
7. Cooperate with school personnel in solving disciplinary problems.

No teacher, regardless of experience or training, is capable of working successfully with every student without support. Students need to know what response there will be to their behavior by the teacher, both positive and negative. All students need to know that they and their positive behaviors are appreciated.

### **Purpose**

The purpose of this policy is to provide a concise outline of rights and responsibilities of those directly involved in the educational process in Weakley County Schools, including students, parents/guardians, and school personnel. This policy does not address every possible offense, nor does it address every possible disciplinary action that could be taken by school personnel; instead, offenses and disciplinary actions are addressed in general categories. The policy offers the administrator, teacher, parent, and student a guide to enable them to act in good faith and make decisions about student conduct.

### **Application of Policy**

This policy applies to EVERY student who is under the jurisdiction of the Weakley County School System. It will be in effect on school property during school hours. The policy will also apply at any extra-curricular activity including but not limited to an athletic contest, a band contest, or a field trip and at any other times and places where teachers and school administrators have jurisdiction over students. This policy and all consequences also apply to students on school buses.

This code attempts to match specific consequences with specific behavior. The numbers in parentheses, which follow each rule, refer to consequences on page 18 that may be used if misbehavior occurs. Under certain circumstances, specific action is mandatory and is identified by an asterisk (\*).

School personnel are encouraged to utilize realistic and appropriate methods of discipline. For example, cleaning the bathroom walls is an appropriate consequence for writing on them.

When determining the consequence, the following circumstances should be taken into consideration:

1. Age and/or grade level of student
2. Frequency and seriousness of misconduct
3. Attitude of student

Corporal punishment and behavior involving disorderly conduct, weapons, or search and seizure will be handled according to Tennessee Code Annotated.

The following rules, regulations, and procedures in no way attempt to replace or remove routine classroom discipline from the teachers in Weakley County. Teachers have at their disposal any appropriate disciplinary measure that has proven successful.

## ***Dress Code, Conduct Code and Discipline Procedures***

### **I. Dress Code**

All students must adhere to Sections A and B. **Middle and high school students must adhere to the Standardized Dress Policy found in Section C.** The principal and faculty have the right and responsibility to monitor and enforce the dress code. The principal or designee has the authority to determine if any attire is improper, detrimental to the teaching-learning process, or prejudicial to good order at school.

#### **A. Students must:**

1. Wear clothing, accessories, and hairstyles that are neither hazardous to health or safety nor disruptive to the teaching-learning process. (1-8)
2. Wear pants, shorts, or skirts at the waist level. If necessary to maintain clothing at the waist level, a belt will be worn and must be buckled. (1-8)
3. Wear shirts and tops that completely cover the abdomen, back and shoulders and must not have low-cut necklines or underarm areas. (1-8)
4. Wear shoes at all times. (1-8)
5. Remove head coverings inside the school building. (1-8, 10)
6. Cover any tattoos, including temporary tattoos. (1-8)
7. Meet minimum standards of cleanliness. (1-8)

#### **B. Students must **not**:**

1. Wear haircuts, hairstyles, or hair colors that are non-traditional to the point of causing distractions. (1-8)
2. Wear sagging pants. (1-8)
3. Wear clothing that advertises or promotes tobacco, drugs, drug paraphernalia, alcoholic beverages, violence, or displays profane or suggestive language. (4\*, 1-8, 10)
4. Wear clothing in middle and high school that is shorter than the top of the kneecap when standing. Appropriate modifications may be made in middle and high school physical education classes, wellness classes, athletic activities, and band activities. (1-8)
5. Wear see-through or form-fitting garments as outer garments including tights and leggings. (1-8)
6. Wear trench coats or other coats or clothing or accessories that are disruptive or hazardous to health or safety. (1-8, 10)
7. Wear body piercing jewelry/accessories except in the ear lobe and the jewelry/accessories must be modest and of appropriate length. (1-8, 10)

#### **C. Standardized Dress Policy for Middle and High School Students**

1. Shirts
  - a) Shirts shall be in any solid color, with a collar and sleeves (a polo-type shirt is an example, but not the only alternative).
  - b) Shirts shall be designed to button up to the neck. The top button is the only button, which may remain unfastened. Turtleneck or mock turtleneck shirts may not be worn alone but may be worn as an undergarment.
  - c) Students shall wear shirts tucked in at all times. The color of the shirt worn will contrast with the color of the pants worn on any given day.
  - d) Shirts shall be sized to fit, neither skintight, nor oversized.

- e) Shirts may have a small design or logo provided it is no larger than a 3 1/2" x 2" business card (The logo of Weakley County Schools is exempt from this size requirement).
  - f) Shirts shall be in good condition, free of tears and holes.
2. Pants
- a) Pants shall be sized to fit, neither skintight, oversized, sagging, nor dragging the ground or floor.
  - b) Pants shall have no embroidery, sequins, beads, appliqués, patches, or other decorations.
  - c) Pants shall be in good condition, free of tears and holes.
  - d) Pants shall be a solid color. Khaki, black, brown, blue denim, olive, stone, or navy are colors, which will be accepted at schools throughout the county. The color of the pants worn will contrast with the color of the shirt worn on any given day.
  - e) Cargo pants are not considered acceptable attire.
  - f) Shorts, which touch the top of the knee when standing, and are one of the solid colors listed previously (Khaki, black, brown, blue denim, olive, stone or navy) will be accepted at schools throughout the county. Cargo shorts are not considered acceptable attire.
  - g) Capri pants will be accepted in the approved colors.
  - h) Sweatpants, pajama pants, wind pants or other leisure/sports attire are to be reserved for after-school-hours events/team travel.
  - i) Belts are to be worn on pants, which have loops. For safety reasons, belt buckles are to be no larger than a credit card. Belts are to be either black or brown and solid in color.
3. Skirts and Jumpers
- a) Skirts shall be solid in color (Khaki, black, brown, blue denim, olive, stone or navy).
  - b) Acceptable hemlines will touch the top of the knee or longer when standing.
4. Outer garments
- a) Solid colored sweaters may be worn, provided they are free of writing, symbols, embroidery, sequins, beads, appliqués, patches, or other decorations. Sweaters, which rest at the hip, are acceptable.
  - b) A sweater is considered cotton, cotton/poly blend or of fleece style.
  - c) A sweater may be of any solid color; may be short or long sleeved; may have a full or 1/4" zipper, may be a vest style, but may not have a hood.
  - d) If a sweater is worn, an approved style shirt or turtleneck/mock turtleneck must be worn underneath.
  - e) School spirit wear will be allowed to and from each campus, and to school events.
  - f) Students will be expected to store their outer garments in their lockers daily. Other spirit wear (sweatshirts, T-shirts, or other team items) will be allowed on occasion as determined by the school administrator or designee.
  - g) For safety reasons, hoodies are not considered acceptable attire.
  - h) Due to varying classroom temperatures, heavy jackets/raincoats/coats may be carried by students throughout the instructional hours of the day. All jackets will be consistent with school/team or otherwise approved solid colors previously mentioned. All jackets will fall no longer than at the hip.

5. Shoes
  - a) For safety reasons, shoes will be laced, tied, strapped, or hooked if intended.
  - b) Sandals, tennis shoes, loafers, and boots will be accepted. House shoes will not be permitted. Flip flops are not considered appropriate attire.
  - c) For safety reasons, heel height will be limited to 1 ½”.
  - d) Socks in the approved colors, worn with shoes, will be solid in color and matching.
6. Headwear/Jewelry/Accessories, Etc:
  - a) Hats, toboggans, bandannas, scarves, sweatbands, stocking caps, hair rollers, or combs will not be considered acceptable in the school building.
  - b) Ear piercing, a maximum of two per ear, is the only form of acceptable displayed piercing.
7. Religious Exemptions
 

A religious exemption may be based upon the religion of the parent/guardian or student, but the custodial parent/guardian must apply for the exemption in writing in any case. Application shall be made to the school to which the student attends. A response to the exemption request may be expected within one week. If the request is denied, a written explanation will be provided by the school principal. An appeal to the principal’s decision may be made to the Director of Schools’ office within two (2) days. The office of Director of Schools will arrange a meeting with the custodial parent(s)/guardian within five (5) school days of the receipt of the request for appeal. If this appeal is denied, a written explanation will be provided in writing.
8. Transfer Students
 

Students transferring into the Weakley County Schools system will be allowed up to two (2) weeks to acclimate to the standardized dress code policy as set forth above.

## II. General Conduct

Students have the **right** to be treated with respect and the **responsibility** to treat others with respect.

Students have the **right** to a safe and orderly environment in which to learn and the **responsibility** to treat school property and the property of others with respect and to behave in a manner that does not interfere with the rights of others and is not harmful to the health and safety of others.

### A. All students must:

1. Bring materials and supplies such as paper, pencil, book, etc. (1-7)
2. Complete assigned work. (1-7)
3. Use class time properly. (1-7)
4. Take home and return required forms. (1-7)
5. Abide by rules and regulations regarding field trips. (1-9)
6. Obey teachers and all other professional staff members. (1-9)
7. Obey the school's rules. (1-16)
8. Account for all textbooks, library books, or other school-owned materials issued to them. (5, 11, 13)

### B. Students who ride a bus must:

1. Be ready on time and at the designated bus stop. (4\*, 9)
2. Stand clear of the bus and not cross the road or highway until the bus comes to a complete stop. (4\*, 9)
3. Load in an orderly manner and be seated before the bus starts. (4\*, 9)
4. Remain seated until the bus comes to a complete stop. (4\*, 9)
5. Keep arms, feet, and head inside the bus at all times. (4\*, 9)
6. Keep books, lunch boxes, etc. in the lap and pencils and pens in book satchels, books, or purses at all times. (4\*, 9, 10)
7. Refrain from bringing large containers, glass objects, or balloons of any type onto the bus. (4\*, 9, 10)
8. Observe the same rules of conduct as in a classroom. (Talk quietly and be courteous.) (4\*, 9)
9. Refrain from eating or drinking on the bus. (4\*, 8, 9, 10)
10. Obey the bus driver promptly and courteously to help maintain a safe environment for all students on the bus. (4\*)

C. Students who drive must:

1. Be a high school student. No middle school student shall be allowed to drive a motor vehicle on the school campus.
2. Sign an agreement along with the parents and the principal and furnish proof of liability insurance in the amounts of \$100,000 / \$300,000 / \$300,000.
3. Vacate cars immediately upon arrival at school and not enter them again until the close of the school day. (4\*, 5-8)
4. Remove keys and lock the vehicle. (4\*, 5-8)
5. Have a valid Tennessee Driver's License [or permit]. (4\*, 5-8)
6. Park in student parking areas. (4\*, 5-8, 16)
7. Drive directly to their place of employment without stopping or detouring for any reason, if in a co-op program.

D. At school-sponsored functions or on school grounds, students may not:

1. Disrupt the bus, class, or school by:
  - a) Making unnecessary, rude, or disrespectful remarks. (1-8)
  - b) Bothering or annoying others. (1-8)
  - c) Being out of their seats without permission. (1-8)
  - d) Bringing unauthorized items to school. (4\*, 6-8, 10\*)
  - e) Engaging in any other behavior that causes disruption. (1-8)
2. Intentionally damage textbooks, library books, or other materials. (4\*, 5-9, 11, 13)
3. Run in halls or buildings. (1-8)
4. Leave the class or school grounds without permission. (4\*, 13, 16)
5. Throw or project any object. (1-8)
6. Cheat or copy. (1-8, 12)
7. Possess, smoke, or use any natural, synthetic, or simulated tobacco products anywhere on school grounds. (See Section IV and V.)
8. Possess or use alcohol and drugs. (See Section V and VI.)
9. Defy the authority of any member of the staff or any other person officially designated in authority, including but not limited to chaperons. (1-9, 12)
10. Engage in physical conduct of a sexual nature. (4\*, 13\*, 8, 12, 14-16)
11. Gamble. (4\*, 5-8, 10, 12-16)
12. Commit an act of indecent exposure. (4\*, 13\*, 8, 12, 14-16)
13. Commit any act that interrupts the orderly conduct of the school. (1-16)

14. Fight or engage in any other physical contact that could result in injury. (1-9, 12-16)
15. Persist in breaking rules. (8, 12, 15, 16)
16. Use profane, obscene, indecent, or immoral language or gestures. (1-8, 4\*, 12-15)
17. Use abusive language such as slander, public accusation, and racial, ethnic, or religious slurs. (4\*, 1-9, 12-15)
18. Bring radios, portable media players, pets, or playing cards to school. (4\*, 10)
19. Use personal communication devices, such as pagers and cell phones, during school hours. Personal communication devices, if in possession of a student during school hours, must not be on. (4\*, 10\*, 13\*)
20. Haze other students. For initiations, school officials shall regulate the dress of pupils when this dress is unacceptable for school attendance. (4\*)
21. Possess knives, guns, firearms, or use any other object to inflict injury to person or property. (4\*, 8, 10\*, 13, 15, 16 and Section V.)
22. Commit any act of sexual harassment. (4\*)
23. Commit any other criminal acts, which include, but are not limited to the following:
  - a) Arson - willfully setting fire to real or personal property. (4\*, 13\*, 14-16\*)
  - b) Assault - attempting or threatening, physically or verbally, to do bodily harm to another. (4\*, 13\*, 14-16)
  - c) Battery - unlawfully doing bodily harm to another. (4\*, 13\*, 14-16\*)
  - d) Blackmail - extorting or attempting to extort money or property by the threat of exposure. (4\*, 13\*, 16)
  - e) Burglary - breaking into a building or vehicle for the purpose of removing personal or real property. (4\*, 13\*, 14-16\*)
  - f) Coercion - compelling others to act or take actions against their will, restraining by force, or repressing. (4\*, 12, 13\*, 16)
  - g) Extortion - attempting to take property or money from another by threat or use of force. (4\*, 13\*-16)
  - h) Stealing - taking away secretly something that does not belong to one. (4\*, 13\*, 15, 16)
  - i) Forgery - falsifying a document or signature. (4\*, 13\*, 12-16)

### III. Free Speech and Student Publications

Students have the **right** to express their opinions and points of view subject to reasonable time, place, and content limitations consistent with law and the **responsibility** to listen courteously to the opinions and points of view of others.

- A. All students must:
  1. Obtain prior approval from the principal to distribute or post materials and to circulate petitions or surveys. (4\*-8, 10, 12-16)
  2. Use discretion in the production of any school publication. (4-8)
  3. Obtain approval of contents by the principal before printing any school publication. (4\*-8)
  4. Obtain permission to solicit funds or sell advertisements for school publications. (4-8)
  5. Abide by the rules concerning student publications. (4-8)
- B. Students may **not**:

1. Circulate petitions or surveys during class time. (1-8)
2. Display or wear controversial symbols that will disrupt or interfere with the orderly operations of schools. (1-8)
3. Print articles, pictures, or comments, which could be harmful or cause embarrassment to others, the school, or the community. (1-8)
4. Distribute on school grounds any commercial, political, pornographic, or other unauthorized materials. (1-8)

**Sections I-III Consequences:**

1. Teacher/student conference
2. Disciplinary action by teacher
3. Detention
4. Principal involvement
5. School staff/parent conference
6. Corporal punishment
7. In-school suspension
8. Suspension
9. Suspension of bus riding privileges (Student must attend school and parent must provide transportation.)
10. Confiscation (In accord with a Discipline Procedure Agreement, the first time a personal communication device, such as a cell phone or pager, is confiscated, it will be returned only to the parent on the next school day. Subsequent confiscations will be for 10 days.)
11. Compensation, work detail, etc.
12. Administrative referral to student services and/or outside agencies, which may result in placement in special programs
13. Parent notification
14. Refer to Mental Health Center
15. Refer to Board of Education for hearing
16. Refer to law enforcement authorities

**IV. Use of or Possession of Alcohol**

Use, possession, sale, or distribution of alcoholic beverages is not permitted in school buildings, on school property, in a school vehicle, or at school functions at any time. Any evidence of any consumption of alcohol or a trace of alcohol in one's body is a violation of this policy. Possession includes having the alcohol on the person, in the immediate vicinity of the person, or among the personal possessions (backpacks, luggage, locker, automobile, etc.) of the individual. **Consequences of violating this policy accumulate throughout grades K-12.**

**First Offense** – Violators in grades 6-12 will be remanded to the Alternative School for a minimum of 30 days, be suspended for two (2) days, and denied extracurricular privileges for the remainder of the semester. (The Principal and Director of Schools will handle first offense infractions involving students in grades K-5.) Additionally, a Student Assistance Program professional must evaluate the student.

**Second Offense** – The student will be suspended until the next meeting of the Weakley County Board of Education with a recommendation that the student be expelled for the remainder of the school year. In order to be readmitted to Weakley County Schools, the student and the parent(s) or guardian(s) must request a hearing with the Board of Education.

After the principal determines the student has violated this policy, the student will be referred to the Weakley County Juvenile Office. The principal will hold a hearing with the student, the parent(s) or guardian(s), and a representative of the Weakley County Juvenile Office. Students who are 18 years old or older will be cited for adjudication in General Sessions Court.

In addition to sanctions imposed by the Principal/Board of Education, the appropriate court may impose additional sanctions.

Chapter Number 64 of the Public Acts of 1989, informally called the Drug-Free Youth Act, amends the motor vehicle operator licensing laws so as to provide that any child less than 18 years old who is convicted of any offense involving the possession, use, sale, or consumption of prohibited drugs or alcohol shall not be issued a driver's license or shall have his existing license suspended (Tennessee Code Annotated 55-10-701). This denial of driving privileges shall be effective for one year or until the child reaches 17 years old for the first offense and for two years or until the child reaches 18 years old for subsequent offenses. Under certain circumstances, the license may be issued or reinstated upon payment of a fee and the completion of a driver's safety course or an approved alcohol/drug abuse intervention program.

**Any student under the influence of drugs or alcohol will not be allowed to drive an automobile.** This applies to after school hours as well as the regular school day. Arrangements will be made with the parent(s) or guardian(s) for transportation. If the parent(s) or guardian(s) cannot be reached, a representative of the Weakley County Juvenile Office should take the student home.

#### **V. Use of or Possession of Drugs**

This policy includes, but is not limited to, the following: Any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, or other intoxicants of any kind (as defined by law).

Students will not possess, sell, barter, give away, transmit, or use barbitol or legend drugs, or controlled substances whose possession is prohibited; in school buildings or on school grounds at any time, or in school vehicles and/or buses, or off school grounds at a school-sponsored activity, function, or event.

A student may be subject to testing for the presence of drugs in the student's body if there are reasonable indications to the principal that such student may have used or be under the influence of drugs. The need for such testing may be brought to the attention of the principal through a search, observed or reported use of drugs by the student on school property, or other reasonable information received from a teacher, staff member or other student. (Tennessee Code Annotated 49-6-4213)

Any student caught at school or any school function under the influence of any controlled substance or in possession of either of these without a doctor's prescription is in violation of the Weakley County Board of Education Drug Use and Zero Tolerance Policies. After the principal determines the student has violated this policy, the student will be referred to the Weakley County Juvenile Office. The principal will hold a hearing with the student, the parent(s) or guardian(s), and a representative of the Weakley County Juvenile Office. Students who are 18 years old or older will be cited for adjudication in General Sessions Court.

In addition to sanctions imposed by the Principal/Board of Education, the appropriate court may impose additional sanctions.

Chapter Number 64 of the Public Acts of 1989, informally called the Drug-Free Youth Act, amends the motor vehicle operator licensing laws so as to provide that any child less than 18 years old who is convicted of any offense involving the possession, use, sale, or consumption of prohibited drugs or alcohol shall not be issued a driver's license or shall have his existing license suspended (Tennessee Code Annotated 55-10-701). This denial of driving privileges shall be effective for one year or until the child reaches 17 years old for the first offense and for two years or until the child reaches 18 years old for subsequent offenses. Under certain circumstances, the license may be issued or reinstated upon payment of a fee and the completion of a driver's safety course or an approved alcohol/drug abuse intervention program.

**Any student under the influence of drugs or alcohol should not be allowed to drive an automobile.** This applies to after school hours as well as the regular school day. Arrangements will be made with the parent(s) or guardian(s) for transportation. If the parent(s) or guardian(s) cannot be reached, a representative of the Weakley County Juvenile Office should take the student home.

#### **VI. Use of or Possession of Tobacco**

Students may not possess or use natural, synthetic, or simulated tobacco products on campus during the school day. The same applies to students involved in any school-sponsored activity after 3:00 p.m. including any school-related bus travel.

**Consequences of violating this policy accumulate throughout Grades K-12.**

##### **First Offense:**

1. Paddling or suspension of student (at the discretion of the principal)
2. Letter to parents/guardians explaining the violation and the consequences of further violations by the student
3. Principal will issue a citation from Weakley County Juvenile Court

##### **Second Offense:**

1. Suspension of student
2. Meeting of principal with parents/guardians and student before the student will be readmitted to school
3. Principal will issue a citation from Weakley County Juvenile Court

##### **Third Offense:**

1. Suspension of student
2. Hearing with student and parents/guardians before the Weakley County Hearing Board to determine procedures for readmission to school
3. Principal will issue a citation from Weakley County Juvenile Court

#### **VII. Zero Tolerance Policy**

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

- A. Bringing or possessing a drug, drug paraphernalia, or a dangerous weapon onto a school bus, onto school property or to any school event or activity.
- B. Being under the influence of a drug
- C. Assaulting or threatening to assault a teacher, student, or other person

### **VIII. Corporal Punishment Guidelines**

When corporal punishment is administered, the teacher or principal shall apply it in a humane manner.

A written record of corporal punishment shall be kept on forms provided by the Director of Schools.

Another teacher or faculty member must be a witness when corporal punishment is administered. Corporal punishment should not be administered in the presence of other students.

Corporal punishment should never be administered with malice. The punishment must be reasonable.

### **IX. Suspension Guidelines**

Any principal, principal-teacher, or assistant principal of any public school in this state is authorized to suspend a student from attendance at school, school-sponsored activities, or from riding a school bus for good and sufficient reasons.

Any principal, principal-teacher, or assistant principal may suspend any student from attendance at a specific class, classes, or school-sponsored activity without suspending such student from attendance at school for good and sufficient reasons pursuant to the in-school suspension policy adopted by the Weakley County Board of Education.

Upon suspension of any student other than for in-school suspensions of one (1) day or less, the principal shall notify the parent or guardian and the Director of Schools or his designee.

Except in an emergency, no principal, principal-teacher, or assistant principal shall suspend any student until that student has been advised of the nature of his misconduct, questioned about it, and allowed to give an explanation.

If, at the time of the suspension, the principal, principal-teacher, or assistant principal determines that any offense has been committed which, in the judgment of the principal, would justify a suspension of more than ten (10) days, such person may suspend a student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.

The principal, principal-teacher, or assistant principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student, or any person holding a teaching license who is employed by the school system if requested by the student.

A hearing shall be held no later than ten (10) days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent and principal by the Hearing Authority.

After the hearing, the Weakley County Board of Education may order removal of the suspension unconditionally; or upon such terms and conditions as it deems reasonable, assign the student to an alternative program or suspend the student for a specified period.

In the event the suspension occurs during the last ten days of any semester, the student may be permitted to take such examinations or submit such required work as is necessary to complete the course of instruction for that semester.

**X. Alternative Education Services**

Alternative education programs for Weakley County Schools are centrally located in the Adult Learning Center at 8250 Highway 22 in Dresden. A special education teacher who serves as director and two highly qualified educational assistants staff the programs.

There are three alternative education programs: 1. the strictly punitive program to which students are remanded for violation of school policy by a disciplinary hearing board, the truancy hearing board, the tobacco hearing board, the zero-tolerance hearing board or an individualized education plan; 2. the alternative to out of school suspension program known as C.A.S.T.L.E.S. (Character and Success through Learning Experiences in Service); and 3. the non-punitive program known as F.O.C.U.S. (Finding Opportunities to Challenge Our Underachieving Students).

Students remanded to the alternative school complete assignments sent from their home school as well as completing course work on a computerized learning program.

Counseling services are available through the school social work program as well as the Student Assistance Program, which is provided through a contract between Weakley County Schools and Carey Counseling Center.

Students remanded to the program for violation of school policy are prohibited from attendance at any Weakley County Schools extra-curricular event.

Transportation must be provided by the family of the student. There is no food service at the alternative school, but lunch is available through the Weakley County School Nutrition Program.

**XI. Secret Societies/Gang Activity**

The Weakley County Board of Education desires to keep schools and students free from the threats or harmful influence of any groups or gangs that advocate drug use, violence, or disruptive behavior. The principal or his designee shall maintain reasonable supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

The Board prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs that advocate drug use, violence, or disruptive behavior. This policy shall be applied at the principal's discretion as the

need for it arises at individual school sites. Any such activity will be reported to the office of the Director of Schools as soon as possible.

Many students become involved in gangs without understanding the consequences of gang membership. Early intervention is a key component of efforts to break the cycle of gang membership.

## **BUS TRANSPORTATION**

Riding the school bus is a privilege extended to students that can be removed at any time for disruptive and unsatisfactory conduct. All pupils being transported are under the authority of the bus driver and must obey the driver's requests.

### **School Bus Safety Rules**

1. The school system is responsible for a student from the time the student boards the bus in the morning until the student disembarks in the afternoon; therefore, the student's behavior on the bus is expected to be the same as it is at school and will be handled accordingly.
2. A student shall become ineligible for transportation when the student disobeys state or local regulations and rules pertaining to pupil transportation or when the student's behavior causes a disturbance on a school bus.
3. Principals may suspend or recommend expulsion of students for disobedience or disturbance on a bus in the same manner as for any infraction occurring at school.

## **STUDENT LOCKERS**

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

## **STUDENT FEES AND OTHER CHARGES**

Student fees and charges will be assessed in accordance with Weakley County Board of Education Policy.

Each teacher should seek approval of the principal before collecting fees from students. The principal should approve all fees before students are charged. Students should receive receipts for fees paid if requested.

Textbooks are furnished by the State of Tennessee and the Weakley County Board of Education. Each student will be responsible for all textbooks assigned. Any lost or damaged textbooks must be replaced or repaired by the student. The cost for replacing or repairing any textbook will be the responsibility of the student and the parents.

## SCHOOL NUTRITION PROGRAM

The School Nutrition Program is an integral part of the total education program. This program was established by Congress to safeguard the health and well-being of the nation's children. This enables Weakley County Schools to serve wholesome, low-cost lunches and breakfasts to children each school day. Information about the School Nutrition Program including lunch menus at each school is available at [www.weakleycountyschools.com](http://www.weakleycountyschools.com).

### **Offer vs. Serve for Lunch**

School cafeterias will offer all five required food components; however, students are permitted to decline up to two of the required food items. The decision regarding which food items to decline rests solely with the student. A student's decision to decline food items shall not affect the price of his/her lunch.

### **Offer vs. Serve for Breakfast**

School cafeterias will offer all four required food components; however, students are permitted to decline one of the required food items. The decision regarding which food item to decline rests solely with the student. A student's decision to decline food items shall not affect the price of his/her breakfast.

### **Free and Reduced Price Meals**

The Application for Free or Reduced Meals is a family application. All children in the same family should apply on one application even if children are in different schools within the county. This application may be submitted at any school. An application will be given to each student during registration and is available online at [www.weakleycountyschools.com](http://www.weakleycountyschools.com).

Students from families who were receiving TANF or SNAPS during May 2010 are automatically eligible for free meals (breakfast and lunch). An application is **NOT** required. Parents not wanting this benefit should notify their school.

Students from families who did not receive TANF or SNAPS during May 2009 and who wish to apply for free or reduced price meals must fill out a new application for the 2010-2011 school year. Last year's meal application approval is valid through September 24, 2010. After that date, any student not receiving TANF or SNAPS must have an approved 2010-2011 meal application on file in order to receive free or reduced price meals.

Parents should complete one application per family. Example: If a family has a student in grade 2 at Sharon, a student in grade 5 at Martin Elementary and a student in grade 10 at Dresden High, then all the students' names in that family should be listed on one application that can be submitted to any one school. Applications should not be submitted to all schools.

### **Meal Payments**

The cafeteria manager or designee collects meal payments in the cafeteria. Students may pay cash or pay in advance for meals. MealpayPlus is an innovative online tool available for parents at no cost to check your child's meal account balance, monitor food choices the student purchases at school, deposit funds into their account, and receive notification by email when the balance is low. Log in at [www.mealpayplus.com](http://www.mealpayplus.com) and select Customer Support for more information.

Breakfast will be provided to all students at no cost for the 2010-2011 school year. Lunch cost is \$1.75 (grades PK - 5, except Dresden grade 5) and \$2.00 (grades 5 - 12 in Dresden and grades 6 - 12 elsewhere). Reduced price meals for all grades are \$0.40 for lunch.

### **Charging Policy**

Students in grades PK-5 may charge one lunch. This service is designed to cover emergencies only. It is not designed to provide a credit service for continuous charging and collecting for student meals. Students may not charge again until the previous charge has been paid.

Neither students in grades 6-12 nor adults/faculty may charge meals. A la carte items may not be charged at any grade level.

### **Check Cashing Policy**

Personal checks may be taken for the payment of school lunch and breakfast only, and may not be cashed for making change or as an accommodation to individuals.

### **Sale of Competitive Foods**

Any competitive foods (vending machines, candy sales, etc.) made available for sale to students during the serving of lunch shall be under the management and control of the staff of the Child Nutrition Program. Therefore, all food sales to students are prohibited during the serving of breakfast and lunch except in the school cafeteria.

### ***Wellness Plan***

Weakley County Schools developed and implemented a district Wellness Plan that, at a minimum, ensures compliance with Tennessee Code Annotated 49-6-2301 and the federal Child Nutrition Reauthorization Act. Nutritional standards are developed for foods and beverages offered for sale during the school day that include students from Pre-Kindergarten through Grade 8. Guidelines are established to help promote student health and help reduce childhood obesity.

## **BEFORE/AFTER SCHOOL PROGRAM**

### **Purpose**

Dresden Elementary School, Martin Elementary School and Martin Primary School offer a before/after school program for students enrolled in these schools. The program provides a convenient, protective, and nurturing environment for children. Students in the program are provided an after-school snack, homework/tutorial assistance, and a play/relaxation time.

### **Policies and Procedures**

Eligibility: Students in grades K-5 enrolled at participating schools.

Hours of operation: Program operates each full day school is in session.  
Dresden: A.M.: 6:30-7:30; P.M.: Dismissal to 5:30  
Martin: A.M.: 6:30-7:20 P.M.: Dismissal to 5:30

Dismissals: Failure to comply with discipline standards established by the Weakley County Board of Education, School Principal and Before/After School Program Staff for the purposes of safety and smooth operation of the program and/or failure to keep fee payments current are grounds for dismissal.

## **SCHOOL VISITORS**

Parents are encouraged to visit and are welcome at all schools. Other visitors are welcome with the following restrictions:

1. All visitors must report to the office, sign in, and receive a visitor's pass before entering the building or classrooms.
2. Conferences with teachers should be scheduled through the school office.
3. Students are not allowed to bring friends or relatives to school with them to attend classes or visit during the school day.

## **EXTENDED EDUCATIONAL SERVICES**

1. Pre-School Program
2. Credit Recovery Program
3. Summer Remediation
4. Summer Enrichment
5. Partners-In-Education Program
6. Weakley County Center for Adult and Continuing Education
  - A. Adult Education Program
  - B. Adult High School
  - C. GED Option Program
  - D. Workforce Investment Act Program
  - E. Families First Program

### ***Special Education***

Special Education services are available to students with disabilities from age three through twenty-one. All eligible students with disabilities residing within the Weakley County School System will be provided with a free and appropriate public education.

The following disabilities are covered under state law as being possibly eligible for special education services: learning disabled, mentally retarded, intellectually gifted, speech impaired, language impaired, seriously emotionally disturbed, autism, health impaired, physically impaired, deaf, hearing impaired, blind, visually impaired, deaf-blind, multi-disabled, other-functionally delayed, other-developmentally delayed, and traumatic brain injury. Prior to the institution of an Individualized Education Program (IEP) for a student, the disability must be documented through specific evaluations and consensus of a Special Education IEP Team.

Referrals for students suspected of having a disability may be submitted through the student's classroom teacher, the principal, the school counselor, any special education teacher, or by contacting the Special Education Department at 731-364-5554.

## **TYPES, LOCATION, AND ACCESS TO RECORDS**

Schools collect and maintain student records to provide for the growth and development of individual students, to provide information to parents and authorized staff, and to provide a basis for the evaluation and improvement of school programs. State and Federal laws provide that schools must provide parents of students access to official records directly related to the students and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.

The primary source for access to most records is the elementary or secondary school where a student is enrolled. The principal is the authorized custodian for these records. Some special education records are maintained within the Special Education Department located in the office of the Director of Schools. Student records may include attendance, scholarship, medical, discipline, and special education.

The Weakley County School System has designated certain information contained in the education records of its students as directory information for purposes of the Family Education Rights and Privacy Act (FERPA). The following information regarding students is considered directory information: name, address, telephone number, date and place of birth, major field of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma awarded, honors, and awards.

Directory information may be disclosed by this institution for any purposes in its discretion without the consent of a parent of a student or the student who is of legal age (18 years). The No Child Left Behind Act of 2001 allows schools to give the United States Military access to directory information regarding students unless there is a specific direction from a parent denying that request. Parents of students and students of legal age have the right to refuse the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or the student of legal age or as otherwise allowed by FERPA.

Any parent or student of legal age refusing to have any or all of the designated directory information disclosed must file written notification to this effect in the principal's office. In the event a refusal is not filed, this institution assumes that neither a parent nor the student of legal age objects to the release of the directory information designated.

Weakley County Schools may destroy some school records after a student has graduated or otherwise left the system for a period of five years. The student or parent has the responsibility to obtain copies of records they wish to maintain before the end of this five-year period. A reasonable fee may be charged by the school system for the reproduction of these records.

## **PARENTS RIGHT TO KNOW ABOUT TEACHERS**

The No Child Left Behind Act of 2001 requires the school system to notify parents that only "highly qualified teachers" may be employed to work with our children. If a situation should arise in which the district plans to employ a teacher for over four weeks who does not meet the "highly qualified requirements," parents of students affected will be notified. In addition, all parents have the right to request information about the qualifications of their child's teachers and paraprofessionals.

## **GRIEVANCE PROCEDURES**

Valid complaints and concerns should be addressed to the proper person(s) in the following order:

1. Person immediately responsible (teacher, bus driver, custodian, etc.)
2. School Principal
3. Director of Schools
4. Weakley County Board of Education

## ***Harassment/Discrimination Grievance Procedures***

Any student of this school district who wishes to file a harassment/discrimination grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with their school principal. If the principal is the offending party or if the student requests a person of the same gender, the complaint may be filed with a district complaint manager. Students may also report an allegation of harassment/discrimination to any teacher or other adult employed in the school who shall inform the student's principal or district complaint manager of the allegation. The complaint should include the following information:

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

The complaint/grievance may also be sent to:

Complaint/Grievance Manager  
Weakley County Schools  
8319 Highway 22 Suite A  
Dresden, TN 38225

### **Additional Contact Information on Student Rights and Services**

Answers to many questions and much helpful information may be obtained from the principal's office in each school. That office is always the first resource for information. The second resource would be the Weakley County Schools Central Office. Additional resources can be found by calling the Tennessee Department of Education at 1.888.212.3162 or by visiting [www.state.tn.us/education/speced/index.htm](http://www.state.tn.us/education/speced/index.htm).

Other organizations may be helpful for those seeking support, information, or training. Contact information for those organizations may be obtained at the Weakley County Schools Special Education Department at 731-364-5554.

## DIRECTORY

Adult Learning Center 8250 Highway 22 Dresden, TN 38225	364-5481 Fax 364-3580	Mitchell Parham Director	
Alternative School 8250 Highway 22 Dresden, TN 38225	364-3979 Fax 364-3979	Joyce Hale Director	
Central Office 8319 Highway 22, Suite A Dresden, TN 38225	364-2247 Fax 364-2662	Randy Frazier Director of Schools	Jeff Kelley Asst Director
Dresden Elementary School 759 Linden Street, Suite B Dresden, TN 38225	364-3401 Fax 364-5537	Mike Laughrey Principal	Melanie Needham Asst Principal
Dresden Middle School 759 Linden Street, Suite A Dresden, TN 38225	364-2407 Fax 364-5840	Pam Harris Principal	David Lewellen Asst Principal
Dresden High School 7150 Highway 22 Dresden, TN 38225	364-2949 Fax 364-5328	Chuck West Principal	Scott Hewett Asst Principal
Gleason School 92-99 State Championship Drive Gleason, TN 38229	648-5351 Fax 648-9199	Trish Price Principal	Lee Lawrence Asst Principal
Greenfield School 319 W. Main Street Greenfield, TN 38230	235-3424 Fax 235-3480	Mike Riggs Principal	Willie Trevathan Asst Principal
Martin Elementary School 300 S. College Street Martin, TN 38237	587-2290 Fax 587-2877	Teresa Jackson Principal	Jane Hudgins Asst Principal
Martin Middle School 700 Fowler Road Martin, TN 38237	587-2346 Fax 588-0529	Nate Holmes Principal	Mike Stigall Asst Principal
Martin Primary School 215 S. College Street Martin, TN 38237	587-9033 Fax 587-6699	Athalia Donaldson Principal	Christy Bell Asst Principal
Sharon School 254 N. Woodlawn Street Sharon, TN 38255	456-2672 Fax 456-2750	Donald High Principal	Cathy Carroll Asst Principal
Westview High School 8161 Highway 45 Martin, TN 38237	587-4202 Fax 588-0806	David Byars Principal	Jeromy Davidson Asst Principal

Dresden Elementary School	595
Dresden High School	540
Dresden Middle School	485
Gleason School	660
Greenfield School	755
Martin Elementary School	580
Martin Middle School	570
Martin Primary School	675
Sharon School	280
Westview High School	760
Adult Learning Center	125
Central Office	325
	6350