

# Wayne County High School

2023-24

## Handbook

### THE PROPERTY OF

<b>Name</b> _____
<b>Address</b> _____
<b>City/State/Zip</b> _____
<b>Phone (Home)</b> _____ <b>(Cell)</b> _____
<b>E-Mail</b> _____
<b>Grade</b> _____

## Forward

This student handbook was developed to answer many of the commonly asked questions that you and your parent(s) may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. **It should be noted that not all circumstances can be foreseen in any single document. Unforeseen situations or circumstances not specifically addressed by this handbook will be subject to administrative discretion.**

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**WAYNE COUNTY HIGH SCHOOL  
MISSION STATEMENT**

The mission of Wayne County High School is molded by the belief that our students should become responsible contributors to society. To that end, we at Wayne County High School dedicate ourselves to providing our students with opportunities to think clearly, to write and speak effectively, to have knowledge of the past and vision of the future, and to learn skills for useful service in our community. Our mission is the development of the whole child for participation in and contribution to a life in a changing democratic and global society in which all individuals share responsibility and mutual respect.

**ALMA MATER**

We'll always love Wayne County High,  
So dear, so near!  
And always for Wayne County High,  
We'll say, we'll pray!  
May sweetest fortunes ever smile,  
On thee, and be,  
A guardian angel Wayne County High,  
To thee, to thee

**MASCOT: WILDCAT**

**SCHOOL COLORS:**

Black and Vegas Gold

**ADMINISTRATION:**

Ryan Franks, Principal  
Molly Ashley, Assistant Principal  
Rick Pierce, Assistant Principal  
Jerilyn Ashmore, School Counselor

**SCHOOL OFFICE:**

Jennifer Keeton, Secretary/Bookkeeper  
Shelli Inman, Administrative Assistant

## **SCHEDULE OF BELLS**

Our students go to the cafeteria upon arrival prior to 7:45 and at that time we will ring a bell for them to head towards their first block with items. The following will be our bell schedule. Once a month, on Friday, we will have an alternate bell schedule called Wildcat Windup. This will allow for club & class meetings.

<u>Regular Schedule</u>	<u>Wildcat Windup</u>
1st block- 8:00 – 9:25	1 <sup>st</sup> block- 8:00-9:25
Morning Break 9:25 – 9:40	Meeting Time- 9:25-9:50
2nd block 9:40 – 11:05	2 <sup>nd</sup> block- 9:55-11:15
3rd block 11:10 – 1:10	3 <sup>rd</sup> block- 11:20-1:15
Afternoon Break 1:10- 1:20	4 <sup>th</sup> block- 1:20-2:40
4th block 1:20-2:40	

## **WAYNE COUNTY HIGH SCHOOL PROCEDURES**

### **ATTENDANCE**

#### **Absences**

After being absent from one or more classes you will bring a written excuse from your parent/s to the office on the day of your return between 7:40 A.M. and 8 A.M. The absence will be recorded as excused or unexcused. If a note is not presented, the absence/s will be unexcused.

Make-up work will be given for “Excused” absences. **Any student with an unexcused absence is ineligible to attend the Academic Banquet or to be a nominee for the Wall of Fame.**

For doctor certified long illnesses, a homebound teacher is available through the Special Education Director’s office.

**The Wayne County High School attendance policy is as follows:**

1. Wayne County High School students will be given four excused absences each semester with the submission of a parent note. Absences over four will be excused only by a doctor/dentist’s note, death in the immediate family, and/or a documented court appearance.

2. Wayne County High School will implement the Attendance Call Home program. In order to improve communication with parents, an automated calling program will notify parents when their child is absent. Parents can expect these calls after 10:30 a.m. on the day that their child misses school.
3. If a student misses over 8 days in a semester class and 4 days in a quarter class, that student will owe make-up time hour for hour. That time will be required regardless of whether the absences are excused or unexcused. The recommended method of making up time will be in an academic setting during after school tutoring. However, other forms of activities may be arranged to serve as acceptable make-up time.
4. Per board policy, parents will be notified by letter from the school after five days of unexcused absences. If the parent does not provide adequate documentation within adequate time excusing those absences or request an attendance hearing, then the progression truancy intervention plan described below shall be implemented prior to referral to juvenile court:

**Tier I—Five Unexcused Absences**

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

1. A conference with the student and the student's parent(s)/guardians
2. An attendance contract based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The attendance contract shall include:
  - a. A specific description of the school's attendance expectations for the student
  - b. The period for which the contract is effective, and
  - c. Penalties for additional absences and alleged school offenses, including additional

- d. disciplinary action and potential referral to juvenile court, and
3. Regularly scheduled follow-up meetings to discuss the student's progress

### **Tier II—Seven Unexcused Absences**

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

### **Tier III—Nine Unexcused Absences**

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

### **Tardies**

Students late to school should sign in at the front office to receive an admit slip before going to class. Late check-ins will be excused 4 times per semester with a parent note or parent signature. Late check-ins without a parent note or signature will be considered unexcused. Students that are tardy to class and are unexcused will be admitted to class and marked tardy in the teacher's roll book. Unexcused tardies and late check-ins will be dealt with in the following manner:

**1<sup>st</sup> and 2<sup>nd</sup> Offense- Warning**  
**3rd Offense – Break Detention**



**4th Offense and Higher – Punishment will be determined by administration and could include ISS, AEP, or revocation of privileges**

The accumulation of three unexcused tardies will count as one unexcused absence.

**Checking students out of school**

Parents or a designated adult who wish to check their child out of school should call the school office (722-3238) and pick up their child at the front of the school. Please remain in your vehicle. **Office personnel will come out to obtain a signature on the sign out form. Designated adults MUST be listed by the parent on the Student Registration form to sign a student out.**

**Closed campus**

W.C.H.S. is a “closed campus.” Students must stay on the school grounds from the time they arrive until they are dismissed for the day. Students cannot go to the parking lot any time during the school day unless permission is given from the office. **Students leaving campus at any time during the school day without permission from the principal or assistant principal will receive the following disciplinary action:**

1st Offense: **3 days AEP**

2nd Offense: **5 days AEP**

**Driver’s Permit**

Students wishing to get a driver’s permit **must** obtain a form from the school at least one day before going to the drivers’ license office.

**Fighting/Physical Altercations**

Students shall conduct themselves in a manner that shows respect for faculty, staff, and fellow students. If a student is involved in a physical altercation with another student, the students will be sent to the principal’s office. The involved students will be questioned by the

appropriate personnel to gather information. Depending on the severity of the incident, the principal may request assistance by the police department to investigate the incident. The police shall have permission to interrogate a student (BOE Policy 6.303). The parents will be contacted by the administration. Punishment will be determined by administration and could include **ISS, AEP, or Suspension**.

### **New Bullying Laws**

A person now commits a **Class A misdemeanor** if:

- \* She/he intentionally communicates with another person or transmits or displays an image without legitimate purpose with the intent that the image is viewed by the victim by telephone, in writing or by electronic communication, including text messaging, fax, electronic mail or Internet services;
- \* She/he maliciously intends the communication to be a threat of harm to the victim; AND
- \* A reasonable person would perceive the communication to a threat of harm.

**A Class A misdemeanor is punishable by not greater than eleven (11) months twenty-nine (29) days in jail or a fine not to exceed two thousand five hundred dollars (\$2,500), or both.**

### **FERPA (Federal Education Right to Privacy Act)**

Wayne County Schools follow rules and guidelines as outlined through FERPA.

### **Junior/Senior Prom Rules**

1. No Middle School students
2. Age limit is 22 years and had to be in high school at the same time
3. No previous prom incident.
4. Any junior that is caught with or under the influence of alcohol/drugs will be placed in AEP for up to 1 calendar year and will not be allowed to attend their senior prom.

### **Military Recruiters Access to Information**

Districts receiving federal education funds must notify parents of secondary school students that have a right to request their child's name, address, and telephone number not be released to a military recruiter without their prior written consent.

### **Student vehicles and parking**

Personal vehicles are not allowed on campus prior to 7:30 A.M. unless cleared through the office. Students are allowed to drive a vehicle to school if they are a properly licensed driver. Any vehicle parking on campus will display a school decal. Cost per vehicle is \$10.00.

Specific parking spots will **NOT** be assigned. Students may park in any spot not designated as reserved for faculty. Football players may also park in the lot beside the field house. **Parking in a prohibited area can lead to a ticket or towing.** Student vehicles must be properly registered with the office and proof of insurance is required.

Vehicles are to be operated in a responsible manner and traffic laws are to be obeyed. The speed limit on campus is 5 miles per hour. Violations of this policy and any traffic law will result in the suspension of your driving privileges on campus.

Anyone wishing to take a vehicle to the auto mechanics class or Ag shop to work on it must first bring a note from the instructor of that class to the office giving approval.

Vehicles are to be parked in an orderly manner and shall be locked at all times while on the school property. **All vehicles are subject to search if there is a reason to believe they contain any item that is not allowed at school or on the campus.**

### **Visitors**

The school policy is to accept only visitors who have legitimate business to attend to at the school. Guests and visitors **MUST** register in the office. Parents are always welcome. Because of our goals to improve the level of instruction and learning in the classroom, students **MAY NOT** have visitors on campus during regular school hours.

Visitors in vehicles who are not on school business are not allowed on school property during school hours and are subject to removal by local law enforcement officials.

## **GRADING**

### **Grading scale**

The grading system will be based on two semesters per year with four (4) nine-weeks grading periods for reporting student progress to parents.

**A= 90-100**  
**B= 80-89**

**C=70-79**  
**D= 60-69**

**F= below 60**

### **Report cards**

Report cards are prepared at the end of each nine-week grading period. Each report card will contain previous nine weeks scores as well as an attendance record for each course taken. Reports cards will be given out to the students after each quarter except for the last quarter and the report cards will be mailed home.

### **Field trips**

Students must have permission signed by all teachers in order to attend field trips. Field trips will not be permitted before and during state testing.

## **COUNSELING**

Ms. Jerilyn Ashmore, School Counselor

### **Counseling Service**

Counseling services are available for **EVERY** student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study habits, and any school or personal problems.

Any student wishing to see the school counselor for any reason should obtain a pass from the counselor to give to his/her teacher in order to prevent overcrowding in the counselor's office and to let teachers know the whereabouts of their students.

### **Scholarships/Transcripts**

Scholarship forms are in the counselor's office. Transcripts are also obtained here.

### **Transfer/Withdrawal from School**

Any student withdrawing from school for any reason should request a drop or transfer form from the counselor's office. This form will require the student to:

1. Turn in all books/ chrome book.
2. Get clearance from the librarian, cafeteria manager, and teachers.
3. Pay all fees and fines.
4. Get grades and averages from the guidance office.
5. Get final O.K. from the principal.

**A student's grade will not be released unless these steps are followed.**

### **TN Scholars**

The benefits of graduating as a Tennessee Scholar are scholarships, preferential job hiring, better preparation for success in college and the workforce, rewards, and recognition.

1. Attendance- 95% Required (9 days per year or no more than 36 total days in 4 years)
2. Discipline- No "out of school suspensions."
3. Volunteer Service- 80 hours
4. Average- Maintain "C" average in all Courses. NO D's or F's.
5. Must two from the following:  
Career Technical, Dual or online, Advanced Placement  
International Baccalaureate, Fine Arts, or Service Learning

**Fines/Fees**

A ten (\$10) dollar fee will be due at registration to cover the following items or services: grade card mailing fee, locker fee, and student handbook/ agenda fee. Senior graduation fees are sixty –six (\$66) dollars. These fees cover cap, gown, tassel, diploma, & diploma cover. A record is kept of all fees and fines in the guidance office. These must be paid before graduation or before records can be sent to other schools. School fees shall be waived for students who receive free or reduced-price school lunches. The application for determining eligibility for free or reduced price lunches on a form provided by the State Department of Education shall be used to verify student eligibility for fee waiver.

**Student Schedules**

Student schedules are prepared each summer. Any changes must be cleared by administration at a designated date for all students.

**ACADEMIC REQUIREMENTS FOR GRADUATION**

Each student must complete the core curriculum and either the university preparation curriculum or the technical preparation curriculum for a total of 28 units; and take exit exams. A student may complete a dual pathway by completing the core curriculum, the university preparation curriculum, and the technical preparation curriculum.

<b>Requirements for Classes of 2013 and beyond</b>		
<u>Core Curriculum</u>	Units	University Curriculum
English	4	2 units Foreign Language
Math	4	1 Fine Art
Science (Biology & Chemistry required)	3	Complete 3 classes in <u>one</u> program of study
Social Studies	3	
Wellness	1.5	
Personal Finance	0.5	
Total	16	

Every student has the option of “retaking” a course to improve his or her grade through our traditional schedule. The higher grade will be reflected on the student’s transcript, but only the first grade earned will be used in the calculation for class rank.

Numerical rank for the Top Ten honors will be calculated at the conclusion of seven semesters. Wayne County High School requires that in order to be eligible to receive the valedictory or salutatory award or top ten award, a student must have completed four semesters at the end of the fall semester of the senior year at WCHS.

Students who complete all graduation requirements while enrolled at a Wayne County High School will be permitted to participate in graduation exercises. Seniors who will be eligible to complete the requirements for graduation in the summer school program will also be allowed to participate in graduation exercises.

**Classification**

A student must have earned the following minimum number of units to be classified as a ...

SOPHOMORE...	6
JUNIOR.....	12
SENIOR.....	18

**ATHLETIC DEPARTMENT**

At W.C.H.S., students have the opportunity to participate in sports such as basketball, football, golf, baseball, softball, cheerleading and soccer.

**Athletic Eligibility**

Students that are participating in sports must meet TSSAA and WCHS eligibility requirements. For fall sports, student must have passed six credits (subjects) the preceding year and cannot have more than 10 unexcused absences. For spring sports, a student must have passed three subjects the preceding semester and cannot have more than ten unexcused absences.

## SCHOOL CAFETERIA

Mrs. Jamie Jackson, Manager  
(931) 722-3293

### Lunch period

1<sup>st</sup> Lunch: 11:10 – 11:40

2<sup>nd</sup> Lunch: 11:40 - 12:10

3<sup>rd</sup> Lunch: 12:10 - 12:40

4<sup>th</sup> Lunch: 12:40 - 1:10

Students will go with their group to the dining room and remain there for the 30-minute period. There will be no one leaving the dining room without the proper pass. Students will enter the dining room through the double doors across from the boys' restroom.

Students **are not** permitted to leave school for lunch at any time during the school day. All students will report to the cafeteria during their assigned lunch period with their group. Going home, to the store, to a restaurant, or door dash is not allowed. Students can bring lunch from home with them in the morning when they arrive at school and keep it in their locker until their assigned lunch period, take it to the cafeteria and have lunch. **Lunches will not be brought into the school at any time from the outside by anyone during the school day.**

The 30 minutes set aside for lunch is not “free time” as it is a portion of the required number of hours demanded by the State of Tennessee for the school day.

### Breakfast/Lunch Cost

Student: Breakfast - \$2.25; Lunch - \$3.50

Teachers: Breakfast - \$2.75; Lunch - \$4.50

Visitors: Breakfast - \$3.00; Lunch - \$5.00



## **Articles Prohibited at School**

The following articles are prohibited to be in the possession of a student while on campus at W.C.H.S.

1. Weapons or any article that can be construed as such
2. Spinners
3. Fireworks
4. Lighters/matches
5. Playing cards/dice
6. Tobacco products/Vapes
7. Drugs/drug paraphernalia
8. Alcohol
9. Any other article that can cause disruption to the normal educational process

Any violation of this policy could lead to the local law enforcement agencies being called in to investigate your intentions. Any article of the above nature found on or in your possession, locker, and/or vehicle will be confiscated and turned into the office. You may reclaim it at the end of the semester if suitable for returning. The administration will make the final decision as to whether it will be returned or not.

## **School Conduct**

Vulgar language, fighting, inappropriate personal contact, holding hands, public display of affection, and other unbecoming acts of behavior are not acceptable and will not be condoned at school or school functions. Proper behavior is expected at school, athletic events (home and away), on buses, school trips, and on the campus in general.

Disciplinary measures for inappropriate behavior or conduct will include punishments such as: write-offs, corporal punishment, detention, AEP, suspension from school, suspension from extra-curricular activities, expulsion, or a combination of any of the above.

**Remember, that off campus activities that are school sponsored are a continuation of the school day and the school policies.**

## WAYNE COUNTY BOARD OF EDUCATION POLICIES

### **Cell Phones, Pagers, and Other Personal Signaling Devices (Policy 6.312)**

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-on. Cell phones must be placed in the cell phone holder when the student is in the classroom. 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; air pods or headphones, and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student and/or parent or guardian. A student in violation of this policy is subject to disciplinary action.

#### **Discipline Procedure**

1st time- Phone confiscated until the end of the school day. Warning issued

2nd time- Phone confiscated for 3 days

3rd time- Phone confiscated for 5 days

4th time- Phone confiscated- discipline determined by administration

Parents should continue to call the school for any emergency. School administrators will contact your son/daughter. *Parents are asked to refrain from contacting students by cell phone or pager during the school day.*

The school system is not responsible for lost, stolen, or damaged electronic signaling devices.

### **Dress Code (Policy 6.310)**

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.

Wayne County High School has developed the following guidelines to facilitate the enforcement of this policy:

1. Sleeveless blouses or tops should have straps wide enough to cover undergarments. No spaghetti straps or tank tops
2. No baggy or saggy pants.
3. No trench coats.
4. Dresses, skirts, and shorts shall be no shorter than mid-thigh
5. No midriff or cleavage showing.
6. No see through attire.
7. No open-toed shoes in shop areas/classes or in cosmetology classes.
8. No chains and spiked jewelry worn in any manner that could be considered a safety hazard
10. Holes in jeans must extend no farther mid thigh without a patch. Patches may be sewn to the outside or inside of the jeans or pants. Leggings worn under jeans are considered patches. Patches should not be see through or have holes in them.
11. Shirts with suggestive slogans, promotion of drugs, alcohol, tobacco, violence, and/or the use of disruptive music logo, etc. are not acceptable.
12. No hats, caps, hoods, bandanas, or sunglasses will be worn inside the building or gym during school hours. They must be placed in lockers or backpacks.
13. No writing on the “seat” of apparel.

**Approved graduation attire will be relayed to seniors and their parents before graduation. All seniors are expected to follow the guidelines.**

Students who do not have the appropriate dress will be sent to the office to call a parent or guardian to bring a change of clothes for the first time that they are in violation of dress code. If the parent can't be reached, the student will change into what is available from the office. If a change of clothes is not available, the student will go to ISS for the school day.

**THE ADMINISTRATION OF WCHS IS THE FINAL ARBITER  
CONCERNING ANY QUESTION OF THIS DRESS CODE!**

**Hazing Policy (Policy 4.301)**

Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.

**Internet Policy (Policy 4.406)**

Students will abide by the rules and ethics for Internet use outline in Board Policy 4.406.

**Interrogations & Searches (Policy 6.303)**

Teachers or principals may discreetly question students about any matter pertaining to the operation of a school and/or the enforcement of its rules. If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians. The interrogation may proceed without attendance of the parent(s) /guardians(s) or legal custodians. The principal, or his designee, having reasonable suspicion, may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors, and containers or packages if he receives information which would cause a reasonable belief that the search will lead to the discovery of evidence of any violation of law or school rules or any object or substance which presents an immediate danger of harm or illness to any person.

When necessary, dogs trained to detect drugs or dangerous weapons may be used in conducting searches.

**Medicine Rules and Regulations (Policy 6.405)**

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 (non-prescription medicines must have label direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication must be delivered to 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. students with asthma)

Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP).

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

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

### **Possession of Unauthorized Substances (Drugs and/or Alcohol)**

Possession and/or use of alcohol, drugs, or related paraphernalia will result in the automatic suspension and referral to the proper legal authorities. The suspension may be up to one calendar year. **Students suspected of drug/alcohol use may now be legally required to submit to drug/alcohol testing at the expense of the student or parents.** Refusal to submit to testing could result in a student not being re-admitted to school.

### **Registered Sex Offenders Policy (Policy 1.808)**

Individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises of any school in this district, except for the limited instances outlined in board policy 1.808.

**Toll free number for Department of Child Services**

### **Use of Tobacco/Tobacco Products/ Vapes**

The laws of the State of Tennessee and the policies of the Wayne County Board of Education forbid the possession and/or use of tobacco products by students at any time they are on school property. A visit to juvenile court usually carries a fine of \$50.00 and court costs plus several hours of community service.

This following policy is now in effect:

**1<sup>st</sup> Offense - Citation to juvenile court**

**2<sup>nd</sup> Offense - Citation to juvenile court and 3 days AEP**

**3<sup>rd</sup> Offense - Citation to juvenile court and 5 days AEP**

This policy is in effect any time you are on school grounds or attending a school function of any type whether on our campus or on a school associated trip, ballgame, field trip, etc.

### **Weapons and Dangerous Instruments**

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or off the school grounds at school sponsored activity, function or event.

Dangerous weapons for the purpose of this policy shall include, but not limited to.... any firearm, explosives, explosive weapon, Bowie knife,

hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles.... etc. Students who are found to have violated this policy shall be subject to suspension for a period of one (1) year. The superintendent shall have the authority to modify this suspension requirement on a case-by-case basis.

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

### **Wayne County Nondiscrimination Policy**

It is the policy of the Wayne County School System not to discriminate on the basis of race, religion, creed, age, color, sex, handicap, or national origin in its educational programs, activities, or employment, policies as required by Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 and Section 504 of the Federal Rehabilitation Act of 1973.

If you are unable to speak English an interpreter will be provided for you upon request.

### **La Política de No Discriminación**

Es la política del Sistema Escolar de Condado de Wayne de no discriminar a base de raza, religión, credo, edad, color, sexo, desventaja ni a base del origen nacional en sus programas educativos, sus actividades ni en sus políticas del empleo como requerido por el Título VI Acto Civil de Derechos de 1964, el Título IX de las Enmiendas Educativas de 1972, y la Sección 504 del Acto Federal de Rehabilitación de 1973.

Si usted es incapaz de hablar inglés, un intérprete será proveído para usted a pedido.

### **Grievance Procedures**

The following procedure will be used to address all grievances or complaints:

1. A complaint may be filed by a student, employee or applicant for employment or participation in an educational program who

believes discrimination or unfair treatment has been practiced against him/her or that practices or procedures will result in discrimination against them.

2. Efforts must first be made by the complainant to resolve the differences with the person or persons responsible for such alleged discrimination or mistreatments.
3. In the event a complaint cannot be resolved as provided above, the complaint must be submitted to the Board of Education. Complaints may be made orally or in writing and should include specific evidence of discrimination or mistreatment, be signed by the complainant, and filed within three (3) working days after a solution has been attempted and failed or seven (7) working days after the alleged discrimination or mistreatment occurred.
4. The Superintendent shall conduct an investigation and present findings and recommendations to the Board of Education within three working days.
5. The Superintendent may render judgment on the validity of the complaint or may refer it to the Board of Education for an informal hearing of the allegation. The Superintendent shall notify the complainant within three (3) working days either that no hearing is warranted or notification of the scheduling of a hearing. In the event of a hearing, members of the Board of Education, those accused of discrimination or unfair practices, and any witnesses of the alleged discrimination or practice are also notified of the scheduled hearing.

The Board of shall meet within three (3) working days after notice of referral to hear testimony and study all evidence. Their written recommendation will be presented to the Superintendent or his designated representative(s) within five (5) working days of the hearing. The complainant and/or person accused of discrimination or mistreatment may bring legal counsel or an advisor to the hearing. Legal counsel will not be permitted to speak for their client and may act in an advisory capacity.

If the complainant is not satisfied with the action, he/she may appeal the decision to the following:

Wayne County Board of Education  
419 South Main Street  
Waynesboro, TN 38485  
or



Director of the Office for Civil Rights  
Department of Health, Education, and Welfare  
Washington, DC

Compliance Administrators for  
Title VI of the Civil Rights Act of 1964 and Title IX of the Education  
Amendment of 1972 (Race, sex, color, or national origin)  
Section 504 of the Rehabilitation Act of 1973  
(Handicapping Conditions)

Cindy Davis—Compliance Supervisor  
Brad Stooksberry—Compliance Supervisor  
Wayne County Board of Education  
419 South Main Street  
Waynesboro, TN 38485  
(931) 722-3316

Jerilyn Ashmore—Child Abuse Coordinator  
Molly Ashley—Child Abuse Coordinator Alternate

## **FERPA**

Pursuant to the terms of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232(g), Wayne County Schools designates the following personally identifiable information contained in a student's educational record as "directory information", and it will disclose the following student information without prior written consent: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, weight and height of members of an athletic team, and most recent previous educational agency or institution attended. Parents must notify their child's school in writing if they do not want his/her directory information released.

Under provisions of the Elementary and Secondary Education Act of 1965 and other federal law, directory information will be provided to recruiters from the armed services upon request. Parents must notify their child's school in writing if they do not want his/her directory information released to military recruiters.

## **SECTION 504 NOTICE**

Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA) are acts which prohibit discrimination against persons with a disability in any program receiving federal assistance, among others. Both acts define a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities (major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- has a record of such impairment;
- is regarded as having such an impairment, or has had a record of such an impairment.

In order to fulfill its obligations under Section 504 and the ADA, Wayne County Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person on the basis of a disability will knowingly be permitted in any of the programs or practices in the school system.

The school district has specific responsibilities under both acts, which include the responsibility to evaluate and determine if the child is eligible under Section 504/ADA, and to then afford access to appropriate educational accommodations.

If the parent or guardian disagrees with the determination made by the professional staff of the School District, he/she has the right to a hearing with an impartial hearing officer. For further information, contact Cindy Davis at 931-722-3548.

## **CHILD FIND**

Wayne County, in compliance with federal and state law, performs a countywide child find. Child find uses screening to find students in both public school or private school located in the geographic region, who may need special education services and supports. Parents of homeschool students are provided with information when they register with the district with contact information if concerns

are present. A child be referred for screening by school personnel, the family, and/or individuals in the county (physicians, childcare providers, etc.)

Who can I call if I am concerned?

1. If your child is an infant or toddler under the age of 2.5 years, then contact TEIS at (615) 904-3636.
2. If your child is between the ages of 3-5 and you are a resident of Wayne County, contact the elementary school where your child would attend.
3. If your child is enrolled in a Wayne County School, report your concerns to your child's principal and the principal will talk with you about the next steps of the RTI 2 process.
4. If your child is home schooled in Wayne County Schools, then call LaDonna Edwards at (931) 722-3548.

The federal law of IDEIA (Individuals with Disabilities Improvement Act of 2004) requires each school district to spend a proportionate amount of federal allocation for services for students with special needs enrolled by parents in home school or private school each year.

### **RIGHTS OF CHILDREN WITH DISABILITIES AND PARENT RESPONSIBILITIES**

Parents may access information about child advocacy groups and information on how to contact the state department of education for information on student rights and services from the following agencies:

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

Wayne County Board of Education  
419 South Main Street  
Waynesboro, TN 38485  
Phone: 931-722-3548  
Fax: 931-722-7579

## **WAYNE COUNTY SCHOOLS STATEMENT OF NON-DISCRIMINATION**

Wayne County Schools in its employment of personnel and in its educational activities with students does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or any other federal protected basis. Employees of Wayne County Schools are appointed as coordinators of the various activities ensuring compliance with federal laws and regulations including the U.S. Department of Education regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap, and U.S. Department of Justice regulations implementing Title II of the American Disabilities Act of 1990.

Contact Kristy Prince, Federal Projects Supervisor or Brad Stooksberry, Special Education Supervisor, at:  
Wayne County Board of Education  
419 South Main Street  
Waynesboro, TN 38485  
Phone: 931-722-3548.

Individuals who need assistance or have a complaint should contact the above listed individuals.

### **HOMELESS EDUCATION**

You qualify for consideration under the McKinney-Vento Homeless Education Act if any of the following apply: if you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations, or if you live with friends or relatives because of the inability to afford adequate housing. If any of these apply, you may be entitled to all services, rights and protection provided under this law.

Your children have the right to attend a school no matter where you live or how long you have lived there, continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended prior

to becoming homeless if requested. Students, if qualified, are also allowed to enroll in a school without a permanent address, without school records or without proof of immunization. These will be obtained by school personnel. For further information, contact Kristy Prince, 931-722-3548.

## TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting

**<http://www.state.tn.us/education/speced/index.htm>**

### **Legal Services Division**

#### **Division of Special Education, Tennessee Department of Education**

710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, Tennessee 37243-0380  
Phone: 615-741-2851  
Fax: 615-253-5567 or 615-532-9412

### **West Tennessee Regional Resource Center**

100 Berryhill Drive  
Jackson, TN 38301  
Phone: 731-421-5074  
Fax: 731-421-5077  
East Tennessee Regional Resource Center  
2763 Island Home Blvd.  
Knoxville, Tn 37290  
Phone: 865-594-5691  
Fax: 865-594-8909

### **Child Advocacy Group Contact Information**

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

\*The administration of WCHS is the final arbiter concerning any question of the rules & policies in this handbook. Not every event or situation can be covered within this handbook. Any other incidents that take place will be resolved at the discretion of the WCHS administration.