

2015-2016

Cornersville Middle/High School

Student Handbook



Cornersville School
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Cornersville, TN 37047
(931) 246-4170

www.cvhs.marshall.k12tn.net

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Cornersville Middle and High School Staff

In compliance with federal regulations, parents have the right to know the qualifications of their child's instructional staff. This information can be accessed from the State Department of Education's web site.

Cornersville School Website: <http://cvhs.marshall.k12tn.net>

All Teachers' email addresses are available on the Home page under the tab [EMAIL YOUR TEACHER](#) .

Cornersville Middle and High School Student Handbook

Welcome

We are pleased to welcome everyone back for another school year and anticipate a great year to come. Our exceptional learning environment at Cornersville provides a friendly and productive place in which great relationships between teachers and students are fostered. We believe that by working together—faculty, staff, parents, and students—Cornersville will be a great place for students to continue on their educational journey, allowing them to accomplish the highest standards possible.

Brent Adcox, principal

Morgan Sanders, assistant principal

Mission Statement of the Marshall County School System

Our mission is to provide a secure learning environment that equips all students with the social and academic skills needed to achieve post-secondary success and reach their highest potential as citizens and employees.

Cornersville Middle and High School Mission Statement

- Cornersville Middle School students will complete requirements to be promoted to high school.
- Cornersville High School students will successfully complete all requirements to earn a high school diploma in a timely manner for postsecondary success.

Beliefs

- The teachers are providing an education program broad and varied enough to facilitate **learning** for students of different abilities.
- Highly qualified and trained teachers provide **instruction** that is correlated with Tennessee state mandates.
- Students are given appropriate educational experiences to achieve success in required **assessments**.
- Teachers, students, parents, and other community members are involved in the **decision-making** process.
- Teachers, students, parents, and other community members are involved in the **policy** making process.

Academic Requirements

Promotion and Retention Policies Middle School

In order to be promoted to the next grade, students in grades 7-8 must pass language arts, reading, science, mathematics, and social studies.

Driver's license revocation for deficient academics, attendance

More than ten (10) consecutive or fifteen (15) reported absences (unexcused) by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full subjects or their equivalency at the conclusion of a subsequent grading period.

Dual enrollment

Juniors and seniors who meet the eligibility requirements may attend Columbia State Community College in the dual enrollment program. A 3.0 GPA and a composite of 19 on the ACT are required for consideration. Students who meet requirements may also receive dual enrollment credit for the Tennessee Technology Center in Pulaski or Shelbyville.

Graduation Requirements

According to Tennessee MINIMUM REQUIREMENTS FOR THE APPROVAL OF PUBLIC SCHOOLS, CHAPTER 0520-1-3, Rule 0520-1-3-06, the following are graduation requirements. For an updated and comprehensive report

of the new TN Board of Education Policy 2.103, please go to official TDOE website at www.tennessee.gov/education . In general, **all** students will be required to complete one focused plan of study meeting same requirements. Moreover, students must meet local Board of Education’s requirements for graduation. *Entering freshmen 2009-2010 school year must achieve **22** units of credit for graduation. Beginning with the freshmen class 2014-2015, students will be required to complete **26** credits for graduation. Extenuating circumstances must be appealed to the Director of Schools.

Ready Core Curriculum:

English Language Arts	4	
Mathematics*	4	
Science**	3	
Social Studies***	3	
Wellness	1	
Physical Education	0.5	
Personal Finance	0.5	
Foreign Language****	2	
Fine Arts****	1	
Elective Focus	3	
Electives	4	(not required for graduates of 2016 & 2017)

Total26

*Must be Algebra I, Geometry and Algebra II plus one additional mathematics course beyond Algebra I. All students must be enrolled in a math class **each year**. Students with qualifying disabilities in math as documented in the IEP shall be required to achieve at least Algebra I and Geometry (or the equivalent).

**Must be at least Biology I and either Chemistry or Physics plus another laboratory science. Students with qualifying disabilities in reading and/or math as set forth in IEP must achieve at least Biology I and two (2) other lab science credits.

***Must be United States History, World History, Economics and U. S. Government.

****Students NOT planning on attending university may have the foreign language and fine art requirement waived. **(Student should replace these requirements with courses designed to enhance and expand his elective focus. At Cornersville School, student must make intentions to not attend a college or university known and have form signed by parent in person and in the principal’s office and kept on file in student’s permanent record.)**

Elective Focus:

Students will complete an elective focus of no less than three (3) credits. The elective focus may be Career and Technical Education (CTE or formerly referred to as vocational classes)—three units in the same CTE program of study, science and/or math, humanities (language arts, social studies, and/or foreign language), fine arts, AP/IB (not currently available at Cornersville School), or other board-approved foci.

Graduating honor students will be designated and published if they benchmark every area of the ACT. The required scores are English, 18; math, 22; reading, 22; and science, 23.

Students will be recognized as graduating with “distinction” by attaining a 3.00 average and completing at least one of the following:

- Earn a nationally recognized industry certification
- Participate in at least one of the Governor’s Schools
- Participate in one of the state’s All State musical organizations
- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a score of 31 or higher composite on the ACT
- Attain a score of 3 or higher on at least two advanced placement exams

- Successfully complete the International Baccalaureate Diploma Programme
- Earn 12 or more semester hours of transcribed postsecondary credit

Students will be recognized with district honors who graduate in the top 10% with a minimum number of 10 Honor graduates per school.

Students must be enrolled full-time at the home-based school to be eligible for ranking among the top high school seniors.

To become **valedictorian or salutatorian**, a student must be enrolled in the high school at least three (3) of the seven (7) semesters preceding the final semester. The final semester will not be used in determining class standing.

Early Graduation

There are two possible pathways to early graduation.

Option 1

Students who wish to graduate early must fall under one of the following categories:

- College Bound
 - a. Meet ACT college readiness benchmarks in English (18), Reading (22), and Math (22).
 - b. Provide proof of registration for full-time college enrollment starting in January of the graduation year.
- Technology Center Bound
 - a. Exhaust all TCAT dual enrollment/dual credit opportunities prior to graduation.
 - b. Provide proof of registration for full-time Technology Center enrollment starting in January.
- End of CTE Program Placement - Provide proof of full-time (at least 40 hours per week) employment in your CTE program-related field starting in January of graduation year.
- Military Bound - Provide proof of full-time enlistment into a branch of the military with service to begin in January of graduation year.
- Hardship (approved on a case-by-case basis) - Documentation of hardship is required. Approval of principal and director of schools is required.

Students/Parents interested in early graduation must meet with the principal/designee and counselor prior to the end of the junior year for approval. Attendance, academics, future plans, hardships, etc. will be examined prior to granting approval.

Option 2 as specified in TCA 49-6-8303, beginning in the 2012-2013 year

Intervention/remediation

Parents should realize that students who need remediation or intervention because of a failed test or assignment will be assigned a time to work on achieving success on the task. The time may be homeroom and break or other available time as determined by the teacher. **This will not be a choice**; intervention will take precedence over all club meetings, athletics, and break times.

Alcohol and Drug Use

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community, the Board’s plan for dealing with alcohol and drugs shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered “high risk” to agencies and other sources of appropriate help;

4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials. Students will not possess, distribute or be under the influence of illegal drugs or alcoholic beverages 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 will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance 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.

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials and take appropriate action as afforded through the board disciplinary policy.

Procedures for Student with Drugs on Campus

1. Law enforcement will be contacted, and they will place the charges.
2. Student will be suspended pending an investigation. This must be in writing and must have the policy attached. The student must be given the opportunity to recite his/her position to the school administrator.
3. Once the investigation is completed, if the student is found to have had drugs on campus this will constitute a zero tolerance offense which carries a one year (calendar) expulsion.
4. The parents must be notified in writing of the expulsion and again the policy must be attached.
5. The parent has 10 days to request a meeting with the Director of Schools to appeal the decision of a hearing before the Disciplinary Hearing Authority.
6. The decision to maintain the one year expulsion or reduce it will be made by the Director of Schools
7. In dealing with Special Education students, the administrator must follow the IDEA requirements and contact the Special Education Supervisor.

Allergies (Food)

Based on guidelines from the Tennessee Department of Education and the Tennessee Department of Health, the school nurse must develop an individualized health care plan (IHCP) that includes an allergy action plan (AAP) for a student with food allergies. This information will be shared with staff on a "need-to-know" basis only. The Emergency Allergy Response plan includes the following:

- A menu is available so that you know what is being served in your child's cafeteria each week allowing for food substitutions.
- An allergy-free table may be available for your child's use if he or she chooses to sit there.
- The names of students needing an Epi-Pen are on file in close proximity to the emergency-first responder box.
- Classroom teachers or the school nurse will share information (do's and don't's about food) with substitute teachers and with the class about your child's food allergy with your permission.
- You always have the option of sending your child's lunch and snack to school with him or her. Also you are invited but not required to participate in field trips.

Please contact the school nurse before classes begin to give her the opportunity to address the needs of the child with food allergies. This will give her the opportunity to identify the food allergy based on documentation from your physician, share this information with the appropriate staff, obtain the Epi-Pen from you, and start formulating a plan of action if an allergic reaction should occur.

Alternative School Program

The goal of the Alternative School is to provide an alternative public education setting for students whose problems have attained a level beyond the home school's ability to deal with them; said school must have exhausted all other recourses prior to recommending Alternative School Placement, or student must have committed a major violation of school board policy.

Criteria for eligibility:

1. Continuous pattern of disruptive behavior as defined by TCA 49-6-3401
2. Major violation of Marshall County Board of Education Policy
3. Habitual truancy as defined by the Marshall County Board of Education Policy
4. Serious violation of school discipline as defined by the home school Handbook
5. Accumulation of "flags"
6. Must be no younger than 6th grade, 12 years of age.
7. In the case of the handicapped, change of placement will follow due process procedures.
8. Students will have a dress code (dark pants and white shirts).
9. Students must provide their own transportation.

Students may not attend or participate in any Marshall County School function or activity, and they are not allowed on any other school premises while placed in the Alternative School Program.

Athletic Eligibility

Extracurricular participation is a privilege, not a right. Students may be suspended for on-campus or off-campus violation of rules.

1. Eligibility is based on TSSAA rules and regulations.
2. Students are required to be in attendance at school at least 3 hours and 16 minutes preceding any scheduled activity in which they participate.
3. Unsportsmanlike conduct or poor attitude shown while representing Cornersville School in interscholastic games could result in dismissal from the athletic program.
4. The coach of each team will have his/her rules, which are outlined for the player.
5. The cheerleader sponsor has the authority to dismiss a member for rule infractions.
6. Extracurricular participation is a privilege, not a right.
7. Students may be suspended from athletic participation for on- or off campus violations of team or school rules and policies.

Attendance

Following are excerpts from the Marshall County Board of Education Attendance Policy Grades 6-12. If you need or want to see the policy in its entirety, please refer to the book of official policies. Attendance is a key factor in student achievement and, therefore, students are expected to be present each day school is in session.

Absences

Absences shall be classified as either excused or unexcused as determined by the principal or assistant principal. Professional documentation shall be required.

Excused absences will be divided into three (3) categories--

- I. Medical excuses-** Students must provide valid documentation for absences which details accurate dates of illness (This includes doctors, dentists, and/or other health care agencies.) Upon returning to school, student has three (3) school days in which to submit a note. After three days, the absence (s) will become permanently unexcused.

II. Personal days- Students will be allowed three excused personal days per semester. These days will cover the following types of absences; however, proper documentation must be presented to the office in order for the absence to be excused:

- 1. Personal illness, serious illness in the family, or family emergency** (a note from the student's parent/guardian or legal custodian will be required upon the student's returning to school. The note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a student has three (3) school days in which to submit a note. After three days, the absence will become permanently unexcused.
- 2. Driver's license** (documentation is required)
- 3. Deaths**
 - A. In the family-** One (1) day will be excused. Additional days will be excused at the discretion of the principal (program or death notice is required upon return to school)
 - B. Of others-** The principal may excuse absences with appropriate documentation
- 4. Religious holidays or retreats-** Religious holidays will be excused with proper documentation from the parent. Religious retreats must be pre-authorized by the principal with documentation from the religious church/ agency sponsoring the retreat.
- 5. College visits** must be pre-approved by the principal, and documentation from the college is required.
- 6. Appearance in court** (Documentation from a court official will be required as documentation.)

III. Extenuating circumstances- Absences involving extenuating or unusual circumstances may be approved by the principal on a case-by-case basis.

Any absence without a note is automatically an unexcused absence.

Military Service of a Parent/ Guardian

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian 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 allowed to make up schoolwork missed during these absences.

State-Mandated Tests

Students who are absent the day of the scheduled state-mandated test must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam made by the teacher that will count as 25% of the second semester course grade.

Students who have an unexcused absence shall receive a failing grade on the state-mandated test which shall be averaged into their final grade at 25% of the second semester course grade.

Credit/ Promotion Denial

Credit/ promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion. However, if attendance is a factor, prior to credit/ promotion denial, the following shall occur:

- a. Parents and students shall be advised if a student is in danger of credit/ promotion denial due to excessive absenteeism.
- b. Procedures in due process are available to the student when credit or promotion is denied.



**MARSHALL COUNTY
GENERAL SESSIONS & JUVENILE COURT**

307 Marshall County Courthouse
Lewisburg, Tennessee 37091-3374
Phone (931) 270-8789
Fax (931) 359-0543

JUDGE LEE BUSSART BOWLES

Dear Parent or Guardian:

The Juvenile Court assists the Marshall County School System in enforcement of the Compulsory School Attendance Law. As a parent or guardian of a student under eighteen (18) years of age, you are responsible for the school attendance of your child(ren).

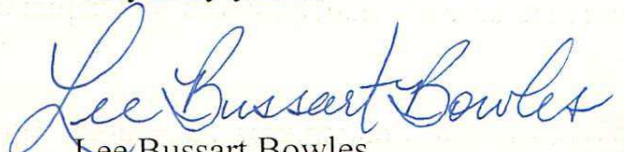
A child is considered truant after receiving five (5) unexcused absences. A truant child and their parent or guardian must appear before the Truancy Board. Failure to follow the Truancy Board's recommendation will result in an appearance before the Juvenile Court. Please carefully review the attendance policy to avoid court involvement.

I commonly advise parents and juveniles that much of their success depends on showing up. If children do not attend school, children are more likely to fail. A child deserves every opportunity to succeed. Therefore, if the Court finds a child to be unlawfully truant, a parent should expect to be punished, including public service work or incarceration.

Thank you for your efforts in promoting school attendance in your family. I encourage your family to set a goal of perfect attendance this school year. With perfect attendance, you will afford your child every opportunity for success.

Best wishes to you and your family for a healthy and successful school year. Please feel free to contact the Youth Service Office for assistance at 359-4823.

Very truly yours,


Lee Bussart Bowles

Out of school suspension days are likewise unexcused absences.

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. 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. The principal/designee shall then develop an attendance plan and coordinate additional services designated to improve the student's attendance.

Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to determine the appropriate services needed to improve the student's attendance. The principal/designee shall document all communication attempts and refine the attendance plan as needed.

If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

Tardies, Early dismissals, and Detention

1. Truancy is defined as an unexcused absence for an entire school day, a major portion of the school day or any portion of any class, study hall, or activity during the school day for which the student is scheduled.
2. Any student who misses more than fifteen (15) minutes of a class period will be counted absent.
3. Students who have been detained by a counselor or an administrator and have proper documentation will not be counted absent or tardy.

A set of tardies consists of three (3). The consequences are as follows:

- 1st set: 3 early morning/afternoon detentions or 3 corporal punishments
- 2nd set: 4 early morning/afternoon detentions or 4 corporal punishments
- 3rd set: 5 early morning/afternoon detentions or 5 corporal punishments
- 4th set: three days suspended from school
- 5th set: five days suspended from school

Check out procedures

Students desiring to leave school during the school day must meet the following requirements before permission to leave will be granted by the office:

1. Bring written statement showing necessity of leaving school along with phone number where parent or guardian may be reached. This statement must be signed by parents and approved in the office by Mr. Adcox before school starts that day.
2. In case of medical other legal type appointments: **NOTES AFTER THE FACT WILL NOT BE ACCEPTED.**
 - a. A parental note must be presented to Mr. Adcox's office prior to the time the student is scheduled to leave.
 - b. Such appointment should be made so as not to interrupt academic class work.
 - c. A note from the doctor, dentist or lawyer's office confirming that the appointment was kept is to be returned to the office.
3. Emergencies: If a student must leave school due to an emergency, he or she must contact the office for administrative approval prior to leaving.
4. Students who check out early must sign out in the office.
5. After the regular school day:
 - a. Students are expected to promptly leave the building upon the completion of their school day unless they have after school academic, vocational, or extra-curricular meetings. **LOITERING IS NOT PERMITTED**
 - b. Teachers may require that students report to after school makeup. Failure to do so will alter the student's grade.

Attendance procedures and penalties

1. A student must present documentation of his/her absence and receive a class admittance note before entering class. Absences are calculated on a block/period basis. Documentation must be submitted within three (3) school days from the date the student returns to school, or the absences will be unexcused.
2. All missed work and tests (whether from an excused or an unexcused absence) may be made up if the student makes the request immediately upon returning to school and if class time is not taken. Requests for make-up work made prior to the first bell must be provided by the teacher(s) by 3:00 p.m. the same day. Make-up work must be completed and returned to the teacher within one day per absence.
3. Time spent in before-school or after-school is for disciplinary purposes and will not be construed as make-up time. Under no circumstances will detention time be substituted for class time and/or work missed.
4. If a student has an illness that requires hospitalization or in home recovery time exceeding five (5) school days, the student or his/her parent guardian may apply to the Special Projects Supervisor for a "homebound" teacher to provide instruction.
5. The principal shall be responsible for notifying in writing the director of schools and the parents of the student of any action taken by the school.
6. A student participating in a school-sponsored activity, whether on or off campus, will not be counted absent. The student will be required to make up all work missed and will receive full credit for the assignment upon completion of the work. To qualify as school-sponsored, the activity must be school-planned, school-directed, and supervised by an approved sponsor.
7. Mass exodus, early dismissal, or late arrival of all students or of any segment of students, will 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.
8. The Board of Education will determine the procedure for making up missed instructional days.
9. Student attendance records will be given the same level of confidentiality as other student records. Only authorized school officials engaged in legitimate educational purposes may have access to student information without the express consent of the parent or guardian, if the student is a minor, or the student, if he or she has attained the age of eighteen (18).
10. Foreign exchange students will be dealt with on a case-by-case basis by the principal.
11. Students who are 18 years of age and who accumulate 5 unexcused absences will receive 3 days of ISS. Students will receive additional ISS for every unexcused absence exceeding the first 5. (effective as of Nov. 1, 2014)

Attendance Committee

1. The director of schools will appoint the Attendance Committee annually from names submitted by the attendance supervisor. The Attendance Committee will consist of the following members: one or two members of the Board of Education, a principal, a teacher and/or counselor, and the attendance supervisor.
2. Any school administrative decision regarding attendance may be appealed to the Attendance Committee. The parent/guardian of the student must make the appeal in writing to the director of schools within five (5) school days following the administrative action.
3. Any attendance committee decision regarding attendance may be appealed to the Board of Education. The Board may or may not hear the appeal. The parent/guardian of the student must make the appeal in writing to the director within five (5) school days following the action of the Attendance Committee.

Compulsory Attendance Ages

Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school. Under certain circumstances the Board may temporarily excuse students from complying with the provisions of the compulsory attendance law.

A person eighteen (18) years of age or older who applies for admission must have the application approved by the principal and superintendent when

1. He/she fails to enroll within thirty (30) calendar days after school officially starts
2. He/she has dropped out of school and wants to re-enter.

The compulsory attendance law shall **not** apply to the following:

1. A student who has received a diploma or other certificate of graduation;
2. A student who is enrolled and making satisfactory progress in a course leading to a GED; or
3. A student who has reached the age of eighteen (18).

Attendance of non-resident students

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

1. There is available space in the school requested as determined by the principal and director of schools.
2. The school requested must be able to meet the student's total educational needs through existing program, facilities, and personnel.
3. The student's records demonstrate acceptable conduct and attendance as determined by the school principal and director of schools.
4. Children who have a parent or guardian employed by the Marshall County School System will automatically be permitted to attend Marshall County Schools.
5. The director of schools and the school principal are authorized to investigate each request and present a recommendation to the Board. The Board will make the final determination of approval or denial.
6. The status of any non-resident student may be evaluated annually by the director of schools and the school principal. If a change in status is deemed necessary, a recommendation will be made to the Board for final determination.
7. The student or his/her parent or guardian can provide transportation to the school or to the nearest Marshall County bus stop.

Attendance of students in homeless situations

The federal McKinney-Vento Act protects the rights of children and youth in homeless situations to attend and succeed in school, including pre-school. The McKinney-Vento Act applies to all children and youth who are staying with friends or relatives because they lost their housing; awaiting foster placement; or living in emergency or transitional shelters, motels, domestic violence shelters, campgrounds, inadequate trailer parks, cars, public spaces, abandoned buildings, and bus/train stations.

Children and youth in homeless situations have the right to

1. Go to school no matter where they live or how long they have lived there;
2. Choose between the local school where they are living, the school they attended before they lost their housing, or the school where they were last enrolled;
3. Enroll in school without proof of residency, immunizations, school records, or other documents;
4. Get transportation to school;
5. Get all the school services they need
6. Be free from harassment and isolation; and
7. Have disagreements with the school settled quickly.

Additional information regarding your rights may be obtained by contacting Ginger Tepedino at (931) 359-1581, ext. 2007.

Perfect Attendance

Students who do not have absences totaling one full day in the computer for the year will be counted as having perfect attendance.

Assemblies/ Pep Rallies

In assembly programs, students are to be attentive and respectful of those in the program. Students are not to put their feet on the back of the seats in front of them or disrupt the program. Those who choose to disrupt will be removed to an isolated and supervised area and face further disciplinary action.

Pep rallies are scheduled to show support for our athletic teams. If you do not participate constructively in the planned activities and/or choose to disrupt, you will be removed to a supervised location to work on your academic classes.

Behavior and Discipline Code

The Superintendent shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline. He/she 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 establishing and maintaining effective discipline within his/her school. He/she shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination.

The Board delegates to the superintendent the authority to develop 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 and each applicable school code shall be placed in the library and principal's office at each school and shall serve as notice to the students, teachers and administrative staff of their duties and responsibilities.

Procedural Due Process

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry into the incident to ensure that the offender is accurately identified, that he/she understands the nature of the offense, and that he/she knew the consequences of the offense for which he/she is accused.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall refer the case to the superintendent who will refer the case to the Board of Education for action.

Board Policies' Locations

Copies of the Marshall County Board of Education Policies are located in the following locations:

1. Board of Education Central Office
2. Principal's Office and Library of each school
3. Public Library
4. County Attorney's Office
5. County Executive's Office
6. Marshall County Schools' web site

Boy-Girl Relationships

The best policy is **"Keep-your-hands-to-yourself"** while on school property. Students who choose to ignore this policy will be subject to disciplinary procedures. Students should respect the personal dignity of others.

Bus Conduct

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus.

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

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.

The Supervisor of Transportation shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. In the event that an incident takes place near a school, the principal may be called upon to assist. A student may be denied the privilege of riding the bus if the Supervisor of Transportation determines that his/her behavior is such to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

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

Bus drivers will take and/or fax bus conduct forms which they have completed to the Supervisor of Transportation, who will determine the severity of the action and the appropriate discipline in accordance with Board Policy 6.313. The Supervisor will send the Discipline form to the school to be given to the student by the principal/designee. The discipline form will include the contact information for the Supervisor of Transportation if parents have questions. All bus riders will receive a group explanation of this procedure and a copy of this policy.

Any student found destroying seats or committing any other act of bus vandalism will be required to pay for the actual damages, according to a payment schedule agreed upon by the principal and parent/guardian, before the student will be allowed to ride any Marshall County school bus again. Restitution for damages will be required in addition to other consequences that the student had incurred.

Special education children will have an IEP-team meeting after the first warning.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

A school bus driver should never put a child off the bus for disciplinary purposes at any point to and from school.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or guardian and principal of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus must have written permission of parent or guardian and the written approval of the principal or his/her designee which includes the name, address, and phone number of where the child is to be taken.

Students should not be allowed to get off a school bus until they reach their destination, except in cases of emergency or when students have notes signed by the parents and principal, or when the parent appears in person to get the child.

The principal of a school will have jurisdiction over students from another school when they are waiting for transportation on his/her campus. He/she shall have the authority to discipline any of these students for misconduct while on school grounds or in the school building. The principal taking action shall make written notification, as prescribed by the discipline policy, and send a copy to the principal of the school which the student attends.

Use of video cameras

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with the law.

Video surveillance shall be used only to promote the order, safety, and security of students, staff, and property.

The director of schools is directed to develop procedures for governing the use of video cameras in accordance with the provisions of the law and established Board policies.

Cafeteria and Food Services

The Marshall County Board of Education will provide meals to students that follow the guidelines of the National School Lunch Program.

Prices:	Lunch 7-8	\$ 2.35
	9-12	\$ 2.60
	Adult	\$ 3.25
	Reduced	\$.40
	Breakfast	\$ 1.25 (adult \$1.50)
	Reduced	\$.30

Students are expected to pay for these meals at the time of eating or at the beginning of the week. Students may deposit money into their meal account at any time (by the day, by the week, or by the month). Parents should not assume a bill will be sent after the meals are consumed. But if notice is sent, the parent is expected to pay the next day.

Students may charge up to one (1) day. Payment for charged meals is expected after this time. Charges will not be permitted during the last two weeks of school in order for collection of unpaid balances. Any losses arising from uncollectible accounts must be paid by the individual school.

Checks should be made for the amount of lunch account and made to the cafeteria. No checks will be cashed. Refunds to a student will be made only at the end of a school year if requested or at the time of a student's withdrawing. A student may carry money over to the next year.

Students will be expected to pay for extras at the time of purchase. **Extra items may not be charged.**

Students who bring their lunches will be allowed to buy milk and/or juice. Students are not permitted to have lunches, breakfasts, or outside beverages brought from outside food services to be consumed in the cafeteria.

Free or Reduced Meals

Applications for free and reduced meals must be completed every year. A student who was on free or reduced price meals last year is expected to complete a new application this year.

If a student is approved for free or reduced price meals, he/she can be approved for certain fee waivers. But a parent must complete the back of the free and reduced application listing student names if they want fees for activities, fees for supplies, or both, and sign the back. **JUST BECAUSE A STUDENT IS APPROVED FOR FREE OR REDUCED MEALS, DOES NOT MEAN THAT A STUDENT WILL BE ON FEE WAIVER STATUS.**

Cafeteria Rules

1. Walk, do not run to cafeteria.
2. Do not step ahead of others in line.
3. Clean the table after you have finished your lunch.
4. Return your tray to the proper place.
5. **NO FOOD** is to be carried from the cafeteria to be eaten elsewhere. (This includes ice cream and whole fruits served as a dessert).
6. All students will report to the cafeteria at their designated, assigned time and remain in the cafeteria the entire lunch period whether they eat lunch or not.
7. Students may use the restrooms in the cafeteria but are not to eat or loiter there. Students are expected to go to the restroom and not linger there.
8. Students who are found in an unauthorized area during lunch will receive three (3) hours of detention. Chronic violators will be dealt with on a case-by-case basis.

Marshall County Schools Are Going Healthy!

To combat childhood obesity, Congress passed a law requiring each local educational agency participating in USDA's school meal programs to establish a local wellness policy by the beginning of school year 2006-07.

Schools must set goals for nutrition education, physical activity, and other school-based activities designed to promote student wellness and help turn the tide of this alarming trend.

The rise in the number of children who are overweight and its health and economic consequences should serve as a wake up call for Tennesseans. Our children's modern school environment has made overeating and inactivity almost inevitable. The Marshall County Board of Education recognizes the link between nutrition, physical activity, and learning. In order to promote overall wellness of our students, the Marshall County Schools Health Advisory Council was recently created to implement local policy. This first year we will focus on a few basic goals and raise awareness for this problem.

Nutrition standards for food served in schools: Limit the amount of soft drinks and candy served on school grounds and reduce the amount of fat in all school meals. All schools that serve grades K-8 must follow the new Tennessee guidelines that limit the foods and beverages sold or offered during the day.

Nutrition education: All students receive nutrition education that is interactive and teaches the skills needed for healthy living. Nutrition education is integrated into the health education or core curricula.

Goals for physical activity: All students are provided physical education instruction that meets state and federal mandates and development of programs and policies that promote physical activity.

Other school-based activities to promote student wellness: Policies for addressing wellness issues of students with special needs such as diabetes, allergies, and others. Policies that promote healthy fundraising and alternatives to food fundraising. Policies that limit outside food being brought onto school grounds to ensure healthful eating and food safety.

As a parent, you know your child and his or her needs better than anyone. By helping to design your local wellness policy, you can help improve the school environment. Please contact Larissa Delk at 359-6283 ext.#28 if you would like to join our Health Advisory Council. Thank you for your support as we strive to improve the health of the children of Marshall County.

Calendar and Grading Periods

2015 - 2016 Calendar

Aug. 5	Abbreviated day (Students dismissed at 11:15 a.m.)
Aug. 6	Professional development day (Students do not attend.)
Aug. 7	Students' First Full Day
Sept. 7	Labor Day - school closed
Sept. 10	Parent-Teacher Conference 3:30-6:30
Oct. 9-16	No school, fall break
Nov. 23	Professional development day (Students do not attend.)
Nov. 24-27	Thanksgiving Holidays --School Closed
Dec. 18	2nd Quarter and Fall Session End - (Abbreviated Day - Dismiss 11:15)
Dec. 21- Jan. 1	Closed for Christmas/New Year's Holidays
Jan. 4	Professional development day (Students do not attend.)
Jan. 5	Spring session begins. Students return to school.
Jan. 18	Martin Luther King Day -- School closed
Feb. 11	Parent-Teacher Conference 3:30-6:30
Feb. 12	Professional development day (Students do not attend.)
Feb. 15	Presidents' Day holiday --School closed
Mar. 25	Good Friday
Mar. 28-Apr. 1	spring break
April 19	ACT for juniors
May 23	Last day for students (Abbreviated day)
May 24	Administrative day
May 25	Administrative day

Cornersville Middle and High School Grading Periods 2015-16 School Year

(Dates subject to change in case of school being closed for emergencies.)

	ENDS	PROGRESS REPORTS GO OUT	REPORT CARDS GO OUT
1st 4 1/2 Weeks	September 4, 2015	September 10, 2015	
1st 9 Weeks	October 6, 2015		October 21, 2015
2nd 4 1/2 Weeks	November 12, 2015	November 18, 2015	
2nd 9 Weeks	December 18, 2015		January 11, 2016
3rd 4 1/2 Weeks ends	February 5, 2016	February 10, 2016	
3rd 9 Weeks	March 10, 2016		March 16, 2016
4th 4 1/2 Weeks	April 19, 2016	April 22, 2016	
4th 9 Weeks	May 23, 2016		May 23, 2016

Cell phones, personal communication devices (Marshall Co. Board Policy 6.312)

Students may possess cell phones on school property so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls during class time and programs. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of cell phones to assist with instruction in his/her classroom, and teachers are encouraged to integrate devices into their course work; however, all approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the Marshall County School System's (MCSS) guest network. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

- 1st offense- parent must pick up phone
- 2nd offense- 1 hour detention, parent must pick up
- 3rd offense- 1 day of ISS, parent pick up
- 4th offense- 3 days of ISS, parent pick up
- 5th offense- 5 days of ISS, parent pick up

Internet

All internet access shall occur using the MCSS guest network. Cellular network adapters are not permitted to be used by students to access the internet at any time. The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted. Students must comply with a teacher's request to turn off the device. Unauthorized use or improper storage of a device during class time or a program will result in confiscation until such time as it may be released to the parent or guardian.

Checks (returned)

There will be a \$10 service fee on all returned checks.

Complaints and Grievances

Student complaints and grievances shall first be made to the teacher, then to the principal. If not resolved, the matter may then be appealed to the Director and ultimately to the Board.

Computers/ Internet Use

The Marshall County School System provides access to school computer network services to students to promote educational excellence by facilitating resource sharing, innovation, and communication. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Inappropriate use of language or threats, utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data may cause access privileges to be revoked, school disciplinary action to be taken, and/or appropriate legal action to be taken.

A written permission/agreement form which specifies acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations must be signed by the parent/legal guardian and by the student prior to a student being granted access to the electronic media involving district technology resources. This document shall be kept on file as a legal, binding document.

In order to protect the technology equipment in our schools, students are not allowed to store or install software or data from any medium without written permission of the building level technology coordinator.

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

Corporal Punishment

Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:

1. Corporal punishment shall be administered only after other less stringent measures have failed or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances.
2. The instrument to be used in administering corporal punishment shall be approved by the principal and shall take place in the principal's office or other such place out of the view of other students.
3. Corporal punishment shall be reasonable.
4. Corporal punishment shall be administered in the presence of another professional employee.
5. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others; and
6. In determining the use and degree of corporal punishment, consideration will be given to the age, sex, size, physical and emotional condition of the child.
7. The witness must be informed beforehand and in the student's presence of the reason for the punishment.

Credit Recovery

Credit Recovery is a course-specific, skills-based extended learning opportunity for students who have previously been unsuccessful in mastering content and/or skills required to receive course credit for promotion and graduation. Credit Recovery provides an avenue for giving students an extra chance at success. It is an optional program: student participation is not required but is strongly encouraged so that students can graduate on time and begin the

future with a greater chance of success. Students who have earned at least a 60 in the class may apply through the guidance office to participate in Credit Recovery.

Daily Schedule

Students who arrive before 7:30 a.m. must report to the cafeteria and stay until the dismissal to go to class. **Upon arriving on campus, no one may leave without the permission of the principal or designee.**

Block 1 7:45-9:12
M.S. break 9:12-9:23 Homeroom 9-12
HS break 9:23-9:45 MS homeroom
Block 2 9:48-11:15
Block 3 (and lunch) 11:18-1:15
Block 4 1:18-2:40

Students are expected to leave the building promptly upon the completion of their school day unless they have after-school academic, vocational, or extracurricular meetings. **LOITERING IS NOT PERMITTED.** Teachers may require that students report to after-school makeup. Failure to do so will alter the student's grade.

Demerits

Demerits may be assigned using the following criteria:

disruption of class	(1 per disruption)
violation of class rules	(1)
failure to return signed materials to teacher	(1)
failure to report to class with proper materials and books	(1)
inappropriate behavior on school grounds, bus, or school-sponsored trip	(1-3)
failure to report to a teacher for a scheduled meeting	(2)
vulgar or improper language	(3) (If used to a staff member, Mr. Adcox will administer appropriate punishment)

A set of demerits consists of eight (8). The consequences are as follows:

1st set: corporal punishment
2nd set: corporal punishment
3rd set: four days of ISS
4th set: three days suspended from school
5th set: five days suspended from school

Directory Information Procedure

Statistical information not identified with a particular student may be released to any person, agency, or the public.

“Directory Information” relating to a student includes the following: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent or previous educational agency or institution attended by the student.

Within the first three weeks of each school year, the school district will notify parents and eligible students of the items it purposes to designate as “directory information.” For students enrolling after this notice is published, a list of the directory items will be given to the student's parent(s) or eligible student at the time and place of enrollment.

After the parent(s) or eligible students have been notified, they will have two weeks to advise the school system in writing (a letter to the superintendent's office) of any or all of the items they refuse to permit the school system to designate as directory information about that student. At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the school system will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

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.

Cornersville Middle School Discipline Program

Mission: The Cornersville Middle School discipline plan will provide a safe and secure physical and emotional environment that will strengthen students' academic performance, character and personal development through the implementation of a rewards program, character education program, and a structured discipline program. Disciplines will be given on a per class basis, but demerits will be counted collectively.

The Discipline plan will consist of 3 levels of behaviors and consequences.

Level I behaviors may include but are not limited to:

- Failure to return signed materials
- Incomplete work
- Reporting to class without supplies
- Passing or writing personal notes during class
- Partaking of food or drinks in the classroom
- Small Disruptions
- Working on a different subject during class
- Throwing paper, books, or other objects
- Public Display of Affection: Holding Hands

Consequences for Level I behaviors are as follows:

1. Warning
2. 1 Demerits
3. 2 Demerits

After the 3rd phase, any further incidents are automatically given Level II consequences and parents will be contacted. Failure to report at break time will result in Level II Discipline. Parents will be notified when a child reaches Level II.

Level II behaviors may include but are not limited to:

- Lying to a Teacher or Staff member
- Disrespect of others and the property of others (teacher's discretion for major incidents)
- Poor, Unproductive attitude
- Cheating on assignments or tests (complete assignment or alternative assignment)
- Refusing to follow instructions
- Forged parent signatures
- Defiance
- Public Display of Affection: kissing, embracing, rubbing, etc

Consequences for Level II behaviors are as follows:

1. 3 Demerits
2. 4 Demerits
3. Report to Office

Level III behaviors may include but are not limited to:

- Tardy
- Violation of Dress Code Policy
- Violation of the Cell Phone Policy
- Threatening, Bullying
- Sexual or vulgar language
- Screaming, Tantrums
- Exposure
- Stealing
- Vandalism, Graffiti
- Disregard for Authority
- Harassment (sexual, racial, emotional)
- Weapons
- Fighting
- Tobacco Products
- Teacher Harassment
- Illegal Substance
- Death Threat

Consequences for Level III behaviors are as follows:

Immediately report to office. Parents will be contacted. The student will be sent immediately to ISS for the remainder of the day and at least one more day. **The exception is for a tardy, which will be disciplined by the principal. The principal will follow school handbook and county policies at his discretion.**

Rewards Program

At 18 weeks, the good behavior reward will be a field trip. All middle school students who **have not received demerits, more than one tardy, ISS or OSS** will take an educational field trip. Ideas proposed for those trips have been, the recreation of the Battle of Franklin, tours of the Hermitage, Belle Meade or Rippa Villa Plantations, a scavenger hunt on the Bicentennial Mall, a visit to the Frist Center of Visual Arts, a tour of a College Campus, etc. **Unfortunately, there are no funds for the reward trips, therefore, all students must pay for any fees associated with the trips.**

Demerits will be reset at the end of the 18 weeks period in the classroom and every student will start with a clean slate. Demerits will remain on file in the principal's office and will still accumulate each semester to determine a need for ISS. Demerits restart at the beginning of the 2nd semester.

Cornersville School Code of Conduct

Good student behavior is extremely important in creating the kind of educational environment in which students will be able to realize their greatest opportunities for growth. Good discipline habits assume consideration for the rights of others, cooperation with everyone in the school community, respect for others and the property of others. Self respect for one's own individual worth, and pride in one's own achievements. Good student conduct provides for a safe and orderly environment where students can grow to their full academic and social potentials.

GOOD STUDENT BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING QUALITIES:

I. COURTESY/RESPECT FOR EVERYONE

Well behaved students treat everyone as they themselves wish to be treated. They use no language that is harassing or purposefully embarrassing to other students or adults. They do not make threats or use intimidation. Well behaved students do not use foul language, obscene gestures, racial, ethnic, religious slurs or disrespectful language or actions. Well behaved students treat students, staff, faculty and administrators with respect by following classroom, school, and district rules.

II. CONCERN FOR THE SAFETY OF EVERYONE

Well behaved students act maturely so they and no one else is in danger. They do not fight, hit or use dangerous objects. They do not throw things that may intentionally or unintentionally hurt someone or break something. Well behaved students do not run, trip, horseplay, or have rowdy behavior in the classrooms or hallways. They do not break any of the rules regarding safety established between teachers and students in individual classrooms

III. RESPECT FOR PERSONAL PROPERTY

Well behaved students treat everyone's personal belongings in the same manner that they want their things treated. They do not steal from others. They do not vandalize the property of other students, teachers, or the school. Well behaved students do not break rules regarding respect for personal property established between teachers and students in individual classrooms

IV. RESPECT FOR THE RIGHT TO LEARN AND TEACH WITHOUT DISRUPTION

Well behaved students will act in such a manner so that their behavior is not disruptive and will display all the good conduct qualities. They will follow rules regarding respect for the right to learn and teach without disruption established between teachers and students in individual classroom.

V. RESPONSIBILITY FOR BEING IN THE RIGHT PLACE AT THE RIGHT TIME

A well behaved student attends school and classes punctually. They understand the importance of being in the classroom for the learning experience. A well behaved student will not be in violation of any rule regarding the responsibility for being in the right place at the right time established between teachers and students in individual classrooms as well as the school.

Discrimination/Harassment/Bullying/Intimidation/Cyberbully

The Marshall County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹ This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students 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. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of violations of this policy.

DEFINITIONS

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

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

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

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.³

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. The principal/designee is responsible for determining whether an alleged act constitutes a violation of this

policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

RESPONSE AND PREVENTION

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

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

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

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA § 49-6-1016.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Dress Code

The Board recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, the Board shall require that all students, grades K-12, exercise good taste with regard to their personal appearance. Attire which is considered disruptive to others or a risk to one's health or safety is not appropriate. Clothing, personal items, or anything which can be offensive to others will not be tolerated.

In grades 7-12 or 6-12 depending on the grade configuration in each school, school administrators are responsible for enforcing the following standard school attire in a fair manner while applying common sense. Violations will be handled in accordance with this policy.

1. All shirts must have shoulders and sleeves – no cleavage or midriffs.

2. Shorts, skirts, dresses, and skorts must not be shorter than 4 inches above the knee.
3. Bottom wear must be worn securely around the waist – no sagging.
4. Clothing must be free of holes, rips or tears that show skin above the knee.
5. Visible undergarments (bras, underwear, etc.) are not allowed.
6. Shoes must be worn at all times.
7. Clothing must be size appropriate and worn in the manner it was designed to be worn.
8. Nothing is to be worn on heads.
9. Jewelry must not be excessive and/or disruptive – such as chains, spikes, etc.

Special dress

Schools may develop special dress days/special dress occasions for students at the discretion of the school administration (examples: cheerleaders, FFA, FHA, etc.).

Special situations

If a student cannot comply with the standardized dress code based on religious beliefs, his/her parent or guardian may write a letter explaining the situation to the director of schools, with a copy to the school principal. Each case will be dealt with on an individual basis.

STUDENTS DRESSED INAPPROPRIATELY WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES AS OUTLINED BELOW:

- 1st Offense:* Warning, call parent for replacement clothing or correction by principal, i.e. rope, belt, string for trousers **Two hours of detention**, Parental Conference, replacement clothing or correction by principal, i.e. rope, belt, string for trousers. Defiance of Authority (refer to policy 6.313)
- 2nd Offense:* **Two hours of detention**, Parental Conference, replacement clothing or correction by principal, i.e. rope, belt, string for trousers
- 3rd Offense:* Defiance of Authority (refer to policy 6.313)

Driving to School

Students who drive to school will enter the building immediately upon arrival. They should arrive at 7:40 a.m.; those who arrive before 7:40 must report to the cafeteria. No one is allowed to sit in a car during school hours. Students who drive in an unsafe manner may forfeit their driving privileges for a specified time as determined by the administrator.

Students will be required to register their vehicles with the principal and to park in assigned places. Failure to follow school rules and policies may also result in the loss of driving privileges.

Fan Behavior

Students and parents are reminded that they represent the school when they are fans at an athletic event. We urge them to set an example for all around them by being enthusiastic.

Fighting

Fighting is strictly forbidden in the school or on campus. In the case of an altercation between students, anyone found guilty of instigating the problem will be held as responsible as those involved.

1st offense: 3 days out of school suspension, parent conference, contact district social workers

2nd offense: 5 days out of school suspension, parent conference, intervention, detention at the principal's discretion, contact district social workers

3rd offense: alternative school

Fire Drills

Fire drills are conducted at intervals during the school year. The warning is a loud horn and ringing of bells. The teacher will instruct the class as to which exit they are to use. In order that the drill may be conducted with expediency and without mishap, students are asked to stay in single file and not talk.

Fire Extinguishers and Pull Stations

Anyone pulling a fire station lever without a valid reason (fire, threat of fire, etc.) will be subject to criminal prosecution by the authorities and suspended or expelled from the Marshall County School System. Also anyone who intentionally discharges a fire extinguisher without just cause or disturbs its location without just cause will also be subject to severe disciplinary consequences.

Grading System (Graduating Class 2015-2016)

Subject -area grades shall be expressed by the letter “A”, “B”, “C”, “D”, and “F”, with corresponding numerical values.

- A.....93-100
- B.....85-92
- C.....75-84
- D.....70-74
- F.....0-69

Student ranking will be based on a scale of 0-100 points in every course except those designated as Honors or Advanced Placement courses by the Board of Education. In Honors courses, students may earn up to a maximum of 103 points. The Honors course teacher will multiply each student’s course average by 1.03 before turning in grades to be recorded on permanent records. In Advanced Placement courses, students may earn up to a maximum grade of 105 points. The Advanced Placement teacher will multiply each student’s actual classroom average by 1.05 before turning grades in to be recorded on permanent records. Teachers in classes other than Honors and Advanced Placement shall not give course grades above 100 points.

Grading System (Graduating Class 2016-2017 & forward)				
Letter Grade	Numeric Value	Grade Points Regular	Weighted Points Honors	Weighted Points AP
A	93-100 (103H/105AP)	4	4.5	5
B	85-92	3	3.5	4
C	75-84	2	2.5	3
D	70-74	1	1.5	2
F	0-69	0	0	0

Student ranking will be based on a weighted grade point average. The long average on a scale of 0-105 will be used to break a tie. In Honors courses, students may earn up to a maximum of 103 points. The Honors course teacher will multiply each student's course average by 1.03 before turning in grades to be recorded on permanent records. In Advanced Placement courses, students may earn up to a maximum grade of 105 points. The Advanced Placement teacher will multiply each student's actual classroom average by 1.05 before turning in grades to be recorded on permanent records. Teachers in classes other than Honors and Advanced Placement shall not give course grades above 100 points.

Class rank for seniors shall be determined after the fall semester of the senior year. Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with state honors.

Students graduating in the top 10% will graduate with district Honors, with a minimum number of 10 Honor graduates per school. Students will be recognized as graduating with "distinction" by attaining a 3.00 average and completing given criteria as specified in the board policy 4.602.

GPA's will also be calculated using a weighted 5-point scale and will be used to provide information to post-secondary institutions and other agencies which request an average based on this scale. Honors courses will be weighted at 4.5, and AP courses will be weighted at 5.

Report cards will be issued each nine weeks. They are to be taken home for parent's signature and returned immediately. Attendance records will not be used in determining the awarding of grades or the passing of a course or promotion or retention (except as provided for the Marshall County Board of Education attendance policy).

Grades are not to be changed once recorded on a report card. If an erroneous grade has been recorded, correction must be made on a new card.

Grades given at the end of each grading period will be determined from daily work, homework, oral and written assignments, and tests. The teacher will weigh the value of grades given for various assignments. Nine-week exams, which count 15% of the final grade, may be given at the end of each grading period. The student will be responsible for all materials covered during this grading period. Any assignments and tests required of a student must be considered in the computation of his/her grade.

Student scores on the Tennessee Comprehensive Assessment Program's grades 7-8 will comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science and social studies. (Testing Programs Policy 4.7000) Students who do not take the TCAP test will be given a zero. Results of all group tests shall be recorded on the students' permanent records. No later than July 31 of each year, the Board will publish on its website information related to state and board mandated tests that will be administered during the school year.

In grades 7-12, quarter and session grades for block scheduling students will be determined by the evaluation plan in the course syllabus. The building level administrator is responsible for the review and approval of the syllabus. All nine-week exams will be turned in to Mr. Adcox and kept on file for that school year. If given, nine-week exams must be a part of the syllabus.

Honor Roll

The method of determining the honor roll will be uniform throughout the county. The honor roll is computed every nine weeks and consists of

“A” Honor roll93 or above in all subjects

“B” Honor Roll 85 or above in all subjects

In grades 7-8, student grades in mathematics, social studies, science, language arts, and reading will determine Honor Roll standing. In grades 9-12, all credit-bearing classes shall be used to determine Honor Roll status.

Reporting Competencies (See Calendar for dates)

At the end of 4 1/2 weeks in a 9-week quarter and at the end of 13 1/2 weeks in 18-week session classes, parents will receive a progress report indicating student deficiencies, expressing a need for a parent-teacher conference, and providing information for arranging a conference. Report cards will be issued every nine (9) weeks.

Interrogations by School Personnel

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

If a student is suspected of, or accused of, any offense committed in a school during school hours or on school property at any time, the principal may interrogate the student, without the presence of parent(s) and without giving the student constitutional warnings.

If a student is a suspect or is accused of a crime not involving the operation of a school or if interrogation of a particular student is police instigated, a parent shall be notified and constitutional warnings shall be given to the student before interrogation begins.

Interrogations by Police

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the student's parent(s) of the intended interrogation, but the interrogation may proceed if the parent is unavailable or unwilling to attend. The principal or his/her designee shall be present during the interrogation. The principal should make every effort to reach a parent or guardian and request their presence.

If criminal prosecution is contemplated by the police or the school principal, interrogation shall not commence unless a parent or guardian of the student is present. Prior to interrogation, the principal or his/her designee shall note that the police officer advises the student of the nature of the crime for which he/she is a suspect, that he/she has the right to remain silent, that anything he/she says may be used against him/her in criminal or juvenile court, and that

he/she has the right to have an attorney present, or a court appointed attorney if the parents are indigent, and a student or parent may stop the interrogation at any time.

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation, inform him/her of the probable cause to investigate within the school. The police shall not commence interrogation until the approval of the principal is obtained and a parent or guardian of the student is present. The principal or his/her designee shall be present during the interrogation.

The use of police women or female staff members is desirable in the interrogation of female students.

Lockers

1. Lockers are assigned to the student at the beginning of each school year.
2. Students are to occupy their assigned locker **ONLY**. Refusing to locate your books and materials in your assigned locker will result in disciplinary action.
3. Students may provide their own locks as long as they also provide a key or combination to the lock to Mr. Adcox's office. Locks may be cut off for security reasons.
4. Mr. Adcox's office handles all matters involving lockers and locks.
5. Lockers are school property made available for a student's use. The school administration reserves the right to open and search any locker for justifiable reasons (health, safety, etc.).
6. When a student's locker is to be opened for investigation, there will be two staff members present.
7. The school is not liable for losses of property (real or personal, including textbooks) resulting from the use/misuse of school lockers.

Medications: Over-the-counter and prescriptions

Marshall County school nurses **will not be permitted to dispense** "over-the-counter" medications such as Tylenol, ibuprofen, cough drops, Benadryl, Tums or any ointment. A doctor's order must be on file in the front office giving permission to dispense medications prescribed by a doctor. **This medication must be brought to school by the parent or guardian**, and the parent must **sign** the authorization form in order to dispense prescriptions.

Personal Property

It is the student's responsibility at all times in all situations to protect his or her wallet and other valuables from theft. If a student must carry a large sum of money, he/she should deposit it in the office while at school.

School Property (Care of)

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities.

School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board.

When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the superintendent shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian. In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages. When the minor and parent are unable to pay for damage, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcript shall be released.

Searches by School Personnel

Any principal, or his/her designee, having reasonable cause for a search may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

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

A student using a locker that is the property of the school system has the right of privacy in that locker or its contents. All lockers or other storage areas provided for students' use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

A student may be subject to physical search or a student's pocket, purse or other contents may be required to be emptied because of the results of a locker search or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

- A particular student has violated policy;
- The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
- The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students; and
- The primary purpose of the search is not to collect evidence for a criminal prosecution.

A principal or his/her designee, or both such persons, may search any vehicle parked or otherwise located on school property if there is probable cause to believe that the vehicle contains a dangerous weapon or drug or contains evidence of a violation of school rules or regulations which endangers or has endangered the health or safety of any member of the student body.

Searches by Police

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or non students' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance, and procedures to obtain and execute a search warrant shall thereafter be followed.

Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the superintendent.
2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required. Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to
 1. Search any area of the school premises, any student or any motor vehicle on the school premises; or
 2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

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

Section 504 and ADA Grievance Procedures Board Policy 1.802

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

DEFINITION

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States ...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title II of the Americans with Disabilities Act, 1990 provides that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

COORDINATOR

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

NOTICE

The Board shall make available the name, office address, and telephone number of the ADA/ Section 504 coordinator. Methods of initial and continuing notification may include the posting of notices, publication in newspapers and student and employee handbooks, and distribution of memoranda or other written communications.

COMPLAINT PROCEDURE

The coordinator will hear ADA/ Section 504 complaints. Complaints may be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed solution.

DUE PROCESS HEARING PROCEDURES

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child's identification, evaluation, and placement under Section 504.⁶ If a parent/guardian requests a Section 504 hearing, the parent/ guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

Request for Hearing

A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator. The request shall be submitted on or reduced to writing on a form provided through the Central Office.

Impartial Hearing Officer

The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current employee of the school system and shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: 404-974-9406; TDD: 877-521-2172
[Email: OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

Scheduling of Hearing

The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appointment and provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing shall take place at a mutually agreeable time and place.

Continuances

Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the hearing date and set a new hearing date.

Legal Representation at Hearing

If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request. The school system shall not have legal representation at the hearing unless the parent provides notice that he/she will have legal representation.

Pre-Hearing Conference

The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending on the hearing officer's decision based on the convenience to both parties.

Dismissals

If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

Hearing

The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit testimony and introduction of exhibits for reasons or relevance.

Recording

Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

Witnesses

Witnesses will present their information in narrative form, without the traditional question and answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the hearing officer, at his/her discretion, ask a witness a certain question.

Format of Presentation

Each side will have an equal amount of time to present their positions as determined by the hearing officer. The parent/guardian will present his/her case first by making an opening statement outlining the issues, calling witnesses, and making a closing argument. The school system will present its side next. At the end of the school system's presentation, the parent/guardian may offer a short response. Each side may present personally or through their representatives.

Submission of Exhibits

As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports, evaluations, correspondence, notes, or any other documents that may support their positions. Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

Closing Arguments

The hearing officer may allow or request written closing arguments summarizing and characterizing the information presented at the hearing.

Decision

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decision shall address all of the issues raised by the parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

Review Procedure/Appeal 33

If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction.

Legal Reference:

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8
5. 28 CFR § 35.170;172
6. 34 CFR §104.36

Special Education Services

Special Education and related services are mandated by Federal and state law to be provided at no cost to parents for eligible students. These services must be designed to meet the unique needs of the student and are supervised and directed in a public school setting that meets state standards. The services are provided from ages three (3) - twenty-two (22) or from preschool through high school. Placement must be provided in the **LEAST RESTRICTIVE ENVIRONMENT** with other students who do not have a disability, as much as possible.

Decisions about a student's Individualized Education Program (IEP) must be developed at a meeting of the **MULTIDISCIPLINARY TEAM**. This team must include: The parent or guardian, student, if appropriate, a teacher who knows about the instructional needs of the student, a principal or his/her designee, specialist who understands and can explain the student's assessment which is a requirement at the first meeting, and any other specialist deemed appropriate.

Programs available at Cornersville Middle and High School:

- *Inclusion classes - Opportunities for the disabled students to access as much academic and supplemental courses in classrooms with non-disabled peers. Educational support assistance can be supplied in the regular classroom.
- *Resource classes - Special education teachers instructing disabled students in a "pull out" remediation model for math, reading, and language arts instruction.
- *Minds-In-Motion - Identified gifted children are transported to Jones School for three (3) hours each week for challenged enrichment. This gives bright students an opportunity to collaborate and coordinate with students who have similar interests.
- *Community-Based Job Training - Vocational training in a community setting at various businesses in Marshall County. Special education assistants and teachers perform job coaching duties with a small group of special needs students or with individual students.
- *Homebound services - Instruction can be provided to any student with a physical handicap when a professional person (physician) licensed by the Board of Healing Arts certifies that the illness will necessitate the student's absence from school for at least two (2) consecutive weeks. For three (3) hours per week the homebound teacher will provide instruction in the home or hospital at no cost to the parent.

For a list of Child Advocacy Groups, parents can visit the Tennessee Disability Services-Disability Pathfinder Database at <http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp> or the State Department of Education at <http://www.state.tn.us/education/speced/index.htm>

Student Equal Access (Limited Public Forum) 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 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 persons 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.

Summer School/Correspondence Courses

Summer schools shall be organized and operated as a part of the public school program, shall be under the control and management of the Board, and shall comply with rules and regulations of the State Board of Education.

The summer school program, subject to annual approval by the Board, shall provide opportunities for remedial instruction at the middle school level, review and limited regular courses at the secondary level, and special programs funded by the state and/or federal grants.

Students may not take the core curriculum courses (as designated by Tennessee State Board of Education) for the first time during a summer school session. Students who have a cumulative grade point average of at least 2.0 or its equivalent may take two (2) elective courses for the first time during a summer school session upon the recommendation of the principal of the school which the student regularly attends if the following conditions are met: (1) the student must have completed the 9th grade before making application to take a summer school class and (2) the student must lack no more than two credits to be eligible for promotion or graduation.

No more than two (2) units shall be earned during any summer school session.

Correspondence courses for credit for graduation must be approved by the principal of the school that the student regularly attends. A final examination covering all the terminal objectives of the particular state curriculum will be administered by the principal or principal's designee.

Survey of Students

Surveys for research purposes shall be allowed by the Board when the project is viewed as contributory to greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal. Surveys conducted for agencies, organizations or individuals must have the recommendation of the director of schools and the approval of the Board as to content and purpose. The director of schools shall develop administrative procedures for approving requests for conducting surveys. The requests shall outline what is to be done, who is to be involved, and how the results will be used and distributed.

Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program. No student may, without parental consent, take part in a survey, analysis, or evaluation that reveals information covering:

1. Political affiliations
2. Potentially embarrassing psychological problems
3. Sex behavior or attitudes
4. Anti-social and demeaning behavior
5. Critical appraisals of family members
6. Legally privileged relationships
7. Income
8. Religious affiliations

Suspension/Expulsion/Remand 6.316

DEFINITIONS

Suspension: dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively, nor shall multiple suspensions be applied to avoid expulsion from school.

Expulsion: removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

Remand: assignment to an alternative school

REASONS FOR SUSPENSION/EXPULSION

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school.
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun, or firearm on school property;
7. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
8. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar, obscene or threatening language;
9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;
10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
12. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
14. Any other conduct prejudicial to good order or discipline in any school.

If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.⁴

IN-SCHOOL SUSPENSION:⁵

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

In-School Suspension Rules

- Students will be assigned a specific work area.
- Students are not allowed out of their seats without permission.
- Students will receive assignments for each of their classes for every day they are in ISS. These assignments are to be completed and handed in daily. Additional work may be assigned by the ISS instructor and must also be completed.
- Students are not allowed to chew gum, eat or drink while in the ISS classroom.
- Students are not allowed to talk or write notes in the classroom.
- Students are not allowed to sleep in the classroom.
- While on In-school Suspension, students are not permitted to participate in or attend any school function or activity. Students are not allowed on school grounds after school hours. (This includes athletic practices).

PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION:

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The principal shall notify the parent or guardian and the director of schools or designee in writing:
 - a. Of the suspension/expulsion and the cause for it; and
 - b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/ expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.

6. The 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/expel/remand for more than ten (10) days. The notice shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public. 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.
7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed by the Board.
8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.
9. Students who have been suspended Out of School, placed in In-School Suspension, or placed in Alternative School may not participate in any school related extracurricular activities until the end of the regular school day on the last day of the suspension.

Procedures for In-school and Out-of-school Suspension

Upon suspension of any student (in-school suspension in excess of one (1) day) the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.

The principal shall notify the parent or guardian and superintendent or designee in writing:

1. Of the suspension and the cause for it
2. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension

Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.

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

The 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. The appeal from this decision shall be to the board of education or to a disciplinary hearing authority appointed by the Board.

Telephone

The telephone is a school business phone and not for the use of students. Students will be called to the telephone for emergencies only.

Textbook Policy

All textbooks purchased with state funds are and shall remain the property of the Marshall County Board of Education. The board shall establish such policies as it deems necessary for the care and of the following sanctions against a person who fails or refuses to pay for a lost or damaged textbook at the replacement cost less reasonable depreciation. The principal shall refuse to issue any additional textbooks until restitution is made or the principal shall withhold all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.

Tobacco Policy

All uses of tobacco and tobacco products, including smokeless tobacco and electronic cigarettes and associated paraphernalia, are prohibited in all of the school district buildings and school vehicles, including buses during school hours. This prohibition extends to all school activities.

After school hours, no tobacco use will be allowed inside a school building or vehicle. While the use of tobacco products is not condoned, a designated area for tobacco use will be established for school activities held out-of-doors. Members of the public will be asked to use tobacco in a designated area outside the building if they wish to use tobacco during a student activity. The principal of each school will be responsible for designating the appropriate area for use of tobacco.

The intent of this policy is to create a tobacco-free environment for students and personnel.

Any student who possesses tobacco products is in violation of the State law and shall be issued a citation by the (school principal/resource officer).

Students 17 years and under

1. Students who are found to be in possession of tobacco will be taken to the office of the principal/designee.
2. The principal/designee will complete a report detailing the offense.
3. The written citation to court will be turned in to the proper authorities. The following disciplinary action will be imposed by the Juvenile Court system:
 - *1st offense - \$50.00 fine - watch tobacco video and do a report
 - *2nd offense - \$50.00 fine and 50 hours of public service work
 - *3rd offense - minimum of \$50.00 fine - \$77.00 court cost - 100 hours of public service work

Students 18 years and over

Any student 18 years of age or older who possesses tobacco products on any school property shall be subject to the following disciplinary action:

- 1st offense - 5 days ISS - watch tobacco video and do a report
- 2nd offense - Alternative School
- 3rd offense - Recommendation of expulsion

Unsafe School Choice: Transfer option for students victimized by violent crime at school

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 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.

Additional information may be obtained by contacting Linda Williams at (931) 359-1581, ext. 12.

Visitors

Except on special occasions, such as school programs, open house and similar public events; **all visitors will report to the front office when entering** the school and will sign a logbook. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes shall be issued for all persons other than students and employees of the school.

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school building during the hours of student instruction except students, and other persons with lawful and valid business on the school premises.

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational program in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.

The principal shall engage law enforcement officials when he/she believes the situation warrants such measures.

ZERO-TOLERANCE OFFENSES

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

WEAPONS AND DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms (as defined in 18 U.S.C. 921)

In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion on a case-by-case basis.

DRUGS/ 2nd OFFENSE ALCOHOL

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion on a case-by-case basis.

ASSAULT

In accordance with state law, any student who commits aggravated assault as defined in 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion on a case-by-case basis.

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat causes actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.⁷

**Tennessee Department of Education
 Notice to Obtain Written Parental Consent
 for Military or College Recruiters**

Name of Student _____ Date: _____

Name of Parent _____ School: _____

Dear Parent/Guardian:

The district has received a request by a military recruiter or college for secondary student information. You requested to be notified if such a request has been made so that you may provide us with your prior written parental consent to release such information.

The following group(s) have requested your secondary student's name, address and telephone:

- Military Recruiter • _____ *optional:*
 (branch of military service)
- College, University or an Institution of Higher Learning.
optional: _____ (name of college, university etc.)

Complete the section below to provide us with *written parental consent* authorizing us to release this information or your decision to deny release of any of your child's information. Please return this form to your child's school as soon as possible.

Sincerely,

Name Title

*Parent/Guardian: Please complete this section and return the form to your child's school.
 Use a separate form for each child*

Military Recruiters (please check one):

- Do not release my secondary student's information to military recruiters at any time.
- I consent to the district releasing my secondary student's information to a military recruiter. Colleges,

Universities, or Institutions of Higher Learning (please check one):

- Do not release my secondary student's information to colleges, universities or other institutions of higher learning at any time.
- I consent to the district releasing my secondary student's information to colleges, universities or other institutions of higher learning.

Parent Signature: _____ Date _____

Adult Student Signature: _____ Date: _____

OFFICE USE ONLY			
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*Coordinated School Health
Required Health Screenings*



"Promoting and providing all students with an opportunity to live and learn healthy lifestyle behaviors"

The Marshall County School System Office of Coordinated School Health performs required health screenings annually to all students in grades PreK, K, 2nd, 4th, 6th, 8th, and Lifetime Wellness students, as mandated by the State of Tennessee. Parents/Guardians who do not want their child screened have the right to not have their child screened. Trained individuals will complete all screenings with strict adherence to confidentiality of *each* student screened in a private area. Parents/guardians will be notified of all screening results and provided with a referral, as mandated by the state, if the results of the child's screening require a referral.

Overview of Screening

Vision-T.C.A. 49-6-5004.

All students in grades PreK, K, 2, 4, 6 and 8 are screened annually.

Hearing

All students in grades PreK, K, 2, 4, 6 and 8 are screened annually.

Blood Pressure

All students in grades K, 2, 4, 6 and 8 and Lifetime Wellness students are screened annually.

Body Mass Index (BMI) (Height and Weight)

All students in grades K, 2, 4, 6, 8 and Lifetime Wellness students are screened annually. This screening requires passive parental/guardian permission.

Scoliosis

Scoliosis screenings are provided for all students in 6th grade. Licensed professionals will conduct the scoliosis screening.

Parents not wanting their child to participate in the health screening must write a letter stating that you do not want your child to participate in the screening no later than September 1st and send it to:

Marshall County Schools
Office of Coordinated School Health
700 Jones Circle
Lewisburg, TN 37091

Please note: If a letter stating that you do not want your child to participate in the screening is submitted it will apply to all portions of the screening process that your child is eligible to receive. No partial screenings will be given.

Health screenings are only given to students in grades PreK, K, 4th, 6th, 10, & Lifetime Wellness Students of the current school year.

Cornersville School Family/Parental Involvement Plan

2015-2016

Principal: Brent Adcox

Asst. Principal: Morgan Sanders

The faculty and staff of **Cornersville School** believe that student performance is a high priority for the school and community. It is the goal of the school that positive work habits and attitudes, ethics, citizenship and good physical and mental health are the shared responsibilities for parents, staff and students. We value the role of parents to help students achieve high academic standards. We pledge our staff to work toward building a partnership with parents to help the student be successful with their career or college choices.

The school will:

- Provide parent/teacher conferences and meetings
- Provide parents reasonable access to staff
- Provide state approved quality curriculum for the student
- Build partnership with parents to aid in academic achievement
- Communicate regularly with parents about their student's progress

The parents will:

- Share responsibility for improving student academic achievement
- Build partnership with staff to help students achieve state standards
- Provide positive learning environment at home
- Communicate with my child's teacher
- Monitor attendance and homework completion on time
- Insist your child understands and obeys school rules
- Be involved in your child's program of study and course planning

The student will:

- Take full responsibility for my own actions and behaviors
- Show respect for others and myself
- Report to school regularly and on time
- Do your best each and every day
- Listen, follow directions, and complete all work on time
- Follow the dress code and all other rules in the handbook
- Understand that I represent the school, myself, and my family in all activities of the school
- Master the curriculum

With your signatures, you agree to work in partnership with **Cornersville School** to ensure the best possible education for your student.

Email of Parent

Signature of Student

Signature of Parent/Guardian

Signature of Teacher

Date _____

The Marshall County School System does not discriminate on the basis of race, color, national origin, sex, handicap or age.

MARSHALL COUNTY SCHOOLS STUDENT CODE OF CONDUCT

I. PURPOSE

The Tennessee General Assembly, through T.C.A. 49-6-4012, mandated that each local education agency formulate a code of acceptable behavior and discipline to apply to the students in each school operated by that agency. The code shall contain the type of behavior expected from each student, the consequence of failure to obey such standards and the importance of the standards to the maintenance of a safe learning environment where orderly learning is possible and encouraged. This flyer has been developed for two purposes: (1) to provide school personnel with a model code for student conduct and (2) to provide students and parents with an understanding of expected behavior and the consequences of failing to adhere to these expectations.

II. IMPLEMENTATION

The Director of Schools shall be responsible for the overall implementation and supervision of the Board of Education's adopted 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 the overall implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality or discrimination.

The Marshall County Board of Education has approved this Code for implementation in all schools.

A copy of the Code will be provided to all parents, teachers and administrative staff members. Copies will be posted in the schools for student reference. Homeroom teachers and/or other appropriate school personnel shall explain and discuss the Code with the students in their respective classes. The Code shall be referenced in all student handbooks. The code is posted on the Marshall County School System Web site at www.mcs.k12tn.net.

III. SELF-DISCIPLINE

The teaching of self-discipline is one of the ultimate goals of any educational program. Self-discipline is at the heart of development of strong character and an enthusiasm for learning. Students who have a high degree of self-discipline demonstrate qualities such as:

- Positive self-esteem
- Cooperative Attitude
- Self-confidence
- Respect for the rights and properties of others
- Self-control

IV. BOARD OF EDUCATION RESPONSIBILITIES

To promote a free and appropriate public school education.

To promote and encourage a positive working relationship with parents/guardians.

To keep parents/guardians informed of their children's academic progress and general conduct.

To promote a school environment that is safe, well organized, free of inequities, and academically exciting.

V. PARENT/GUARDIAN RESPONSIBILITIES

To serve as strong, continuous sources of support and encouragement to promote student success.

To ensure that their children are punctual and attend school daily.

To maintain consistent and adequate control over their children’s conduct so that students demonstrate acceptable behavior in the schools.
 To work cooperatively with school personnel in ensuring their children’s best academic efforts at home and at school.

Discipline Procedures	Level I	Level II	Level III	Level IV
Misbehaviors Level (Descriptor Code 6.313) Legal Reference: TCA-49-6-4018b, 49-6-4001 through 49-6-4105 TCA 49-6-3001b				
Minor infractions on the part of the student which impede orderly classroom procedures.	•			
Misbehaviors are those in which the level of frequency or seriousness tends to disrupt the learning climate of the school.		•		
These are acts directly against a person or property, the consequences of which do not seriously endanger the health or safety of others in the school			•	
These are acts which results in violence to another’s person or property or which poses a threat to the safety of others in the school.				•

Policy: Marshall County Board of Education

Legal references: TCA Tennessee Code Annotated and Federal Laws

	Descriptor Codes	Legal References
Rights and Responsibilities	6.301	20 U.S.C. * 1703 TCA 49-6-3401
Interference/Disruption of School Activities	6.306	TCA 49-6-3401; TCA 49-6-4102
Bus Conduct	6.308	TCA 49-6-2008
Zero Tolerance	6.309	TCA 39-17-309; 18 U.S.C. & 8921 TCA 49-6-4216 (b); TCA 49-6-3401 (a) TCA 49-6-4209; TCA 39-17-1312
Drug Free Schools	6.307	TRR/MS 0520-1-3-08 (2) (d) 20 USCA & 7116; 34 CFR & 86.200 TCA 39-17-417; TCA 39-17-715 TCA 49-6-4209; TCA 49-6-3401
Suspension/Expulsion/ Remand	6.316	TCA 49-6-3007 (g) TCA 49-2-203 (a) (8) TCA 49-6-4216; TCA 39-17-1309; TCA 39-17-417 TCA 49-6-3401 (a) (b) (1) Student and Employee Safe Environment Act of 1996 Individuals with Disabilities Act Amendments of 1997 & 615 <i>Goss v Lopez</i> 419 U.S. 565 (Ohio, 1975)

Admission of Suspended or Expelled Students	6.318	TCA 49-6-3401 (1) 20 U.S.C.A. & 1232G (b) (4) (h)
Student Disciplinary Hearing Authority	6.317	TCA 49-6-3401 (c) (4)
Student Concerns, Complaints & Grievances	6.305	Title IX, Education Amendment of 1972 20 U.S.C. & 1681, et seq.
Interrogation & Searches	6.303	TCA 49-6-4202 through TCA 49-6-4212
Corporal Punishment	6.314	TCA 49-6-4103; <i>Ingraham V Wright</i> , 430 u>x. 651 (1977) TCA 49-6-4104 TCS 10-7-504
Discrimination/Harassment of Students (Sexual, Racial, Ethnic, Religious)	6.304	Title VII; 29 CFR & 1604.00 <i>Davis v Monroe Co. Bd of Ed</i> , No. 97- 843 (U.S. Supreme Court, May 24, 1999) Title IX: (20 U.S.C. & 1681-1686) TCA 49-6-3109
Student Records and Use of Records	6.600-6.603	USCA 20-1232 g TCA 10-7-503; TCA 10-7-506 TCA 10-7-504 (4) TRR/MS 0520-1-3-09 (15) (e) (7) TRR/MS 0520-1-3-03 (11) (e) TRR/MS 0520-1-3-03 (12) (a)

**Marshall County School System
Notice of Nondiscrimination**

It is the policy of the Marshall County School System not to discriminate on the basis of race, color, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act.

Anyone who believes that the school system has discriminated against them or another individual may file a complaint. The Complaint should be directed to:

Ms. Jackie Abernathy
Director of Schools
Marshall County School System
700 Jones Circle
Lewisburg, TN 37091
Office: (931)359-1581
Fax: (931)270-8816
Email: jabernathy@k12tn.net

OR

Mr. Jacob Sorrells
Deputy Director
Marshall County School System
700 Jones Circle
Lewisburg, TN 37091
Office: (931)359-1581
Fax: (931)270-8816

OR

Lesley D. Farmer, Esq.
Director, Office for Civil Rights
Tennessee Department of Education
Andrew Johnson Tower
710 James Robertson Pkwy, 6th Floor

Nashville, TN 37243
Office: (615)253-1550
Fax: (615)532-2599
Email: Lesley.Farmer@state.tn.us

OR

Atlanta Office
U.S. Department of Education
Office for Civil Rights
61 Forsyth Street S.W., Suite 19T70
Atlanta, GA 30303-3104
Telephone: (404)562-6350
Fax: (404)562-6455
TDD: (877)521-2172
Email: OCR_Atlanta@ed.gov

CORNERSVILLE HIGH SCHOOL
323 SOUTH MAIN STREET
CORNERSVILLE, TN 37047
PRINCIPAL BRENT ADCOX
ASSISTANT PRINCIPAL MORGAN SANDERS

As the parent or legal guardian of the minor student signing below, I understand that I have received, read and accept responsibility for the following documents and the information within those documents:

- *The CHS Handbook or online CHS handbook
- *Marshall County Schools Registration Form
- *Receipt of Textbooks/Corporal Punishment/Public Relation Release
- *MCBOE Acceptable Use Document/ Student Internet Use Agreement
- *Well Child
- *Student Health History
- *Cover Kids
- *Free & Reduced Lunch Forms
- *CHS Family/Parental Involvement Plan 2015-16
- *TennCare Kids
- *paypams.com (Parent Account Management System)
- *Notice to Obtain Written Parental Consent for Military and College Recruiters

Student Name (Print)_____ Grade_____

Parent Signature_____

Student Signature_____

Date_____