

WASHBURN SCHOOL

7925 Hwy. 131

Washburn, TN 37888

Aaron Clay, Principal

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MESSAGE FROM THE PRINCIPAL

Welcome to Washburn School! The information contained in this handbook has been carefully prepared so that a mutual understanding will be established between the parents, students, and school faculty and staff. The information contained in this handbook is very important to you and your parents. It will help you become familiar with the operations and policies of our school. I would like to encourage you to read it together as parents and students and keep it available for reference throughout the year.

If you need additional information or have a question or concern, please contact the school office at (865) 497-2556 (Grades K-8) or (865) 497-2557 (Grades 9-12) between the hours of 8:00 a.m. and 3:30 p.m. during regular school days.

I look forward to working with you, your teachers, and your parents in making our school the best it can be. Our goal is for each student to achieve his/her personal best at Washburn School.

Aaron Clay

Principal, Washburn School

MISSION STATEMENT

The mission of Washburn School, in partnership with family and community, is to create a safe, positive learning environment for all students to exceed mandated academic standards and become respectful, responsible, productive citizens ready to meet the challenges of an ever-changing world.

We believe.....

- *Students learn best in a safe, positive environment*
- *All students are capable of learning and should be held to high expectations*
- *Curriculum, instructional, and assessment practices should be driven by individual students needs and based on research-proven practices that maximize teaching and learning*

- *School, home, and community should use data to make decisions establish school policies*

DIRECTORY INFORMATION

The District may disclose certain information known as directory information. In its discretion without consent. Parents or eligible students may refuse to let the district release any or all this information. If you do not want this information released, you must send a written notice annually to the school office before the first day of September. The following information regarding students is considered directory information:

- Name, address, telephone number, 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, the most recent previous educational agency or institution attended by the student, and other similar information that would not generally be considered harmful or an invasion of privacy if disclosed, such as photograph.

ATTENDANCE

- The school will operate or be in session each school day between the hours of 8:00 a.m.- 3:30p.m. Elementary buses will be loading at 3:15 p.m. Children should not arrive at school before 7:30 a.m. If students are dropped off at the school site before faculty arrive or if students are left at the school at the end of the day for the faculty, the school system will not be responsible for students unsupervised on school property.
- Children are required:
 - To attend school from age six to eighteen, exceptions to be made only by the Board of School Commissioners or Court of Jurisdiction. (Kindergarten is required by the state and students may enter at age 5).
 - To attend the school designated by the Board of School Commissioners or furnish their own transportation.
 - To attend the school where they originally enrolled unless they have moved or have permission from the director of schools.

Regular attendance is expected. Excessive absence from school or physical education will not be tolerated unless a doctor's excuse is presented to the school.

Students will be allowed to leave school only when someone accepted by the school comes into the office to get the student.

Students must sign in or out at the office if they arrive late or leave early. Students must enter through the main entrances. Parents, students, or visitors are not to use the parking lot located behind the elementary buildings.

The director or his designee, after written notice to the parent or guardian of a child, shall report any child who is habitually and unlawfully absent from school to the county's juvenile judge for the child to be dealt with in such manner as the judge may determine to be for the best interest of the child.

Excused absences consist of doctor's excuse or death in the immediate family.

ATTENDANCE OF NON-RESIDENT STUDENTS

Grainger County residency is required in order to attend county schools. Effective October 20, 1998, any out-of-county student presently enrolled in the Grainger County School System shall be allowed to continue enrollment. This policy shall also cover the siblings of the student.

Any out-of-county student who ceases enrollment in Grainger County shall forfeit the right to his/her continued attendance in the Grainger County School District. Additionally, any student residing or enrolled in Grainger County Schools, who moves to another county or state shall lose the right to attend schools in Grainger County. Exemption to this rule will be for Grainger County Board of Education employees.

ABSENCES

Students on school-sponsored trips will not be counted absent.

A student must be in class the entire period in order to be counted present. No teacher is to excuse a student from class without an office request or arranged request from another teacher.

LEAVING SCHOOL

Leaving the school grounds without following proper procedures, including parent or guardian permission, will result in one day ISS or OSS. A second offense will result in a 8–45-day alternative school placement. Notes for early dismissal of students will only be accepted at the beginning of the school day. A phone number must be included, and verification may be required before the student is allowed to leave school.

When picking up a child, parents are asked to come to the office to pick up and sign out children.

Washburn High School is a closed campus school.

Students who sign out and leave school early cannot return to school for a later class period or after school ball practice or game unless they have a doctor's excuse or prior permission from the school administrator.

All students leaving school early should follow proper procedures:

- Permission from parents or guardians communicated by phone or letter to office staff (remember, notes are to be given to office staff upon arriving at school so they can be verified before a student is to sign out), or students actually signed out by parent or guardian.
- Student name, parent name and other information must be entered on the sign out sheet.

EARLY DISMISSALS

Parents should explain to their children what to do if school should be dismissed early in an emergency and no one will be at home.

When the weather is threatening, listen to the following radio stations: WIVK, WMTN, WCRK; or the television stations WATE and WBIR for information about schools. Please do not call the school or expect us to call you. The telephones are always overloaded during emergency situations.

GRADING

Grades K-12 will receive grade cards on a nine-week grading period. Mid-term progress reports will be issued 4 1/2 weeks after a nine-week grading period begins. The following grading scale shall be used by the school system for students in grades (3-8). A-(93-100), B-(85-92), C-(75-84), D-(74-70), F-(below 70 failing).

High School will be on a 10-point scale starting in the 2023-24 school year. A new scale for high school was passed by the Tennessee General Assembly. A-(90-100), B-(80-90). C-(70-80), D-(60-70), F-(below 60 failing).

VISITOR POLICY

State law requires that all persons visiting Washburn School must report to the office and obtain a pass, because school grounds are private when school is in session. Students may not bring visitors to school to stay all day. Visitors must use main entrances only. School officials have the right to deny or limit visitation requests.

ATHLETICS

Students participating in any sport are under the direct supervision of the coach of that sport. In addition to the policies of this handbook, athletes are subject to any other rules of conduct and training as instituted by the coach.

To participate in a sport, the student must:

1. Have passed his/her subjects the semester past.
2. Presently be taking required subjects.
3. Come under the proper age limits.
4. Pass a physical examination as given by the school doctor, or the family doctor.
5. Have insurance as specified by the school.

Transportation will be provided for players to away games. Buses will leave the school and come back to the school. Parents are responsible for getting students to school and back home. No one will ride the buses to away events except players and coaches. Students who ride the buses to games must return on the buses unless a parent is present at the game to pick up the student.

No athlete or cheerleader will be allowed to dress out for a game if he/she is absent from school the day of the game unless a doctor's excuse is presented, or evidence is furnished if there is a death in the family.

A student is to remember that any school activity or athletic event, held on or off Washburn Campus, is still under the supervision of the school.

HEALTH POLICY/MEDICATIONS

The Grainger County Board of Education policy requires that all medication be kept in the nurse's office and must be accompanied by a written order from the health care provider and/or written permission from the parent or guardian, including prescription and nonprescription medications.

All medications, both prescription and/or over the counter, must be delivered to the principal's office by the student's parent/guardian in the original container. Any alternate means of delivery requires prior notification by the student's parent/guardian for approval by the principal. All medication that is not picked up at the end of the school year will be destroyed.

TEXTBOOK POLICY

County policy dictates that parents and/or students must pay for textbooks that are lost or damaged.

SCHOOL TELEPHONE

Students will be allowed to use the school telephones only in case of an emergency and/or with prior approval by the teacher in charge and/or school administrators. Students will be allowed to call parents or guardians.

FOOD SERVICE

Students are not permitted to leave the school during lunch and may not have food delivered to them by anyone other than their parents. Students may bring their lunches if they wish. Lunches may be purchased by the day, or parents may prepay for the desired number of days.

Upon receipt and approval of a free-lunch application from his/her parents, the student will be permitted to eat at a free or reduced price.

Remember that your lunchroom is your school dining room. Courteous manners and quiet, pleasant conversations are appropriate here as in any home where there are guests, or as in any public place. You are required to obey the lunchroom assistants just as any teacher or principal. Students are not allowed to leave the cafeteria area during their lunchtime without permission.

DRESS CODE POLICY

The following expectations for student dress have been established to promote a safe and optimum learning environment.

Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

The following standards will be observed at Washburn School:

DRESS CODE PreK-6th Grade

The following standards will be observed:

1. Shorts, skirts, and skorts shall be hemmed and worn at mid-thigh length or longer and be worn at the waist. In grades K-3, shorts of appropriate length are allowed, and the mid-thigh rule does not apply.
2. T-shirts and tops shall fall below the waist.
3. Clothing and accessories such as backpacks, masks, patches, jewelry, and notebooks must not display: (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images, hate symbols, nor promote products which students may not legally buy, such as alcohol or illegal drugs, and (4) promote illegal activities.
4. Any article of clothing that is too tight and/or too revealing is unacceptable. Tank tops and full-length coats are not allowed.
5. Hats, caps, or headbands are not to be worn inside the school building.
6. Footwear is required and must be safe and appropriate for indoor and outdoor activities.
7. Any jewelry, including any type of facial jewelry, that causes a distraction to the learning environment or is a safety concern for any student will be considered a violation of Grainger County's Dress Code Policy.

When in the opinion of the principal, a student is not attired appropriately or exhibits grooming that is detrimental to the school environment, appropriate action shall be taken.

DRESS CODE 7th -12th Grade

The following standards will be observed:

1. Shorts, skirts, dresses, jumpers, and skorts must reach the mid-thigh or longer and be worn at the waist. Holes, rips, and tears are not permitted above the mid-thigh.
2. Shirts and blouses must completely cover the abdomen, back, shoulders, must have sleeves (halter tops, spaghetti straps, strapless, etc. are not allowed even with other clothing covering exposed area), and must have a neckline that does not expose the breasts. T-shirts and tops must cover the waistband and no midriff shall be visible at any time.
3. Clothing and accessories such as backpacks, masks, patches, jewelry, and notebooks must not display: (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images, hate symbols, nor promote products which students may not legally buy, such as alcohol or illegal drugs, and (4) promote illegal activities.
4. Prohibited clothing items and accessories include: (1) large, long, and heavy chains, (2) studded or chained accessories, (3) sunglasses, (4) sleepwear, (5) skintight and revealing outer

materials, such as spandex, (6) full-length coats or trench coats, (7) halter tops, (8) spaghetti strap shirts, and (9) tube tops.

5. Head apparel must not be worn inside the building. Caps and hats are not allowed at school (except team baseball/softball caps for practice or games).

6. Footwear is required and must be safe and appropriate for indoor and outdoor activities.

7. Any jewelry, including any type of facial jewelry, that causes a distraction to the learning environment or is a safety concern for any student will be considered a violation of Grainger County's Dress Code Policy.

When in the opinion of the principal, a student is not attired appropriately or exhibits grooming that is detrimental to the school environment, appropriate action shall be taken.

The principal may allow exceptions in special circumstances.

Any student not attired in accordance with the foregoing policy shall be subject to the following consequences:

1st offense – Get in touch with the parents to bring appropriate clothing. If not possible, students may have to be isolated.

2nd offense – One (1) day suspension.

Subsequent offenses will be dealt with on an individual basis at the discretion of the principal.

The principal and the faculty shall determine the appropriateness of dress and grooming to the school situation. When, in the opinion of the principal, a student is not attired appropriately or exhibits grooming which is considered detrimental or distracting to the school environment, action will be taken at the discretion of the principal or designee.

BUSES

The Grainger County Board of Education has the discretion to furnish transportation service to the students of the local community. The students have the privilege of riding a school bus to and from school provided the student conducts himself/herself within the rules and regulations as defined by the State Department of Education. The school bus driver is responsible for the safety and discipline of the students while transporting them to and from school. Rules are posted on each school bus. Discipline problems are reported to the principal.

OFFICE REFERRAL POLICY/SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT

It is our philosophy that students should be provided with a safe, positive, consistent and predictable environment in which to learn. To assist us in implementing this philosophy, we have adopted a process called school-wide positive behavior support. The focus of School-wide Positive Behavior Support (SWPBS) is to provide a clear system for all expected behaviors at Washburn School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through SWPBS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Behavior Expectations are Defined.

A small number of clearly defined behavioral expectations are defined in positive, simple rules. Washburn School 3 R's are:

- Be Respectful
- Be Responsible
- Be Ready

Behavioral Expectations are Taught.

Our school has developed a matrix which provides behavior expectations and procedures for different areas and/or functions within the school. Examples and non-examples of appropriate school and classroom behavior will be modeled and clarified for all students as part of our SWPBS plan. Behavior expectations are taught to all students. Students will be provided with a copy of the matrix which includes school-wide rules and expectations for each location in the school. These are also posted throughout the building to make students aware of what is expected of them.

Appropriate Behaviors are Acknowledged.

Once appropriate behaviors have been defined and taught, they need to be acknowledged. Washburn School has designed a formal system to reward and recognize appropriate and positive behaviors. Individual students will be given "Pirate Treasures" to encourage and reinforce positive behavior. Other reward programs have also been designed to recognize and reward students when they are respectful, responsible and ready!

Rule Violations are Addressed Consistently and Proactively.

When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior is/was unacceptable. Students, teachers and administrators all should be able to predict what will occur when school rules and expectations are not followed. In addition to the school-wide rules, each teacher will post and teach their classroom rules. Minor infractions will be handled by classroom teachers using their classroom management system. Students who choose not to follow school expectations and/or break the

rules will be issued an office referral which will result in the following consequences unless otherwise mandated by school board policy (i.e., fighting, tobacco, alcohol, vaping or zero tolerance issues, etc.).

1st–Conference with student/warning

2nd–Conference with student/warning

3rd–One (1) day in-school suspension or one hour after school

4th–One (1) day in-school suspension or one hour after school

5th–One (1-2) day in-school suspension or (1-2) hour after school

6th– One (1-2) day in-school suspension or (1-2) hour after school

7th–One (1) day out-of-school suspension

8th– One (1-2) day out-of-school suspension or 2 days ISS

9th–Two (2) days out-of-school suspension

10th–Alternative School–8-45 days for students of grades 5 thru 12; grades K-4 will be determined by principal

11th–Conference with student/warning or ISS/OSS

12th–One (1) day out-of-school suspension

13th–Alternative School 20-45 days for grades 5-12; grades K-4 will be determined by the principal

14th–Conference with student/warning or ISS/OSS

15th–Two (2) day out-of-school suspension

16th–Alternative School – remainder of the year or minimum of thirty (30) days grades 5-12; grades K-4 at principal discretion

Extended school assignments will be at the discretion of the principal and availability of after school or Saturday school.

Blatant violations of improper conduct will be addressed by the principal with consequences which may include after-school detention, Saturday school, in-school suspension, out-of-school suspension, alternative school placement, expulsion or action deemed appropriate. ALL DISCIPLINARY ACTION WILL BE AT THE DISCRETION OF THE PRINCIPAL IN ACCORDANCE WITH TCA 49-6-4012.

If a student does not attend assigned school after school or does not attend assigned Saturday school, he/she will be assigned to alternative school for 8-45 days. Office referrals will be cumulative during the year and will not start over at the beginning of the second semester. Students that are suspended, expelled, or placed in alternative school are not allowed to attend school functions or be on school property during the period of suspension/expulsion or alternative school placement.

PROHIBITED ITEMS

Students are not allowed to bring hats, bandannas, toys, playing cards, pocketknives, box cutters, razor blades, e-cigarettes and vaporizers, etc. According to Grainger County School Board Policy, personal

electronic devices may be stored in backpacks, purses or personal carry-all's; however, students are strongly discouraged from bringing such items to school because they are easily lost or stolen. The use of the devices during school hours is strictly forbidden. Use or improper storage of the personal electronic device will result in confiscation of the device. A student in violation of this policy is subject to disciplinary action.

Personal Communication Devices and Electronic Devices

A "personal communication device" (PCD) such as a cell phone, is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. A personal electronic device is a device that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal, image, sound file, data file or message. Such devices include, but are not limited to, wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, the use of the devices during class-time is forbidden unless approved for an academic activity by the principal or the principal's designee. The principal or designee may grant permission for such devices to be used in certain locations, during specified times, for certain instructional purposes, or for immediate contact with parents or guardians on a case-by-case basis while under the direct supervision of school personnel. This is not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Improper use or storage of PCDs and electronic devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action under the Office Referral Policy. A teacher may withhold a PCD from a student during a class if the PCD is a distraction to the class or student.¹

The use of cameras or personal communication devices to take photographs, to record, or to livestream audio/video is strictly prohibited on school property during school hours. Students that violate this policy in areas where others don't have a reasonable assumption of privacy are subject to a law enforcement referral.

The Attorney general of Tennessee states that "a school has the authority to confiscate a cell phone when the cell phone has been determined to be an unauthorized item in the school rules. The disciplinary action is cumulative so that repeat or persistent violations of the policy result in enhanced disciplinary action. Further, a student's due process rights are ensured with notification of the cell phone policy."

Items that are prohibited by school policy or are used in violation of school rules will be confiscated by school officials. The school assumes no responsibility for the safekeeping of these items. Refusal to relinquish a cell phone or any item or device will be treated as an act of insubordination and will be punished under the school's Office Referral Policy. If a cell phone is used for illegal or immoral acts it will be kept for police/school evidence. Upon reasonable suspicion specific portions of a cell phone may be searched if those portions could contain evidence of a violation of school rules or policy.

BUSES

The inappropriate use of an electronic device while on a Grainger County School Bus is prohibited. Examples of inappropriate activity may include, but are not limited to, viewing, photographing, recording audio/video, live streaming, playing, listening, or sharing material that is not suitable for all ages. Students involved in inappropriate activity, or that refuse to comply with the driver's request, will be subject to disciplinary measures by school administrators.

PERSONAL COMMUNICATION DEVICES

While the Grainger County Board of Education recognizes the prevalence of PCDs as well as their importance to families in maintaining communications and ensuring safety, their role in distracting students during instructional time and in facilitating inappropriate communication and cyberbullying cannot go unaddressed. As such, the following rules govern the use and possession of such devices:

Use by students in grades Pre-K-8

Students may possess PCDs while on school property. However, the PCD must be in the off mode and must be kept in a backpack, purse or similar personal carry-all and may not be used unless the principal or the principal's designee grants a student permission to do so. The principal or the principal's designee may specifically grant permission for a student to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate and under the direct supervision of school personnel.

Use by Students in Grades 9-12

Students may possess PCDs while on school property. The devices may be used before and after school, during lunch periods and during class change times. At all other times the PCD must be in silent mode. The principal or the principal's designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate and under the direct supervision of school personnel.

VIOLATION AND INAPPROPRIATE USE OF PCD AND/OR ELECTRONIC DEVICES

Students who are found to be in violation of this policy will be subject to disciplinary responses including but not limited to: confiscation of the device until the end of class, school day, or for a specified number of days; in-school suspension or other school-based consequences; and for repeated violations, administrators may consider confiscation of the device for parent pickup and/or short-term placement at the alternative school. In addition to these consequences, use of any personal communications device to bully, harass, or intimidate others while at school or a school-sponsored function will be subject to discipline per board policy. Use of any personal communications device to create, share, transmit, or possess obscene, pornographic, or illegal material while at school or at a school-sponsored function will be subject to related disciplinary action and referred to local law enforcement for potential charges. Likewise, any student creating, sharing, transmitting, or possessing obscene, pornographic, illegal, or otherwise inappropriate images, photographs, or videos of other students or any other individual at school, on a school bus, or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate agencies.

Students bring personal communication devices and personal electronic devices to school at their own risk. Grainger County Schools and its employees are NOT responsible for any damaged, missing, or stolen devices. If a student has a personal communication device or personal electronic device and it is damaged or stolen, school staff will not utilize administrative/academic time to investigate the incident, nor will Grainger County Schools take any financial responsibility for the device or any charges that may incur for the device

FIGHTING AND/OR AGGRESSIVE BEHAVIOR

Grades K-8

- 1st offense – **Minimum of 2** days in-school suspension. Parent notification.
- 2nd offense – **Minimum of 3** days in-school suspension. Parent notification.
- 3rd offense – Alternative school assignment (minimum of 30 days). A student may be petitioned for fighting in juvenile court. Prior disciplinary offenses shall be considered in making a determination as to filing a court petition.

Grades 9-12

- 1st offense – **Minimum of 3** days out-of-school suspension and a juvenile court petition
- 2nd offense - 8–45-day assignment to alternative school and juvenile court petition
- 3rd offense - Anger Management Classes provided by school counselor and 45–90-day assignment to alternative school and juvenile court petition

POLICY CONCERNING TOBACCO, E-CIGARETTE, AND VAPORIZER

Students shall not use or possess tobacco products in any form on school premises or on school buses. To “use” shall mean any holding of a lighted cigarette, cigar, pipe, vape or any other paraphernalia used for smoking, chewing, or dipping of any tobacco or like product. “School hours” shall mean the time between 7:30 a.m. and 3:30 p.m. “School bus hours” shall begin with the first pick-up in the morning and end with the last bus drop in the afternoon. Violation of this policy shall subject the student to the penalties as indicated hereunder:

- Tobacco or Vaping “usage or possession” will be dealt with as an office referral and juvenile court petition. State law requires that any tobacco usage or possession by minors at school results in a juvenile court petition.
- Vaping violation 1st offense – 8-45 days Grainger County Alternative School. Repeat violation, refer to Grainger County Vaping Policy.

ALCOHOL POLICY

A student shall not possess, distribute, or be under the influence of alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

- 1st offense – Assignment to Grainger County Alternative School for a 45–90-day placement.

Repeat offenders will be required to complete drug and alcohol assessment with a positive recommendation before returning to a Grainger County School.

TEMPORARY SUSPENSION OF STUDENTS

All suspensions will be sent in writing to the student's parents with a copy sent to the director of schools. A written notification shall contain the reason for the suspension and the exact day the student should return to school or can again ride the bus. In the case of suspension from riding the bus only, the bus driver shall be informed.

GRAINGER COUNTY BOARD OF EDUCATION POLICY REGARDING SUSPENSION

Students shall be subject to suspension or possible expulsion from attendance at school or from riding a school bus for any conduct prejudicial to good order or discipline.

CORPORAL PUNISHMENT

Corporal punishment may be administered according to school board policy.

ZERO-TOLERANCE POLICY

Grainger County Schools have adopted a **Zero-Tolerance Policy** that is in effect for all Grainger County students. This policy or law is mandated by the state and federal government.

Zero-Tolerance simply means any student found in violation of the following acts shall be expelled from all Grainger County Schools for one calendar year.

Violations include:

1. A student under the influence or in possession of an illegal drug or a controlled drug.
2. A student who brings or possesses a firearm or dangerous weapon.
3. A student committing battery on a teacher or other school employee.
4. A student who transmits by electronic device and communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention.

The purpose of this policy is to ensure a safe and secure learning environment for all of our students in Grainger County. Please help us avoid using this policy by talking and explaining to your child/children about the severity of this policy. Students with disabilities as identified by IDEA and/or Section 504 will be disciplined in accordance with applicable laws and guidelines governing disciplinary actions for these students.

NONDISCRIMINATION POLICY

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitating Act of 1973 required school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, handicap, national origin and race.

“It is the policy of the GRAINGER COUNTY SCHOOL SYSTEM not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to women as well as to men in our society. One of the objectives of the total curriculum and teaching strategic is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.”

POLICY AGAINST HARASSMENT AND SEXUAL HARASSMENT

The Grainger County Board of Education is committed to safeguarding the right of all student and employees within the school system to learn and work in an environment that is free from all forms of harassment and/or sexual harassment. When the school administration becomes aware that harassment, bullying or hazing may be occurring, it will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action in accordance with Grainger County School Board policy.

It is the policy of the Grainger County School System to maintain a learning and working environment that is free from harassment of any type. The school system prohibits any form of sexual harassment or harassment based upon age, religion, disability, or race/national origin. It shall be a violation of this policy for any student or employee of the school system to harass a student or an employee through conduct or communication in any form as defined by this policy.

PARENTS “RIGHT-TO-KNOW”

Parents have the right to request information regarding the professional qualifications of classroom teachers and any paraprofessional providing support to their child(ren). A school must also give timely notice if a student has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parents upon request, will be provided the following information about the qualifications of professional and paraprofessional personnel who provide instruction to their child(ren).

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents may request this information from the principal of the school, or it may be accessed via the internet by going to the web site of the Tennessee Department of Education, Teacher Licensing Website: <http://www.state.tn.us/education/lic>

School Districts receiving federal funds must also notify parents of secondary school students that they have a right to request their child's name, address, and telephone number not be released to a military recruiter.

Parents shall receive written notification if their child should become the victim of a violent crime at school. He/she will have the right to transfer to another school within the school district.

At such time that any school within the Grainger County School System was to be placed in school improvement, parents will be notified and informed of their right about school choice and supplemental services which may be afforded the children who attend that school.

PARENTS "RIGHT-TO-REFUSE"

School Districts receiving federal funds must notify parents of secondary school students that they have a right to request their child's name, address, and telephone number not be released to a military recruiter.

TCA 49-6-4204

Pursuant to Tennessee Code Annotated 49-6-4204, lockers and other storage areas, containers and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property that is not properly in the possession of the student or visitor.

TCA TITLE 49-6-40

Relative to school attire prohibits students from wearing, while on the grounds of a public school during regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment this will advance the education of students and make disruptive incidents of violence less likely to occur.

CHILD FIND

The Grainger County Board of Education provides special education and related services and special accommodations to all children with disabilities between the ages of three (3) and twenty-two (22) as part of the requirement to provide such children with a free and appropriate public education. Anyone who knows of a child who may qualify for and is not now receiving these services is asked to call Ginny

McElhaney Special Education Supervisor, 504 Coordinator at 865-828-3611 or write: Grainger County Board of Education P.O. Box 38 Rutledge, TN 37861

GRAINGER COUNTY SCHOOL SYSTEM GRIEVANCE PROCEDURE FOR STUDENTS, PARENTS, OR LEGAL GUARDIANS

The Grainger County School System will comply with the grievance procedure as set forth under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.

A grievance must be filed with the school principal within (30) days of the occurrence of the alleged violation. A copy of all grievance procedures are posted in all school offices and may be obtained upon request.