

Heritage High School

STUDENT HANDBOOK 2006 • 2007

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Student Identification

All students are required to obtain an identification card (ID). Students must have it with them at all times, and present it to any member of the faculty upon request. Failure to do so can result in disciplinary action. A computer bar code will be included on the ID for library checkout. If you lose your ID, new IDs are made in the library at a cost of five dollars (\$5.00). Students will be required to present their ID in order to obtain a hall pass to leave class as well as to attend club meetings.

Schedule Changes

Because changes in student schedules affect class organization and teacher assignments, they will be considered **only** under the following circumstances:

1. An error has been made in the scheduling of requested classes.
2. A course is needed by a 12th grade student in order to graduate.
3. A student passed a course, which he/she assumed would be failed.
4. A course was completed in summer school or adult high school.

It is the responsibility of the student to report any of the above situations to the Counseling Center. Changes can be considered on a space-available basis during the first week of school and must be approved by the principal. After the first week, students may not change their schedules unless the principal deems it necessary due to extenuating circumstances. Remember when a student repeats a failed course, the new, higher grade replaces the "F" and greatly boosts the GPA.

Course Weighting

Please refer to the Curriculum Guide for a list of weighted courses.

Athletic Eligibility

All athletes must pass 6 out of 8 classes the preceding academic year and meet all other TSSAA guidelines in order to be eligible in TSSAA contests. It is the student's responsibility to ensure that these are met.

Student-athletes planning to enter Division I and II colleges and universities must conform to NCAA standards.

It is the responsibility of the student to meet with school counselors to ensure that these standards are met. This should be done on a year-to-year basis.

Grading Scale

A--93-100
B--85-92
C--75-84

D--70-74
F--Below 70

Student Report Cards

The 2006-2007 academic year for grades 9-12 will be divided into two (2) terms of eighteen (18) weeks. Each eighteen-week term will generate one full credit in a course. Grade reporting for 9-12 will occur two times during the eighteen-week course: at the end of the first nine weeks and at the end of the term. Progress reporting will occur at the midpoint (4 1/2 weeks) of each 9-week grading period. Progress reports will be on a school form(s) and students will be responsible for taking the form(s) home. Report cards (at end of each 9-weeks and end of semester) will either be sent home with students or be available for pick-up at the school.

Counseling Department and Counselors

School counselors are trained to assist students with personal problems, discuss career objectives, assist in choosing the right college program or technical school as well as working with parents. Each counselor will work with a section of the student body organized by alphabetic letters of last names:

Baxter-- (A through G) Spears--(H through O)
Marler--(P through Z)

Transcripts of school records are acquired through the Counseling Department.

Final Exams

All students will be required to take final exams with the exception of spring semester seniors who may be exempt, if they have an 85 or better for each of the 9-weeks with no suspensions (in-school or out-of-school).

Any student in a course requiring an End-Of-Course/Gateway Exam must take the exam. This exam will count 15% of the final grade and the final exam will count 5% of the final grade.

Attendance Policies & Procedures

Attendance is a key factor in student achievement. Therefore, students are expected to be present each day school is in session. Research has demonstrated a direct correlation between regular school attendance and academic success. **To receive credit in all courses at HHS, students must fulfill all academic and attendance requirements.**

Students are required to be in class a minimum of 80 out of 90 minutes in a block class. An absence in the class will be recorded for any student who is more than 10 minutes late or leaves class more than 10 minutes prior to ending time. **No student shall receive credit in class when absences exceed ten (10) percent of the time.**

When an absence is necessary, the parent or guardian should notify the school, in writing, the reason for the absence. Students are considered **truant** under the following circumstances:

1. Leaving school without permission and not following procedures for signing in and out.
2. Leaving school at lunch.
3. Absent from school without permission from parents.
4. Obtaining a pass and not reporting to the specified destination.
5. Coming to school but not attending class.

Truancy cases will be reported to the Attendance Supervisor. The school system will acknowledge the following reasons for absences and making up work:

1. The child's personal illness.
2. Death in the family (not to exceed three days);
3. Family illness requiring temporary help. A physician's statement is required.
4. Religious observances;

5. Absences excused by the principal (if prior to the student's absence the parent or guardian consults the principal and both principal and teachers agree that the absence is legitimate, the absence shall be excused, if requested at least three days in advance. Vacations should be scheduled during the summer);
6. Approved school-related activities; and
7. Circumstances, which in the judgment of the principal create emergencies over which the student has no control.

Parent's signature or doctor's note will be accepted to justify any of the above seven reasons for ten (10) classes per block per academic term.

The eleventh (11th) absence and all absences thereafter in a term will be counted unexcused, unless or until they are appealed and approved by the principal and Appeals Committee.

An unexcused absence would be any other not specified in the above guidelines. No parent request for educational leave will be granted during the last two (2) weeks of the term.

If the student's absences do not come in one of the above categories, he or she will be given an unexcused absence and not allowed to make up work missed.

All absences incurred by a student are included in the student's total. HHS distinguishes between excused and unexcused absences **only** for the purpose of granting credit for work missed due to an absence.

If a student incurs more than ten (10) absences in a class in one term (August-Dec. or Jan.-May), no credit will be granted, **regardless** of the student's grade in that class. An appeal for credit can be submitted in writing to the Attendance Appeals Board at the school through the principal's office.

An attendance committee appointed by the principal will conduct a hearing to determine if extenuating circumstances exist or to verify the student has met attendance requirements which will allow him/her to pass the course and be promoted. Appeals will be reviewed **only** if the student has a passing grade in the class or classes being appealed.

The appeals window begins ten (10) days before the end of the semester and **must be submitted no later than five days before the end of the semester.**

The principal shall be responsible for notifying in writing, the Director of Schools and the parents of the student of any action taken by the school. When an attendance appeal is granted at the school level, the student will be awarded the grade in the course.

Any administrative decision regarding attendance may be appealed initially to the Director of Schools and ultimately to the School Board. The appeal shall be made in writing to the Director of Schools within five (5) days following the action or the report of the action, whichever is later.

Students who have excused absences are entitled to make up any work missed. The teacher shall allow a reasonable amount of time for the student to make up his/her work. A reasonable amount of time should be at least a day for each day missed plus one extra day.

Parents of students who have excessive absences will be contacted by the teacher, principal, or attendance supervisor prior to the eighth absence and warned that excessive absences could lead to no credit for the class(es).

Tardies for high school students will be kept by teachers on term-to-term basis, and will not be cumulative over the academic year.

RULES AND PENALTIES

1. 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. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.

2. Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.
3. After ten (10) consecutive or fifteen (15) total reported absences (excused or unexcused) by the student during any semester, an attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or verifying that the student has met attendance requirements which will allow him/her to retain or obtain a driver's permit or license.
4. Parent/guardian will have access to attendance records.

All notes should be valid in the judgment of the principal or attendance personnel. Any note that has been tampered with will be considered invalid, an unexcused absence will be issued, and disciplinary action will be taken. Any counterfeiting of absentee slips will result in a minimum five (5) day suspension. Failure to bring a note will result in unexcused absence(s). Students have one day to bring a parent note and 3 days to bring a legal/doctor note. Students should be in line by 8:20 a.m. to obtain absentee or dismissal slips. Notes must be on writer's table by 8:25 a.m. to avoid being tardy.

Any student who reports to class by 8:40 a.m. will be counted tardy. If the student will not arrive in class until after 8:40 a.m., he/she must report to the attendance secretary to sign in to school. No student shall leave school for any reason without checking out with school personnel either in Student Affairs or the Main Office.

Early Outs

In order to leave school early, the student must bring a parent note stating the reason the student must leave as well as the time he/she is to be dismissed.

This note should be presented to the early out table prior to 8:25 a.m. **The student will be given an unexcused absence until a note is brought back the following day from the doctor, dentist, court, etc.**

Transfers Within the System

When the parent/guardian of a student or students move their permanent residence from one school district to another and wish to transfer to the new school, they shall get a check-out list from the previous school to show that all property has been turned in and shall present it to the principals' office. The receiving principal shall not accept a student who does not have the appropriate transfer forms.

A student who registers at the beginning of a semester and is assigned classes, books, etc., shall not be permitted to transfer to another school until the end of that semester without a corresponding change of address, except in hardship cases as determined by the attendance supervisor.

Students wishing to transfer from schools not under the jurisdiction of Blount County School Board shall be subject to the above policy.

Students who wish to transfer at the beginning of a new semester shall follow the hardship application process prior to the beginning of the term or semester.

A student who is suspended or expelled from one of Blount County's schools or from another school system shall not be enrolled in a Blount County school until such suspension is completed and only then if the transfer is for reasons other than discipline.

Student Fees and Fines

School fees are defined as follows:

1. Fees for activities that occur during regular school hours, including field trips;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
3. Equipment and supplies required to participate in interscholastic athletics and marching band, if taken for credit;
4. Fees or tuition for courses taken for credit or grade during summer school;
5. Fees required for graduation ceremonies;
6. Fees for a copy of the student's records; and
7. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

School fees are not:

1. Fines for overdue library books;
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property;
4. Charges for debts owed the school;
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;
6. Costs to participate in not-for-credit extracurricular activities, including athletics; and
7. Tuition for non-resident students.

No fee will be charged to any student as a condition to attending school, but students shall be responsible for normal school supplies, such as pencils and paper. All requests for school fees must state that the fees are voluntary or a donation.

School fees shall be waived for students who receive free or reduced-price school lunches.

FINES

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment. The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages.

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student.

If payment is not remitted, the matter will be referred first to the principal and then to the appropriate Central Office Supervisor for final disposition.

The school district provides adopted textbooks at no cost to the student.

Students who lose or damage a textbook(s) to the extent it is no longer usable, will be charged full replacement cost of the textbook.

Fines may be assessed for overdue, damaged, or lost library books.

Procedures for Sickness & Emergencies

- A. If you become ill, obtain a hall pass from your teacher and report to the Main Office to the First Aid Room.
- B. Students who feel they must leave school due to illness **MUST** check out at the Student Affairs Office or with the nurse **only** after their parents are notified.
- C. The First Aid Room will maintain a daily log of all students who utilize that facility.
- D. Being sick and/or loitering in a restroom for a whole period **IS NOT** acceptable as an excuse. Individuals who are sick need to be under supervision in case of an emergency.

General Rules for Students' Behavior

- A. Do not sit in your car in parking areas.
- B. Keep car doors locked in parking areas.
- C. Do not return to the parking areas after leaving your car without written permission from a principal.
- D. Do not go to your car during school related activities.
- E. Do not leave campus without obtaining proper permission.
- F. Do not block the hallways, especially in the intersection of the wings. Students are not to stand and talk in the hallways.
- G. During lunch period, all students must remain in the Commons Area.
- H. No food or drinks will be allowed outside the Commons Area.
- I. Return cafeteria trays with dishes and utensils to the provided area and dispose of all litter into the garbage cans.
- J. Always have a hall pass when in the halls during class.
- K. Promote safety at all times—NO HORSEPLAY!!
- L. Report any suspicious activity or stranger to the Main Office.
- M. Leave valuables and money at home.
- N. Do not divulge your lock combination to anyone. Make sure your lock is secured after each opening.
- O. Do not talk to or approach a stranger.
- P. Do not leave books or purses unattended at anytime.

Q. No cards/card games, dice, hacky-sacks, gameboys, radios, walkmen, or any other toys/electronic games should be brought to school.

R. No student shall use the elevator unless authorized by a teacher or the Main Office.

S. Students who participate in any type of disturbance which disrupts the normal school activities will be sent home for a period of time or until a parental conference is held.

Rights and Responsibilities

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain and/or improve the school environment, preserve the school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupt the educational process;
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;

10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and
11. Possess on school grounds only those materials, which are acceptable under the law and accept the consequences for articles stored in one's locker or on one's person.

Safety of Students

- A. To protect the safety of Blount County School students only see-through book bags, duffel bags, backpacks, tote bags, and athletic bags will be allowed.
- B. Working in conjunction with the Blount County Sheriff's Department, Heritage High School will have a School Resource Officer (SRO) on staff. The officer will assist students and staff in all matters dealing with school safety and the prevention, detection, and adjudication of any criminal activity. Students wishing to talk with the SRO should notify the secretary in any school office.
- C. Surveillance cameras may be used on school property for the safety and protection of all persons.
- D. Random searches will be conducted periodically by police canines.
- E. Any time there is suspicion of an illegal substance or weapon, a search will be conducted.

Tobacco Policy

Students shall not use or possess tobacco or **tobacco products on school property or school buses.**

This policy shall be in effect during the school day, while riding the bus to or from school, while waiting on a bus at any school and, also, while participating in or attending extra-curricular or other school sponsored activities.

Violation of the tobacco policy will result in suspension from school. The penalty for the first violation will be suspension for one (1) day, the penalty for the second violation will be suspension for two (2) days, and the third violation will result in a five (5) day suspension. The fourth and subsequent violations will result in referral to the Disciplinary Hearing Authority.

Students who violate the policy subsequent to a ten (10) day suspension will be brought before the school board for possible expulsion.

In addition, state law mandates any student under the age of 18 who is in possession or using tobacco or tobacco products on school property will be cited to court.

Zero Tolerance Offenses

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

The designation of these offenses as zero-tolerance offenses means that violations of this policy will not be tolerated, and that violators will receive certain, swift, and reasoned punishment. TCA 49-4-4216(b)(1). These zero-tolerance offenses will be divided into two (2) categories based upon the punishment for these offenses.

Category 1: Zero Tolerance Offenses Carrying a Mandatory One (1) Calendar Year Expulsion

The following zero-tolerance offenses shall result in a presumptive one (1) calendar year expulsion, except that the Director of Schools may modify the expulsion on a case-by-case basis:

- (1) Bringing to school or to be in unauthorized possession on school property of a "firearm" as defined in 18 U.S.C. Section 921; (2) Committing a battery upon any teacher, principal, administrator, or any other employee of a local education agency, or School Resource Officer; or (3) Unlawfully possessing any drug including any "controlled substance" as defined in T.C.A. Sections 39-17-403 through 39-17-415, or "legend drug" as defined by T.C.A. Sections 53-10-101.
- (2) Said drugs include, but are not limited to: opiates, opium derivatives, hallucinogenic substances such as LSD or mescaline, depressants, stimulants, cocaine, marijuana, and any drug which federal law prohibits dispensing without a prescription from a licensed doctor, dentist, optometrist, or veterinarian.

Pursuant to 18 U.S.D. Section 921, "firearm" includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device ("destructive device" meaning any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of

more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine or device similar to any of the devices described in the preceding clauses).

Category 2: Other Offenses

The following zero-tolerance offenses shall require and receive certain, swift and reasoned punishment, but reasoned punishment may include a spectrum of disciplinary measures designed to correct student behavior and promote student respect and compliance with codes of conduct and Board policies: Possessing, handling, transmitting, using or attempting 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, with dangerous weapons including, but not being limited to: a bowie knife, hawkbill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, brass knuckles, and other similar weapons; and consumption, possession, distribution, marketing, or being under the influence of alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Under the Tennessee State Board of Education's **Unsafe Schools Policy**, any public school student who is the victim of a violent crime as defined in TCA 40-38-111(g) or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Student Conduct Bullying/Intimidation

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated.

Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile, or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately following deboarding.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. There will be no retaliation against any person who reports harassment or participates in an investigation. The willful filing of a false report will itself be considered harassment and will be treated as such.

Discrimination/Harassment of Students/Employees
GENERAL STATEMENT OF POLICY

It is the policy of Blount County Schools to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, or disability. The School District prohibits any and all forms of harassment because of race, color, sex, national origin, and disability.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass a student through conduct of a sexual nature, or regarding race, color, national origin, or disability, as defined by this policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District. For the purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, formal or informal, verbal or written, of harassment because of race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

**DISTRICT POLICY AGAINST SEXUAL HARASSMENT, AND
HARASSMENT BASED UPON RACE, NATIONAL ORIGIN,
AND DISABILITY**

Anyone who attends a Blount County School has the right to feel respected and safe.

Consequently, we want you to know about our policy to prevent sexual harassment and harassment because of race, national origin, and disability.

1.A harasser may be a student or an adult. Harassment may include the following when related to sex, race, national origin, or disability:

- a. name calling
- b. pulling on clothing
- c. graffiti
- d. notes or cartoons
- e. unwelcome touching of a person or clothing
- f. offensive or graphic posters or book covers; or
- g. violent acts

2. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights officer.

3.You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights officer.

4.Your right to privacy will be respected as much as possible.

5.We take seriously all reports of sexual harassment and harassment based upon race, national origin, and disability, and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.

6.The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is a summary of this district's policy against sexual harassment and harassment because of race, national origin, and disability. A complete copy of this policy is available at the Blount County Schools Central Office upon request.

SEXUAL HARASSMENT AND HARASSMENT BASED ON RACE, NATIONAL ORIGIN, AND DISABILITY ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

Contact:

**Dr. Jane Morton
Human Rights Officer
984-1212**

MINIMUM CONSEQUENCES

(9TH GRADE THROUGH 12TH GRADE)

1ST OFFENSE Five days out-of-school suspension, student/parent conference, and required Sensitivity training for student

2ND OFFENSE Ten days out-of-school suspension and referral to Disciplinary Hearing Authority

Fighting and Threatening Violence

Penalties for students who fight and threaten violence to other students in Blount County Schools will be:

1st Offense: 5 days suspension

2nd Offense: Suspension and referral to Disciplinary Hearing Authority

Gang Activity or Association

Gangs, which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment, are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Bomb Threat/Fire Alarm

Any student who makes a bomb threat call or maliciously pulls a fire alarm shall be suspended and referred to the Discipline Committee.

The Discipline Committee shall suspend for a minimum of a ninety- (90) day period. Also, legal action will be taken.

Student Suspensions

Any principal, principal-teacher or assistant principal (herein called principal) may suspend any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:

a. willful and persistent violation of the rules of the school or truancy;

- b. immoral or disreputable conduct or vulgar or profane language;
- c. violence or threatened violence against the person of any personnel attending or assigned to any public school;
- d. willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
- e. inciting, advising or counseling of others to engage in any of the acts herein enumerated;
- f. possession of a pistol, gun or firearm on school property;
- g. possession of a knife, etc., as defined in TCA 39-6-1701, on school property;
- h. assaulting a principal or teacher with vulgar, obscene, or threatening language;
- i. unlawful use or possession of barbitol or legend drugs as defined in TCA 53-10-101;
- j. engaging in behavior that disrupts a class or school-sponsored activity;
- k. off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process;
- l. sexual harassment of other students;
- m. making a bomb threat call or maliciously activating a fire alarm;
- n. any other conduct prejudicial to good order or discipline in any school.

Any student suspended from school is also suspended from all school related extra-curricular or co-curricular activities until reinstated. Students attending the Alternative School are suspended from the home school and are therefore not eligible to participate in any home school related activities.

Types of Suspension

A. In-School Suspension /Alternative Interim Setting--One form of discipline is in-school suspension. This allows the student to be considered present for school and to complete work for full credit, but is held in an isolated room and does appear on the student's discipline record as a suspension. AIS is located in a classroom connected to our shop classes and the student is allowed to ride the bus to HHS to attend.

In-school suspension is located on the Everett School Campus, which is located at 1500 Jett Rd., Maryville.

Students who attend in-school suspension can make up the work they miss and receive 100% of the grade. The parents must provide transportation to and from Everett. Daily school hours are 8:45-3:45 p.m. Either of these suspensions is at the discretion of the principal.

B. Out-of- School Suspension--Students who have serious disciplinary problems will be given out-of-school suspension. Out-of-school suspension is also used when students refuse other forms of disciplinary action or do not successfully complete AIS. Students are not allowed to make up work missed on these days and therefore receive zeroes.

Student Concerns and Complaints

Decisions made by school personnel—such as aides, teachers, assistant principals, principals—which students/parents believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students/parents will follow these steps:

- a. Shall have a conference with the classroom teacher (or at level at which complaint originated).
- b. If the complaint is not resolved, a conference with the principal will be held.
- c. Consultation with appropriate grade level system supervisor.
- d. Conference with director of schools—presenting appeal in writing (director will respond in writing to the student/parent and school principal within five (5) days.
- e. Final appeal is to the Blount County Board of Education.

Medicines

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations:

Written instructions **signed by the parent** will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration;
6. Possible side effects, if known;
7. Termination date for self-administration of the medication; and
8. Parent's/Guardian's phone number in case of emergency.

All medication must be delivered to, and picked up from, the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. inhalers, epi-pens, etc.). If it is necessary for students to carry medication with them at school, it must be reported to the office and/or school nurse. The student and parent/guardian will be required to sign an agreement of responsibility.

All medication must be in its original container and be labeled with the student's name. A written authorization from the licensed prescriber is required, if administration instructions are different than instructions on original pharmacy label.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.

Changes in prescription medication dosage require written authorization from the licensed prescriber.

Violation of the medication policy will result in suspension and possible referral to the Disciplinary Hearing Authority.

Drug Testing and Extracurricular Activities

The following guidelines shall be followed in administering the student activities program:

1. The Board shall initially approve each specific extracurricular activity so that proper support and supervision may be assured.
2. The principal, after obtaining the recommendation of the faculty and the Director of Schools, shall determine which clubs and organizations will be permitted.
3. Each student activity must be under the guidance and direction of a certified staff member.
4. All student activities must have the approval of the principal.

5. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal or his/her designee.
6. Secret organizations shall not be operated in any school.
7. A student shall not be required to attend a school-sponsored activity scheduled at a time, which conflicts with his/her religious practices.
8. School-sponsored student activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events, which cannot be scheduled otherwise.
9. Student groups shall not participate in state or national activities, which are not listed as approved activities by regional accrediting associations or state and national principals' associations without the approval of the director of schools.
10. A student on out-of-school suspension shall not be permitted to participate in school-sponsored activities.
11. Activities, which restrict participation because of race, color, religion, sex, disabilities, or national origin, are forbidden.
12. Activities sponsored by outside groups or agents will be approved only if they are co-sponsored by the school.
13. Blount County Schools believes that a dynamic program of student activities is vital to the educational development of the student. These activities include athletics, band, chorus and other extracurricular activities. Blount County Schools is concerned with the physical, emotional, and mental well-being of all its students, including those who participate in athletics and all extracurricular activities. Therefore, the Blount County Board of Education adopts the following Drug Testing Policy.

The primary purposes of the drug-testing program are:

- a. TO DETER DRUG USE and where deterrence is unsuccessful, to terminate participation in athletics and other extracurricular activities;
- b. To protect participants from the health related risks associated with drug and alcohol use;
- c. To protect those students, and others with whom they compete, from potential injury as a result of misuse of alcohol and other drugs;

- d. To provide drug prevention education to those students in need;
- e. To remove the stigma of drug abuse from athletes, who are not users;
- f. To reiterate that Blount County Schools does not condone drug use; and
- g. To give student athletes an incentive to refuse alcohol and other drugs.

DRUG TESTING PROCEDURES

Student athletes will be primarily randomly tested for drug use. Blount County Schools also reserves the right to perform tests based upon documented, reasonable suspicion by a coach and/or administrator. Testing will be accomplished by the analysis of urine specimens, or other recognized analytical procedures. The procedure will ensure the specimen is pure and the sample is maintained. A professional laboratory selected by Blount County Schools will conduct all test analysis.

FREQUENCY OF TESTING

All athletes and members of extracurricular activities will be subjected to periodic random drug testing throughout the year. All past positive drug tests will be subject to more frequent testing as long as he/she participates in an extracurricular activity for the remainder of his/her career. School personnel will escort students chosen for random drug testing to the test site.

CONSENT FORM

Students wishing to participate in athletics or extracurricular activities must sign a consent form by which agreeing to participate in the random drug-testing program. The form must also include the signature(s) of the participant's parent(s) or legal guardian(s). The consent form will then be returned to the coach/sponsor and filed in the office of the athletic director. The form will be renewed annually.

TEST RESULTS

All negative tests will be cleared with the athletic director. Listed below describes measures in the event of a positive drug test:

Positive Test I

Drug Testing Contractor will contact parent/guardian and notify them of results. Student will be required to retest in thirty (30) days.

Positive Test II

Athletic staff and principal notified of results and athlete is removed from participation until thirty (30) days have expired and student submits a "clean" test. The student must take part in drug intervention counseling.

Positive Test III

Student athlete suspended from all athletic and extracurricular programs for one (1) year. The student athlete must submit a "clean" test before being eligible to return.

Positive Test IV

The student becomes permanently ineligible for all athletic and extracurricular participation.

***Please note: Refusal to submit or comply with drug testing policy is considered a fourth positive test. Therefore, the student becomes ineligible to participate in any athletic or extracurricular activity.**

DRUG TESTING PROCEDURES AND PROTOCOL

Student athletes and extracurricular participants will be tested for banned drugs. These drugs include marijuana (THC), alcohol, amphetamines, anabolic steroids, cocaine, barbiturates, and methamphetamines. Blount County Schools will follow all protocol as outlined by the licensed laboratory.

Usage of a prescribed drug must be declared before the submitted specimen has been tested.

Exceptions may be made by a certified and licensed physician for students with a documented medical history demonstrating the need for regular use of such a drug.

APPEAL PROCESS

A positive drug test may be appealed by the parent/guardian or the student (if eighteen years of age or older) to the Director of Schools. If the appeal is granted, a retest of the original sample will be conducted by the testing agency at the parent/guardian's expense. The student may not participate or compete until the appeal process has been completed.

CONFIDENTIALITY

Confidentiality of results must be maintained at all levels including the testing agency, school administrators, coaches, the athletic director, counselors, and the social worker. Test results are not part of the student's permanent record.

Each principal will be responsible for conducting an annual meeting with the faculty and staff to ensure confidentiality and fairness to all students. The policy and procedures shall be carefully explained to all staff members.

High School Dress Code

The Blount County Board of Education recognizes the effect that student dress and grooming have upon student behavior and learning. Student dress or grooming considered disruptive to health or safety is not appropriate.

In keeping with the educational purpose of public education, students are expected to dress and groom themselves as individuals with a sense of responsibility. It is expected that students, while exercising the right to dress and groom themselves in an individual way, will also show through their appearance a high degree of respect for the standards of decency, cleanliness, and style acceptable by the school district.

When the student, in the judgment of the principal, is attired in a manner likely to cause disruption or to interfere with the operation of the school, the principal shall administer appropriate punishment, which may include suspension.

Following is a list of guidelines for Blount County Schools. **The principal shall have the right to exclude any attire which is disruptive or which adversely affects the educational atmosphere.**

1. Shoes will be worn at all times.
2. Skirts must be at the knee in length.
3. Shorts must be no more than two (2) inches above the knee. Acceptable shorts include Bermuda/walking shorts, culottes/split skirts/skorts and cutoff shorts that are neat in appearance, appropriate in length or are commercially sewn to look like cutoffs.
4. The following items may not be worn during the school day:
 - a. caps and hats (not allowed to be worn in the building); wearing/displaying gang-related apparel such as altered hats, hairnets and bandannas of any color;
 - b. torn, cut-off, or damaged clothing;
 - c. sleeveless or backless dresses/blouses/shirts;
 - d. sweat pants;
 - e. see-through clothing;

- f. clothing which exhibits written, pictorial, or implied references to illegal substances, drugs or alcohol, negative slogans, vulgarities, or causes disruption to the educational process; wearing apparel that is sexually suggestive or that features crude or vulgar commercial lettering or printing and/or pictures that depicts drugs, tobacco, alcohol beverages, racial/ethnic slurs or gang affiliation;
- g. clothing that exposes the midriff;
- h. shorts made of spandex, or shorts of less than knee length or less than modest fit;
- i. wallet chains or chains of any kind;
- j. oversize apparel-including saggy pants worn low on the waist, overalls with unfastened straps, and pants that are cut off below the knee (and worn with knee socks);
- k. belts which are extra-long with excess hanging loosely or belt buckles bearing initials that designate gangs;
- l. all tattoos and brands and visible body piercings (excluding the ears) must be completely covered;
- m. hairstyle, coloring, or grooming that distracts from the school setting.

Custom-made T-shirts are not acceptable for school wear unless they are an official shirt of an approved school club or organization. Other unsanctioned groups will not be allowed to wear custom T-shirt designs to school. The principal reserves the right to forbid any T-shirt judged inappropriate or distracting.

If a student cannot comply with the dress code based on special conditions or religious beliefs, his or her parent or guardian may write a letter explaining the situation to the Director of Schools or his/her designee, with a copy to the principal. Each case will be dealt with on an individual basis. The school principal may allow special dress on special occasions such as: field trips, field days, theme days, school spirit days, etc. The principal may allow special dress for specific classes or further restrict dress in certain classes such as gym, vocational shops (classes), science labs, etc.

Use of Personal Communication Devices in School

Students shall not possess personal communication devices, such as pagers, during the school day. The school day includes bussing to and from school.

A “personal communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. A person who discovers a student in possession of a personal communication device shall report the violation to the principal and confiscate the device.

The following disciplinary actions will be implemented:

- a. First offense-parent must pick up device after school; parent and student sign policy acknowledgement.
- b. Second offense-device is confiscated for two weeks and parent must pick up; parent and student sign policy acknowledgement.
- c. Third offense-device is confiscated, battery removed and retained until end of semester; student will receive three (3) day suspension and parent will pick up device at reinstatement parental conference.

Rules for Student Conduct on School Buses

Level I Violations include the following: eating or drinking on bus after a warning, failure to remain seated, improper boarding/departing procedures, refusing to obey driver, loud/rude/abusive behavior, profane language/obscene gestures, and any behavior jeopardizing safety or good order on bus. Consequences may be: warning by bus driver, written reprimand/parent contact, bus riding suspension (1-5 days), bus riding suspension (Minimum 5 school days for repeat of Level I), out of school suspension, and third violation of Level I action to be referred to Disciplinary Hearing Authority.

Level II Violations include: tampering with bus operating or emergency equipment, fighting/pushing/tripping, bringing articles aboard the bus of injurious or objectionable nature unless approved by driver, destruction of property, possession and/or use of tobacco products, profane language/obscene gestures, throwing objects in or out of the bus, and hanging out bus window.

Consequences may be: bus riding suspension (5 school days minimum), bus riding suspension (minimum 10 school days for repeat occurrence of Level II violations), out of school suspension, and third violation of Level II action may be referred to Disciplinary Hearing Authority.

Level III Violations include: physical assault/verbal threats of a violent nature, as defined in TCA, directed to driver, attempting to or setting fire to seat, hair, clothing, etc., possession and/or use of illegal substances, possession of weapon, and use of chemical substances with intent to do harm. Consequences may include referral to Disciplinary Hearing Authority. Student and/or parent will be responsible for payment of any damages or destruction of property or lose bus-riding privileges. Students living in the cities of Maryville and Alcoa must provide their own transportation.

Lockers and Locks

Lockers are provided for the convenience of the student. The school sells combination locks for three dollars (\$3.00) for use on the locker or you may purchase your own.

SCHOOL OFFICIALS RESERVE THE RIGHT TO INSPECT ALL SCHOOL PROPERTY, WHICH INCLUDES LOCKERS, AT ANYTIME TO INSURE SCHOOL SAFETY AND PUBLIC WELFARE. Not buying a lock for your locker leaves it open for theft and vandalism. **MAKE SURE YOUR LOCK IS SECURED AFTER EACH OPENING.**

Student Drivers

All students who drive to school must register all vehicles with the Student Affairs Office. Seniors will utilize the parking lot in front of the school.

A reserved parking permit is required for that area and may be purchased for twenty-five dollars (\$25.00) in the Student Affairs Office. The parking permit is a hangtag and must be placed on the rear view mirror where it is visible through the windshield. All other student drivers will park in the back parking lot behind the Vocational Building.

A parking permit is also required for the back lot and may be purchased in the Student Affairs Office for twenty-five dollars (\$25.00). **All school fees & fines must be paid prior to purchasing a parking permit.** All parking is reserved. Driving to school is a privilege.

Violation of the terms of the Vehicle Registration Contract can result in the suspension of this privilege.

Failure to register your car will result in suspension of driving privileges and/or the vehicle being towed.

Driving privileges will be suspended for:

- 1. reckless driving;**
- 2. excessive tardiness;**
- 3. leaving campus without permission;**
- 4. taking any student off campus without permission;**
- 5. improper parking;**
- 6. lack of registration**

NOTE: Violations to the vehicle registration policy may result in other forms of disciplinary action.

Driver's License Compliance and Forms (1010 Form)

Any student fifteen (15) years of age or older who becomes academically deficient shall be reported to the Department of Safety for driver's license revocation.

Students shall also be reported to the Department of Safety upon accumulation of fifteen (15) unexcused absences in an academic term, or upon accumulation of more than ten (10) consecutive days of unexcused absence in an academic term.

A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full units (2 of 4 classes on block schedule) or their equivalency at the end of the academic grading term.

A copy of the notice sent to the Department of Safety by the building level administrator shall also be mailed to the student's parent or guardian.

In order to minimize printing costs, students must present a parent note to the receptionist in the Main Office at least 3 days in advance of the date the 1010 Form is needed. The 1010 Form expires after 30 days.

Telephones

We strongly discourage phone calls to or from school during the school day. Telephones in the Main Office are for official business only. **The telephone in Student Affairs may be used during break and lunch only.**

Couple Relationships

Student couples are to conduct themselves in a proper manner. No inappropriate public display of affection will be allowed.

Holding hands is appropriate, but hugging, sitting on another's lap, kissing, etc. is not considered appropriate for school.

Library Regulations

The library is an area of systematically arranged books and audio-visual materials for the enhancement of the education of all students. Teachers bring their classes to the library by scheduling time with the librarians. The library is open for student use immediately before and after school and during the lunch period.

All students not with a scheduled class must sign in at the desk when coming in to the library.

A student I.D. card is required to check out books. The fine for overdue books is 10 cents per day for regular checkout (two weeks) and 50 cents per day for overnight materials.

Visitors

Students cannot have visitors at school except for parents. All persons entering the school must report to the Main Office.

Highly Qualified Teachers

The State of Tennessee annually verifies that Tennessee teachers meet requirements for the positions that they hold.

Federal law (No Child Left Behind) allows parents to ask for certain information about the qualifications of their child's classroom teacher.

Please contact the Personnel Office of Blount County Schools (984-1212) for more information about these requests, or visit the State Department of Education website at www.state.tn.us/education and look for the teacher certification/licensing department page.

Equal Opportunity Institution

The Blount County School System does not discriminate on the basis of race, sex, color, religion, national origin, age or disability in provision of educational opportunities or employment opportunities and benefits.

The Blount County School System does not discriminate on the basis of sex or disability in the education programs and activities, which it operates, pursuant to the requirements of Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. 2000D;

Title IX of the Education Amendments of 1972, Pub. L. 92-318 and the Americans with Disabilities Act of 1990, Pub. L. 101-336. Inquiries concerning Title VI, Title IX, Section 504, the Americans with Disabilities Act, and the Age Discrimination in Employment Act should be directed to the Human Rights Officer- Alisa Teffeteller, 831 Grandview Drive, Maryville, Tennessee 37803, 984-1212. Charges of violation of the above policy should also be directed to the Director of Schools.

Special Needs Students

Special Education

All handicapped students between the ages of three and twenty-one (inclusive) shall receive the benefit of a free appropriate public education.

This provides the assurance that these students will be educated with non-handicapped students to the maximum extent appropriate, and should be placed in separate or special classes only when the severity of the handicap is such that education in regular classes cannot be achieved satisfactorily.

Section 504

A free and appropriate public education shall be provided to each student with a disability within its jurisdiction regardless of the nature or severity of the disability.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disability Education Act (IDEA). Due process rights of students with disabilities under Section 504 will be enforced.

Due Process Hearing

Parents or guardians have the right to an impartial due process hearing in order to settle disputes regarding the provision of a free appropriate public education to an eligible child or a child alleged to be eligible.

The school will make every effort with the parents or guardians to reach mutual agreement on the procedures, placement or accommodation plan of the student.

If mutual agreement cannot be reached between the school and parents or guardians, a written copy of the due process procedures will be provided to the parents or guardians. The Section 504 coordinator will be informed of their disagreement.

Due Process Hearing Procedures

1. Parents or guardians who wish to challenge a decision of the Section 504 committee shall file a written notice of appeal with the Section 504 coordinator.
2. The district will schedule a hearing before an impartial hearing officer. The hearing shall occur no less than fifteen (15) days and no more than thirty (30) days from the receipt of request for a hearing from the parents or guardians.
3. Parents or guardians will be provided a written notice of the hearing that sets the date, time, place, and reason of the hearing.
4. Parents or guardians will be advised of their right to participate and to be accompanied and advised by an attorney and by persons with special knowledge of the child's problems.
5. Upon good cause shown at the discretion of the hearing officer, either party may receive a continuance of the scheduled hearing date.
6. The hearing officer will render a written decision at the conclusion of the hearing no later than forty-five (45) days after the receipt of a request for a hearing unless an extension is requested by either party and approved by the hearing officer. Written findings of fact and conclusions of law shall be required from the hearing officer.

After the hearing:

1. parents and guardians will receive a written record or tape recording of all that was said at the hearing;
2. a copy of the decision will be given to both the school system and the parents;
3. the decision made is final unless the parents or the school system appeals the decision to the appropriate state or federal court.

Section 504 Grievance Procedure

Blount County Schools has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973. Section 504 prohibits discrimination on the basis of disability.

The policy of the Blount County School District is to ensure students with disabilities placed in the general education classroom are provided a free, appropriate public education (FAPE). It is our intent to assure that the instructional needs of **all** students are met. Our school district will utilize the state's BEP formula in determining class size for all classrooms. To ensure the provisions of a free, appropriate public education (FAPE) according to state law and the Individuals with Disabilities Education Act (IDEA) are being met our school district proposes the following:

1. Education placement decisions for all students, including students with disabilities, shall be made based on the instructional needs of the students;
2. Provide joint staff development and training for General Education and Special Education teacher (models, strategies and interventions) for maintaining an inclusive classroom;
3. Facilitate interactive planning sessions with Special Education and General Education teachers as well as paraprofessionals regarding each student's IEP;
4. Training for General Education teachers on modifications and accommodations to the IEP;
5. All students in the general education classroom should have access to the standard textbooks and instructional materials used in the class; alternative or supplemental materials are provided as needed;
6. Provide resources, supports, supplemental aid and material for students to progress in the general curriculum and be successful in the general education classroom. (E.g. Assistive technology devices and services, paraprofessional support, adaptations in the classroom);

7. Provide the technical assistance needed to General Education Teachers in order to address the needs of individual students, and
8. Training for paraprofessionals is provided to ensure that they acquire the knowledge and skills necessary to assist students in the general education classroom.

For more information or to make a referral contact: David L. Cook, Director of Federal Projects, Blount County Schools, 831 Grandview Drive, Maryville, TN 37803. (865) 984-1212.

The Blount County School System affirms that it will comply with Title VI of the Civil Rights Act of 1964. Title VI states: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Anyone who believes that the school system has discriminated against them or another individual may file a complaint.

The complaint can be sent to:

**Title VI Coordinator for
Blount County Schools
and/or
Title VI Coordinator
Tennessee Department of Education
and/or
The Office of Civil Rights
U.S. Department of Education
P.O. Box 2048, 04-3010
Atlanta, Georgia 30301-2048**

Americans with Disabilities Act

The federal American with Disabilities Act protects persons with a disability, those who associate with the disabled and those who help or encourage others to exercise rights granted by the act.

The Blount County School System wants to ensure that these rights are protected, that everyone can participate in or benefit from the system, programs, services, and activities offered by the system.

It is the right of each person to ask for a reasonable accommodation if it has not been provided. The ADA Coordinator directs compliance efforts and serves as citizen liaison.

Despite the best efforts of the system, problems may arise, so a grievance procedure has been established to ensure that a complaint will be heard. Those who have problems or ADA-related questions may call 984-1212.

General Information Section 504

Section 504 of the American With Disabilities Act is a civil rights statute which provides that: "no otherwise qualified individual with handicaps in the United States shall, solely by reason for his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The anti-discrimination legislation affects individuals who meet the definition of disability in the act and is applied to entities that receive federal funding.

Section 504 focuses on employment, program accessibility, preschool, elementary and secondary education, post-secondary education, and health, welfare, and social services. Section 504 covers many children not eligible for services under IDEA. For elementary and secondary education programs, Section 504 regulations define a qualified individual with a disability as one who is:

- 1) Of an age during which non-disabled individuals are provided with educational service.
- 2) Has a physical or mental impairment that substantially limits one or more major life activities (for example, any student receiving services under IDEA is automatically qualified, drug addicted or alcoholic students, students with diabetes).
- 3) Has a record or history of such an impairment (a student with learning disabilities who has been decertified as eligible to receive special education under IDEA).
- 4) Is regarded as having such an impairment; A person is considered eligible if he/she:

- a. Has a physical or mental impairment that does not substantially limit a major life activity but is treated by the LEA as having such a limitation (a student who has scarring or walks with a limp).
- b. Has a physical or mental impairment that substantially limits a major life activity only as a result of the attitudes of others toward such an impairment; or
- c. Has no physical or mental impairment but is treated by the LEA as having such an impairment (a student who tests positive for HIV but has no physical effects from it).

Blount County Schools has written assurances of non-discrimination, an employee designated to coordinate efforts to comply with Section 504, grievance procedures to resolve complaints, notices of non-discrimination, and written procedures based upon federal guidelines for the referral of students for 504 service plans.

Each school has a 504 coordinator and the system coordinator is Dr. Jane Morton.

FERPA (Family Educational Rights & Privacy Act)

Student records maintained by the Blount County School System are protected under Section 438 of the General Education Provisions Act. The statute governs disclosure of records maintained by educational institutions, which receive federal funds. The statute provides that such institutions must provide parents of students access to official records directly related to the student and an opportunity for a hearing to challenge such records on grounds that they are inaccurate, misleading or otherwise inappropriate; that institutions must obtain written consent of parents before releasing personally identifiable data about students from records other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office and review board must be established. This office is the Family Policy compliance Office of the U.S. Department of Education, charged with investigation and adjudication of violations and complaints under Section 438.

A copy of the policy and administrative regulations adopted by the Blount County Board of Education in compliance with Section 438 may be obtained by contacting Dr. David L. Cook, 984-1212.

Student Records Inspection & Correction Procedure

Parents of students and eligible students may inspect and review the student's education records upon written request.

Parents or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) he/she wishes to inspect, and the records custodian will contact the same to discuss how access will best be arranged as promptly and practicable as possible. This inspection procedure must be completed within 45 days from the receipt of the request.

The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume the parent has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent does not have the authority under applicable state law governing guardianship, separation, and divorce.

When a record contains information about students other than the parent's child or the eligible student the parents or eligible student may not inspect and review that information.

Fees for Copies

A reasonable fee for copies provided to parent(s) or eligible students will be determined by the director of schools. A maximum of three (3) copies of the transcript will be provided free of charge. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.

Correction Procedures

Parent(s) of students and eligible students may seek to change any part of the student's record they believe to be incorrect. The Director of Schools shall develop an acceptable procedure to establish an orderly process to review and correct an education record.

Directory Information Procedure

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

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

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

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

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.

*The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student’s rights.

Media Access to Students

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

The media may interview and photograph students involved in instructional programs and school activities, including athletic events.

Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parent/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school.

Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature.

If any student is to be filmed or videotaped and will be identified or is a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Blount County School Website

To review any of the board policies referenced in this handbook or to read them in their entirety, go to www.blountk12.org.

Student Clubs and Organizations

ROTC	Improv Club
BETA	International Club
Computer	Key Club
DECA	National Honor Society
Ecology	Sister to Sister
FBLA	Spanish
FCA	VICA
FCCLA	YWWF
FFA	Y-Teens
French	

School Year 2006-2007-Student Calendar

July 31—Registration/Abbreviated Day
August 7—First Full Day of School
September 4—No School/Labor Day
October 9-13—Fall Break
October 16—Students return to school
November 6—No Students
November 7—No Students
November 22—Abbreviated Day
November 23-24—Thanksgiving Holiday
December 21-January 2—Christmas Break
January 3—Students return to school
January 15—No School/Martin Luther King Day
February 16—No Students
February 19—No School/Presidents' Day
March 12-16—Spring Break
March 26-No Students
April 6—No School/Good Friday
April 9—No Students
May 22—Last Day for Students/Abbreviated Day

2006 Varsity Football Schedule

August 18	Seymour
August 25	@Campbell County
September 1	Farragut
September 8	Maryville
September 15	@Oak Ridge
September 22	Open
September 25	@Soddy-Daisy
October 6	Ooltewah
October 13	Bradley Central
October 20	@McMinn County
October 27	@William Blount

2006-2007 Basketball Schedule

<u>Date</u>	<u>Opponent</u>	<u>Location</u>
????	Jamboree	William Blount
Nov. 13	Morristown West (Hall of Fame)	Away
Nov. 16	Oak Ridge (Hall of Fame)	Home
Nov. 21	Sequatchie Co.	Home
Nov. 24-25	Thanksgiving Classic	Home
Nov. 28	Seymour	Away
Dec. 1	Bearden	Away
Dec. 4	Pigeon Forge	Home
Dec. 5	South Doyle	Away
Dec. 8	Maryville	Away
Dec. 12	Lenoir City	Home
Dec. 15	Sevier County	Home
Dec. 19	Webb	Home
Dec. 27	Pickerington Ohio	Home
Jan. 5	West	Away
Jan. 8	Pigeon Forge	Away
Jan. 9	Farragut	Home
Jan. 12	William Blount	Away
Jan. 16	Bearden	Home
Jan. 19	Maryville	Home
Jan. 23	South Doyle	Home
Jan. 26	Sevier County	Away
Jan. 30	Alcoa	Away
Feb. 1	Seymour	Home
Feb. 2	Lenoir City	Away
Feb. 6	Farragut	Away
Feb. 9	William Blount	Home