

# OBION COUNTY SCHOOLS



## *Student and Parent Handbook*

*2019 - 2020*

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.

Please keep this copy of the Obion County Schools Student Policy Handbook in a safe place for future reference. It is also available online at [www.obioncountyschools.com](http://www.obioncountyschools.com). Click on the “For Students” tab to download a copy of the handbook.

## **CHARACTER COUNTS**

Help build the character of the next Generation!  
The six pillars of character provide the foundation for  
Character Counts:

**Trustworthiness, Fairness, Respect, Caring,  
Responsibility, Citizenship**

*Preparing Students for the  
Challenges of Tomorrow*

# **OBION COUNTY BOARD OF EDUCATION**

# **STUDENT POLICY HANDBOOK**

## **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](http://www.obioncountyschools.com).

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## SCHOOL ADMISSIONS

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

Proof of Date of Birth

Proof of proper immunization (in accordance with TCA)

Physical examination proof

School emergency information sheet 2

proofs of residence

A Social Security Number is preferred.

Student must be 5 years of age by August 15th of the current year to enroll in kindergarten. Students must be 4 years of age by August 15th of the current year to enroll in Pre-K.

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 LEA 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. TCA 49-6-3104(a)

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. Any student who is residing in a temporary living arrangement due to loss of housing or economic hardship may qualify for supplemental services outlined under the McKinney-Vento Act. If you feel your child may be entitled to these services, contact your local school or the Obion County Board Office.

It is mutually agreed between the directors of schools of the Union City and Obion County School Systems that once both school systems have been in session for five (5) simultaneously consecutive days, students will not be allowed to transfer between school systems unless:

1. There has been a permanent change of residence which results in the legal residence of the student being located in another school district within the county, i.e., from inside the Union City city limits to the county or from outside the Union City city limits to within the Union City city limits; or
2. Other extraneous circumstances for which both directors of the schools agree are in the best interest of the student.

### **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:

|                   |                  |
|-------------------|------------------|
| <b>A</b> - 100-93 | <b>D</b> - 74-70 |
| <b>B</b> - 92-85  | <b>F</b> - 69-0  |
| <b>C</b> - 84-75  |                  |

Students in grades 1 – 12 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 six weeks for each student. The report cards will inform parents of student progress.

**HIGH SCHOOL GRADUATION REQUIREMENTS  
2019-2020**

| <u>Subject Area</u>                    | <u>Credits</u> |
|--|----------------|
| English .....                          | 4              |
| Math.....                              | 4              |
| Science.....                           | 3              |
| Social Studies.....                    | 3              |
| Wellness .....                         | 1              |
| PE.....                                | ½              |
| Personal Finance .....                 | ½              |
| Computer Applications .....            | 1              |
| Electives* .....                       | 7              |
| <b>Total credits to graduate .....</b> | <b>24</b>      |

\*Students must complete 3 credits in the same FOCUS AREA.

Elective Focus Areas include Agriculture

- (OCCHS and SFHS)
- Family and Consumer Sciences (OCCHS and SFHS)
- Health Science Education (OCCHS and SFHS)
- Law Enforcement Services (OCCHS and SFHS)
- Information Technology (OCCHS and SFHS)
- Carpentry (OCCHS)
- Collision Repair Technology (OCCHS)
- Cosmetology (OCCHS)
- Welding (OCCHS and SFHS)
- Math & Science\* (OCCHS and SFHS)
- Arts\*(OCCHS and SFHS)

\*If a student chooses to complete an Elective Focus in the Arts or Math Sciences, the student must choose to take 3 more math and/or science classes in the Arts Department (including music classes) ABOVE the core curriculum.

Please be advised...it is extremely important to map out the desired course of study for all 4 years of high school to ensure that all graduation requirements are met.

Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score or on the SAT will “graduate with Honors.”

## **END OF COURSE EXAMS**

The following subject areas require a state assessment, which counts as a portion of the second semester grade.

English I, II; Algebra I, II; Biology I; US History; Geometry

## **DIPLOMA PROGRAMS**

Regular High School Diploma- Completion of 24 credits for 2019-2020 as stated in the "Ready Core" requirements.

Transition Certificate- Awarded at the end of the 4th year of high school to students with disabilities who (1) have taken classes toward a high school diploma, (2) have satisfactorily completed an IEP program, and (3) have satisfactory records of attendance and conduct. Students who obtain a transition certificate may continue to work towards the high school diploma through the end of the school year in which they turn 22 years old.

IBP Certificate - Awarded to students with disabilities who

- (1) have satisfactorily completed an IEP,
- (2) have successfully completed a portfolio, and
- (3) have satisfactory records of attendance and conduct.

This replaces the former Special Education Diploma.

## **CAREER AND TECHNICAL EDUCATION INFORMATION**

The Obion County School System offers a wide range of Career and Technical Education programs under its open admissions policy. Specifically, OCSS may offer admissions based on selective criteria in programs like Health Science, Agriculture, Hospitality and Tourism, Advanced Manufacturing, Marketing, Education & Training, and Work-based Learning through a separate application process that is nondiscriminatory. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Mr. Dale Hollowell, System Title IX Coordinator; 1700 N. 5th Street, Union City, TN 38261; [dhollowell@ocboe.com](mailto:dhollowell@ocboe.com); (731) 885-9743

Mr. George Leake, System 504 Coordinator; 1700 N. 5th Street, Union City, TN 38261; [leakeg@ocboe.com](mailto:leakeg@ocboe.com); (731) 885-9743



## HIGH SCHOOL HONORS PROGRAMS 2019-2020

### Obion County Challenge Program

|   |    |
|---|----|
| English .....   | 4  |
| Math (Alg I, Alg II, Geom, and an advanced math).....   | 4  |
| Science (Bio I, Chem I, AP/Dual Enrollment Bio, AP Chem,<br>Physics, Anatomy and Physiology, Physical Science)..... | 4  |
| Social Studies (World Geo, US Hist, Econ ½, Govt ½ )...   | 3  |
| Wellness .....  | 1  |
| Physical Education.....   | ½  |
| Personal Finance .....  | ½  |
| Computer Applications.....  | 1  |
| Foreign Language (same language).....   | 2  |
| Fine Arts (music/art) .....   | 1  |
| Electives (minimum).....  | 3  |
| Total .....   | 24 |

*Students must maintain a B average. Students must take at least 50% of the school's Advanced/Advanced Placement/Dual Enrollment courses over 4 years. Students must make a 21 on the ACT. Students must have a 95% attendance rate and have no out of school suspensions.*

### Tennessee Scholars Program 2019-2020

|   |    |
|---|----|
| English (regular or honors) .....                       | 4  |
| Math (Alg I, Alg II, Geom, & 1higher math).....         | 4  |
| Science (Bio I, Chem I, & 1other lab Science).....      | 3  |
| Social Studies (World Geo, US Hist, Econ ½, Gov ½)..... | 3  |
| Wellness .....  | 1  |
| Physical Education .....                                | ½  |
| Personal Finance .....                                  | ½  |
| Computer Applications.....                              | 1  |
| Foreign Language (same language).....                   | 2  |
| Fine Arts (music/art) .....                             | 1  |
| Technical Courses .....                                 | 2  |
| Electives (minimum).....                                | 2  |
| Total .....   | 24 |

### Additional Requirements:

*80 hours of community service. 95% attendance over 4 years.*

*All subjects must be completed with a final average of 75.*

*No out of school suspensions.*

*Dual enrollment course credit can replace technical credit course requirement.*

## **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 pages of this booklet requires signatures from both the student and parent and must be returned so that they 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 PROCEDURES**

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

#### **MISBEHAVIORS: Level 1**

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

##### **Examples (*not an exclusive listing*):**

Classroom disturbances

Classroom tardiness

Cheating and lying

Abusive language to other students

Non-defiant failure to do assignments or carry out directions  
out of assigned area

##### **Disciplinary Procedures:**

Immediate intervention by the staff member.

Determine what offense was committed and its severity.

Determine offender and that he/she understands the nature of the offense.

Employ appropriate disciplinary options.

Record of the offense and disciplinary action maintained by staff member.

**Disciplinary Options (*not an exclusive listing*):**

Verbal reprimand  
Special assignment  
Restricting activities  
Counseling  
Withdrawal of privileges  
Detention  
Corporal punishment  
In-school suspension

**MISBEHAVIORS: Level II**

Misbehavior whose *frequency or seriousness* tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the staff member.

**Examples (*not an exclusive listing*):**

Continuation of unmodified Level I behaviors  
School or class tardiness  
School or class truancy  
Use of tobacco  
Using forged notes or excuses  
Disruptive classroom behavior  
Use of symbols/signs  
Gang related behavior  
Abusive language to a school employee

**Disciplinary Procedures (*if teacher feels is necessary*):**

Student is referred to principal.  
Principal meets with student and teacher.  
Principal will take appropriate disciplinary action and notify teacher.  
Record of offense and disciplinary action taken will be maintained  
by principal.

**Disciplinary Options (*not an exclusive listing*):**

Counseling  
In-school detention

Corporal punishment  
Detention  
Out-of-school suspension not to exceed ten (10) days  
Alternative school

**MISBEHAVIORS: Level III**

Acts directed against persons or property but whose consequences *do not seriously endanger* the health or safety of others in the school.

**Examples (not an exclusive listing):**

Continuation of unmodified Level I and II behaviors  
Fighting (simple)  
Vandalism (minor)  
Stealing  
Threats to others Gang  
related behavior  
Harassment (Sexual, Racial, Ethnic, Religious)

**Disciplinary Procedures:**

Student is referred to the principal. Principal meets with student and teacher.  
Principal will take appropriate disciplinary action and notify teacher.  
Principal may refer incident to the Director of Schools.  
Record of offense and disciplinary action taken will be maintained by principal.

**Disciplinary Options (not an exclusive listing):**

Counseling  
In-school suspension  
Corporal punishment  
Detention  
Out-of-school suspension not to exceed ten (10) days  
Alternative School  
Restitution for loss of property  
Long term out-of-school suspension

**MISBEHAVIORS: Level IV**

Acts which result in violence to another's person or property or which *pose a threat* to the safety of others in the school. These acts are

so serious that they usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the Board.

**Examples (*not an exclusive listing*):**

Unmodified Level I, II, and III behaviors

Extortion

Bomb threat

Possession/use/transfer of dangerous weapons\*

Assault/Battery\*

Gang related behavior/violence (severe)

Vandalism

Theft/possession/sale of stolen property

Arson

Possession/use of alcohol

Possession of or under the influence of unauthorized substances\*

Harassment: (Sexual, Racial, Ethnic, Religious)

**Disciplinary Procedures:**

Principal confers with appropriate staff members and the student.

Parents are notified.

Law enforcement officials are notified.

Incident is reported and recommendations made to the director.

Complete and accurate reports are submitted to the director.

Record of offense and disciplinary action taken will be maintained  
by the principal.

Student is given hearing before disciplinary hearing authority.

**Disciplinary Options (*not an exclusive listing*):**

Out-of-school suspension

Alternative school

Other hearing authority or School Board action which results in  
appropriate placement.

Suspension for a period of not less than one (1) calendar year.

\* Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the Director of Schools on a case-by-case basis.

### **ADDITIONAL GUIDELINES**

1. A student shall not be suspended solely because charges are pending against him/her in juvenile court.
2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student’s grade because of discipline problems.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by Board policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
  - a. pay any activity fee,
  - b. pay a library or other school fine, or
  - c. make restitution for lost or damaged school property.

#### **Legal References:**

1. TCA 49-6-4001 through 49-6-4105
2. TCA 49-6-3007 (1)

**Discipline of students with disabilities will follow the requirements of the Individuals With Disabilities Education Act.**

### **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 recommendation 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, Battery and Alcohol.*

### **SYSTEM-WIDE SCHOOL RULES**

**Rule 1. Unexcused Absences, Tardiness and/or Skipping Class, Tardiness and/or Skipping School including unexcused check-ins and check-outs.**

**ALL STUDENTS ARE EXPECTED TO BE PRESENT AND ON TIME EVERY DAY THAT SCHOOL IS IN SESSION!**

Unexcused absences, tardiness, skipping, check ins/outs, being in an unauthorized place on campus, or urging others to violate these rules is unacceptable.

**ABSENTEE PROCEDURES**

- **Parents** are responsible for contacting the school by phone every time their student is absent and submitting written documentation.
- Upon the student's return to school, a parent note or third party confirmation shall be sent to explain the absence.
- Failure to provide written documentation within a reasonable amount of time to school will result in the absence being unexcused.
- Students will be allowed up to three excused parent notes per semester.
- Students with six unexcused absences will be assigned to tutoring and investigated by attendance supervisor.
- Students, who refuse tutoring will be assigned to in-school suspension (ISS).
- The Department of Safety will be notified whenever a student with a driver's permit or license withdraws from school.

**ACCEPTABLE THIRD PARTY DOCUMENTATION PROCEDURES**

- A funeral home statement in the event of a death of a parent, guardian, grandparent, brother, sister, aunt, uncle, niece, nephew, or any member of the immediate household.
- A doctor's written statement concerning the student's personal illness, hospitalization, or appointment.
- A doctor's statement verifying the student's need to miss due to the illness or confinement of a parent, guardian, or sibling.
- Official documentation from a court official due to a court appearance.
- A written statement from a church leader in the event of a church trip or religious observance.
- Documentation affirming a parent/guardian is being deployed (1 day) into active military service or returning (1 day) from active military service.

*The principal or his/her designee shall also excuse absences due to*

- Failure of the bus to make its route due to weather conditions or mechanical problems.
- Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

- School trips, contests, conventions, 4-H activities, or competitive events. Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as “school-sponsored,” the activity must be school-planned, school-directed, and teacher-supervised.

### **TARDY PROCEDURES**

- Students who are late to school **MUST** report to the principal’s office for admission to school.
- Students will be allowed up to three excused tardies per semester; all thereafter, will be unexcused.
- Upon the fourth tardy per semester, students will be assigned detention or other assignments as determined by school administration as appropriate to the age of the student.
- Failure to comply with assigned discipline will result in in-school suspension, alternative school placement, or loss of driving privileges for high school students and home visits from the attendance supervisor.

### **TRUANCY PROCEDURES**

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student’s absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

#### ***Progressive Truancy Intervention Plan***

**Tier I** of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student’s parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
  - a. A specific description of the school’s attendance expectations for the student;
  - b. The period for which the contract is effective; and
  - c. Penalties for additional absences and alleged school offenses, including disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student’s progress.

#### **Tier II**

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II. Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student’s attendance problems.



### Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful. These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of School/designee.

#### **RELEASE DURING SCHOOL HOURS PROCEDURES**

- In order to check out for illnesses, students must first see the school nurse.
- No student will leave school prior to regular dismissal hours without the approval of the principal and parent.
- *Elementary/Middle students* will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s).
- *High school students* are **prohibited** from checking out of school prior to regular dismissal hours via telephone if it results in an unexcused absence. *The parent will be required to pick up the high school student or prearrange the early dismissal by sending a written request.* In extreme emergencies the principal will have the discretion to waive these requirements.
- No student will be sent from the school during school hours to perform an errand or act as a messenger.
- When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request for dismissal or call for the student in person.
- Students will be released only upon the request of the parent whom the court holds directly responsible for the child or who is the parent/guardian registered on the school record.
- No principal or teacher shall permit a change in the physical custody of a child at school unless
  - (a) the person seeking custody of the child presents the school official with a certified copy of valid court order from a Tennessee Court designating the person who has custody of the child and
  - (b) the person seeking custody gives the school official reasonable advanced notice of his/her intent to take custody of the child at school.
- Students are encouraged not to check out during mid-term or final exams.
- High school students may be released for jobs and approved training at centers outside their home schools under regulations approved by the Board.

### **MAKE UP WORK PROCEDURES**

- In an effort to maintain the academic pace established by the teachers, students will be given an opportunity to make up all school work missed due to being absent.
- Following an absence, the student and/or parent(s) will have the responsibility of making initial inquiry about making up missed schoolwork.
- The principal/teacher will establish the make-up requirements, and students will be allowed a reasonable length of time to make-up school work missed.
- Any schoolwork or tests not made up during the specified time and according to the guidelines established by the principal/teacher will result in a zero (0) for that work.
- Students with an excused absence shall be permitted to make-up all schoolwork missed within a reasonable amount of time.
- Students with an unexcused absence, who wish to make-up schoolwork for full credit must remain after school (includes students who have been suspended). Students will complete the make-up schoolwork under the supervision of the principal and/or his designee in the Extended School Program or the tutoring programs. Parents must make after-school arrangements with the principal or designee within two (2) days of the child's returning to school.

### **FIELD TRIPS/SCHOOL COMPETITION PROCEDURES**

- When students have excessive absences, tardies, unacceptable grades or classwork, or excessive disciplinary infractions, they may not be able to participate in school sponsored field trips and/or competitions.

### **ATTENDANCE INCENTIVE PROCEDURES**

- The attendance supervisor will recognize students with perfect attendance on two levels.
- Gold Perfect Attendance will be awarded to students who have zero (0) absences and no instances of tardies or sign-outs.
- Silver Perfect Attendance will be given to students who have zero (0) absences and tardies or sign-outs less than one (1) day.
- Students eligible to drive on campus will be able to maintain parking privileges as long as they are in compliance with the attendance policy, obey all school policies/rules, and obey all appropriate laws/rules related to safe driving.
- Local schools may give additional attendance incentives at the discretion of the principal.

**DRIVER’S LICENSE AND COMPULSORY  
ATTENDANCE PROCEDURES**

- Attendance Report Request (for Drivers Licenses):  
At the time of request for documentation of attendance, unexcused absences may not exceed six (6) full days and the total of days absent should not exceed twenty (20) days. Consideration is given to extenuating circumstances.
- Local school systems are required by law to report to the Department of Safety any student under the age of 18 who has withdrawn from school or who has unexcused absences of more than 10 consecutive days or 15 total days per semester.
- The Department of Safety will revoke the driver’s license of a child under 18 who is 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 or *not making satisfactory academic progress*.
- In order to qualify for reclaiming a driver’s permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.
- Parking and Driving on School Property  
Students who are licensed drivers are allowed to drive to school after purchasing a parking permit. No student is permitted to be in his/her car or in the parking lot during school hours without permission from the office. Loitering in the parking lot before or after school is not acceptable.

**Rule 2. Leaving Campus Without Authority**

No student will be allowed to leave campus without authority.

*Leaving School Without Permission:*

- 1st offense - 1 day out of school suspension (OSS), contact parent(s), revoke driving privileges for 10 school days.
- 2nd offense - 3 days out of school suspension (OSS), contact parent(s), no driving privileges for remainder of the school year.
- 3rd offense - refer to Obion County Board of Education’s Disciplinary Committee.

*Skipping Class:*

- 1st offense - student will be given detention, counsel with parent(s)/guardian(s) and student.
- 2nd offense - student will be given 1 day of ISS, counsel with parent(s)/guardian(s) and student.

3rd offense - 5 day placement in Alternative School, parent conference in school office.

*Skipping School:*

1st offense – 3 days of ISS, counsel with parent(s)/guardian(s) and student.

2nd offense - 10 days Alternative School, counsel with with parent(s)/guardian(s), student.

3rd offense - petition for additional discipline through Disciplinary Committee.

NOTE: Students are considered to be skipping school if they fail to report for the school day and do not have proper authorization for such.

### **Rule 3. Student Dress Code**

It is the mission of the Obion County Board of Education to provide the best possible educational environment for every student attending institutions under its jurisdiction. It is also 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.

The Obion County Board of Education has a responsibility to prepare students to take their place in society as mature, responsible adults. While the Obion County Board of Education desires to allow students flexibility in dress code, it is important that all students follow these guidelines in order to prevent stricter regulations.

A student’s physical appearance must be clean, neat, and not distracting. Students must adhere to the dress code on school buses. Parental judgment is suggested, but administrative judgment will take precedence.

**All students shall be expected to be in full compliance with the system-wide dress code as defined in Board Policy 6.310. Students who arrive to school in violation of the dress code will be dealt with as specified in the said board policy. See [www.obioncountyschools.com](http://www.obioncountyschools.com) for the complete dress code. A simplified version of the dress code is included near the back of this handbook.**

### **Rule 4. Bus/Transportation Regulations**

No student shall shoot paper wads or other projectiles, curse, show argumentative, disruptive, or disrespectful behavior, or otherwise

demonstrate threatening or bodily harm to any individual while loading, riding or exiting a bus. No unauthorized student or adult shall board the bus for any reason without permission of a principal or designee.

**Riding a school bus is a privilege, not a right. Misbehavior on a school bus may lead to riding privileges being revoked by school administration. However, school attendance remains mandatory.**

**Rule 5. Tobacco Offenses**

The use or possession of tobacco, tobacco paraphernalia, vaping materials (lighters, matches, e-cigarettes, etc.) is prohibited at all times while on school grounds or at any school-supervised function or event. Possession or use of tobacco or vaping materials will result in the following disciplinary actions.

1st offense – Contact parents, 5 days Alternative School

2nd offense – Contact parents, 10 days Alternative School

3rd offense – Contact parents, Disciplinary Hearing

**Rule 6. 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 7. Gambling on School Property or at School Function**

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

**Rule 8. 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.

**Rule 9. Extortion**

Extortion of any kind will not be tolerated.

**Rule 10. Use of Personal Communication/Electronic Media Devices in School**

Device for the purpose of this policy include, but is not limited to a

cell phone, personal pager, CD player, ipod, radio, video recorder, or camera.

**K-8 students** may not have cell phone on their person during the school hours. The device should be left in their 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.

**9-12 students** may possess personal communication/electronic devices while on school property for student learning. A device used outside of established parameters shall result in confiscation of the device. Students are allowed to use cell phones or other devices in the classroom for educational purpose only and must be under the direct supervision of their teacher.

Students are allowed to use cell phones and other devices in the commons/lunchroom area during morning and lunch breaks.

Students may not use such devices during normal classroom breaks. They must remain in the “silent” or “off” position.

**Consequences for Procedure Violations:**

Violation of the Electronic Device Policy will result in the student’s cell phone or device being confiscated for seven (7) days. Students may choose to have their cell phone or device returned before the end of seven (7) days by paying a twenty dollar (\$20) cash only fine at the end of the school day.

If problems arise from the improper use of electronic devices action will be taken per Board Policy #6.312.

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, unless being used for instructional purposes.

**Students** 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).

**Rule 11. Criminal Law Violations**

A student who is on legal probation for any reason and/or whose presence on the school campus may endanger the safety of other students and/or cause substantial disruption to school bus operations will not be tolerated.

**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 will not be tolerated.
- B. Extreme anger and uncontrollable behavior will not be tolerated.

**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.

A student shall not 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.

Students are expected to limit their display of public affection. School administration will determine what is excessive display of affection.

**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.

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

A student shall not 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.

**Rule 16. Disruption and Interference with School**

No student shall

- A. Cause a false fire alarm.
- B. Set fire to or in any school building or property.
- 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.

**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. There shall be no intentional, inappropriate touching of another student **and no** sexual harassment. **Students are expected to limit their display of public affection. School administration will determine what is considered excessive display of affection. School administration will impose disciplinary sanctions upon those who choose to violate this rule.**

**Rule 18. All Prescription Drugs and Over-the-Counter Medications Must Be Registered with the School Nurse by the Parent or Guardian.**

**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, distribute, be under the influence of any unauthorized drug or participate in any unlawful drug-related activity on school property, during a school activity, function, or event off school grounds, or while under school supervision. Students shall not consume over the counter or prescription drug in excess of the recommended dosage. **Students are subject to testing for drugs or alcohol when a school administrator has a reasonable suspicion that the school board policy on drugs or alcohol has been violated.**

**MEDICATIONS AT SCHOOL**

All over-the-counter and prescribed medication must be checked in and dispensed through the school nurse. **NO EXCEPTIONS.** All medications must be in their original container.

**MEDICAL DISABILITIES OR MEDICAL REACTIONS**

All students should have information on any medical disabilities or medical reactions with medicines, insect bites, or bee stings on file in the school office.

**ACCIDENTS AT SCHOOL**

If there is an accident during school hours or at a school sponsored activity, report the accident to the instructor in charge, to the secretary of the school, or the school administration as soon as possible.

**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).

**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.

**Rule 21. Alcoholic Beverages or Intoxicants of Any Kind**

Alcoholic beverages or intoxicants of any kind 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. Any student who violates this policy shall be subject to suspension and/or expulsion from school. (TCA 39-17-715) (Board Policy 6.309)



**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, pocket knife, 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.

Zero Tolerance Policy #6.309

(TCA§39-17-1302)

(TCA§39-17-13)

**Rule 23. Gang-Related Behaviors**

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

**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.

When applicable, law enforcement agencies may be involved.

### **Rule 25. Student Permission Slip for Running Errands**

No student shall be sent on errands, personal or school-related without a parental permission form on file in the principal’s office and the parent will also be called before the student can leave.

## ALTERNATIVE SCHOOL PROGRAMS

The Board shall operate an alternative school program for students in grades 7-12 who have been suspended or expelled from regular school programs. **Students may be remanded to Alternative School for a minimum of 5 school days and a maximum of 45 school days. Students who commit a zero tolerance offence may be remanded for one calendar year.**

### Definitions

**ISS- In-school suspension** - removal from a general education class for a period of the day, the entire day, or number of days and placed in an alternate location within the school.

**Detention** - student is required to be at school before or after regular school hours. When students continue to violate school rules, students will be assigned to detention at their home school. Detention may be held at least one day each week. Parents will be responsible for picking up their child after detention.

**Remanded to Alternative School** - student is removed from the general education setting for a number of days and placed in an alternative setting. Student is prohibited from attending or participating in extracurricular activities and/or school functions.

**OSS - Out-of-school suspension** - student is not allowed to attend school for a number of days and prohibited from attending or participating in extracurricular activities and/or school functions.

**Expulsion** - student is removed from any school attendance for more than ten consecutive days or more than 15 days in a month and is prohibited from attending or participating in any school activities or school functions.

**TENNESSEE STATE LAWS**  
**TENNESSEE CODE ANNOTATED**

**Disorderly Conduct**

TCA§49-6-4102: 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 authorities 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.

TCA§49-6-4205: 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.

TCA§49-6-4205: 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.

TCA§49-6-4210: 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§40- 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.

### **Weapons**

Senate and House Bill SB No. 1576, HB No. 1547 (TCA§49-6-4202)

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.

(TCA§39-17-1302)

(TCA§39-17-1309)

### **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.
3. Verbal Assault - any principal or assistant principal may suspend/expel any student from attendance at school or any school- related activity on or off campus or including vulgar or profane language or threatening language.

Persons in violation of the above mentioned law will be promptly re-ported to the proper law enforcement officials and subject to suspension and (or) expulsion in accordance with the provisions of TCA§49-1309 and TCA§49-6-3401.

### **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.

Acellular 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 backup 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 in-services. 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.

## **ASBESTOS MANAGEMENT PLAN**

EPA Rules 763.84(c) and 763.93(g) requires families to be informed each school year of the availability of the Asbestos Management Plan and all response actions taken by the Obion County Board of Education. The Management Plan for each school is located in the school office. The Management Plan for the system is located in the office of the Maintenance Supervisor. The plans are available for review during any school day during normal school hours. Any questions may be addressed to the Maintenance Supervisor at 536-4226.

## **HIGHLY QUALIFIED STATUS**

Parents have the right to request information about the professional qualifications of teachers and paraprofessionals who instruct their child.

Board Policy 5.114

## **LIBRARY**

Libraries shall open the first full week of school. School libraries shall be closed the last 10 days of school for inventory, library maintenance, and hosting of the county Academic Bowl.

No fines for late books shall be collected; however, upon the loss of a book, the student is required to pay the replacement cost. If no price can be found, a fee of not less than \$10 for a fiction title and \$15 for a non-fiction title will be assessed. The full amount of the replacement cost shall be refunded if the book is returned without damages. Funds collected shall be deposited according to internal accounting procedures. A receipt from the librarian and/or bookkeeper 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 (4-7-97): Computers located in the library will be available for use from the first day to the last day of school.

## **FEE SCHEDULE**

Fees may be assessed for the following items:

Classroom Periodicals, Industrial Arts, Lab (Biology, Chemistry, etc.), Agriculture & Home Economics, Band, Chorus, Bookkeeping, Workbooks, Art, Cosmetology Kit, Computer Fees.

## **GRADUATION FEE**

This fee is charged to cover the cost of the student's graduation. This includes cap and gowns, cost of diploma cover, and associated cost. The amount of this fee is determined by the graduating class. The Board feels that due to the fact that graduation exercises are formal occasions and that students dressing in different attire would distract from the ceremony, students who do not pay the graduation fee will not be permitted to participate in graduation exercises.



## **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.

## **VOLUNTARY 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:

### **Parking Fee**

Schools may charge a parking fee to those students who drive automobiles to school. The maximum permissible fee is \$1.50

### **Club Fees**

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

### **Lockers and Locks**

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. Maximum locker fee is \$1.00 per year. Only school locks used. Loss of school lock \$5.00 charge.

### **Pictures**

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

### **Insurance**

Schools may sell accident insurance policies to students. The cost of the premium will be determined by the insurance carrier.

## **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.

## **TEXTBOOKS**

Textbooks are property of the Board of Education. Parents are responsible for lost or damaged textbooks received and used by their children.

Board Policy 4.401

## **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 in the Obion County School System may charge meals for the amount of one week’s lunches. This time frame gives 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. All returned checks are sent to a check recovery company, which will collect the amount of the check plus charges for its services, which could include fees, court costs, etc.
3. No charges will be allowed for the purchase of extra milk.
4. No charges will be allowed for the purchase of extra ala carte items.

Parents may deposit money into their child’s cafeteria account the same as a person would make a deposit into a bank account. Parents may go to [www.schoolcafe.com](http://www.schoolcafe.com) to request a printout of all meals, extra milk, etc. that their child has purchased in the school cafeteria as well as an account balance. Deposits and/or payment may be made with a credit card at any time.

For school lunch menus, go to [www.obioncountyschools.com](http://www.obioncountyschools.com) and hover over “For Schools” at the top. Slide down and click “Cafeteria Menus” and select your school’s breakfast or lunch menu link. Students are allowed to bring their lunch to school. Fast food will NOT be allowed. Parents or others are not to deliver fast foods to the students during meal times or during the school day. Carbonated beverages such as sodas are not allowed for student consumption in elementary and middle schools during the school day.

## **LUNCH MONEY REMAINING ON STUDENT ACCOUNTS**

If your student is withdrawing or graduating, you may request a refund, or transfer of funds to a sibling, or another student. These requests should be made to:

Obion County Schools  
Food Service Supervisor  
1700 N. Fifth Street  
Union City, TN 38261

You may email [jdenman@ocboe.com](mailto:jdenman@ocboe.com) or call 731-885-9743.

Please include: Child’s name, school attended, your name, phone number and address. If requesting a transfer to another student, please include the student’s name and school attending.

If money is not requested within 15 days after withdrawal or graduation, it will be considered a donation and will be used to pay lunch accounts of students in need. If more than \$30.00 is left on a student account, and a refund or transfer is not requested within 15 days, every effort will be made to contact a parent or guardian. If these efforts are not successful, those funds will also be used for unpaid student lunch accounts.

For students who are returning to Obion County Schools in the upcoming school year, no action is necessary. Money remaining on student accounts at the end of the school year will carry over to the next school year.

## **WELLNESS**

The Obion County School System promotes healthy schools by supporting wellness, good nutrition, and 90 minutes of regular physical activity each week as part of the total learning environment. Food is not to be used as a reward and prohibiting the use of physical activity may not be used as a punishment. The school system supports a healthy environment where children learn and participate in positive lifestyle practices. We strive to create a school environment that provides consistent wellness messages that are conducive to healthy eating and being physically active.

Improved health optimizes student performance potential and ensures that no child is left behind. 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 the Student Wellness Policy, parents are encouraged to provide only nutritious foods that adhere to the Smart Snack Regulations, which may be found at: <http://www.fns.usda.gov/sites/default/files/smartsnacksbrochure.pdf>. Students will be encouraged to make physical activities a part of each school day.

## **COORDINATED SCHOOL HEALTH**

The physical, social, and emotional health of students can support or hinder their academic success and their subsequent success in life. State and national data reveal that many Tennessee students engage in unhealthy behaviors that are detrimental to both their health and academic success. Our mission is to improve student’s health and their capacity to learn through the support of families, communities and schools.

The CDC’s Coordinated School Health (CSH) model is a systematic approach that ensures that a school community effectively links health with educational success.

**The eight components of Coordinated School Health are**

1) Health Education, 2) Physical Education, 3) Family/Community Involvement, 4) Health Services, 5) Nutrition Services, 6) Health Promotion for Staff, 7) Healthy School Environment, 8) Counseling, Psychological and Social Services.

**The Coordinated School Health Goals**

1. Establish state and local partnerships that are necessary to implement the Coordinated School Health model on a statewide basis.
2. Maximize the extent to which state agencies, local agencies, and the general public understand the crucial importance of student health and wellness to lifelong learning.
3. Maximize the ability of school communities to adopt and implement the Coordinated School Health model by providing appropriate and necessary resources tailored to the needs of each school community.
4. Promote a healthy school environment in Tennessee school communities.
5. Foster accountability for Coordinated School Health implementation in school communities.

**SCHOOL PARTIES**

Parties during school hours are considered a privilege for students and will be allowed at the discretion of the principal. Classroom parties and snacks will promote healthy food and beverage choices. Cupcakes, cookies, chips, and treat bags are acceptable as long as healthy foods such as vegetable trays, pretzels, and fruit are incorporated. Any exception to these guidelines must be approved by the principal.

**COMMUNICABLE DISEASES**

No child with a contagious disease, or 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 lice 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 the school year, fall break, after Christmas, spring break, and as the administration and/or nurse deems necessary.

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

- A. The school 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 lice 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 as determined by administration and school nurse.

The student may return to school the following day for readmission with proof of treatment. The proof of treatment may be the box with used bottles, actual bottle of medication used, or receipt.

Upon readmission, the school nurse or administration will recheck the student for active lice infestation before the readmission process is complete. The student must have an admission slip from the administration and/or nurse 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 lice infestation (three times in 180 school days), a letter will be sent home on the second reoccurrence, and on the third reoccurrence, a home visit will be made by the Coordinated School Health and/or Attendance Supervisor.

## **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:

Dale Hollowell, Title VI/Title IX Coordinator, or Nancy Hamilton, Secondary Supervisor, at 1700 N. 5th Street, Union City, Tennessee 38261 or by phone at 731-885-9743.

## **DISCRIMINATION**

Any person who feels he has been discriminated against because of his race, color, sex, disability, or national origin may file a complaint. Complaints can be directed to Dale Hollowell, Title VI/Title IX Coordinator or Nancy Hamilton, Secondary Supervisor, at 1700 N. 5th Street, Union City, Tennessee 38261 or by phone at 731-885-9743.

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

## **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. Complaint Managers at the Central Office
4. Director of Schools
5. Obion County Board of Education

## **STUDENT DRESS CODE**

The following is a simplified version of Board Policy #6.310. The entire policy may be viewed online at [www.obioncountyschools.com/domain/29](http://www.obioncountyschools.com/domain/29). This simplified version is not intended to change or modify board policy and is issued only for additional guidance.

### **Basic Dress Guidelines for All Clothing**

- All items of clothing must be properly sized. Pants must fit at the waist, be sized to fit, and must not be skintight, undersized, oversized, sagging, or dragging the ground or floor. Baggy pants, saggy pants, tights or pants made of spandex are prohibited.
- All clothing must be without holes or tears.
- Gloves must not be worn inside the school facilities.
- Sweatpants, wind pants, pajama pants, jogging suits or warm-up suits must not be worn.
- Clothing that indicates drug culture or gang membership, supports gang behavior, or is gang identified will not be allowed.

### **Pants/Skirts/Shorts/Jumpers**

- Skirts, dresses, skorts, jumpers, and any similar-type clothing must be worn at or two finger-widths above the knee or longer. Leggings may be worn if they are paired with an appropriate dress.
- Sport shorts are not allowed. Shorts must be hemmed and extend two finger-widths above the knee or longer.

### **Shirts/Sweaters/Coats**

- Shirts must cover the entire upper body. No sleeveless shirts are allowed.
- Vests, light jackets, including school jackets, sweaters, sweatshirts, and cardigans are permitted.
- Heavy coats, heavy jackets, and raincoats are not to be worn inside the building.

### **Footwear**

- Shoes can have heels no higher than one and one-half inches. Athletic shoes, sandals and boots are permitted. Neither house shoes nor flip flops are permitted.

### **Headwear/Earrings/Jewelry/Piercing**

- Clothing or jewelry that indicates drug culture or gang membership, supports gang behavior, or is gang identified is not allowed.
- Students must not wear jewelry or hair accessories that may be construed as dangerous or distracting.
- Pierced jewelry must be limited to earrings only: students may wear two pairs of earrings provided the earrings are not distracting or present a safety issue. Other pierced jewelry (real or look alike) is not allowed.
- Non-prescribed mouth accessories will not be allowed (i.e., no grills).
- Hats, toboggans, bandanas, headscarves, sweatbands, stocking caps, hair racks/combs, hair rollers, combs, rakes, do rags and sunglasses cannot be worn in the building.
- All tattoos, brands and body piercing must be completely covered at all times.

### **Miscellaneous**

- Athletic teams/clubs - All teams and/or clubs shall travel in adherence to the dress code and/or team uniform. Field trips are included.
- The principal or designee has the authority to determine if the attire is improper and interferes with the teaching/learning process or is prejudicial to good order at school.
- Haircuts, hairstyles or hair color that is non-traditional to the point of causing distractions is not allowed.

### **Compliance/Dress Code Consequences**

A student will not be allowed to return to class until the dress code violation has been corrected. Repeated non-compliance is determined to be a disciplinary issue.

### **Exemptions**

A parent/guardian who objects to the Obion County School's standard dress code because of religious beliefs must obtain a copy of the dress code and request an exemption in writing. A parent/guardian may request, in writing, a

medical exemption based on the medical needs of the student. The principal must accept or deny the request within two school days. If the request is denied, the principal must provide a written explanation for his/her decision.

A parent/guardian can appeal the principal's decision within two days to the director of schools. The director of schools must meet with the parent/guardian within five school days of the receipt of the request and must render a decision within five school days after meeting with parent/guardian. If the request is denied, the director of schools must provide a written explanation for his/her decision.

The parent may make a final appeal to the Board of Education and ask the Board to review the written record of the request for exemption and the denials. This appeal must be made within five school days of the director of schools and/or his/her designee's denial of the appeal. The Board may hold a hearing on the exemption request at its discretion. The decision of the Board of Education is final. A student will remain in school in the dress style recommended by the parent until the appeal is final.

### **Obion County School System Faculty and Staff Dress Code**

The faculty and staff of the Obion County School System are responsible for establishing a strong professional image. All faculty and staff are expected to dress in a way that brings credibility to the profession. Professional dress on regular school days is business casual. Professional dress does not include jeans, shorts, wind suits, and sweat suits. Revealing clothing is considered inappropriate. The school principals will make exceptions to these professional dress guidelines for special events, field trips, school spirit days, etc.



## **TENNESSEE DEPARTMENT OF EDUCATION INFORMATION**

Answers to many questions and much helpful information may be obtained from the State Department of Education by visiting <http://www.state.tn.us/education>.

### **Legal Services Division**

Division of Special Education, Tennessee Department of Education  
710 James Robertson Parkway, Andrew Johnson Tower, 5<sup>th</sup> 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

### **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.

The ARC of Tennessee is on the Internet at <http://www.thearctn.org/>.

151 Athens Way, Suite 100; Nashville, TN 37228

Phone: 615-248-5878; Toll free 1-800-835-7077; Fax 615-248-5879

Email: [info@thearctn.org](mailto:info@thearctn.org)

### **Support and Training for Exceptional Parents (STEP)**

<http://www.tnstep.org>

712 Professional Plaza; Greeneville, TN 37745

WEST TENNESSEE (731) 726-4332; [jenness.roth@tnstep.org](mailto:jenness.roth@tnstep.org)

MIDDLE TENNESSEE (615) 463-2310; [information@tnstep.org](mailto:information@tnstep.org)

EAST TENNESSEE (423) 639-2464; [karen.harrison@tnstep.org](mailto:karen.harrison@tnstep.org)

### **Tennessee Protection and Advocacy, Inc. (TP&A)**

Disability Law and Advocacy Center of Tennessee

<http://www.dlactn.org>

[gethelp@dlactn.org](mailto:gethelp@dlactn.org)

2416 21<sup>st</sup> Ave. South, Suite 100; Nashville, TN 37212

Nashville 1-800-287-9636 or 615-298-1080

Memphis 1-800-342-1660

1-888-852-2852 (TTY) 615-298-2046 (Fax)

### **Vocational Rehabilitation Services, Central Office**

[www.state.tn.us/humanserv/rehab/Children.html](http://www.state.tn.us/humanserv/rehab/Children.html) 615-  
313-4891

**Community Tennessee Rehabilitation Center**

1419 North Morgan Ext.; Union City, TN 38261-4700  
(TTY) 731-884-2600; Fax 731-884-2613

**Child Advocacy**

Tennessee Voices for Children

<http://www.tnvoices.org/main.htm>

West Tennessee

(Jackson area) 731-984-8599; Fax 731-984-8575

(Memphis) 901-454-7262

Middle Tennessee (Main Office)

701 Bradford Ave; Nashville, TN 37204

615-269-7751; Fax 615-269-8914

TN Toll free 1-800-670-9882; TVC@tnvoices.org

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

<http://kc.vanderbilt.edu/tnpathfinder/searchdb/>

Select your “county,” the “service” you desire from the drop-down lists, and “submit.”

**Department of Children’s Services  
Central Intake Child Abuse Hotline**

**1-877-237-0004; 1-877-542-2873**

TCA-37-1-403 and TCA 37-1-605 law requires all persons to make a report to DCS when they suspect abuse, neglect, or exploitation of children.

TCA-37-1-412 failure to report is a Class A misdemeanor offense.

Obion County Department of Children’s Services

P. O. Box 428; 416 Stad Avenue; Union City, TN 38281-0428

731-884-1465; Fax 731-884-1472

Northwest Community Services Agency

P. O. Box 368; 1604 W. Reelfoot Ave.; Union City, TN 38281-0368

731-884-2630 for managed child care; Fax 731-884-2644

*This information is provided as a service to individuals seeking additional avenues for help and information. The Obion County School System or the TN Department of Education do not intend this as an endorsement or recommendation for any individual, organization, or service represented on these pages.*

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**OBION COUNTY BOARD OF EDUCATION  
Parental Permission Form**

**MEDIA ACCESS TO STUDENTS  
Policy 6.604**

\_\_\_\_\_ I give my permission for employees of the Obion County School System to release newsworthy information about my child to the news media. The media may interview and photograph students who are involved in instructional programs and school activities including athletic events.

\_\_\_\_\_ I do not give permission for the school system to release information about my child.

Name of student \_\_\_\_\_

School and Grade \_\_\_\_\_

Homeroom teacher \_\_\_\_\_

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

**\*\*\*PK-12, please sign and return this page.**

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**Elementary Clubs/Organizations**

Public Chapter 990 requires schools to notify parents of student clubs and organizations and allows parents to prohibit their children from participating by providing written notification to the school. If your child attends one of the schools listed below and you do not wish for your child to participate in one of the listed organizations, please complete the form at the bottom of this page and return it to your child’s school.

| Name of Club                     | Acronym, if applicable                        | Mission/Purpose   | Financial Requirements  |
|----------------------------------|---|---|---|
| Hillcrest Science Club           | H <sub>3</sub> S <sub>6</sub> C <sub>12</sub> | The mission is to enrich the science study of fifth and sixth grade students who have shown great interest in science or a science field through hands-on activities. | None  |
| Hillcrest National Jr. Beta Club |   | The purpose is to promote the ideals of academic achievement, character, service, and leadership among elementary and secondary students.                             | One-time membership fee of \$15.00<br>Yearly activity fee of \$5.00 |
| Ridgemont National Jr. Beta Club |   | The purpose is to promote the ideals of academic achievement, character, service, and leadership among elementary and secondary students.                             | One-time fee of \$25.00   |
| Lake Road National Jr. Beta Club |   | The purpose is to promote the ideals of academic achievement, character, service, and leadership among elementary and secondary students.                             | None  |
| Lake Road Pep Club               |   | The mission is to encourage student and parent support of athletic teams and sporting events.   | \$10.00   |
| Black Oak                        |   | None  |   |
| South Fulton E.                  |   | None  |   |

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My child is **not** to participate in the following club/organization(s):

\_\_\_\_\_ .

Signed: \_\_\_\_\_ Parent

\_\_\_\_\_ Student

\_\_\_\_\_ Date





### OCCHS and SFHS\* Student Clubs/Organizations

Public Chapter 990 requires schools to notify parents of student clubs and organizations and allows parents to prohibit their children from participating by providing written notification to the school. If you do not wish for your child to participate in one of the listed organizations, please complete the form at the bottom of the page and return to the school.

|  |       |  |   |
|--|-------|--|---|
| *Foreign Language Club                 | FLC   | To promote the study of foreign language and culture.  | \$10 / \$15 w/Shirt                               |
| *BETA Club                             |       | To serve the community through projects and activities.  | \$18  |
| Key Club                               |       | This club is for students who wish to serve and volunteer in the community.                      | \$15  |
| *Mathematics Competition               |       | These students will compete annually at UT-Martin vs. students from other schools.               | \$0   |
| *Fellowship of Christian Athletes      | FCA   | To encourage and support athletes and students in sports and other endeavors.                    | \$0<br>\$0  |
| Student Government                     |       | The students learn leadership qualities by providing funds to support student activities.        | \$0   |
| OC Bass Anglers                        | OCSAF | To combine education with fishing.   | Cost of fishing licenses                          |
| Christian Student Association          | CSA   | To promote Christianity and encourage one another in our daily lives.                            | \$3   |
| Warriors of the Ink                    |       | To improve students writing skills and engender a love for writing and reading.                  | \$0   |
| Art Club                               |       | To promote the arts in the school & community.   | \$5   |
| *HOSA                                  |       | To promote career opportunities in health care and enhance quality health care to all.           | \$15 due<br>\$10-shirt (opt.)                     |
| *FCCLA                                 |       | Focus is to develop life skills through critical thinking, practical knowledge, and career prep. | \$20  |
| Skills USA                             |       | Preparing for leadership in the world of work.   | \$12 / \$25-shirt (opt.)                          |
| Students Against Destructive Decisions | SADD  | Provides teenagers with prevention tools to deal with issues facing teens today.                 | \$5   |
| Photography Club                       |       | To give students a creative outlet outside of art class and to learn about photography.          | \$6   |
| *Pep Club                              |       | To support athletic teams @ OCCHS.   | \$15  |
| *FBBLA                                 |       | To bring business education together in a positive working relationship.                         | \$0   |
| Future Teachers of America             | FTA   | Intended for students who wish to pursue a career in education.                                  | \$25  |
| *Yearbook                              |       | This course is for students who participate in the development of the school yearbook.           | \$0   |
| Rebel Beat                             |       | This course is designed for students who wish to pursue a career in broadcasting.                | \$0   |
| *Future Farmers of America             | FFA   | Dedicated to developing leadership and success through agricultural education.                   | \$20  |
| National Honor Society                 | NHS   | Recognizes outstanding students in service, scholarship, and leadership. 93 GPA required.        | \$15  |
| Jazz Band                              |       | To educate students in methods/techniques of jazz through a creative outlet.                     | Cost of Instrument                                |
| Marching Band                          |       | To educate students in methods/techniques of playing music while marching.                       | Cost of Instrument                                |
| Color Guard                            |       | To visually enhance the marching band through dance and use of equipment. (flags, sabers, etc.)  | \$47 (shoes, gloves)<br>\$15 (opt. practice flag) |
| Choir                                  |       | To educate students in methods/techniques of group vocal music.                                  | \$0   |

My child is **not** to participate in the following club/organization(s):

\_\_\_\_\_ .

Signed: \_\_\_\_\_ Parent

\_\_\_\_\_ Student

\_\_\_\_\_ Date

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# Obion County Schools 2019-2020 Calendar

July 15 .....New students and kindergarten registration  
(Early registration – Day 1)

July 25.....Early Registration (Day 2)

August 1..... Professional Development -Teachers

August 2..... Professional Development -Teachers

August 5..... Professional Development -Teachers

August 6.....First Full Day of School

August 20.....Fair Day – No School

September 2.....Labor Day Holiday – No School

September 20.....Abbreviated Day for Students

Students dismiss at 11:30

12:30 – 6:30 Parent/Teacher Conferences

October 14.....Columbus Day Holiday – No School

October 15-18.....Fall Break – No School

November 27-29.....Thanksgiving Holidays – No School

December 20.....Abbreviated day – No lunch served

December 23-January 6.....Christmas Break – No School

January 6.....Professional Development - Teachers

January 7.....Classes resume

January 20.....Martin Luther King, Jr. Holiday – No School

February 6.....Full day of school for students and teachers

3:30-6:30 Parent/Teacher Conference

February 17.....Presidents’ Day – No School

March 23-27.....Spring Break – No School

April 10.....Good Friday Holiday – No School

May 22.....Graduation

May 22.....Last day of school – ½ day (No lunch served)