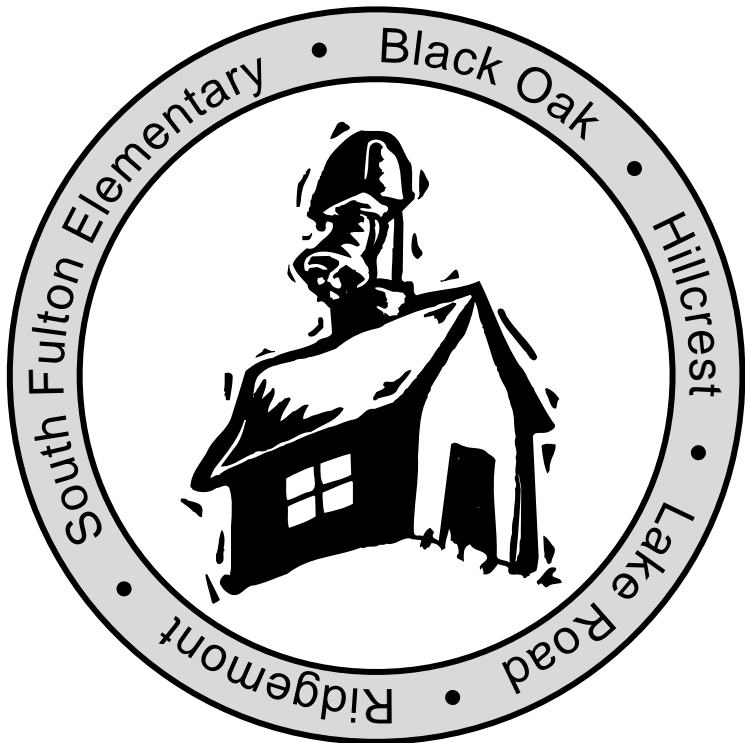


OBION COUNTY ELEMENTARY SCHOOLS

(Accredited by Southern Association of Colleges & Schools)

2006-2007 STUDENT POLICY HANDBOOK



OBION COUNTY BOARD OF EDUCATION

MISSION STATEMENT

The mission of the Obion County School System is to provide a safe learning environment that fosters academic success, promotes good character, and contributes to the community by preparing its students to meet the challenges of tomorrow.

**“Measuring Our Successes
One Student At A Time”**

OBION COUNTY BOARD OF EDUCATION

ELEMENTARY SCHOOLS

**STUDENT POLICY
HANDBOOK**

David Huss

Director of Schools

STATEMENT OF PURPOSE

The Obion County Board of Education has adopted a code of student behavior to comply with the Tennessee Code Annotated 49-9-301. This handbook does not address every possible student action, nor does it address every possible disciplinary action that could be taken by the school personnel and administrators.

We, the Obion County Board of Education, provide this guide for all persons in the Obion County School System.

All institutions governed by the Obion County Board of Education are for the purpose of educating school age students. Any action which is deemed obstructive or not conducive to the learning process of students will be handled with an appropriate disciplinary action by professional employees. The following list constitutes procedures that may be used by employees of the Obion County School System. The procedures have been approved by the Board of Education; however, professional personnel are not limited to using only actions listed on the following pages.

For a complete listing of board policy and staffing, visit our website at <www.obioncountyschools.com>.

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The Obion County School System will not discriminate against any person because of race, color, creed, religion, sex, age, handicap, or national origin in recruitment, training, hiring, discharge, promotion, or any condition, term or privilege of employment.

SCHOOL ADMISSIONS

Before being accepted in the Obion County School System, the student must furnish the following:

State Birth Certificate

Proof of proper immunization (in accordance with TCA)

Physical examination proof

School emergency information sheet

A Social Security Number is preferred.

Student must be 5 years of age by September 30th of the current year to enroll in kindergarten and be 6 years of age by September 30th of the current year to enroll in the first grade.

No child shall be eligible to enter first grade after July 1, 1993, without having attended an approved kindergarten program.

Students who have not received a diploma or other certificate of graduation must remain in school until they have reached the age of eighteen (18).

Local boards of education may admit pupils from outside their respective local school systems without the approval of the Local Education Association which the pupil previously attended up to two (2) weeks before the beginning of the school year, and during the school year the approval of both the sending and the receiving LEAs is required.

Transfer of students from one Obion County school to another within the system (without a change in district residence) will also follow the guidelines mentioned in the above paragraph with regard to school transfers and will require approval of the principal(s).

The enrollment in, or transfer to, any Obion County school, either from within or outside the county, which would result in the student living with a person or persons not having legal custody of the student, must have the approval of the Obion County Board of Education. Temporary approval may be given by the principal, where the situation warrants, until such time as the School Board meets.

VISITORS TO SCHOOL

Parents are welcome to visit the schools. Visitors must report to the office and receive a visitor's pass. Permission to enter a classroom must be obtained from the principal.

Conferences should be scheduled through the school office.

Students are not allowed to bring friends or relatives to school with them to attend classes or visit during the school day.

GRADING SYSTEM

The following grading system will be used:

A - 93-100

D - 70-74

B - 85-92

F - Below 70

C - 75-84

Students in grades 1 – 8 will receive numerical grades.

PROMOTION AND RETENTION

Promotions or failures shall be considered on the basis of what is best for the child. The final decision will be made by the teachers involved and the principal.

Grades are reported each nine weeks for each student. The report cards will inform parents of student progress. A mid-nine week progress report will be sent home each grading period. Parents/guardians should sign the report cards and return them to school promptly.

CODE OF BEHAVIOR AND DISCIPLINE FOR THE OBION COUNTY SCHOOL SYSTEM

In a continued effort to provide safe schools for students, the Obion County Board of Education has developed a code of behavior and discipline explaining the steps of discipline for unacceptable behavior and an acceptable use policy for electronic information. The last page of this booklet requires signatures from both the student and parent and must be returned so

that it can be placed in the student’s permanent record. Keep the rest of this material for your reference. Please know that the discipline options are guidelines. Administrators may use these options in isolation or a combination thereof.

DISCIPLINE LADDER

Step 1: ADMINISTRATIVE ASSESSMENT

CONTACT PARENTS

- OPTIONS: Student/Teacher/Parent Conferences
Writing Assignment
Corporal Punishment
Probation/Loss of Privileges (1 day)
Detention (Saturday School) K-8

Step 2: ADMINISTRATIVE ASSESSMENT

CONTACT PARENTS

- OPTIONS: Student/Teacher/Parent Conferences
In School Suspension (1-5 days) or Corporal Punishment
Loss of Privileges (1-3 days)
Detention (Saturday School) K-8

Step 3: ADMINISTRATIVE ASSESSMENT

CONTACT PARENTS

- OPTIONS: In School Suspension (1-5 days)
Alternative School for students (10 days) 6-8
Out of School suspension (1-3 days)
Loss of Privileges (1-5 days) and Corporal Punishment
Detention (Saturday School) K-8

Step 4: ADMINISTRATIVE ASSESSMENT

CONTACT PARENTS

- OPTIONS: Out of School Suspension (5 days)
In School Suspension (5 days)
Alternative School for students (10 days)
Loss of Privileges (10-15 days) and Corporal Punishment
Detention (Saturday School) K-8

Step 5: ADMINISTRATIVE ASSESSMENT

CONTACT PARENTS

- OPTIONS: Out of School Suspension (10 days)
In School Suspension (5-10 days)

Alternative School for students (10 days)
Loss of Privileges (5-10 days) and Corporal
Punishment
Juvenile Court

Step 6: ADMINISTRATIVE ASSESSMENT

CONTACT PARENTS

OPTIONS: Suspension
Expulsion
Juvenile Court

ZERO TOLERANCE

Requires the following: 10 day out-of-school suspension
Student Disciplinary Hearing to be held
prior to the conclusion of the 10 day
suspension. Expulsion/Calendar Year/
Alternative School Placement recommen-
dation by “home” school administrator.
SDHA acceptance, modification, or
rejection of “home” school administrator’s
recommendation after hearing evidence
presented by all parties.

*The following offenses are considered ZERO TOLERANCE by the
Obion County School System: Weapons and Dangerous Instruments/
Firearms, Drugs/Drug Paraphernalia, Battery, Alcohol, Verbal Assault.*

- *Writing Assignment = Reports or papers, not repetition sentences.
- *Loss of Privileges = Shall not exceed number of days suspended.
- *Suspension = Removal from the school for a specified period of time
(TCA§49-6-3401).
- *ISS = In local school.
- *Out of School = At home.
- *Expulsion = Removal of a student for the remainder of a school term
(TCA§49-1309).
- *Saturday School = At Obion County Central High School.
- *Alternative School = At Obion County Central High School.
- *Students in the elementary schools are restricted from driving a motor ve-
hicle on the campus at any time.

Rule 1. Unexcused and Tardies to School and Class

Recommended sanctions: After five (5) excused or unexcused tardies per semester, student will be sent to Saturday school per occurrence thereafter. See page 13-14 for further details.

Rule 2. Skipping Classes and School

Skipping class, being in an unauthorized place on campus, skipping school, or urging others to violate these rules are unacceptable.

Recommended sanctions: Step 1 or Step 2 and Referral to Juvenile court for excessive absences.

Rule 3. Leaving Campus Without Authority

Recommended sanctions: Step 2 through Step 4

Rule 4. Dressing and Grooming

It is the Board's belief that student dress reflects the quality of the school and affects the conduct of students through their class work. All students are expected to dress and groom themselves neatly in clothes and accessories that are appropriate for school activities. Any article of clothing, jewelry, body decoration, or hair style extreme enough to create a distraction or disturb the normal routine of school shall be deemed inappropriate. **Final decision on the appropriateness of school dress shall rest with the campus administration.** Examples of inappropriate dress and unapproved choices of clothing, jewelry, body decorations, or hair styles include •hats, caps or bandannas •clothing that exposes bare midriffs •low-cut, low-rise, or mid-drift clothing (neck or underarm) •exposed body piercing jewelry •distracting hair color or make-up •obscene language or symbols, provocative pictures, advertising of tobacco, alcohol, or narcotics on clothing, jewelry, or exposed body parts •wrestling shirts •symbols on clothing or jewelry that would distract or cause undue attention •racially related or gang symbols, emblems, pictures, words, or slogans •excessively loose clothing that results in "sagging" •dark glasses (unless prescribed by a physician) •see-through, provocative, or excessively tight clothing •clothing made of spandex such as tights, shorts or pants, and ex-

cessively tight dresses or skirts •excessively torn clothing, such as jeans •clothing worn in a manner for which it was not intended, such as backwards or inside out •trench coats, heavy coats or raincoats inside the school building.

Dresses, skirts, and all split garments must not be shorter than three (3) inches above the top of the knee cap while maintaining dignity and modesty. Shorts may be worn by students in grades K-8 only, must be hemmed or cuffed garments designed for outer wear, and must not be shorter than THREE INCHES above the top of the knee cap. Walking shorts, shorts, jeans, culottes, and skirts are examples of styles which are normally permitted. *Cut-offs, wind shorts, short shorts, boxer shorts, jogging shorts, bicycling shorts (or pants) are not to be worn.* PE shorts are appropriate for those classes. The Obion County Board of Education discourages the wearing of expensive jewelry and other apparel and will not be responsible for lost or stolen items. Teachers/Coaches/Sponsors may define appropriate dress for school sponsored trips and extracurricular activities, but should seek administration approval if deviating from the dress code.

Recommended sanctions:

First offense (All of the following):

1. Parent notification; infraction filed.
2. Parent must bring appropriate clothing to school for the student to change into.
3. Parent removes child to change clothes.
4. If parent is unavailable, child will be removed from classes as an unexcused absence.

Second offense

1. Child may be suspended from school.

Rule 5. Misbehavior on Bus

No student shall curse, show argumentative, disruptive, or disrespectful behavior, or otherwise demonstrate threatening or bodily harm to any individual while loading, riding or exiting a bus.

Recommended sanctions:

First Offense: Step 1 or conference with principal or appropriate disciplinary measures.

- Second Offense:** Step 1 or 3-day suspension from the bus.
- Third Offense:** Step 1 and Step 4 or 5-9 days suspension from the bus.
- Gross Misbehavior:** Step 1 through Step 6 or loss of transportation privileges for the semester (or the remainder of the school year) may be imposed at anytime for gross misbehavior. Parents must be notified before a student is permanently suspended.

Rule 6. Tobacco Offenses

The use of tobacco is prohibited at all times while on school grounds or while students are representing the school at any supervised function or event.

Recommended sanctions: Citation issued by principal for violation of tobacco TCA§39-17-1505 et.seq.
Turn over to Juvenile Court

Rule 7. Cheating

Cheating on tests or examinations will not be tolerated. No student shall cheat on any exam, project or report.

Recommended sanctions: The student will be given a grade of zero for that assignment and parents will be notified by the teacher.

Rule 8. Gambling on School Property or at School Function

Gambling will not be tolerated on school property or during school sponsored activities.

Recommended sanctions: Step 2

Rule 9. Disregard of Directions or Commands / Failure to Accept Disciplinary Action of the Teacher

A student shall not fail to comply with reasonable directions or commands of principals, teachers, substitute teachers, teacher aides, school bus drivers, or other authorized school personnel when on the school grounds or while under school supervision.

Recommended sanctions: Step 2 through Step 4

Rule 10. Extortion

Extortion of any kind will not be tolerated.

Recommended sanctions: Step 3 or Step 4

Restitution must be made or it may be directed through the court system.

Rule 11. Use of Personal Communication & Electronic Media Devices in School

An electronic device for the purpose of this policy includes, but is not limited to a cell phone, personal pager, CD player, radio, video recorder, ipods, etc.

Students may not have cell phone on their person during school hours. The device should be left in their automobile or locker during the school day. The device should be left in the “off” position if stored in the student’s locker and should not be visible during the regular school hours or during bus routes to and from school.

If problems arise from the improper use of cell phones, the following action will be taken:

1st offense–Devices will be confiscated and returned to the student at the end of the school day. A record of this offense will be recorded in the school’s database.

2nd offense–Devices will be confiscated and will only be returned to the parent/guardian. A record of this infraction will also be recorded in the school’s database.

3rd offense–Devices will be confiscated *and returned at the end of the school year.*

Neither the school system nor individual schools shall retain any responsibility/liability for the loss, theft, or unauthorized use of these electronic devices.

Teachers may have a cell phone in their possession, but it shall be used only in their *planning* time and when students are not present.

A student shall not possess a pager or personal communication device unless he/she has a permit and is on active duty as a member of a volunteer fire fighting organization or a volunteer emergency medical service organization. In order to obtain a permit, the minor must have secured a signed consent from one of his/her parents or legal guardian(s). (TCA§49-6-4214)

Rule 12. Use of Profane, Vulgar or Obscene Words, Gestures, or Other Actions Which Disrupt School System Operations

A. Casual cursing, aggressive and repetitive cursing, and/or obscene gestures, and racial slurs:

Recommended sanctions: Step 2 through Step 4

B. Extreme anger; uncontrollable behavior

Recommended sanctions: Step 6

Rule 13. Rude and Disrespectful Behavior

No student shall curse or intentionally argue in a demanding or disruptive manner with any teacher or administrator, or otherwise show disrespect for school personnel.

Recommended sanctions: Step 2 Intentionally argue

Step 5 through Step 6 Curse a school employee

Rule 14. Assault and/or Battery on a School Employee

A student shall not cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee on the school grounds or during a school activity, function or event off school grounds, or while under school supervision.

Recommended sanctions: Zero Tolerance

Rule 15. Fighting, Threatening, Bullying, Assault and/or Battery to a Person

A student shall not bully, cause or threaten to cause bodily harm or mental anguish to any person, student, guest, or personal property of another on the school grounds or while under school supervision.

Recommended sanctions: Step 3 through Step 6

Note: Recommended sanctions may be exceeded if injuries result.

Rule 16. Disruption and Interference with School

No student shall

A. Cause a false fire alarm.

Recommended sanctions: Step 3

B. Set fire to or in any school building or property.

Recommended sanctions: Step 5 or Step 6

C. Block any entrance, occupy any school building, prevent any class or function from taking place, prevent any student, guest,

or employee from using any facilities, or block any normal pedestrian or vehicular traffic or otherwise deprive others of free access to or use of any facility, program or activity, associated with the Obion County School System.

Recommended sanctions: Step 5 or Step 6

Rule 17. Sexual Misconduct or Offense

No student shall be guilty of molesting another student or of indecent exposure on school property, during school functions, or under school supervision.

A. Intentional, inappropriate touching of another student; sexual harassment

Recommended sanctions: Step 2 through Step 6

B. Indecent exposure

Recommended sanctions: Step 2 through Step 6

Rule 18. All Prescription Drugs and Non-Prescription Drugs Must Be Registered with the School Nurse

DRUGS: OVER-THE-COUNTER DRUGS, NARCOTICS, STIMULANT DRUGS, OR ANY DRUG REQUIRING A PRESCRIPTION CONTROLLED BY THE TENNESSEE STATE BOARD OF PHARMACY, OR ANY OTHER CONTROLLED SUBSTANCE. A student shall not possess, sell, use, or be under the influence of any unauthorized drug, including non-prescription drugs, on school property, including buses, during a school activity, function, or event off school grounds, or while under school supervision. Students shall not consume OTC or prescription drugs in excess of the recommended dosage.

Recommended sanctions: Step 3 through Step 6

Rule 19. Damage or Destruction of School Property and Buses

A student shall not cause damage to school property or steal or attempt to steal school property to include textbooks, library books, reference materials, and computers (attachments/software).

Recommended sanctions: Step 4 through Step 6 will be applied and restitution may be made.

Rule 20. Damage, Destruction or Theft of Private Property

A student shall not cause or attempt to cause damage to private

property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds or while under school supervision.

Recommended sanctions: Step 4 through Step 6 will be applied and restitution may be made through the court system.

Rule 21. Alcoholic Beverage or Intoxicant of any Kind

Alcoholic beverages shall not be permitted on school-owned property, school buses, at school-sponsored activities, or while under school supervision (including events off school grounds). Students shall not be under the influence of alcoholic beverages or intoxicants of any kind.

Recommended sanctions: Zero Tolerance

Rule 22. Possession and/or Use of 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, “...any firearm, explosive, explosive weapon, bowie knife, hawk-bill knife, ice pick, dagger, sling-shot, switchblade knife, blackjack, knuckles...”

Students who are found to have violated this policy shall be subject to suspension for a period of not less than 5 days and up to one (1) year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis.

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

Recommended sanctions: Zero Tolerance Policy enforced

Rule 23. Gang-Related Behaviors

Any type of gang-related behavior, dress, conduct, mannerisms, paraphernalia, and symbols will not be tolerated.

Recommended sanctions: Step 3 through Step 6

Rule 24. District-Provided Access to Electronic Information, Services, and Networks for Students**ACCEPTABLE USE POLICY:**

The Obion County Board of Education recognizes that telecommunications and other new technologies have transformed the ways that information may be accessed and communicated. It is incumbent upon students to use this privilege in an appropriate and responsible manner.

Students utilizing school-provided Internet access must be supervised by staff of the Obion County School System. Students are responsible for appropriate behavior on-line. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Permission is contingent upon student use being consistent with the education objectives of the Obion County School System. Parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Users are expected to use appropriate judgement in selecting and viewing Internet sites. To that end, the Obion County Board of Education supports and respects each family's right to decide whether or not to apply for independent access.

Electronic media storage will be treated like a school locker and is subject to inspection by school officials. Network administrators, school site administrators, and teachers may review files and communications under the same standards set for inspection of school lockers in order to maintain electronic media integrity and ensure that students are using the system responsibly. Network users should not expect that files stored on district servers will always be private or be maintained indefinitely.

The following uses of district-provided access to telecommunications and electronic information are **not** permitted:

1. To violate existing policy and regulation or any local, state or federal statute;
2. To access, upload, download, or distribute pornographic, obscene, sexually explicit material, or any materials objectionable in a public school environment;

3. To transmit obscene, abusive, racist, sexually explicit, or threatening language;
4. To vandalize, damage, or disable the property of another individual or organization;
5. To access another individual's materials, information, or files without permission;
6. To violate copyright or otherwise use the intellectual property of another individual or organization without permission;
7. To engage in activities for commercial profit, for product advertisements, or for political lobbying;
8. To use for any purpose inconsistent with the system's discipline policies or code of conduct;
9. To defame or demean any person; and
10. To have personal electronic mail unless approved by the teacher.

Recommended sanctions: Violations may result in loss of access.

Step 2 through Step 6

When applicable, law enforcement agencies may be involved.

STUDENT ATTENDANCE AND TARDINESS (TCA§49-6-3007)

Students who are absent from school must have their parents or guardians contact the school by written note and/or phone, prior to the next school day. (Students have 5 days to bring note.) Failure to contact the school will result in an unexcused absence. **Excused absences will be given for illness, death in the immediate family, or a doctor's appointment and others as per board policy and school administrator.** All other absences will be unexcused unless prior approval is granted by the principal or assistant principal.

Students who become ill or injured while at school shall be dismissed from school only after parents or guardians have been notified. Exceptions shall be made only in cases of emergency.

Students who are late to school must report to the principal's office for admission to class. After **five unexcused or excused tardies** to school or to class **per semester**, student will be required to attend Saturday School per offence.

Students shall be dismissed before the school day officially ends only when a parent or guardian writes or appears in person, explaining the reason for early

dismissal to the principal. The request must be presented to the principal's office.

When a student is absent from school with an excused absence, he will have the responsibility to make arrangements for missed work on the day of his return. A student will have the same number of days to make up missed work as the number of days absent. Example: A student who is absent two days will have two days to make up missed work. Homework will be collected from teachers upon parent's request only after three days absent. Make up work for students K-3 will be at the discretion of the principal. Zeros will be given for work missed on days of unexcused absences.

A child is considered truant when he is absent from school for five (5) days during the school year with unexcused absences. The days do not have to be consecutive days.

TENNESSEE STATE LAWS TENNESSEE CODE ANNOTATED

Disorderly Conduct

Every teacher is authorized to hold every pupil strictly accountable for any disorderly conduct in school or on the playground of the school or on any school bus going to or returning from school or during intermission or recess period.

Corporal Punishment

TCA§49-6-4103: 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 within the public schools.

Search & Seizure Laws TCA§49-6-4204

(a) When individual circumstances in a school dictate it, a principal may order the lockers or other enclosures used for storage by students and other areas accessible to students be searched in his/her presence or in the presence of other members of his/her staff.

(b) Individual circumstances requiring a search may include incidents on school property, including school buses, involving the use of dangerous weapons or drugs by students, which are known to the principal or other staff members, information received from law enforcement, juvenile or other au-

thorities indicating a pattern of drug dealing or drug use by students of that school, any assault or attempted assault on school property with dangerous weapons, or any other actions or incidents known by the principal which give reasonable cause that drugs or dangerous weapons are held on school property by one or more students.

In an emergency situation where a student has used or displayed a dangerous weapon or drug, the principal may conduct such search as is necessary under the circumstances, including a search of the student's person, to locate and recover such dangerous weapon or drug before any student can be harmed.

In other situations, a student's pockets, purse, or other container may be required to be emptied if a search of a locker or other area used for storage by the student has disclosed the presence of a dangerous weapon or drugs. If it seems probable to a principal, from the results of a locker search or from information received from a teacher, staff member, or other student, that a particular student has a dangerous weapon or drug concealed on his person, he shall be subject to physical search.

Any dangerous weapon or drug located by the principal or other staff member in the course of a search shall be turned over to the appropriate law enforcement officer for proper disposal.

Use of Drug Dogs for Searches

The use of drug dogs for searches shall be in accordance with TCA§49-6-4208 and in accordance with the intent of TCA§49-6-4201, "School Security Act of 1981." The school principal shall consult with the Director or his/her designee prior to requesting a drug dog.

When a school principal, in his/her professional judgment, has cause to believe that drugs are present on school property, a properly trained drug dog can be used to facilitate a search of the school building, grounds, or vehicles parked on school property.

The principal's request shall be made to a law enforcement agency with a properly trained drug dog.

The drug dog or other animal trained to detect drugs by odor shall be used only to pinpoint areas needed to be searched.

Search of lockers shall be conducted in accordance with TCA§49-6-4204.

Search of students and containers shall be conducted in accordance with TCA§49-6-4205.

Search of vehicles shall be conducted in accordance with TCA§49-6-4206. A copy of this policy shall be posted for students at all times in each school which contains any combination of grades 6-12 and shall be announced during student orientation each year.

Child Abuse Law

State law requires school personnel to report suspected child abuse cases to the proper authorities (1-877-237-0026 or 1-877-237-0004).

Weapons

Senate and House Bill SB No. 1576, HB No. 1547

It shall be unlawful for any person to possess or carry, whether openly or concealed, any gun, shotgun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, explosive device, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, metallic knuckles, any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any public or private school campus, grounds, recreation area, athletic field, or other property owned, used or operated by any board of education, school, college, or university board of trustees, regents or directors for the administration of any public or private educational institution.

Safe & Secure Learning Environment

In accordance with TCA§49-6-4216, the Obion County School System will maintain safe and secure learning environments free of drugs, drug paraphernalia, violence and dangerous weapons and will impose swift, certain and severe disciplinary sanctions on any persons who

1. Bring drugs, drug paraphernalia or dangerous weapon onto a school bus, school property, or to any school event or activity; or
2. While on a school bus, on school property, or while attending any school event or activity:
 - A. Is under the influence of a drug; or
 - B. Possesses a drug, drug paraphernalia, or dangerous weapon; or
 - C. Assaults or threatens to assault a teacher, student, or other person.

The Obion County Board of Education maintains a zero tolerance policy with reference to enforcing Public Law 49-6-4216.

Persons in violation of the above mentioned law will be promptly reported

to the proper law enforcement officials and subject to suspension and (or) expulsion in accordance with the provisions of the Tennessee Code Annotated.

Driver's License and Compulsory Attendance

Local school systems are required by law to report to the State any student under the age of 18 who has withdrawn from school (absent unexcused for more than 10 consecutive or 15 total unexcused absences during a single semester). The Department of Safety will revoke the driver's license of a child under 18 not attending school and also deny the issuance of a license to a child seeking driving privileges who is not complying with the Tennessee Compulsory Attendance Law.

School Safety Plan

Each school will develop and distribute to faculty and staff a code system for potentially dangerous situations. Codes for fire, tornado, and earthquakes exist. New codes will be assigned for other possibilities. These codes will be uncomplicated, and there should be as few as possible to avoid confusion. Teachers should have a list of codes readily available, but not posted in their rooms. As with fire, tornado, and earthquake, these new situations should be periodically practiced through drills.

Each classroom in each school should have all doors lockable so that teachers hearing an intruder code could lock all entrances to their classrooms. The locks should only be opened from the outside with a key. All external doors (with exception to the school front entrances) should be kept locked during regular school hours to deter intruders, but free for anyone to exit from the inside.

A cellular telephone will be kept outside the building with its location known and accessible to designated staff members. These phones are to be used for emergencies only.

In the event of power failures or evacuation of the building, schools are to be equipped with loud hailers, bull horns, etc., so that key staff members can communicate with each other.

Schools should have a person assigned to handicapped persons for purposes of assisting them during emergency situations. There should also be a back up person assigned to each of the above mentioned persons.

All buses in the system shall be equipped with communication systems specifically designated for emergency situations.

An evacuation plan shall be designed for each school and on file at the principal's office. Evacuation plans shall also include the local school transportation department as the students may have to be far removed from the building in certain situations.

Certain persons in each school shall be designated to call 911 in case of emergencies.

Only the principal or designee should be allowed to release information to the press during emergency situations, and all other staff members should refer media personnel to the principal or the designee.

Staff members will be informed of existing statutes, rules and regulations which promote school safety through local school inservices. These training activities will include information about the Gun Free Schools Act, reporting incidents to law enforcement authorities and the code of conduct (TCA§49-6-4006). Teacher and staff members will in turn distribute this information to students and parents.

No later than the beginning of the 2003-2004 school year, every local education agency (LEA) shall implement the Unsafe School Choice Policy approved by the State Board of Education as mandated under Section 9532 of the No Child Left Behind Act of 2001. The LEA shall provide any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school.

LIBRARY

Libraries shall open one week after the opening of school. School libraries shall close no earlier than one week prior to the end of school.

Upon a loss of a book, the student shall pay the replacement cost. If no current price can be found, a fee of not less than \$3.50 shall be charged. The price of the book will be returned to the student if the book is found within current school year and fine of not more than 50 cents is deducted from this amount. Lost book money shall be deposited according to internal accounts procedures. A receipt from the secretary or principal shall be obtained.

Loans of books from school libraries are for students and employees of the Obion County Board of Education.

Gifts accepted shall be left to the discretion of the librarian and be for library use only.

Money from organizations and individuals shall be spent with the approval of each librarian as they know the needs of each individual library.

AMENDED (2-8-93): The fine for video cassettes and reference books shall be increased to \$1.00 per day.

AMENDED (4-7-97): Computers located in the library will be available for use from the first to the last day of school.

FEES

Fees charged to students fall into two (2) general categories. They are *related fees* and *voluntary fees*. Related fees are those charges which are made to students to support the cost of the curriculum in which the student is involved. Voluntary fees are those charges made to students involved. Examples of voluntary fees are club dues, class dues, lockers and purchase of class rings, yearbooks, etc. No student will be required to participate in these activities or purchase these items and will not be penalized in any way for failure to do so.

It is the Board's desire to hold the cost of related fees to the lowest possible cost to the parents and when funding is adequate to eliminate these fees. The Board also realizes that voluntary fees charged to students cause a financial burden on many parents. The Board, therefore, will try to control the cost of these fees. The Board encourages teachers and administrators to restrict the number of these fees and where possible to reduce the cost.

RELATED FEES

Workbook Fees

Workbook fees are required in some grades and certain classes to supplement textbook materials. Use of workbooks will be determined by teachers, the principal and Supervisor of Instruction. Parents will be informed by the principal of cost of required workbooks and their usage.

Room Fee

There will be a \$25 room fee charged for the purchase of instructional materials to be used by the student. Parents will be informed as to what materials and supplies are covered by this fee. Restricted to grades K-8.

FEE SCHEDULE

Fees may be assessed for the following items:

Classroom Periodicals, Industrial Arts, Lab (Biology, Chemistry, etc.), Band, Chorus, Bookkeeping, Workbooks, Art, Computer Fees.

FEE WAIVERS

Section 55 of the 1992 Education Improvement Act provides for fee waivers for students receiving free or reduced priced meals. If your child qualifies for free or reduced meals, he (she) may be eligible for waiver of student fees. Contact your local school principal for further information.

VOLUNTEER FEES

Voluntary fees, dues, etc., are charges made to students for participation in school related activities that are not required. No student will be required to participate in these activities or purchase these items and will not be penalized in any way for failure to do so. These fees, dues, and charges are as follows:

Club Fees

Students may be charged dues to membership in various school related clubs. Dues are to be determined by club members.

Lockers

Students may be charged a fee for use of a locker for the school year to cover the cost of maintenance and repair of lockers. Students who wish to provide their own lock may do so provided they furnish the school principal a key to the lock. Maximum locker fee is \$1.00 per year.

Pictures

Schools may sell student pictures at prices determined by the photo studio. Parents may purchase desired photos and return remainder to the school.

OUT OF STATE TUITION

Students who are not residents of the State of Tennessee will be charged out-of-state tuition. No student will be accepted who had discipline or attendance problems.

FREE & REDUCED PRICE MEALS

Students who meet income eligibility requirements may receive free or reduced price meals in the school cafeteria. Application forms may be obtained from the teacher, principal, or cafeteria manager.

FOOD SERVICE CHARGE POLICY

Students will be permitted to charge lunches for a period of one week. This will give the student leeway in case he/she forgets his/her money. In the event students do not bring money for their meals or make application for free or reduced priced meals, the following procedures will be followed:

1. If the allowed credit limit has been reached, the student will be sent to the principal's office to call a parent for money or will be served an alternate meal.
2. There will be a \$25.00 charge for all returned checks. Persons, who have had a returned check during the school year, must make future payments in cash. (You may check your child's account or pay on line at www.parentonline.net.)
3. No charges will be allowed for the purchase of extra milk.
4. No charges will be allowed for the purchase of breakfast.
5. No charges will be allowed for the purchase of extra ala carte items.

If this credit limit has been reached, the student may be sent to the principal's office to make arrangements for payment or will be served an alternate meal.

Parents may deposit money into their child's cafeteria account the same as a person would make a deposit into a bank account.

Cafeteria payments, may be made online by registering at www.parentonline.net and using a credit/debit card. Student account information may also be accessed anytime at this site.

Free and reduced price meals are available to students who meet the qualifications.

For school lunch menus, go to www.obioncountyschools.com and click on the "Cafeteria Menus" button.

WELLNESS

Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical

activity. Improved health optimizes student performance potential and ensures that no child is left behind.

Beginning June 30, 2006, each school will have a wellness committee which consists of faculty members, parents, school nurse, and/or food service personnel. Local wellness goals will be established for each school. In order to comply with this policy parents are encouraged to provide only nutritious foods that adhere to the Tennessee Competitive Foods Compliance List. A list of these food items may be obtained by going to snp.state.tn.us and clicking on Tennessee Competitive Foods Compliance List. Nonfood items may also be provided as favors and rewards.

Students will be encouraged to make physical activities a part of each school day.

The Obion County School System promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment.

GRIEVANCE PROCEDURES

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

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

COMMUNICABLE DISEASES

No child with a contagious disease or one who comes from a home where such prevails shall enter or remain in school except by certificate from the attending physician.

HEAD LICE

Assessing and Addressing the Issue

The acute and chronic problem of head lice infestation in the school setting shall be approached in the following manner in the Obion County School System:

ASSESSMENT: All homeroom teachers will receive in-service training by the school health nurse for signs and symptoms of active louse infestation to include hair shaft measurement of nit location and checking scalp and nape for redness, rash, or live lice.

ADDRESSING THE ISSUE: The teachers will check their students periodically for louse infestation. Suggested dates are first of school year, after Christmas and spring break, and as needed.

If the observation for active lice is positive, the teacher will refer the student to the health nurse for follow-up/recommendations, which include

- A. The school health nurse confirms the positive finding.
- B. Attempts will be made to locate the parent/responsible party for discussion of the proposed plan of treatment, which will include immediate implementation of the treatment plan.
- C. If the parent/responsible party cannot be reached or is unable to pick up the student immediately for treatment, the active louse treatment proposal plan with follow up information will be sent home with the student on this same day. Depending on the severity of the infestation, the student may or may not be allowed to return to class.

The student may return to school the following day for readmission with proof of treatment. The proof of treatment may be the box or the actual bottle of medication used or the olive oil treatment that may have been used.

Upon readmission, the school health nurse or principal will recheck the student for active louse infestation before the readmission process is complete. The student must have an admission slip from the principal to return to class.

Retreatment of the student will be enforced after seven (7) days unless “Nix” or the prescription Lindane has been used for treatment.

If a student is found to have a chronic reoccurrence of louse infestation (three times in a semester-90 school days), the principal may require that he/she be free of all nits on the hair shaft as well as be free of live lice before readmission to school. The school health nurse shall make assessment with findings to the principal. If results are negative, the student

may return to class. If results are positive, the student must return home with the parent for further treatment.

If louse infestation persists after the above protocol has been followed, the school health nurse may deem it necessary to make an environment evaluation during a home visit.

HARASSMENT-FREE SCHOOLS

You have a right to a Harassment-Free School. Sexual harassment is unlawful and unacceptable. Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment.

Sexual harassment is illegal whether it is initiated by an administrator, teacher, employee, any non-employee or a fellow student.

Because of the importance we place on these types of issues, the Obion County Board of Education has instituted a procedure for investigating harassment complaints. It is our policy to investigate and resolve these issues in a prompt manner. If you have been harassed or another's conduct creates an intimidating, hostile, or offensive environment, please notify one of the people listed below immediately.

Davis Huss, Director of Schools, or James Faulkner, Title VI/Title IX Coordinator at 731-885-9743.

Any behavior or discipline not covered in this handbook will be handled at the discretion of the school administrator.

DISCRIMINATION

Any person who feels they have been discriminated against because of his race, color, or national origin may file a complaint. Complaints can be directed to David Huss, Director of Schools, or James Faulkner, Title VI/Title IX Coordinator at 731-885-9743.

TENNESSEE DEPARTMENT OF EDUCATION INFORMATION

Answers to many questions and much helpful information may be obtained for the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division
Division of Special Education, Tennessee Department of Education
710 James Robertson Parkway, Andrew Johnson Tower, 5th Floor
Nashville, TN 37243-0380
Phone: 615-741-2851, Fax: 615-253-5567 or 615-532-9412

West Tennessee Regional Resource Center
100 Berryhill Drive, Jackson, TN 38301, Phone: 731-421-5074, Fax: 731-421-5077

East Tennessee Regional Resource Center
2763 Island Home Blvd., Knoxville, TN 37290
Phone: 865-594-5691, Fax: 865-594-8909

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed:

The ARC of Tennessee is on the Internet at <http://www.thearctn.org/>
44 Vantage Way, Suite 550, Nashville, TN 37228
Phone: 615-248-5878, Toll-free: 1-800-835-7077, Fax: 615-248-5879
Email: pcooper@thearctn.org.

Support and Training for Exceptional Parents (STEP)

is on the Internet at <http://www.tnstep.org/>
712 Professional Plaza, Greeneville, TN 37745
WEST TENNESSEE: (901) 756-4332, jenness.roth@tnstep.org
MIDDLE TENNESSEE: (615) 463-2310, information@tnstep.org
EAST TENNESSEE: (423) 639-2464, karen.harrison@tnstep.org.

Tennessee Protection and Advocacy (TP&A)

is on the Internet at <http://www.tpainc.org/>
416 21st Avenue South, Nashville, Tennessee 37212
1-800-287-9636 (Toll-free) or 615-298-1080
615-298-2471 (TTY) 615-298-2046 (Fax)

Tennessee Voices for Children

is on the Internet at <http://www.tnvoices.org/main.htm>
WEST TENNESSEE: (Jackson Area) Telephone: 731-660-6365,
Fax: 713-660-6372
MIDDLE TENNESSEE: 1315 8th Avenue South, Nashville, TN 37203
Telephone: 615-269-7751, Fax: 615-269-8914
TN Toll-free: 800-670-9882, E-mail: TVC@tnvoices.org.
EAST TENNESSEE: (Knoxville Area) Telephone: 865-609-2490,
Fax: 865-609-2543

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services—Disability Pathfinder Database:

<http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

On the web page, select your “county” and the “service” you desire from the drop-down lists and click “Submit”.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

Please **SIGN AND RETURN THIS PAGE** to your child's homeroom teacher as soon as possible. *Keep the rest of the material for reference.*

STUDENT PERMISSION TO USE ELECTRONIC INFORMATION SERVICES AND NETWORKS IN THE OBION COUNTY SCHOOL SYSTEM

STUDENT SECTION *(Required)*

Student Name _____
(Last) (First) (MI)

Social Security Number _____ Grade _____

I have read the Obion County School System Acceptable Use Policy and agree to abide by the provisions. I understand that violation of the use provisions may constitute suspension or revocation of network privileges and/or disciplinary action.

Student
Signature _____ Date _____

SPONSORING PARENT or GUARDIAN *(Required)*

I have read the Obion County School System Acceptable use Policy. I understand that administrators of the Obion County School System network have taken reasonable precautions to ensure that controversial material is not accessible. Nevertheless, I understand that materials which may be offensive to some may still be available and have discussed with my child appropriate use of such materials. I hereby give my permission for my child to use Internet service in the Obion County School System under appropriate supervision.

Parent/Guardian
Signature _____ Date _____

Address _____ Phone _____

CODE OF BEHAVIOR AND DISCIPLINE FOR THE OBION COUNTY SCHOOL SYSTEM

SPONSORING PARENT OR GUARDIAN *(Required)*

I hereby certify that I am the
parent or legal guardian of _____
(Student's Name)

and I have received, read and understand the Code of Behavior and Discipline contained herein. Any questions or concerns may be directed to the principal of the Obion County school my child attends.

Parent/Guardian
Signature _____ Date _____

STUDENT SECTION *(Required)*

As a student in the Obion County School System, I hereby certify that I have received instructions and understand my responsibility in abiding by all rules and regulations in this Code of Behavior and Discipline.

Student
Signature _____ Date _____

THIS PAGE WILL BECOME A PART OF YOUR CHILD'S PERMANENT RECORD IN THE OBION COUNTY SCHOOL SYSTEM. SHOULD ANY OF THIS INFORMATION CHANGE, IT IS YOUR RESPONSIBILITY TO NOTIFY THE SCHOOL.

OBION COUNTY SCHOOLS CALENDAR 2006 - 2007

July 27	Professional Development (#1 Required In-Service)--No School
July 28	Professional Development (#2 Required In-Service)--No School
July 31	Registration Day--Abbreviated Day--No lunch served
August 1	*Workday #1--No School
August 2	First full day of classes
August 3-14	Students present
August 15	*Workday #2 (or summer)-No School
August 16-Sept 1	Students present
September 4	Labor Day (No School)
September 5-Oct 6	Students present
October 9-20	Fall Break for students
October 9-17	Fall Break for staff
October 18	Professional Development (#3 Required In-Service)-No School
October 19 ... OCCHS/SFMS/HS & CTC	Professional Development (#4 Required In-service)-No School
October 19	Black Oak, SFES, Ridgemont, Lake Road, & Hillcrest Parent/Teacher Conference-Full workday #3-No School
October 20	OCCHS/SFMS/HS & CTC Parent/Teacher Conference- Full workday #3-No School
October 20	Black Oak, SFES, Ridgemont, Lake Road, & Hillcrest Professional Development (#4 Required In-service)-No-School
October 23-Nov 21	Students present
November 22-24	Thanksgiving Break
November 27-Dec 15	Students present
December 15	Abbreviated day-No lunch served
December 18-Jan. 1	Christmas Break
January 2	Professional Development (#5 Required In-service)-No School
January 3-12	Students present
January 15	Dr. Martin Luther King Jr. Day (No school)
January 16-Feb 8	Students present
February 9	Black Oak, SFES, Ridgemont, Lake Road, & Hillcrest Professional Development (#6 Required In-service)-No School
February 9	OCCHS/SFMS/HS & CTC Parent/Teacher Conference- Full workday #4-No School
February 12	Black Oak, SFES, Ridgemont, Lake Road, & Hillcrest Parent/Teacher Conference-Full workday #4-No School
February 12 ..	OCCHS/SFMS/HS & CTC Professional Development (#6 Required In-service)-No School
February 13-16	Students present
February 19	President's Day (No School)
February 20-Mar 30	Students present
April 2-6	Spring Break (includes Good Friday)
April 9-May 24	Students present
May 24	Last full day of classes
May 25	Workday #5
May 28	Memorial Day (No School)
May 29	Professional Development (#7 Required In-Service)-No School
May 30	Report cards-Abbreviated day-No lunch served

Our system will be stockpiling snow/hazard days this year.

