

CODE OF STUDENT CONDUCT

INTRODUCTION

The primary factor affecting student educational achievement in any school is the school's learning environment. Therefore, this Code of Student Conduct has been developed in order to ensure that students enrolled in the Anderson County School System may be fully assured of a proper and wholesome learning environment.

In order to diminish the possibility of prejudice and to develop a comprehensive set of rules, the Director of Schools called upon all segments of the Anderson County Community, including parents, administrators, teachers and students for assistance in developing this Code of Student Conduct.

At the beginning of each school year an orientation session will be provided for the students to acquaint them with the Anderson County School System's Code of Student Conduct. This session may be presented by classroom teachers or other certified personnel and will follow a planned outline to insure proper distribution to all students. A copy of the Code of Student Conduct will be made available to students and their parents or legal guardians at the beginning of each school year. *Parents are expected to review and discuss the information with their child, to sign a form verifying this and to return the signed form to their child's school.*

DISCIPLINE FOR STUDENTS WITH DISABILITIES

The Code of Student Conduct will be implemented in compliance with the requirements of applicable Federal and State statutes and accompanying regulations governing the appropriate discipline of students suspected of or identified as having a disability. Due Process requirements for such students shall be in accordance with Section 615 (j) (k) [IDEA, 1997]. A copy is available upon request from the Office of the Director of Special Education, Suite 506, 101 S. Main Street, Clinton, Tennessee or phone 463-2814 ext, 1401. The provisions of Appendix III (Due Process) are modified accordingly for the discipline of students suspected of or identified as having a disability.

RIGHTS AND RESPONSIBILITIES

Every Student Has The Right To:

1. A system of public education which meets the needs of the individual student by providing a free and appropriate public education.
2. A reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
3. Due Process.
4. Protection of person and property to the fullest extent possible by the school. Video Surveillance may be in use in Anderson County school buildings.
5. Freedom of expression, both verbally and in writing of personal opinions, so long as it does not interfere with or disrupt the educational process. The use of obscenities or personal attacks is prohibited. Written expressions must be signed by the authors. Libelous, obscene, and racially, ethnically and religiously demeaning types of materials and personal attacks are prohibited.
6. Participate in school activities without being subject to discrimination.
7. Consult with teachers, counselors, administrators, and other school personnel.
8. Suggest rules or changes in rules.
9. Respect from other students and school personnel.
10. Be free of abuse and the threat of abuse.

Every Student Has a Responsibility To:

1. Take advantage of every opportunity to further his or her education.
2. Adhere to any and all rules and regulations established by the Anderson County Board of Education and/or the school administration.
3. Exercise courtesy and reason at all times.
4. Accept just consequences.
5. Refrain from making false accusations for petty or vicious reasons.
6. Be accountable for his or her own behavior.
7. Show consideration for the rights and property of others.
8. Refrain from behaving in any manner which infringes on the rights of others.
9. Make suggestions in a positive, reasonable manner.
10. Maintain regular attendance and punctuality.
11. Display neatness, cleanliness, and appropriateness of personal dress and hygiene.

DRESS CODE GUIDELINES

The Anderson County Board of Education encourages students to take pride in their personal appearance when attending school. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgement of the principal/designee shall prevail. The following guidelines will be observed:

1. Shirts and blouses must completely cover abdomen, back, shoulders, and chest.
2. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
3. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) trench coats and camouflage, (4) sunglasses, except for health purposes, (5) sleepwear, and (6) skin-tight outer materials such as spandex.
4. All clothing must be of modest length and fit. Neither form-fitting nor baggy clothing will be permitted. The waistband of pants/shorts must be worn around the waist.
5. Pants with the seat cut out or worn out may not be worn.
6. *Hats, caps, head apparel may not be worn on campus.
7. Shoes must be worn at all times.
8. Students enrolled in vocational/technical programs will be required to dress according to appropriate safety guidelines.

Parents are strongly urged to pay particular attention to the cleanliness, modesty and appropriateness of their child's attire. Further rules and regulations concerning dress may be specified by the principal for school or school activities.

The principal will make the final determination as to whether a student's dress or appearance is acceptable. This determination will be based on the philosophy and rationale of the dress code. Any principal or school staff who wishes to alter or amend the dress policy must have individual board approval.

*The principal has the authority to allow items for special occasions or special circumstances.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

First Offense Consequences may include but are not limited to: Verbal reprimand, special assignment, restriction of activities, counseling, parent contact, withdrawal of privileges, issuance of demerits which might affect citizenship or department grades, detention, in-school suspension, and out-of-school suspension.

Second Offense Consequences may include but are not limited to: Detention, parent contact, in-school suspension, withdrawal of privileges, corporal punishment, out-of-school suspension, disciplinary hearing, and Learn Center Program referral.

Third Offense Consequences may include but are not limited to: Corporal punishment, withdrawal of privileges, in-school suspension, out-of-school suspension, Learn Center Program referral, and expulsion.

SEVERE CLAUSE – Any student behavior of a severe nature, even on the first offense, may be subject to Third Offense Consequences and possible law enforcement involvement.

I. Attendance (TCA 49-6-3007, et seq.)

A. *Absenteeism and Truancy* – Students are expected to attend school. Students will be excused for the following reasons:

- Sickness
- Death in the Immediate Family
- **Recognized** Religious Holidays

All other absences are considered acts of Truancy and will be considered unexcused unless the parents have prearranged, with the principal, for such absences. After a student accumulates five unexcused absences, an Attendance Worker will contact the parents or guardians by mail, a telephone call or home visit. The student and his or her parents may be cited to a hearing with the Anderson County Truancy Review Panel to determine the causes of absences, recommend means of eliminating such causes, and warn the student and his or her parents of the consequences of continued truancy. If truancy continues, the student and his or her parents may be petitioned to Juvenile Court where court costs will be assessed, a fine and probation may be imposed, community service may be required or such remedies as the court may find necessary up to and including incarceration of the parents or commitment of the student to the Department of Children's Services. **Out-of-School Suspensions are counted as unexcused absences.**

The Tennessee State Department of Education mandates that students in grades Kindergarten through Sixth maintain an average of 95 percent Attendance. In Grades Seven through Twelve, 93 percent Attendance is Required.

B. *Tardiness* – Students are expected to be at school on time and to remain there until classes end in the afternoon. Persistent tardiness will be treated the same as truancy since time away from class accumulates. Options, in addition to those listed under truancy, may include the following: Requiring the student to ride the bus, withdrawing transfer privilege for out-of-zone or out-of-district students who do not have bus privileges, time-for-time make up on Saturdays or evenings for high school students.

Any time a student arrives at school late or leaves school early, the student loses valuable instructional time. This time accumulates and the end results are counted as absences from school. (In grades nine through twelve, three unexcused tardies per class will equal one unexcused absence. Students fifteen (15) or more minutes tardy for any class will be considered absent.)

C. *Leaving School Premises* – Leaving school premises or failure to arrive at school after leaving home is considered a serious offense because the student is missing class time, is unsupervised by appropriate adults, or possibly engaging in unacceptable activities. The school will notify the parents and, if appropriate, law enforcement, as soon as the student's departure from school is known. Principals will deal with these offenses on case-by-case and frequency of departure bases, with the following actions being taken as appropriate: principal/student conference, parent conference, detention, in-school suspension, parent service in school, disciplinary hearing, referral to juvenile court, parent/student/school contract, make up time in afternoons or Saturdays, denial of parking/driving privileges (if appropriate) by school or by parents, expulsion.

D. *Cutting Class* – Cutting class means the student's failure to report to a given class although the student remains on the school campus. Disciplinary options the school may use include the following: report to parents, principal/student/teacher conference, plan of action including make up arrangements, in-school suspension, alternative learning center referral, class change (with conditions), disciplinary hearing, expulsion.

E. *Trespassing on School Grounds While on Suspension/Expulsion* – Law enforcement will be notified any time a suspended or expelled student trespasses on school grounds or attends any school function. A trespassing incident may result in an extension of student suspension or possible expulsion of the student.

F. *Court Ordered Attendance* – Students who appear before Juvenile Courts are issued a valid court order (VCO) for school attendance which states that the student is to attend school each and every day. Students and parents are reminded that Valid Court Orders for school attendance remain in effect until age eighteen.

- G. **High School Attendance Policy** – High School students must maintain a 93% attendance rate for each semester to receive credit. Any absences exceeding three (3) days per nine-week grading period must be made up in order for a student to receive credit for that semester. If a student fails to take advantage of the opportunity to make up time missed during the nine-week grading period, there will be no credit given at the end of the semester.

A grade scale incentive will be earned based upon the following:

ABSENCES	POINTS ADDED TO NINE WEEK AVERAGE
0	3 points
1	2 points
2	1 point

II. Immoral, Disreputable, or Disruptive Conduct

- A. **Profanity or Vulgarity** – The use of vulgar, profane or threatening language on any school property, including buses, or at any school event, is prohibited.
- B. **Racial Slurs (Verbal, Written, or Physical Actions or Gestures)** – No student will commit any act that injures, degrades, or disgraces others. This includes verbal abuse and/or threats against others. These offenses are in violation of federal laws – Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.
- C. **Gambling/Games of Chance for Money or Property** – It is against the law to knowingly engage in gambling (TCA 39-17-502) or games of chance for money and/or other articles of value.
- D. **Rude and Improper Behavior and Intimate Displays of Affection** – Students are expected to exhibit appropriate behavior at all times. Students will not engage in behavior that is discourteous, disrespectful, and/or degrading, and thereby, interfering with the educational process on school property, on school transportation, or during a school event. This includes violations of the dress code guidelines.
- E. **Sexual Harassment** – This includes verbal abuse, sexual abuse, unwanted touching, and sexual advances. See Appendix V

CONSEQUENCES FOR IMMORAL, DISREPUTABLE, OR DISRUPTIVE CONDUCT

*All sexual harassment complaints will be reported, in writing, to Director of Schools.

First Offense Consequences may include but are not limited to: Verbal reprimand, special assignment, restriction of activities, counseling, parent contact, withdrawal of privileges, issuance of demerits which might affect citizenship or department grades, detention, in-school suspension and restitution of property, and out-of-school suspension.

Second Offense Consequences may include but are not limited to: Detention, parent contact, in-school suspension, restitution of property, withdrawal of privileges, corporal punishment, out-of-school suspension, disciplinary hearing, and Learn Center Program referral.

Third Offense Consequences may include but are not limited to: Corporal punishment, withdrawal of privileges, in-school suspension, out-of-school suspension, Learn Center Program referral, and expulsion.

SEVERE CLAUSE – Any student behavior of a severe nature, even on the first offense, may be subject to Third Offense Consequences and possible law enforcement involvement.

III. Violence, Threatened Violence, Harassment, Hazing

A student will not use violence, threats, force, noise, coercion, intimidation, fear, passive resistance, e-mail and/or other technologies or any other conduct which causes the disruption, interference or obstruction of any school purpose; nor shall any student acting alone or with others direct against any other student any intentional or reckless act that endangers the mental or physical health or safety of that student. These prohibitives apply while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither will he nor she urge students to engage in such conduct. Violence or threatened violence or hazing (physical or verbal) against anyone attending or assigned to a public school is against the law. (TCA 49-6-3401) (TCA 49-2-120)

CONSEQUENCES FOR VIOLENCE, THREATENED VIOLENCE

First Offense Consequences may include but are not limited to: Verbal reprimand, special assignment, restriction of activities, counseling, parent contact, withdrawal of privileges, issuance of demerits which might affect citizenship or department grades, detention, in-school suspension and restitution of property, and out-of-school suspension.

Second Offense Consequences may include but are not limited to: Detention, parent contact, in-school suspension, restitution of property, withdrawal of privileges, corporal punishment, out-of-school suspension, disciplinary hearing, and Learn Center Program referral.

Third Offense Consequences may include but are not limited to: Corporal punishment, withdrawal of privileges, in-school suspension, out-of-school suspension, Learn Center Program referral, and expulsion.

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IV. Fighting Among Students

It is illegal for anyone to:

.....engage in fighting or in violent/threatening behavior

.....refuse to obey an official order to disperse

.....create a hazardous or physically offensive condition by any act that serves no legitimate purpose

.....make unreasonable noise which prevents others from carrying out lawful activities

.....incite or urge three or more persons to create/engage in a riot (TCA-39-17-304, and TCA-39-17-305).

CONSEQUENCES FOR FIGHTING AMONG STUDENTS

First Offense Consequences may include but are not limited to: Verbal reprimand, special assignment, restriction of activities, counseling, parent contact, withdrawal of privileges, issuance of demerits which might affect citizenship or department grades, detention, in-school suspension and restitution of property, and out-of-school suspension.

Second Offense Consequences may include but are not limited to: Detention, parent contact, in-school suspension, restitution of property, withdrawal of privileges, corporal punishment, out-of-school suspension, disciplinary hearing, and Learn Center Program referral.

Third Offense Consequences may include but are not limited to: Corporal punishment, withdrawal of privileges, in-school suspension, out-of-school suspension, Learn Center Program referral, and expulsion.

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V. Willful Damages of Property (Personal and Public)

- A. *Damaging School Property (including Computer Access and Software)*** – Students who willfully or maliciously damage school property will make restitution to the school or the school system. Parents of students are held liable for damages committed by children until they reach the age of eighteen. (TCA 37-10-101).
- B. *Bomb Threat*** – Anderson County School System will punish anyone responsible for a bomb threat under state law (TCA 39-16-502).
- C. *Arson*** – Any student found guilty of arson will be held accountable and responsible under state law (TCA 39-14-301; TCA 39-14-307).
- D. *Tampering/Setting Off Fire Alarms*** – Purposefully setting off fire alarms is the same thing as reporting a false alarm. This is a violation of State Law (TCA 39-16-502) and is punishable under that statute.
- E. *Vandalism*** – Students who willfully or maliciously vandalize school property will be responsible for cleaning, repair or restitution for any damages. This is a violation of State Law (TCA 39-14-408) and can escalate to a felony offense.

CONSEQUENCES FOR WILLFUL DAMAGES OF PROPERTY (PERSONAL & PUBLIC)

First Offense Consequences may include but are not limited to: Verbal reprimand, special assignment, restriction of activities, counseling, parent contact, withdrawal of privileges, issuance of demerits which might affect citizenship or department grades, detention, in-school suspension and restitution of property, and out-of-school suspension.

Second Offense Consequences may include but are not limited to: Detention, parent contact, in-school suspension, restitution of property, withdrawal of privileges, corporal punishment, out-of-school suspension, disciplinary hearing, and Learn Center Program referral.

Third Offense Consequences may include but are not limited to: Corporal punishment, withdrawal of privileges, in-school suspension, out-of-school suspension, Learn Center Program referral, and expulsion.

SEVERE CLAUSE – Any student behavior of a severe nature, even on the first offense, may be subject to Third Offense Consequences and possible law enforcement involvement.

VI. Drinking/Possession of Alcoholic Beverages/or Facsimile thereof
(See Zero Tolerance Policy – Appendix I)

VII. Possession/Use of Drugs (Legal and Illegal)/or Facsimile thereof
(See Zero Tolerance Policy – Appendix I)

VIII. Theft, Extortion (School Building or School Function Activities)

- A. *Theft*** (TCA 39-14-101, et seq) – Any student responsible for taking property from another person by force, fear or without consent will be held responsible for the return or restitution in a equivalent amount. In the event the property taken belongs to the system the same will be true.
- B. *Possession of Stolen Property*** – Same as Section A (TCA 39-14-101, et seq).
- C. *Extortion*** – It is against the law for anyone to threaten, harm, or restrict the freedom of action of another person in order to obtain property or services of that person (TCA 39-14-112).
- D. *Breaking and Entering/Burglary*** – It is illegal to be on any public school property without lawful authority (TCA 49-6-2008) (TCA 39-14-401-407).
- E. *Motor Vehicle Theft***

**CONSEQUENCES FOR THEFT, EXTORTION
(SCHOOL BUILDING OR SCHOOL FUNCTION ACTIVITIES)**

First Offense Consequences may include but are not limited to: Verbal reprimand, special assignment, restriction of activities, counseling, parent contact, withdrawal of privileges, issuance of demerits which might affect citizenship or department grades, detention, in-school suspension and restitution of property, and out-of-school suspension.

Second Offense Consequences may include but are not limited to: Detention, parent contact, in-school suspension, restitution of property, withdrawal of privileges, corporal punishment, out-of-school suspension, disciplinary hearing, and Learn Center Program referral.

Third Offense Consequences may include but not limited to: Corporate punishment, withdrawal of privileges, in-school suspension, out-of-school suspension, Learn Center Program referral, and expulsion.

SEVERE CLAUSE – Any student behavior of a severe nature, even on the first offense, may be subject to Third Offense Consequences and possible law enforcement involvement.

IX. Possession, Use of Tobacco (School Campus, School Function Activities, or School Transportation)/or Facsimile thereof

Smoking or the possession of use of any tobacco in school buildings, on school premises, or at school-related activities is prohibited.

**ANDERSON COUNTY SCHOOL'S TOBACCO POLICY
(CONSEQUENCES FOR POSSESSION, USE OF TOBACCO)**

No student (K-12) shall possess tobacco in any form while on school property or under the school's jurisdiction during school hours or while participating in a school related event or while on school buses to and from school-sponsored events. Violation of the tobacco policy will result in the following:

First Offense Consequences Discipline shall be at the discretion of the school principal or his/her designee.

Second Offense Consequences A five-day suspension with parent or guardian conference for readmission and during the conference parent will be notified of step 3.

Third Offense Consequences Expulsion for the remainder of the semester with the parent/guardian notified in writing of the Right of Appeal to the Disciplinary Hearing Authority (DHA).

Fourth Offense Consequence The offending student may be brought directly to the Board with a recommendation for expulsion and a Show Cause Hearing will not be necessary.

In addition, under State Law it is now unlawful for a person who has not attained age eighteen to even possess a tobacco product. The law now states that any person who violates that law shall be issued a citation by a law enforcement officer or school principal who has evidence of the violation citing that person to appear in Juvenile Court. If found guilty of a violation in the Juvenile Court the civil penalty is not less than \$10.00 nor more than \$50.00. For a second or subsequent violation the Juvenile Court may impose community service work not exceed 50 hours. (TCA 39-17-1505)

X. Possession, Use of Firearms (School Campus, School Function Activities, or School Transportation)/or Facsimile thereof

(See Zero Tolerance Policy – Appendix I)

XI. Possession, Use of Other Dangerous Weapons (School Campus, School Function Activities, or School Transportation)/or Facsimile thereof

(See Zero Tolerance policy – Appendix I)

XII. Transportation

School buses are an extension of the classroom, therefore, all school rules and policies apply. Principals may suspend or recommend expulsion of students for disobedience or disturbance on a bus in the same manner as for any other infraction (TCA-49-6-3401). The amount of time a student is suspended from riding a bus will be determined by the nature of the offense, the attitude of the student, and other applicable information. The suspension will be determined by the principal, with input from the Supervisor of Transportation and the appropriate school bus contractor, if the student's misbehavior is considered continuous or severe.

In the case of suspension from riding the bus only, the bus driver and the Supervisor of Transportation will be notified. All hearings for expulsion from the school bus will be conducted by the principal at the school. The hearings will include the principal or his/her designee, the bus driver, the supervisor of transportation and the bus contractor, the parent or guardian, the student and other appropriate personnel.

Principals of schools where students from other schools wait for transportation, will have the authority to suspend any of those students for misconduct performed while waiting for transportation. The principal taking such action will make written notification of such action to the director of schools, to the principal of the school the student attends, and to the parents of the child.

XIII. Insubordination

Insubordination usually involves minor or repeated misbehavior on the part of the student which hinders orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

This misbehavior may include, but are not limited to, the following: failure to bring classroom materials; defiance of authority; cheating/lying; lack of cooperation; belligerence; and, being in an unauthorized area.

CONSEQUENCES FOR INSUBORDINATION

First Offense Consequences may include but are not limited to: Verbal reprimand, special assignment, restriction of activities, counseling, parent contact, withdrawal of privileges, issuance of demerits which might affect citizenship or department grades, detention, and in-school suspension and restitution of property and out-of-school suspension.

Second Offense Consequences may include but are not limited to: Detention, parent contact, in-school suspension, restitution of property, withdrawal of privileges, corporal punishment, out-of-school suspension, disciplinary hearing, and Learn Center Program referral.

Third Offense Consequences may include but are not limited to: Corporal punishment, withdrawal of privileges, in-school suspension, or Learn Center program referral and expulsion.

SEVERE CLAUSE – Any student behavior of a severe nature, even on the first offense, may be subject to Third Offense Consequences and possible law enforcement involvement.

XIV. Privately Owned Vehicles

Students are encouraged to use the bus system provided by the county. If it is necessary for a student to operate a vehicle as a means of transportation to school, he or she must be aware of and observe the following rules and regulations or **forfeit their privilege of campus driving**.

- Hold a VALID TENNESSEE STATE DRIVER'S LICENSE.
- Provide proof of liability insurance coverage is necessary before a required parking permit is issued.
- Drive in a safe manner.
- Students cannot use cars during school hours (either operate, sit on or in) unless granted permission through the administration.
- Park only in designated areas. Illegally parked cars will be TAGGED ONCE and on the second offense will be towed off campus at OWNER'S EXPENSE.
- No Parking or Driving on lawn areas.
- Excessive tardiness will result in driving privileges being forfeited.

- Vehicles must be registered through the school office. Proper paperwork must be completed and a \$10.00 Parking Permit fee must be paid. Permits must be displayed on the inside mirror.
- Any vehicle parked or otherwise located on school property may be searched by the principal or the principal's designee if there is probable cause to believe that the vehicle contains a dangerous weapon, drug paraphernalia or drugs, 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.

CONSEQUENCES FOR CAMPUS VEHICLE VIOLATIONS/PRIVATELY OWNED VEHICLES

First Offense Consequences may include but are not limited to: Verbal reprimand, special assignment, restriction of activities, counseling, parent contact, withdrawal of privileges, issuance of demerits which might affect citizenship or department grades, detention, and in-school suspension and restitution of property and out-of-school suspension.

Second Offense Consequences may include but are not limited to: Detention, parent contact, in-school suspension, restitution of property, withdrawal of privileges, corporal punishment, out-of-school suspension, disciplinary hearing, and Learn Center Program referral.

Third Offense Consequences may include but are not limited to: Corporal punishment, withdrawal of privileges, in-school suspension, or Learn Center program referral and expulsion.

SEVERE CLAUSE – Any student behavior of a severe nature, even on the first offense, may be subject to Third Offense Consequences and possible law enforcement involvement.

XV. Personal Communication Devices

Personal Communication devices that have the capability to call out (ex. Pagers) will be permitted on campus or at school functions, on or off campus, provided such devices remain in privately owned vehicles during school hours and that accompanying the device is a registration certificate that has been signed by the parents and the principal of the student's home school. At no time are such devices allowed in the school building during school hours without prior consent of the principal. If registered, they are permitted without restrictions at school events or school chaperoned events outside school hours. Any type of device that is used solely to receive a message or a page and does not have the capability to call out is prohibited at all times on the campus or at school functions during school hours.

CONSEQUENCES FOR PERSONAL COMMUNICATION DEVICES

(Example: for possessing a pager and/or a non registered cell phone)

First Offense Consequence shall result in a ten (10) day suspension.

Second or Subsequent Offenses in the same school level (elementary, middle or high school) shall result in a suspension of no less than the equivalent of one grading period. In the event the suspension occurs during the last ten (10) days or any term or semester, the pupil may 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 the action of the principal, or the final action of the Disciplinary Hearing Authority or the Board of Education upon appeal from an order of a principal continuing a suspension (TCA 49-6-3401).

DEFINITIONS AND EXPLANATIONS

Chain of Command

When addressing a disciplinary situation, the following “Chain of Command” should be observed:

STEP ONE: Begin with the School Principal.

STEP TWO: Contact the Director of Student Services. The present Director of Student Services for the Anderson County School System is Ms. Terri Ferry.

STEP THREE: Contact the Director of Schools. The present Director of the Anderson County School System is Mr. Jim Stewart.

STEP FOUR: The Anderson County Board of Education is the final authority. If you wish to address the school board, it is your responsibility to contact the office of the Director of Schools and ask to be placed on the board agenda for that meeting. The request must be made in writing two weeks in advance.

Corporal Punishment

Any teacher or school principal may use corporal punishment in a reasonable manner against any pupil for good cause in order to maintain discipline and order (TCA 49-6-4103). (See Appendix II – Corporal Punishment)

Criminal Offense

Any act posing a direct threat to the safety of others in the school will involve notification of the proper law enforcement authorities and immediate removal of the student will occur. Parents will be notified as soon as the situation allows (Acts 1981, ch. 341:1; TCA 49-6-4301, 49-6-4209).

Detention Hall

Students may be detained after school as a disciplinary consequence under the supervision of a certified employee. The student will be given written notification, which may require a parent signature, at least 24 hours in advance. Parents are required to provide transportation for their child at the time detention hall is dismissed. If a student fails to report, he or she may be suspended from school or may be subject to any of the other consequences stated in the Code of Student Conduct. Breach of detention hall guidelines will result in student suspension.

Due Process and Appeal

(See Appendix III – Due Process)

Expulsion

Expulsion will mean a denial of attendance at any Anderson County School for a stated period of time. In addition, expulsion will be assigned to any student in violation of the Zero Tolerance Policy (49-6-3401, 49-6-4216).

In-School Suspension

In-school suspension will mean a period of temporary isolation which will prohibit the student from his or her normal school social life. In-school suspension enables the student to maintain their studies and grades. The student will be under close supervision. Breach of in-school suspension guidelines will result in out-of-school suspension.

Out-Of-School Suspension

Out-of-school suspension will mean denial for a stated period of time from school attendance. **Out-of-school suspensions are counted as unexcused absences. Within three (3) school days upon return, it is the student's responsibility to initiate contact with teachers and discuss missed instruction.** Students will be given written notice and parents will be contacted by phone or mailed a copy of written notice, stating the nature of the incident and the beginning and ending dates for the suspension. A suspended student will not represent the school or participate in any extracurricular activities sponsored by the school during the time of suspension. A suspended student will not be able to use school transportation and will not be allowed on school property or to attend any school events during that time period (TCA 49-6-3401).

Probation

Probation will mean a stated period of time during which the student must exhibit good behavior. Probation may be imposed for an infraction of a school rule or policy where the infraction does not warrant removal from school by suspension or expulsion. A written notice or contract of probation will be given to the student or his or her parent/guardian. Should the student breach the conditions imposed for probation, the student may be suspended from school, or may be subject to any of the other consequences stated in the Code of Student Conduct.

Search and Seizure

When individual circumstances in a school dictate it, a principal may order that vehicles parked on school property by students or visitors, containers, packages, lockers or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the principal's presence or in the presence of other members of the principal's staff (TCA 49-6-4204).

A student may be subject to a physical search because of the results of a locker search, or because of information received from a teacher, staff member, student or other person if such action is reasonable to the principal (TCA 49-6-4205).

If it is necessary to search students, visitors and/or containers or packages, metal detectors and other devices designed to indicate the presence of dangerous weapons, drugs or drug paraphernalia may be used. This includes hand-held models which are passed over or around the body of the person being searched. Those being searched, as well as containers and packages, may be required to pass through a stationary detector (TCA 49-6-4207).

In order to facilitate a search, dogs or other animals trained to detect drugs by odor or other means may be used. Such animals will be used to pinpoint areas required for a search (TCA 49-6-4208).

Time-For-Time

Time-for-time is an hour-for-hour make-up for those students who failed to meet required attendance guidelines. Time-for-time requirements will be fulfilled outside the regular school day or on Saturday. Parents must provide transportation.

LEARN CENTER PROGRAM

Students who have continual and/or severe conduct issues may be referred for Learn Center placement. The referral process must be initiated at the student's home school through coordination of the school administrator, guidance counselor, and the student's teacher. Parent should be notified of the referral. Appropriate paperwork must be completed and submitted to the Special Education Behavior Specialist. Prior to Learn Center placement, the Behavior Specialist and the Learn Center Principal will screen each referral to determine appropriateness and to make sure other interventions have been implemented at the home school. Upon approval of the referral, the home school will be notified, and **next steps** will be taken.

Next Steps:

If the child is an identified *special education*, an IEP team meeting will be called to make the final determination pertaining to Learn Center placement. The IEP team will complete a manifestation determination. If the student is a *regular education* student, the parent will be contacted in order to schedule an intake meeting.

Zero Tolerance Learn Center Placement:

Students who are placed at the Learn Center due to a violation of the Anderson County Zero Tolerance Policy will be placed for one calendar year, and will not be eligible to attend any Anderson County School function until the Learn Center placement has expired.

Learn Center Placement Due To Behavior:

Students who are placed at the Learn Center due to continual and/or severe conduct issues, upon initial placement, may not attend any Anderson County school function until the student has earned this privilege through the process outlined during the intake meeting for Learn Center placement.

Other Learn Center Placements:

Occasionally students will be placed in The Learn Center for various other reasons. When these situations occur, they will be discussed at in-take and appropriate recommendations being made.

PROCEDURE FOR STUDENTS OTHER THAN ZERO TOLERANCE TO ATTEND SCHOOL FUNCTIONS

In order for a student other than Zero Tolerance to request to attend a school function, the following criteria must be met:

1. Must make a written request to the Learn Center principal
2. Must be enrolled a minimum of (thirty) 30 days at the Learn Center
3. Must be passing all classes
4. Must not have any unexcused absences
5. Must have earned 93% or greater amount of points for 20 days prior to the request
6. Schools will be notified, on the day of the event, as to those students who are eligible to attend. Verbal notification will be given by the Learn Center principal. In addition to this notification, the participating student/s will be given written documentation to identify themselves at the event.

ANY VIOLATION BY A LEARN CENTER STUDENT WHILE ATTENDING A SCHOOL EVENT, WILL MAKE THAT STUDENT INELIGIBLE TO EARN FUTURE PRIVILEGES FOR A MINIMUM OF 45 SCHOOL DAYS.

Students Who Attend Events In Violation Of School Board Policy:

Students who attend events without earning the privilege will be written up and parents will be notified. Possible consequences may include, but are not limited to:

- A. Trespassing charges
- B. Remain at The Learn Center for an additional 45 days
- C. In-school suspension
- D. Out-of-school suspension
- E. After school detention

APPENDIX I ZERO TOLERANCE POLICY

In order to comply with state law and ensure safe and secure learning environments in all Anderson County Schools, free of drugs and alcohol, drug paraphernalia, violence and dangerous weapons, and to impose swift, certain, and severe disciplinary action on students who endanger the learning environments, the following zero tolerance policies have been adopted by the Anderson County Board of Education, effective beginning at Second Semester(January 21) 1997, in all Anderson County Schools. These zero tolerance policies shall apply in school buildings or on school grounds at any time, or in school or private vehicles or buses on or off the school grounds at any school sponsored activity, function, or event.

I. Weapons and Dangerous Instruments

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon. Dangerous weapons shall include, but not be limited to, guns of any kind, knives of any kind, mace-like or pepper-like sprays, explosives of any kind, ice picks, slingshots, blackjacks, knuckles, razors or razor blades (except for shaving as on an overnight school sponsored trip), laser pointers and any sharp pointed or edged instrument.

Students found to be in violation of this policy shall be expelled for not less than one (1) calendar year. [Gun Free Schools Act 1994, Section 1401 (1) (2); TCA 39-17-1309; TCA 49-6-3401; TCA 49-6-4216; 18 U.S.C. 921].

II. Drugs, Alcohol and Inhalants

A. **Drugs and Alcohol Possession, Use, and Distribution** (including over-the-counter or non-prescription drugs) Students who are under the influence of, possess, use, purchase, exchange or barter for, receive or offer to take receipt of, or negotiate to purchase or take delivery of any drug, any controlled substance, including marijuana, or alcohol, or substances similar to, or thought to be or represented to be such substances, or drug paraphernalia (including electronic devices used to further the possession or transfer of drugs) shall be expelled for not less than one (1) calendar year. [TCA 39-17-417; TCA 49-6-3401; TCA 49-6-4214; TCA 49-6-4216]

B. Inhalants

No student shall deliberately smell or inhale the fumes from any substance or solvent having the property of releasing toxic vapors or fumes. No student shall deliberately cause, invite or induce another student to smell or inhale any such substance or solvent having the property of releasing toxic vapors or fumes. Students found to be in violation of this policy shall be expelled for not less than one (1) calendar year. [TCA 39-17-422].

GIVE IT UP POLICY

Students are encouraged to give up any item that could be considered in violation of board policy. The student in possession should take the item immediately to a school employee upon discovery of the item. The circumstances of the situation will be considered by the school principal and the student may avoid expulsion.

III. Battery/Assault on School Employees

Any student who commits battery and/or assault upon any principal, assistant principal, teacher, or any other employee of the Anderson County School System shall be expelled for not less than one (1) calendar year (TCA 49-6-3401).

A violation of zero tolerance policies for

- (1) possession of a firearm on school property; or
- (2) committing a battery upon any teacher, principal or other school system employee; or
- (3) unlawful possession of any drug, including any controlled substance,

shall result in a presumptive one (1) calendar year expulsion for the offending student and the student shall not transfer to another school in the Anderson County School system; nor shall the Anderson County system accept a student expelled for these offenses from another school system.

In all other zero tolerance cases set forth above, if appealed to the disciplinary hearing authority, the disciplinary hearing authority may affirm the decision of the principal or assistant principal, may order removal of the suspension unconditionally, order removal of the suspension upon such terms and conditions as it deems reasonable, assign the

student to an alternative program, assign the student to an evening or other available program, or, suspend the student for a specified period of time.

All due process procedures will be followed including the presentation of the charges to the student, notification to parents, hearing before the hearing authority, and right to appeals to the Board of Education. See Appendix III, Due Process. The rights of the handicapped will be protected.

APPENDIX II CORPORAL PUNISHMENT

The Board of Education does not prohibit corporal punishment in the schools; neither does it endorse it as a desirable means of bringing about a change in behavior. In all but those acts of misconduct that are so antisocial or disruptive in nature as to shock the conscience, the student must have received notice that specific misbehavior could occasion the use of corporal punishment.

Corporal punishment should not be used as a first line of punishment, but only after attempts to modify behavior by other means have failed. Corporal punishment must be administered only in the presence of a second school official or teacher, as witness. The witness must be informed beforehand and in the student's presence of the reason for the punishment to allow the student to protest, spontaneously and egregiously, arbitrary or contrived application of punishment; but there is no requirement that the student can be afforded a formal opportunity to present his or her side to the second person.

Upon request, the child's parent must be provided a written explanation by the person administering the punishment of the reasons for the punishment and the name of the witness.

References used for corporal punishment may be found in Vol. 395 of the Federal Register, supp., pages 302-303.

APPENDIX III DUE PROCESS

- (1) Except in an emergency, no principal, principal-teacher or assistant principal shall suspend any student until that student has been advised of the nature of the student's misconduct, questioned about it, and allowed to give an explanation.
- (2) Upon suspension of any student other than for in-school suspension of one (1) day or less, the principal shall, within twenty-four (24) hours notify the parent or guardian and the Director or the Director's designee:
 - (a) Of the suspension, which shall be for a period of no more than ten (10) days;
 - (b) Of the cause for the suspension; and
 - (c) Of the conditions for readmission, which may include, at the request of either party, a meeting of the parent or guardian, student and principal.
- (3) If the suspension is for more than five (5) days, the principal shall develop and implement a plan for improving the behavior which shall be made available for review by the superintendent upon request.
- (4)
 - (a) If, at the time of the suspension, the principal, principal-teacher or assistant principal determines that an offense has been committed which would justify a suspension for more than ten (10) days, such person may suspend a student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
 - (b) The principal, principal-teacher or assistant principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be files, 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.
 - (c) The appeal from this decision shall be to a disciplinary hearing authority of nine members appointed by the board, which authority, for each appeal, shall consist of at least three members and shall include the Director of Student Services or his/her designee, and a building Principal, but such Principal shall not be from the home school of the suspended student.

- (d) The hearing shall be held no later than ten (10) days after the beginning of the suspension. The disciplinary hearing authority shall give written notice of the time and place of the hearing to the parent or guardian, the student and the school official designated above who ordered the suspension.
- (5) After the hearing, the disciplinary hearing authority may affirm the decision of the principal, order removal of the suspension unconditionally or upon such terms and conditions as it deems reasonable, assign the student to an alternative program, or night school, or suspend the student for a specified period of time.
- (6) A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the disciplinary hearing authority.

The student, principal, principal-teacher or assistant principal may within five (5) days of the decision request review by the Board of Education. Absent a timely appeal, the decision shall be final. The Board of Education, based upon a review of the record, may grant or deny a request for a board hearing and may affirm or overturn the decision of the hearing authority with or without a hearing before the board; provided, that the board may not impose a more severe penalty than that imposed by the hearing authority without first providing an opportunity for a hearing before the board. The action of the Board of Education shall be final, except in zero tolerance cases for

- (1) possession of a firearm on school property; or
- (2) committing a battery upon any teacher, principal or other school system employee; or
- (3) unlawful possession of any drug, including any controlled substance,

the Director of Schools may modify the expulsion on a case-by-case basis.

In the event the suspension occurs during the last ten (10) days of any term or semester, the pupil may be permitted to take such final examinations or submit such required work as is necessary to complete the course of instruction for that semester, subject to the action of the principal, or the final action of the Board of Education upon any appeal from an order of a principal continuing a suspension.

APPENDIX IV MEDICATION POLICY

The goal for the use of medications in the Anderson County School System is to assist all students to participate at their fullest independent capacity and to maintain an optimal state of health that may enhance his/her educational plan; then ensure safe and effective access to, and to monitor the student's proper use of equipment and medication as well as their adherence to the prescribed medical regimens when self-administration occurs.

1. The parent/guardian must provide the written medication order form from the physicians, dentist, or nurse practitioner with signed parent consent for students with allergic reactions to insect bites/stings, for prescription drugs, inhalants, and over-the-counter drugs which include lotions, salves, and ointments.
2. The parent/guardian must notify the principal immediately upon knowledge that a student has diabetes.
3. The parent/guardian must provide a current professionally labeled bottle from the pharmacist for the prescription drugs.
4. The parent/guardian must provide an unopened bottle with the student's name on the bottle for over-the-counter medications.
5. The parent, guardian, or a responsible adult designated by the parent, must bring the medicine to school and must pick up any unused medicine at school. Student's possession of any medication is strictly forbidden except as provided in #8 below.
6. All medication brought onto school property must be taken to the principal's office and be administered by the school nurse if there is one on staff at that school, or self administered with assistance by the principal or his designee after they have received appropriate training.
7. Emergency medication (i.e. Epi-pen, etc.) must be in the possession of the person responsible for the student at all times. This is to include school-sponsored activities on and off campus.
8. A student may be allowed to have in his/her possession certain specific emergency medication (i.e. Epi-pen, inhaler) after completion of the following:
 - (a) written documentation and a prescription by that student's physician,
 - (b) signed parent/guardian permission,

- (c) after consultation and approval by the school nurse.
9. **Medication Pick Up:**
- The parent will be notified and must pick up the remaining and unused medication within three (3) school days of notification.
 - The notification date should be documented.
 - If the parent does not pick up the remaining or unused medication it will be disposed of by “flushing” within three (3) school days of its stop date or at the end of the school year.
10. **Renewal or Changes:**
- All long-term medications must be renewed at the beginning of the new school year.
 - Any change in medication or dosage during the school year required new documentation.
11. **Field Trips:** If the parent, or a responsible adult designated by the parent, is unable to accompany the student on a field trip, the following preparatory arrangements need to be made:
- The parent must furnish an adequate amount (sufficient for the field trip) of the student’s prescribed medication(s) in the pharmacists’ professionally labeled container and a copy of the physician’s order.
 - The parent must furnish the proper documentation (i.e. physician’s orders and parental permission) and an unopened container labeled with their student’s name for any over-the-counter medications.
 - The person trained in assisting with the self-administration of medication must secure, possess and document all medication given on the field trip.
 - The documentation form of the medication given on the field trips must be placed in the student’s cumulative folder.
 - If the need is anticipated, a licensed medical professional must accompany the student to manage any adverse outcome for students who are dependent on special medication doses and/or procedures. This may be a licensed health care professional employed by the school system, or an agency contracted licensed health care professional.

CONSEQUENCES FOR VIOLATION OF MEDICATION POLICY

First Offense Consequence – Discipline shall be at the discretion of the school principal or designee.

Second Offense Consequence – A five-day suspension with parent or guardian conference for readmission.

During the conference parent will be notified of step 3.

Third Offense Consequence - The offending student may be brought directly to the Board with recommendation for expulsion and a Show Cause Hearing will not be necessary.

Fourth Offense Consequence – Expulsion for the remainder of the semester with the parent/guardian notified in writing of the right to appeal to the Disciplinary Hearing Authority (DHA).

**APPENDIX V
SEXUAL HARASSMENT OF STUDENTS
ANDERSON COUNTY SCHOOL BOARD POLICY**

Sexual harassment activity toward any student by an employee or another student will not be tolerated. Sexual harassment is defined as conduct, advances, gestures or words of a sexual nature which:

- Unreasonably interferes with the student’s work or educational opportunities; or
- Creates an intimidating, hostile or offensive learning environment; or
- Implies that submission to such conduct is made an explicit or implied term of receiving grades or credit; or
- Implies that submission to or rejection of such conduct will be used as a basis for determining the student’s grades and/or participation in a student activity.

Victims of sexual harassment shall report these conditions to the appropriate school official. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. The Director of Schools shall be responsible for investigating all complaints of sexual harassment. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Board of Education.

ASSURANCE OF LEGAL COUNSEL

This is to certify that the Code of Student Conduct for the Anderson County School System has been reviewed by Mr. Jerry H. Shattuck, legal counsel for the Anderson County Board of Education.

Jerry H. Shattuck
School Board Attorney

Mr. Jim Stewart
Director of Schools

Dr. John Burrell, Chariman
Anderson County School Board

Subscribed and sworn before me by Mr. Jim Stewart, Dr. John Burrell and Mr. Jerry H. Shattuck at Clinton, Tennessee this _____ day of _____, 2002.

Notary Public, State of Tennessee

My commission expires:

PARENT/STUDENT INFORMATION
RESIDENCE REQUIREMENTS POLICY

1. No student shall be admitted to Anderson County Schools who does not have a parent, guardian, or custodian legally residing in the area served by the Anderson County Board of Education.
2. Person seeking to enroll students in Anderson County Schools must show proof of residence. Such proof may include but not be limited to a valid driver's license or mail from a business indicating current address on the envelope.
3. The providing of false or misleading information for purposes of trying to document residency will result in the child being denied admission or being dismissed.
4. Nothing in this policy shall prohibit the legal transfers of students into the Anderson County School System as provided for in code 6.204 of the Anderson County Board of Education Policy manual dealing with non-resident students. It does not preclude the acceptance of students from areas historically served by Anderson County Schools such as small portions of adjoining counties. Current students from those areas or students who may move into those areas will be served by Anderson County Schools as they have been in the past.

GUARDIANSHIP/CUSTODIAN REQUIREMENTS

1. No student shall be admitted to Anderson County Schools who does not have a legal guardian, custodian, or parent with legal custody residing within the area served by the Anderson County Board of Education.
2. Persons seeking to enroll such students must present the principal with documentation generated by a court of competent jurisdiction awarding custody or guardianship to a resident of the Anderson County School District.

IMMUNIZATION

It is the responsibility of the parents or guardian of each student to have their child immunized as required. Further, it is the responsibility of the parents or guardian of each child to provide this information to the appropriate school personnel. The State Law requires that each child must present proof of a recent physical examination, a complete up-to-date immunization record and his/her birth certificate and social security number. No child may attend school without proof of proper immunizations. Exceptions based on religious objections or medical necessity may be permitted (TCA 49-6-5001, 49-6-5002). The following immunizations are required and must be recorded on a **green certificate** form:

<u>4</u>	Diphtheria-Pertussis-Tetanus Series
<u>4</u>	Polio Series
<u>2</u>	Measles, Mumps, and Rubella (2 doses)
<u>√</u>	Hepatitis B Series (Kindergarten – Starting 1999-2000 school year)

DRIVER'S LICENSE LAW

Minors withdrawn from secondary school – Denial of motor vehicle license or permit TCA 49-6-3017

- A. In accordance with the provisions of title 55, chapter 50, the Department of Safety shall deny a license of instruction permit for the operation of a motor vehicle to any person under eighteen (18) years of age who does not at the time of application for a driver license present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person is:
 - (1) Enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained such certificate;
 - (2) Enrolled and making satisfactory academic progress in a secondary school of this state or any other state; or
 - (3) Excused from such requirement due to circumstances beyond the applicant's control.
- B. The attendance teacher or superintendent shall provide documentation of enrollment status on a form approved by the Department of Education to any student fifteen (15) years of age or older upon request, who is properly enrolled in a school under the jurisdiction of the official for presentation to the Department of Safety on application for or reinstatement of an instruction permit or license to operate a motor vehicle. Whenever a student fifteen (15) years of age or older withdraws from school, except as provided in subsection (d), the attendance teacher or superintendent shall notify the Department of Safety of such withdrawal. Within five (5) days of receipt of such notice, the Department shall send notice to the licensee that the license will be suspended under the

provisions of title 55, chapter 50, on the thirtieth day following the date the notice was sent, unless documentation of compliance with the provisions of this section is received by the Department before such time. After having withdrawn from school for the first time for the purpose of this section, a student may not be considered as being in compliance with this section until such student returns to school and makes satisfactory academic progress, or attains eighteen (18) years of age. As used in this section, “satisfactory academic progress” means making a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of any grading period. For second or subsequent withdrawals, a student shall have all driving privileges suspended until the student attains eighteen (18) years of age. When a student licensed to operate a motor vehicle is enrolled in a secondary school and fails to maintain satisfactory academic progress based on end of semester grading, the attendance teacher or superintendent shall follow the procedure set out in this subsection to notify the Department of Safety. A student who fails to maintain satisfactory academic progress based on end of semester grading may not be considered as being in compliance with this section until such student makes a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of any subsequent grading period.

- C. For the purposes of this section, “withdrawal” means more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. For the purpose of this section, suspension or expulsion from school or confinement in a correctional institution is not a circumstance beyond the control of such person.
- D. Whenever the withdrawal from school of such student, or such student’s failure to enroll in a course leading to a GED or high school diploma or such student’s failure to maintain satisfactory academic progress based on end of semester grading, is beyond the control of such student, or is for the purpose of transfer to another school as confirmed in writing by the student’s parent or guardian, no such notice shall be sent to the department to suspend the student’s motor vehicle driver license. If the student is applying for a license, the attendance teacher or superintendent shall provide the student with documentation to present to the Department of Safety to excuse such student from the provisions of this section. The school district superintendent (or the appropriate school official of any private secondary school), with the assistance of the attendance teacher and any other staff of school personnel, shall be the sole judge of whether such withdrawal or such student’s failure to maintain satisfactory academic progress based on end of semester grading is due to circumstances beyond the control of such person.
- E. A copy of the notice sent to the Department of Safety by the attendance teacher or the superintendent upon failure of a student to maintain satisfactory academic progress shall also be mailed to that student’s parents or guardian. [Acts 1990, ch. 819, § 1; 1994, ch 860, § 1; 1995, ch 156, § 1; 1996, ch 763, §§ 1, 2, 6-8.]

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parent and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the District received a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Anderson County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school system has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

HIGH INTELLECTUAL POTENTIAL STUDENTS

Belief Statement

Intellectual Giftedness is found throughout diverse populations and crosses all economic and cultural boundaries. Identification and intervention are often required to meet the unique needs of these students.

Definition and Criteria for Eligibility for Gifted As Defined by the Tennessee State Department of Education

Definition: A student whose intellectual abilities and potential for achievement are so outstanding that special provisions are required to meet his/her educational needs is considered gifted.

Criteria for Eligibility: Eligibility for services as a gifted student is based on evaluation in each of the following component areas:

- ◇ Academic Achievement
- ◇ Creative Thinking
- ◇ Academic Performance
- ◇ Cognition/Intelligence

Characteristics of Giftedness

Although no two gifted students are exactly alike, there are some characteristics with gifted students share (in various combinations). Listed below are a few characteristics gifted students may exhibit:

- **Achievement:** large storehouse of information on school or non-school topics; evidence of desire to learn; history of outstanding achievement as evidenced by grades, standardized test scores, etc.
- **Creative Thinking:** effective strategies (often innovative) strategies for recognizing and solving problems; unusually keen sense of humor (gentle or hostile); frustration with traditional thinking; intense (sometimes unusual) interests.
- **Academic Performance:** questions, experiments, explores, challenges others; unusual emotional depth, leadership, and ability to deal with diversity.
- **Cognition/Intelligence:** highly expressive and effective use of words, numbers, symbols, etc.; logical approaches to figuring out solutions; impatient with repetition.

The Referral Process

Anyone, including the parent(s), guardian, or community professional may refer a student for screening and possible evaluation. A screening team of educational professionals considers screening information, previous evaluations, and teacher/parent input to determine if a comprehensive evaluation is needed. The team's decision is based on multiple data sources. An assessment team will determine the types of assessment needed. All procedural safeguards are followed to ensure evaluation procedures are non-discriminatory. To make a referral contact the School Screening Team at the school level.

Services for Gifted Students

Special services are sometimes required to meet the unique needs of gifted students. If a student is eligible to receive special education services, a team of professionals and the child's parent(s) plan the student's educational program based on the assessment information obtained through the evaluation process.

Do you know a student who---

- Is unusually eager to learn; is a creative thinker; can easily transfer knowledge to new situations; shows unusual empathy for people and concern for social issues?

Research shows that 3-5% of our population possesses many of these exceptional traits. These students should be nurtured and their education enhanced, for their own benefit, and for the advancement of mankind.

The information contained on this page is being distributed to all parents, as required by the mutual agreement between the Tennessee Department of Education and the Office of Civil Rights.

**Do you think your child has a disability which significantly impacts his or her ability to learn?
If so, please contact your child's school principal immediately.**

ANDERSON COUNTY BOARD OF EDUCATION

Dr. John Burrell, Chairman
P.O Box 427
Lake City, Tennessee 37769-0427

Mr. Ron Hagans
154 Waldon Ridge Road
Clinton, Tennessee 37716

Mrs. Gail Martin
211 Foust Carney Rd.
Powell, Tennessee 37849

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25 Riverside Dr.
Oak Ridge, Tennessee 37830

Mr. Greg Crawford
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Clinton, Tennessee 37716

Mr. Kent Worthington
221 Hillvale Road
Clinton, Tennessee 37716

Mr. Jim Zitzman
116 Windham Road
Oak Ridge, Tennessee 37830

Mrs. Wanda McCroskey
101 Kenwyn Road
Oak Ridge, Tennessee 37830

**CODE OF STUDENT CONDUCT
STEERING COMMITTEE**

Gary Houck, Assistant Principal
The Learn Center

Sidney Spiva, Principal
Anderson County Career & Technical Center

Sue K. Voskamp, Principal
Clinton Middle School

L. C. Madron, Principal
Lake City Elementary School

Terri Ferry
Director of Student Services

Jess Anne Cole, Principal
Norris Elementary School

Linda Davis, Assistant Principal
Clinton High School

DIRECTORY OF SCHOOLS – ANDERSON COUNTY SCHOOL SYSTEM

Anderson County Career and Technical Center
140 Maverick Circle
Clinton, TN 37716
Principal: Sidney Spiva
Assistant: JoAnn Scroback
Secretary: Bobbie Sexton
457-4205/FAX 457-1715

Fairview Elementary School
6715 Hickory Valley Road
Heiskell, TN 37754
Principal: Gary Bumgardner
Secretary: Shilda Clark
494-7959/FAX 494-6880

Anderson County High School
130 Maverick Circle
Clinton, TN 37716
Principal: Dr. Bob McCracken
Assistant: Ron Brown/Greg Deal/Murrel Albright
Secretary: Martha Smith
457-4716/ FAX 457-3398

Grand Oaks Elementary School
1033 Oliver Springs Highway
Clinton, TN 37716
Principal: Ron Spencer
Secretary: Annette Gibson
435-7506/FAX 435-5346

Andersonville Elementary School
1951 Mountain Road
Andersonville, TN 37705
Principal: Debbie Long
Secretary: Carol Blevins
494-7695/FAX 494-5484

Lake City Elementary School
402 Lindsay Street
Lake City, TN 37769
Principal: L. C. Madron
Assistant: Danny Richards
Secretary: Anita Sharp – Asst. Robin Hatmaker
426-2108/FAX 426-2110

Briceville Elementary School
103 Slatestone Road
Briceville, TN 37710
Principal: Tom Braden
Secretary: Christy Disney
426-2289/FAX 426-6451

Lake City Middle School
1132 South Main Street
Lake City, TN 37769
Principal: Jan Moore
Secretary: Phyllis Snellings
426-2609/FAX 426-9319

Claxton Elementary School
2218 Clinton Highway
Powell, TN 37949
Principal: Shauna Reed
Assistant: Charles Puglisi
Secretary: Effie Tipton/Jamie Spickard
945-2222/FAX 945-3797

Learn Center
935 N. Charles Seivers Blvd.
Clinton, TN 37716
Principal: Gary Houck
Assistant:
Secretary: Pam Foust
457-7462/FAX 457-6546

Clinton Middle School
110 North Hicks Street
Clinton, TN 37716
Principal: Sue K. Voskamp
Assistant: Steve Reynolds
Secretary: Brenda Thornton
457-3451/FAX 457-9486

Norris Elementary School
42 East Circle Road
Norris, TN 37828
Principal: Jess Anne Cole
Secretary: Martha Bridges
494-7422/FAX 494-9764

Clinton High School
425 Dragon Drive
Clinton, TN 37716
Principal: Tom Heffern
Assistant: Gene Owens/Linda Davis
Secretary: Teresa Seals
457-2611/FAX 457-8805

Norris Middle School
5 Norris Square
Norris, TN 37828
Principal: Joe Forgety
Secretary: Betty Wayland
494-7171/FAX 494-6693

Dutch Valley Elementary School
1044 Old Dutch Valley Road
Clinton, TN 37716
Principal: Don Martin
Secretary: Betty Giles
457-2599/FAX 457-0152

Norwood Elementary School
669 Tri-County Blvd.
Oliver Springs, TN 37840
Principal: Wayne Patton
Secretary: Faye Hopwood
435-2519/FAX 435-2758

Norwood Middle School
655 Tri-County Blvd.
Oliver Springs, TN 37840
Principal: David Stewart
Secretary: Gay Mays
435-7749/FAX 435-5426

ANDERSON COUNTY SCHOOL TELEPHONE DIRECTORY

101 S. Main Street, Suite 500

Clinton, TN 37716

(865) 463-8631

To access the complete listing of staff, you should call 463-8631

ADULT LITERACY/GED 463-2841
BUSINESS OFFICE 463-2802

CURRICULUM & INSTRUCTION

Elementary Education 463-2809
Secondary Education 463-2809

DIRECTOR OF SCHOOLS 463-2800

FEDERAL PROJECTS 463-2830
Parent Involvement 463-2830
Reading Recovery 463-2832
Title I 463-2830

FOOD SERVICES 463-2843
MAINTENANCE 463-2846

PRESCHOOL 463-2833
Head Start 463-2839
Day Care/After School 463-2833

SPECIAL EDUCATION 463-2841
Early Childhood Education 463-2820
Homebound Instruction 463-2814
Records 463-2814

STUDENT SERVICES 463-2823
Attendance 463-2818
Health Services 463-2827
Home School 463-2823
Student Records 463-2825

TECHNOLOGY 463-2850
TRANSPORTATION 463-2846
VOCATIONAL EDUCATION 463-2812