

# DEKALB COUNTY HIGH SCHOOL

## STUDENT HANDBOOK

### 2023-2024

**Bruce Curtis**, *Principal*  
**Jenny Norris**, *Assistant Principal*  
**Thomas Cagle**, *Assistant Principal*

DEKALB COUNTY HIGH SCHOOL  
1130 West Broad Street • Smithville, Tennessee 37166 • Tel. (615) 597-4094



Welcome to DeKalb County High School for the 2023-2024 school year. We hope that you will share in the vision of making this year the most successful year in the history of DCHS! I hope that we can all make an effort to work with each other as we strive to make this goal a reality. A committee consisting of students, parents, faculty, administration, and other key stakeholders wrote this handbook to make you aware of the policies of our school. Have a great year, and remember, by working together we can make this the most successful year ever.

The information contained in this document along with the DCHS School Improvement Plan can be found on the DeKalb County Schools website at: [www.dekalbschools.net](http://www.dekalbschools.net) or [dchstigers.com](http://dchstigers.com).

**NOTE: This handbook has been provided to help parents and students understand some of the basic rules and policies of DeKalb County High School. The handbook is not all inclusive of every school policy. Students are responsible for their behavior, even if the rule or policy is not listed in this handbook.**

#### MISSION STATEMENT

The mission of DeKalb County High School is to challenge, to empower, and to inspire students to achieve their ultimate potential through academics, various clubs and organizations, and extracurricular activities. These opportunities will help students develop skills necessary for post-secondary opportunities and become successful, productive citizens.

# DeKalb County Schools 2023-2024 SCHOOL CALENDAR

## DeKalb County Schools 2023-2024 CALENDAR

| JULY 2023 |    |    |    |    |    |    | 26 System-wide In-service<br>27 Ind. Schools<br>28 Ind. Schools |
|-----------|----|----|----|----|----|----|---|
| S         | M  | T  | W  | TH | F  | S  |   |
|           |    |    |    |    |    | 1  |   |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |   |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |   |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |   |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |   |
| 30        | 31 |    |    |    |    |    |   |

  

| AUGUST 2023 |    |    |    |    |    |    | 1 Registration<br>2 Administrative Day (Teachers only)<br>3 First Day of School |
|-------------|----|----|----|----|----|----|---|
| S           | M  | T  | W  | TH | F  | S  |   |
|             |    | 1  | 2  | 3  | 4  | 5  |   |
| 6           | 7  | 8  | 9  | 10 | 11 | 12 |   |
| 13          | 14 | 15 | 16 | 17 | 18 | 19 |   |
| 20          | 21 | 22 | 23 | 24 | 25 | 26 |   |
| 27          | 28 | 29 | 30 | 31 |    |    |   |

  

| SEPTEMBER 2023 |    |    |    |    |    |    | 4 Labor Day – No School |
|----------------|----|----|----|----|----|----|-------------------------|
| S              | M  | T  | W  | TH | F  | S  |                         |
|                |    |    |    |    | 1  | 2  |                         |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |                         |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |                         |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |                         |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |                         |

  

| OCTOBER 2023 |    |    |    |    |    |    | 9 Report Cards (All Schools)<br>10 Parent/Teacher Conf. 3-6 pm (DCHS)<br>12 Parent/Teacher Conf. 3-6 pm (DWS, SES, DMS, NES)<br>16-20 Fall Break |
|--------------|----|----|----|----|----|----|--|
| S            | M  | T  | W  | TH | F  | S  |  |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |  |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |  |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |  |
| 29           | 30 | 31 |    |    |    |    |  |

  

| NOVEMBER 2023 |    |    |    |    |    |    | 20 - 24 Thanksgiving Break |
|---------------|----|----|----|----|----|----|----------------------------|
| S             | M  | T  | W  | TH | F  | S  |                            |
|               |    |    | 1  | 2  | 3  | 4  |                            |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |                            |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |                            |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |                            |
| 26            | 27 | 28 | 29 | 30 |    |    |                            |

  

| DECEMBER 2023 |    |    |    |    |    |    | 20 Abbreviated Day<br>21-29 Christmas Break |
|---------------|----|----|----|----|----|----|---|
| S             | M  | T  | W  | TH | F  | S  |   |
|               |    |    |    |    | 1  | 2  |   |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |   |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |   |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |   |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |   |
| 31            |    |    |    |    |    |    |   |

  

| JANUARY 2024 |    |    |    |    |    |    | 1-3 Christmas Break<br>4 Students return<br>9 Report Cards (All Schools)<br>15 M.L. King Day – No School |
|--------------|----|----|----|----|----|----|--|
| S            | M  | T  | W  | TH | F  | S  |  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |  |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |  |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |  |
| 28           | 29 | 30 | 31 |    |    |    |  |

  

| FEBRUARY 2024 |    |    |    |    |    |    | 19 Presidents' Day – No School |
|---------------|----|----|----|----|----|----|--------------------------------|
| S             | M  | T  | W  | TH | F  | S  |                                |
|               |    |    |    | 1  | 2  | 3  |                                |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |                                |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |                                |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |                                |
| 25            | 26 | 27 | 28 | 29 |    |    |                                |

  

| MARCH 2024 |    |    |    |    |    |    | 13 Report Cards (All Schools)<br>19 Parent/Teacher Conf. 3-6 p.m. (DCHS)<br>21 Parent/Teacher Conf. 3-6 pm (DWS, SES, DMS, NES)<br>25-29 Spring Break- No School |
|------------|----|----|----|----|----|----|--|
| S          | M  | T  | W  | TH | F  | S  |  |
|            |    |    |    |    | 1  | 2  |  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |  |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |  |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |  |
| 31         |    |    |    |    |    |    |  |

  

| APRIL 2024 |    |    |    |    |    |    | 1 – No School |
|------------|----|----|----|----|----|----|---------------|
| S          | M  | T  | W  | TH | F  | S  |               |
|            | 1  | 2  | 3  | 4  | 5  | 6  |               |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |               |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |               |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |               |
| 28         | 29 | 30 |    |    |    |    |               |

  

| MAY 2024 |    |    |    |    |    |    | 20 Administrative Day<br>21 Last Day of School<br>Report Cards |
|----------|----|----|----|----|----|----|--|
| S        | M  | T  | W  | TH | F  | S  |  |
|          |    |    | 1  | 2  | 3  | 4  |  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |  |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |  |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |  |
| 26       | 27 | 28 | 29 | 30 | 31 |    |  |

  

| First Half           |               | Second Half          |              |
|----------------------|---------------|----------------------|--------------|
| Aug. 22 days         | Sept. 20 days | Jan. 19 days         | Feb. 20 days |
| Oct. 17 days         | Nov. 17 days  | Mar. 16 days         | Apr. 21 days |
| Dec. 14 days         |               | May 14 days          |              |
| <b>Total 90 days</b> |               | <b>Total 90 days</b> |              |

## GENERAL SCHOOL INFORMATION

### VISITORS

Except on occasions such as school programs, athletic events, open house, and similar public events, all visitors must report to the school office when entering the school and must sign a log book and get a visitor's pass. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes shall be issued for all persons other than students and employees of the school. All parents must come to the office when checking their children out of school or bringing things to their children.

### SAFETY PLAN

There are times when the school may need to act in emergency situations. For the safety of the students and staff, each person should be aware of these actions when an emergency occurs. With this in mind, the Safety Committee has outlined several steps to take in case of an emergency.

#### **In case of a fire or fire drill, the following steps should be taken:**

1. The fire alarm will sound to announce a fire or fire drill.
2. All students and staff will exit in an orderly manner according to the fire drill map. Keep students calm and quiet in order that they can hear any necessary instructions.
3. The teacher will be the last one to leave the room. Be sure to take your roll book with you.
4. As students go outside, the teacher will keep his/her students together and orderly in the designated area.
5. Teachers will check to see that all students are accounted for by calling roll. Students will not enter upon all clear until the teacher has finished the roll call.

#### **In the case of a tornado or tornado drill, the following steps should be followed:**

1. An announcement will be made announcing a tornado or tornado drill.
2. All students and staff will quietly exit their rooms to the designated area. Students will carry a textbook with them to protect their heads and assume the following position: on their knees, facing the wall.
3. Students will remain quiet until the drill is over or instructions from their teacher are given. The building principal will let everyone know when it is safe to return to the classroom.

#### **In the case of a threat in the building, the following steps will be taken:**

1. The announcement over the intercom "LOCK DOWN" meaning to secure students in the classrooms.
2. The teacher will go to the door and lock it. Be sure all other doors and windows are shut and locked. Pull down blinds to cover windows.
3. Do not allow students to leave the room for any reason. Doors should not be unlocked until further notice and the all-clear code is given from the administration (only).
4. Students and staff should make sure phones are silenced and be as quiet as possible.
5. If possible, move students away from the doors or windows that an intruder might be able to see through from the hallway or outside.
6. Keep students orderly and calm; wait for instructions via the intercom from the administration.

**GRADING**

|               |   |
|---------------|---|
| 90-100*       | A |
| 80-89*        | B |
| 70-79*        | C |
| 60-69*        | D |
| 59 and Below* | F |

\*Subject to change by Tennessee General Assembly.

**Any student who is involved in plagiarism, taking and using as one's own the writing or ideas of another, or in any type of cheating will receive a grade of 0 for the assignment.**

**QUALITY POINT AVERAGE SYSTEM**

| <b>Regular Class<br/>(non-weighted)</b> | <b>Honors Classes<br/>(weighted)</b> | <b>AP Classes<br/>(weighted)</b> |
|---|--------------------------------------|----------------------------------|
| A = 4                                   | A = 5                                | A = 6                            |
| B = 3                                   | B = 4                                | B = 5                            |
| C = 2                                   | C = 3                                | C = 4                            |
| D = 1                                   | D = 2                                | D = 3                            |
| F = 0                                   | F = 0                                | F = 0                            |

Valedictorian, Salutatorian, and top ranking students will be based on a weighted 6 point scale (QPA). **The student with the highest QPA will be Valedictorian.**

The non-weighted 4 point scale will only be used to calculate TN HOPE lottery scholarship eligibility.

**VALEDICTORIAN/SALUTATORIAN & TOP RANK**

ACT Score: Students must have a 21 or higher on the ACT to be eligible for Valedictorian, Salutatorian, and Top Rank.

Honors Courses: Students must take a minimum of ten honors and/or AP courses to be eligible for Valedictorian, Salutatorian, and Top Rank.

Attendance: Students must complete four full semesters at DCHS. Two of the semesters must occur during the senior year. Attendance will only affect Valedictorian and Salutatorian. Attendance will not play a role in student ranking.

Tie Breaker: If at any time there is a tie between students' QPAs, the school will look at the numerical grade point average to determine which student should be ranked the highest.

Once a student has met the requirements for ACT, honors courses, and attendance, the student with the highest QPA will be the Valedictorian. The second highest QPA will become the Salutatorian. The rest of the students will fall in rank based on their QPA. Students who do not meet the requirements for top rank will be ranked after all other students who meet the requirements are ranked.

## HONORS DIPLOMA & DISTINCTION

Pursuant State Board of Education rule 0520-01-03-.06 DCHS will recognize students graduating with honors and distinction in the following manner:

1. Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors.
2. Students will be recognized as graduating with “distinction” by attaining a B average and completing at least one of the following:
  - a. Earn a nationally recognized industry certification.
  - b. Participate in at least one of the Governor’s Schools.
  - c. Participate in one of the state’s All State musical organizations.
  - d. Be selected as a National Merit Finalist or Semifinalist.
  - e. Attain a score of thirty-one or higher composite score on the ACT.
  - f. Attain a score of three or higher on at least two advanced placement exams.
  - g. Successfully completed the International Baccalaureate Diploma Program.
  - h. Earn twelve or more semester hours of transcribed postsecondary credit.

### Dual Enrollment and Advanced Placement courses online

Students interested in taking Dual Enrollment or AP classes must meet with a guidance counselor and the distance learning coordinator to review eligibility and admission requirements.

### Tennessee Diploma Project: Graduation Requirements

The Tennessee Department of Education implements the Tennessee Diploma Project (TDP). TDP standards and curriculum are designed to challenge students and better prepare them for college and the workforce with a focus on the skills needed for an ever expanding global economy and new assessments.

End-of-course exams test the mastery of expectations leading to college and work-readiness. The overall assessment system includes the ACT’s College Readiness Test (given during the junior and senior years).

### Tennessee Graduation Requirements Credits required: 22

- **MATH: 4 credits** (Including Alg. 1, Alg. 2, Geometry and a fourth higher level math course)
- **SCIENCE: 3 credits** (Including Biology, Chemistry or Physics, and a third lab course)
- **ENGLISH: 4 credits**
- **SOCIAL STUDIES: 3 credits**
- **PHYSICAL EDUCATION AND WELLNESS: 1.5 credits**
- **PERSONAL FINANCE: .5 credit**
- **FOREIGN LANGUAGE: 2 credits** (May be waived for students not going to a University)
- **ELECTIVE FOCUS: 3 credits** (STEM, Math-Science, Career & Technical Education, Humanities and Fine Arts)
- **FINE ARTS: 1 credit**

### DCHS Credit Requirements by Graduation Year:

Class of 2024: 27      Class of 2025: 27      Class of 2026: 22      Class of 2027: 22

### Ready Graduate Indicator Evidence of Completion

The *Ready Graduate* indicator is meant to capture evidence of student performance beyond academic proficiency to represent a holistic, well-rounded education. In order to be considered a ready graduate, students must score a 21 or higher on the ACT or 1060 or higher on the SAT, earn four EPSOs (early post-secondary opportunities), two EPSOs & an industry certification, or two EPSOs and a 31 or higher on the military entrance exam (AFQT or ASVAB).

## **STUDENT RECORDS AND NOTIFICATION OF RIGHTS**

The students and students' parents or legal guardians have the right to the following:

1. Inspect and review the student's educational records.
2. See correction of items in the record that are believed to be inaccurate.
3. File a complaint with appropriate officials.

## **ISSUING OF TEXTBOOKS/CHROMEBOOKS**

According to Tennessee Code Annotated, Section 49-3-310, any student who fails or refuses to pay for a lost or damaged textbook at the replacement cost (less reasonable depreciation) will not have any additional textbooks issued. All grade cards, diplomas, certificate of progress, or transcripts will be withheld until restitution is made. Parents have financial responsibility for all textbooks.

## **DELINQUENCY LIST**

This list is composed of students who:

1. Have not taken care of or paid for damaged school property.
2. Have unreturned textbooks/chromebooks.
3. Have not returned school uniforms or equipment.
4. Have not paid money owed to school organizations.

Students on this list will have grades held and will not graduate until they have taken care of the items on the list.

## **SCHOOL FUNCTIONS**

Student conduct at a school function will be in accordance with school policies. Students should be in proper dress for the occasion. Only DCHS students in good standing shall attend Prom.. Chaperones must be full-time school personnel or parents. Entertainers and service personnel are to be approved in advance by the principal.

## **EXTRACURRICULAR ACTIVITIES**

DeKalb County High School has various extra curricular activities available for students. All students are encouraged to take advantage of the opportunity to participate in the extra curricular activity(s) of their choice. The handbook committee with input from the DCHS student council has determined that student eligibility for participation in extracurricular activities, (which includes all field trips and activities that involve missing class), should include students who, at the discretion of the activity sponsor(s) with approval from the principal, are currently passing all classes, have a satisfactory attendance record (excessive absences determined by administrator), and have a minimal number of discipline infractions, Students who are placed in the alternative school setting will not be allowed to participate in extracurricular events while serving their alternative school time or suspension status.

Students who engage in TSSAA athletic activities are required to be present at school for at least two thirds of the school day in order to be eligible to participate in practice or athletic contests unless authorized by the building principal. In order to participate in DCHS athletic programs, students must meet academic requirements as set by administration.

Examples of extracurricular activities:

FCCLA, Science Club, Beta Club, Student Council, FCA/FCS, Spanish Club, Cheerleaders, HOSA, Math Club, FFA, T & I, FBLA, Literature Club, Baseball, Basketball, Football, Softball, Soccer, Cross Country, Tennis, Golf, Dances, Graduation, Prom, etc.

**Co-Athletic Director - Bruce Curtis, Principal DCHS**

**Co-Athletic Director - Thomas Cagle, Assistant Principal DCHS**

## AUTOMOBILES

Student parking is available on campus for students who have registered their vehicle beginning with the 12<sup>th</sup> grade students and working down until all spaces are taken. It will be necessary for students to provide proof of insurance, their driver's license, a description of the automobile, license plate number, etc. It is critical that all students observe the 10 MPH speed limit on campus. No one is to be sitting in the automobiles before or during school. Upon dismissal of school, students are to leave campus in an orderly fashion. No loitering in the parking lot will be permitted. The following parking rules must be followed:

1. The non-refundable parking fee will be \$10 for the school year and \$5 for the 2nd term only.
2. The assigned parking sticker must be displayed on the inside lower left hand corner of the front windshield in plain sight. Failure to have the sticker in the vehicle upon parking checks will result in punishment.
3. Safe driving on campus is a must and will be observed at all times. Speeding or reckless driving will result in punishment.
4. No trading spaces or allowing someone to park in your space will be permitted. This will result in punishment.
5. Anyone seen driving or parking on the grass will receive punishment.
6. Anyone seen leaving campus after arriving for the school day or moving vehicles from one area of the campus to another (unless authorized to do so by the proper school officials) during the school day will result in punishment.
7. Parking stickers change each year. Spaces are assigned upon a first come first served basis. You are not guaranteed the same space each year or after loss of parking privileges have ended.
8. NO political statements or political flags may be shown on vehicles during school hours.
9. **ALL vehicles parked on campus are subject to search. T.C.A. 46-6-4204**
10. **A space that has been vacated for an extended period of time is subject to being assigned to another student on a first come first serve basis.**

Any infractions of the above rules will result in the loss of parking privileges, the towing of the vehicle at the owner's expense, and/or other reasonable action as deemed appropriate by the principal.

DCHS is not responsible for vandalism or any damage that occurs to any vehicle while on DCHS campus. **Your vehicle is subject to search when parked on DCHS campus.**

### Driving Permit Papers

Please email Mrs. Vicky Walker @ [vickywalker@dekalbschools.net](mailto:vickywalker@dekalbschools.net)

## SCHOOL RESOURCE OFFICER

The School Resource Officer is available to the students and faculty at any time for conflict resolution, law-related classroom instruction, and confidential personal consultation. The SRO is a full-time law enforcement officer stationed in the high school to assist the students, parents, and faculty in any way possible.



# ATTENDANCE POLICIES

## ARRIVAL/DEPARTURE

All students upon arrival at DCHS are expected to go immediately to the cafeteria and stay until 7:30 am. In the afternoon, students who ride late buses are to remain in the cafeteria. The restrooms in the cafeteria are to be used during this time. For your own safety, students are to wait until the bus stops before approaching it to board. Students riding late buses are not to be visiting with people in the parking lot. All students who are not participating in a school-sponsored or approved activity must be off the school campus by 3:30 pm.

## SCHOOL ATTENDANCE

Attendance is one of the most important factors in student achievement. Therefore, students are expected to be present each day that school is in session. In the event of an absence (excused or unexcused), the student is responsible for making up all work missed.

In an effort to cut down on unexcused absences, the DeKalb County Board of Education has established a Truancy Board. Students will be referred to the truancy board upon obtaining 5 unexcused absences and/or 8 unexcused tardies or early-sign outs during the school year. **(This is not per semester)**

## ABSENCES

Although the State of Tennessee does not distinguish between excused and unexcused absences, certain requirements must be met in order for a student to receive and/or retain his/her driver's license. The State of Tennessee considers a student to have withdrawn from school if he/she misses more than 10 consecutive or 15 days total during a single semester. In order to obtain certification of compliance to the Department of Safety, a student must furnish a court certificate, a doctor or dentist's statement, or a death certificate of a family member for all absences beyond these numbers. Students who are absent because of a medical appointment will be granted a reasonable time to return to school after the appointment. Classes missed following this time will be unexcused.

When students are absent from school, they may bring in a parent note to excuse their absence. Parent notes are for personal sickness only. Parent notes cannot be used for trips, etc. A total of 5 parent notes will be accepted per school year. After 5 parent notes, a student must bring in a doctor's note. A student will be considered absent from a class if he/she misses over half of the class period.

All teachers are to give students the number of days missed plus one in which to make up missed work when absent, and the individual student will receive the grade earned on all make-up work. It is the student's responsibility to ask the teacher what work he/she missed because of absence. It may be necessary to stay after school in order to complete make-up work or missed tests. Repeated or prolonged absence from school is likely to result in the failure of the student involved. Incomplete work during a grading period should be made up within a reasonable amount of time. If this is not done, grades will be averaged with a zero recorded for any work not completed.

Students who are suspended from school shall be recorded as absent and they will be allowed to make up missed work within the allotted time for a regular absence. Students and parents/guardians in violation of the attendance policy will be turned over to the attendance officer who will turn the matter over to the court for violation of the compulsory attendance law.

T.C.A. 49-6-3009 has been amended and must include a progressive truancy intervention plan passed by the local Board of Education. We recommend that all students and parents visit [www.dekalbschools.net](http://www.dekalbschools.net) and review DeKalb County Board of Education policy 6.200. If you have any questions, please contact your child's school or the DeKalb Co. Schools Attendance Department.



## **SICKNESS AT SCHOOL**

Steps to take if you are injured or become very ill at school:

1. Report the problem to the nearest teacher. The teacher will report the problem to the office.
2. **DO NOT** go to a restroom and stay if you are ill or injured.
3. **DO NOT** leave the school grounds or go to the parking lot without approval from one of the principals.
4. **DO NOT** take medication from anyone. Teachers cannot give aspirin or any other type of medication. Please do not ask them.
5. **DO NOT** bring prescription drugs or other medication to school. Medication must be brought with proper documentation by a parent or guardian and left with the school secretary who will lock it in the medicine cabinet.

If students become extremely and noticeably sick at school, the absence from class may be excused at the discretion of the principal.

## **WITHDRAWAL FROM SCHOOL**

When a student withdraws from school while school is in session, the student must check out with each teacher, the administrative office, library, guidance office and return each of his/her textbooks. Failure to follow such procedures will result in the school holding the transcript of grades until this is done. Forms for this purpose are available in the guidance office.

## **FIELD TRIPS**

A parent or guardian must sign a release form before a student may go on a field trip. Buses used for field trips should be left in good condition with all trash picked up. Students riding buses to school activities (field trips, athletics, etc.) will return on the bus unless permission is given to ride back with parents. A student's attendance, behavior, and status of good academic standing will be used to determine eligibility for participation in field trips.

## **HALL PASSES**

A hall pass must be obtained from the classroom teacher before any student may leave class. The classroom teacher, with the designated time of leaving and expected time of return, as well as the reason for leaving, will sign the pass. Students will present the pass when requested to do so by any faculty member. Talking in the halls should be done in indoor voices. Hall passes are a privilege that can be lost.

## **BATHROOM PASSES**

Each student will be given 2 bathroom passes per 9 weeks, in each class, to use at their discretion. Additional passes can be purchased with Tiger Tokens from the teacher. If a student has a medical issue in which they need additional passes, please inform the school nurse so that we can accommodate them with proper documentation from a medical professional.

## DISCIPLINE POLICIES

### TARDIES

The following tardy policy has been adopted for each nine weeks:

- There is no penalty for the **first** tardy in a class.
- Teachers will warn students on the **second** tardy and contact the parent.
- Teachers will discipline students on the **third** tardy and contact the parent. (Discipline at the discretion of the classroom teacher.)
- The **fourth** tardy will result in an office referral and 2 days of after school detention.
- The **fifth** tardy will result in an office referral, 1 day of ISS, one unexcused absence.
- The **sixth** tardy will result in an office referral, 2 days of ISS.
- The **seventh** tardy will result in an office referral, 3 days of ISS.
- The **eighth and following** tardy will be punishable at principal discretion and result in a mandatory parent conference with the Truancy/Attendance Officer. Failure to attend will result in other disciplinary action.

***DETENTION POLICY: After school detention must be completed in 1 hour increments. If students leave detention before 1 hour is completed, they will not receive credit for that day.***

Note: Third tardy in a quarter class results in one unexcused absence.

### EARLY DISMISSALS/LEAVING SCHOOL

In case of an extreme emergency, a parent/guardian may contact the school and make arrangements with the school administration for the student to leave. It will be necessary for the parent/guardian to come by the office to sign the student out of school. This may be done before or after the fact in extreme emergencies. No one other than the parent, legal guardian, or individuals listed on the emergency contact list will be allowed to sign out a student at DCHS. The emergency contact list can be edited through the parent/guardian Skyward account. Students on school business or retained by the administrative staff shall not be counted as absent or tardy from school.

DCHS has a closed campus and no student shall be permitted to leave school premises without permission from the administration. Penalty for violation is:

1. First Offense – 2 days of ISS, loss of parking privilege for 5 days, and parent contacted.
2. Second Offense – 3 days of ISS, loss of parking privilege for 15 days, and parent contacted.
3. Third Offense – Parking privileges revoked for the school year and assigned to the Alternative School for 10 days.

### CUTTING CLASS/DESIGNATED AREA

Students must attend each class assigned during the school day and remain in their designated area. Penalty for violation is as follows:

1. First offense – 2 days of after school detention
2. Second offense – 1 day of ISS
3. Third offense – 3 days of ISS

\*Further offenses punishable at the discretion of the principal.

## DRESS POLICY

Students shall dress and groom in a clean, neat, and modest manner that will not distract or interfere with the operation of the school. When a student is attired in a manner, which is likely to cause disruption or interference with the operation of the school, the principal shall administer appropriate punishment, which may include suspension. **ALL DRESS CODE VIOLATIONS should be entered into skyward by the teacher or administrator who cites the violation. The school principal will be the final judge on issues of dress based on school board policies.** The following dress policies will be enforced at DCHS:

1. Hats, caps, knit caps, skullcaps, hoods, bandanas, picks, and combs are not to be worn during regular school hours. Accommodations will be made for documented religious or medical reasons.
2. No tinted glasses/sunglasses unless doctor prescribed.
3. Jewelry – No extreme earrings such as golf tees, nails, safety pins, etc. No grills (teeth jewelry). Students are not to wear excessive jewelry, chains (including wallet chains), dog collars, gothic or gang-related paraphernalia, spiked jewelry (necklace, bracelets, etc) that would be distracting/disruptive or unsafe.
4. Make-up – All make-up must be moderately applied.
5. Shirts, tops and blouses – All shirts must be size appropriate (with or without collar) and must meet the pants, skirts, shorts, etc. when standing and when seated (front and back). Shirts must be long enough to tuck in pants. Sleeveless shirts and tops must be fitted around the arm/shoulder. No revealing necklines or cutout backs will be allowed. Tank tops should be 3” wide across the shoulders. No arm warmers (i.e. fish net) or gloves. No references to drugs, death, alcohol, violence, sexual themes, profanity, tobacco, gothic, gangs, racist overtures, ethnic groups, or suggestive/offensive sayings will be allowed. Students while in attendance at DCHS shall wear appropriate undergarments. Cheerleaders may wear uniforms on pep rally days with pants. During the pep rally and during games uniforms without pants are allowed.
6. Pants and slacks must be size appropriate with inseam length hemmed or with cuffs at top of the shoe. (no sagging, no bagging, no holes 5” above the knee, and no parts that drag the floor will be allowed.)
7. Shorts must be no shorter than 5 inches from the middle of the knee.
8. Dresses and skirts must be no shorter than 3 inches from the middle of the knee, or have appropriate length shorts or leggings worn under them.
9. No trench coats or western dusters.
10. Cleats are not to be worn in the building.
11. Pajamas and house shoes are not to be worn at school.
12. Students who wear leggings must have a shirt or dress that covers the student’s bottom. Leggings are not to be worn alone as pants.
13. NO political statements or political slogans may be shown on clothing or accessories.

Special dress days may be designated by the principal to include, but not limited to, the following example: Homecoming Week, etc.

Students who do not comply with the school dress policy will be subject to the following level of consequences:

1. 1st offense - Warning and the student changes his/her clothes and parent will be contacted.
2. 2nd offense - Students must change clothes; they receive 1 day of ISS, and parents will be contacted.
3. 3rd offense - Students must change clothes; they receive 3 days of ISS, and parents will be contacted.

## CODE OF STUDENT CONDUCT

Discipline is the responsibility of ALL students and faculty members. Students should observe good rules of conduct at all times, but especially while attending school or any school activity. Students should refrain from all Public Displays of Affection (PDA), other than holding hands, and from the use of offensive language while at DCHS.

1. First offense – 2 days of after school detention
2. Second offense – 1 day of ISS
3. Third offense – 3 days of ISS

\*Further offenses punishable at the discretion of the principal.

## LUNCHROOM CONDUCT AND REGULATIONS

All students are expected to go to the cafeteria during the lunch period for which they are assigned, regardless of whether lunch is bought, brought, or done without. The lunchroom must be kept neat and clean in order for lunch to be pleasant.

Every student must do his/her part to clean up his/her area after eating.

The following rules must be observed:

1. Dispose of all food and trash appropriately.
2. Any dropped item should be picked up and properly disposed of.
3. Breaking the lunch line or saving places in line is unfair to other students and is not allowed.
4. Excessive noise in the lunchroom creates an uncomfortable atmosphere and will not be tolerated. Good manners should be observed at all times. Students are to use courtesy toward cafeteria personnel and each other.
5. Students must stay in the cafeteria area or in the fenced in courtyard and not hang out in the hall area near the cafeteria. Only the bathrooms in the cafeteria may be used during a student's lunch period.
6. Students may not leave the cafeteria unless given permission by the cafeteria monitor(s).
7. **NO OUTSIDE FOOD** can be brought into the cafeteria for students to eat. **Exception:** Food brought at the beginning of the school day by the student. (*Example being lunch box, lunch bag, etc.*)
8. Cell phones are allowed during lunch time for **texting only**. No phone calls, pictures, or videos should be made.
9. Music from your phone should be with ear buds only.

*Punishment for rule violations will be at the discretion of administration. Punishment can range from verbal reprimand to suspension from DCHS.*

## FIGHTING

Fighting at school makes for a very unsafe situation for all. Therefore, it is strictly prohibited. If students fight at school, the incident will be turned over to the SRO for a full investigation of what happened. If the investigation proves that a fight did occur students will be assigned to the Alternative School for a minimum of 15 days. If the alternative school is full and does not have a vacancy, students will receive 10 days suspension instead of alternative school. Also students may be arrested and taken to jail at the discretion of the SRO.

## NO BULLYING POLICY

DeKalb County High School is a safe school free of violence and threats of violence. Bullying is a violent behavior that will not be tolerated at DCHS. Bullying makes for an unsafe learning environment and is not acceptable behavior at school or during any school sponsored event. Any student engaging in bullying behavior will receive disciplinary action ranging from verbal reprimand to expulsion at the discretion of the principal.

### **Differentiating bullying from other aggressive behaviors:**

“Bullying” does not include ordinary teasing, horseplay, argument or peer conflict. Bullying is NOT a form of peer conflict. Peer conflict has equal power in the relationship. Bullying has an imbalance of power in the situation. In peer conflict, while both people are emotional and upset, neither one is seeking power or attention. They just happen to disagree. In a bullying situation, there is typically very little emotional reaction from the bully but the bullied student is usually visibly upset. With peer conflict, the participants feel remorse and take responsibility for what they did wrong. They just want to solve the problem so they can start having fun again. A bullying student usually shows no remorse and makes no attempt to solve anything. Bullying students are not interested in having a relationship with the intended target. Peer conflict happens occasionally and is usually not serious or emotionally damaging to either person. Bullying also is repeated and purposeful and poses a threat of serious emotional or physical harm.

**Remember...**Unless the behavior is severe in its harm, a single incident does not typically constitute bullying. Not all negative, socially unacceptable behavior is “bullying.” Bullying is harm-doing where a negative action is repeated over time, and there is an imbalance of power. Cyber bullying is bullying, but with the willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices.

**Bullying or Harassment?** The intent of the perpetrator is critical...Intent to harm is the criterion that sets bullying apart from illegal harassment...which is in part determined by how the victim perceives the situation rather than the intent of the perpetrator.

### **Four Markers of Bullying:**

1. Imbalance of Power
2. Intent to Harm
3. Threat of Further Aggression
4. Terror (not only a means to an end but an end in itself)

### **What Constitutes an Imbalance of Power?**

- Physical Characteristics • Social Status • Member of a Minority Group • A group vs. individual • Presence of Weapons • Can the child make it stop on his/her own?

### **Spectrum of Bystander Actions:**

- Don't support the one bullying others. • Talk to the person bullying others in private. • Choose not to repeat gossip. • Support the person being bullied in front of others. • Support the person being bullied in private. • Confront the one bullying others in the situation. • Tell an adult.

TCA 49-2-120. (Hazing)

Hazing – any intentional or reckless act in this state, on or off LEA property, by one student acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. “Hazing” does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

The DeKalb County School System has the complete school board policy regarding Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation on the district's website. Please visit the Harassment and Bullying Policy tab at [www.dekalbschools.net](http://www.dekalbschools.net) for your review. If you are unable to access this policy via the Internet, please request a hard copy from our office.

## **TOBACCO POLICY/SMOKING PARAPHERNALIA**

The Student Tobacco Bill requires the principal to issue a juvenile court citation for students who unlawfully possess tobacco products. **NO STUDENT, REGARDLESS OF AGE**, shall possess or use an electronic cigarette or tobacco in any form, on school premises or at any school-sponsored activities. No smoking paraphernalia will be allowed (matches, lighters, pipes, vapes, etc.). Penalty for violation:

1. First Offense – Referral to School Resource Officer (SRO), parents will be contacted, and the student will be sent to ISS for 3 days.
2. Second Offense – Referral to SRO, parent contacted, and student will be suspended for three days.
3. Third Offense – Referral to SRO, parent contacted, and student remanded to ALC for 15 days..
4. Fourth and subsequent offenses - Referral to SRO, parent contacted, with further discipline at the discretion of the Principal..

## **ZERO TOLERANCE BEHAVIOR**

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in these behaviors will be subject to suspension for a period of not less than one calendar year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis.

## **SEARCH AND SEIZURES**

Search of lockers, persons, containers and vehicles (TCA 49-6-4204): when individual circumstances in a school dictate it, a principal may order that the above be searched in his/her presence or in the presence of other members of his/her staff. This pertains to any person on school property.

## **CARE OF SCHOOL PROPERTY**

Marking, carving, defacing, or abusing the building and/or equipment is considered vandalism. Please help keep DCHS a place the students, faculty, and community can be proud of. Anyone violating this policy will be responsible for property damage and will receive expulsion or suspension. Paper, cans, and other trash should not be thrown on the school campus. Glass containers will not be permitted on the DCHS campus. Anyone violating this policy will be responsible for property damage and will receive appropriate discipline as determined by the principal.

## **CELL PHONE / EARBUD / SMARTWATCH POLICY**

**Cell phones are not to be out or on between 7:00 a.m. and 3:00 p.m. with the exception of students' lunch periods or in the hallways between classes. Cell phones are allowed during lunch time for texting only. (No phone calls, pictures, or videos should be shared or created.)**

**CELL PHONES, EARBUDS and SMARTWATCHES ARE PROHIBITED IN ALL CLASSROOMS unless the teacher has a valid curriculum need for their use.**

**Cell phones may not be used to record, transmit, or post photographic images or video of a person, or persons on campus during school activities including district provided transportation unless assigned by the teacher and approved by the school principal. After school programs are an extension of the school day so the school policy applies during these times. Cell phones, earbuds, and smartwatches are NOT allowed in after school detention, ISS, or the alternative school.**

**Cell phones / Earbuds / Smartwatches will be taken up and parents will have to come by the principal's office in order to recover them.**

**Discipline: (CHANGED 11/8/2022)**

**1st Offense: Device taken up by teacher/staff, issued warning and given back to the student at end of class/day.**

**2nd Offense: Device turned into office, Parent/Guardian MUST come to school to pick up the phone. Students are NOT allowed to have a phone at school for 5 days.**

**3rd Offense: Device turned into office, Parent/Guardian MUST come to school to pick up the phone. Students are NOT allowed to have a phone at school for 10 days and will serve 2 days of after school detention.**

**4th Offense: Device turned into office, Parent/Guardian MUST come to school to pick up the phone. Students are not allowed to have phones at school for 20 days and will serve 2 days of ISS.**

**5th Offense: Device turned into office, Parent/Guardian MUST come to school to pick up the phone. Students are not allowed to have phones at school for REMAINDER OF SCHOOL YEAR and will serve a 1 day suspension.**

**Cell phones / Earbuds should be submitted to the office or returned to the student at the end of the period they were taken up. IF a student uses a cell phone to record or take photographs of any person(s) on DCHS campus, they are subject to additional disciplinary actions subject to the discretion of the administration.**

### **MISCELLANEOUS**

- A Principal, SRO and/or the Juvenile Judge will handle theft of any kind.
- There will be no gambling on DCHS campus at any time. The principal will deal with violations of the gambling rule.
- Any student who is on suspension will not be eligible to participate in any extra-curricular activity and is not allowed on campus during the time he/she is suspended.
- Any type of gang activity is strictly prohibited. Students involved in gang activity will be punished at the discretion of the principal.
- Students may not bring any medications to school. ALL Medications must be checked into the office and a medical form MUST be filled out and signed by a parent.
- **EARBUDS and SMARTWATCHES ARE PROHIBITED IN ALL CLASSROOMS** unless the teacher has a valid curriculum need for their use.
- Students who lose their DCHS issued key fob will be subject to a 5.00 fee to replace the key fob.
- Any student issued a write-off will be given a minimum of 10 days of lunch detention. Lunch detention will continue **indefinitely** until the write-off has been completed for the teacher.

### **LOCKERS**

DCHS is no longer assigning lockers to all students. There will be a limited number of lockers available. If a student has a need for a locker, please see a principal.

### **21st CENTURY - AFTER SCHOOL PROGRAM**

This is a program designed to help students who are failing classes (grade recovery) or needing to recover a credit in a particular class (credit recovery).

**Grade Recovery:** Teachers can assign work to students on the Edgenuity program and allow them to recover low grades in their class.

**Credit Recovery:** Students are required to have at least a 50 in the class that they have failed. Students then meet with the teacher of record and are assigned credit recovery on the Edgenuity program.



**STUDENT HEALTH SCREENING NOTIFICATION**

As required by the Tennessee Department of Education, mandated Student Health screenings will be conducted at your child's school this year. All information is private and confidential. This data analysis is reported to the Tennessee Department of Education and the Tennessee Department of Health.

We will be screening to determine if your child has a health risk that needs medical attention and/or might affect his/her classroom work.

The screenings that will be conducted are as follows:

Vision – Grade 9

Hearing – Grade 9

Blood Pressure – Grade 9

Height & Weight – Grade 9

1 mile run – Grade 9

If there is a need for further evaluation by a physician a referral will be sent home or a phone call made. These screenings do not qualify as an examination and parents/guardians are encouraged to make sure your child has annual medical check ups as well as bi-annual dental check ups.

If you have any questions regarding this free service, or if you wish for your child to be excluded from any part of the Health screenings, please contact the School Nurse at DCHS. (597-4094)

## DEKALB COUNTY SCHOOL SYSTEM BUS RULES AND REGULATIONS

The following rules and regulations insure the safest, most enjoyable and efficient transportation for all students.

1. Students must be at the bus stop on time. Students should be at the bus stop at least 5 minutes before the bus arrives. Bus operates on a fixed schedule.
2. While waiting at the bus stop, students must wait on the sidewalk, driveway, or as far off traveled portion of the road as possible.
3. Students must wait in an orderly manner and wait until the bus comes to a complete stop before approaching the bus.
4. If it is necessary to cross the street or roadway, students must wait until the driver signals them to cross and cross the street or roadway 10-15 feet in front of the bus to ensure that the driver sees them.
5. Students must enter the bus single file and be seated as quickly as possible.
6. Upon leaving the bus, wait until the bus comes to a complete stop before standing to exit. Standing is not permitted on a moving bus.
7. Exit in a single file in an orderly manner and walk away from the bus.
8. Upon leaving the bus, cross the road in front of the bus and never behind the bus, make sure all traffic stops.
9. The bus driver shall be responsible for the order and conduct of the students transported.
10. The bus driver has the responsibility to assign seats and will be directed to do so as a matter of policy.
11. Students should obey promptly and willingly any reasonable directive of the driver.
12. Outside of ordinary conversation, classroom conduct is to be observed, vulgar language or gestures are not permitted. The school bus is an extension to the classroom.
13. students must remain seated with feet on the floor in front of them; not in the aisle or draped over the seat back. Students must sit facing forward while the bus is in motion as if they were wearing seatbelts.
14. Students may not board or depart from a bus at any other stop than that which has been properly authorized by parents or school authorities.
15. Students will not extend hands, arms, heads or objects from the bus window at any time.
16. Students are not permitted to shout, or gesture to passing vehicles or pedestrians from the bus.
17. Students may adjust windows only when permitted to do so by the bus driver.
18. Students may not throw any object including trash or paper from within or out of the bus while waiting for, riding, or after leaving the bus. A trash can is usually provided.
19. Students must never sit in the driver's seat, doghouse, or step area and never tamper with any operating equipment.
20. Students may not exit from the emergency door unless directed to do so by the bus driver.
21. **EATING AND DRINKING FOOD AND BEVERAGES ON THE BUS IS PROHIBITED.** Neither food nor liquids are permitted on the bus except in school lunch bags or lunch pails.
22. The use of tobacco, drugs or alcohol in any form shall not be permitted on the bus.
23. Animals, knives, matches, lighters, flowers, balloons, hats and caps, radios, CD players, firearms including cap and water pistols, explosives, glass and other similar items creating a safety hazard are not permitted on the bus. Necessary schoolbooks and backpacks are permitted. Other items can and will be taken away from students at drivers discretion.
24. Students needing to ride any bus other than their regular assigned bus must get a note from their principal or parent.
25. Students desiring to take another student home with them who does not normally ride a particular bus must obtain prior permission from the bus driver or authorization from their principal to assure the bus is not overloaded.
24. Teachers, coaches especially sponsors of activity trips need to be aware of bus regulations.
25. Absolute quiet is required at railroad crossings. The driver will turn off all radios, fans, heaters etc. and illuminate the dome light to alert students to be quiet. This is a requirement of the State of Tennessee, Pupil Transportation Division, and DeKalb County School Bus System.

26. Any vandalism to the interior or exterior of the bus is prohibited and will require payments for the amount of damage along with bus suspension.
27. Fighting, hitting, pinching, etc. is not permitted and will be dealt with accordingly.
28. All DeKalb County School Buses are equipped with Silent Witness camera systems. These cameras record at all times and video will be used as needed to settle misbehavior problems on the bus.

**BUS DISCIPLINE** \*These are a general guide, the Principal may decide to use any of these measures as deemed appropriate with any offense.

**Violation(s):** Getting Out of Seat, Pushing/Tripping/Excessive Mischief, Eating/Drinking, Rude/Discourteous, Obscene Language/Gestures, Disobey Driver, Throwing Objects, Hand/Head Out of Window, Yelling/Hollering, Cell Phones.

**Discipline:** 1<sup>st</sup> Offense 2<sup>nd</sup> Offense 3<sup>rd</sup> Offense 4<sup>th</sup> Offense

1 day Susp. 3 day Susp. 10 day Susp. Balance of year

**Violation(s):** Fighting/Assault, Smoking/Use of Tobacco, Obscene Language/Gestures toward Bus Driver

**Discipline:** 1<sup>st</sup> Offense 2<sup>nd</sup> Offense 3<sup>rd</sup> Offense

10 day Susp. 20 day Susp. Balance of year

**Violation(s):** Destruction of School Property

**Discipline:** 1<sup>st</sup> Offense 2<sup>nd</sup> Offense

10 day Susp./payment\* Balance of year/payment\*

\*Payment must be made in the amount of \$25.00 per seat before riding privileges are restored and before the final report card is given out.

**Violation(s):** Aggressive Actions towards Bus Driver.

**Discipline:** 1<sup>st</sup> Offense 2<sup>nd</sup> Offense

10 day Susp. Balance of year

**Violation(s):** Alcohol/Drugs – Weapons

**Discipline:** Bus suspension of : Minimum 5 days – Maximum balance of year based on recommendation of Principal, Transportation Director, and Director of Schools.

More than two offenses in one incident can count as 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> offense coinciding with the number of referrals.  
(Example: second write up could fall under 3<sup>rd</sup> offense guidelines with multiple offenses)

**BUS RIDING IS A PRIVILEGE WHICH MAY BE REVOKED.**

Parents/Guardians are urged to discuss these rules and discipline procedures with their children. By doing so, you will help provide the safest transportation possible for all students.

## **FEDERAL, STATE AND LOCAL REGULATIONS**

### **STATEMENT OF NON-DISCRIMINATION**

It is the policy of the DeKalb County School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs or activities as required by the Title VI and VII of the 1964 Civil Rights Act, and Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973. For a complete description of the DeKalb County Board of Education grievance procedure policy, please consult the board policy manual located in the DeKalb County High School Library or principal's office.

In compliance with state and federal law, the DeKalb County school district will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected disabled students, contact Joey Reeder, DeKalb County Board of Education 597-4084.

**Homeless Liaison** – Joey Reeder, DeKalb County Board of Education 597-4084

**Title IX Complaint Contact Person** - Joey Reeder, DeKalb County Board of Education 597-4084

### **STUDENT ALCOHOL AND DRUG TESTING**

Board Policy 6.3071

### **UNSAFE SCHOOL CHOICE OPTION**

We are pleased to announce that all the schools in DeKalb County meet all state requirements for a Safe School. If you would like to receive additional information or have any questions, please call Dr. Danielle Collins at 215-2116.

Under the No Child Left Behind Act of 2001 each school system is required to adopt an Unsafe School Choice Policy. The DeKalb County Board of Education has adopted the following policy. Each state receiving funds under this Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency.

Safe School Choice: The student and his/her parent(s) or guardian(s) are provided an opportunity to transfer to another school within the local education agency that is safe for the student. To the extent possible, the LEA shall allow transferring students to transfer to a school that is making adequate yearly progress.

Again, we are pleased to announce that all the schools in DeKalb County meet all state requirements for a Safe School. If you would like to receive additional information or have any questions, please call Dr. Danielle Collins at 215-2116.

### **FOOD ALLERGIES**

- The parent should notify the school of the child's allergies
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school sponsored activities, and on the school bus as well as a food allergy action plan.

- Provide written medical documentation, instructions, and medications as directed by a physician, using the food allergy plan as a guide. Include a photo of the child on a written form that will be kept on file
- Provide properly labeled medications and replace medications after use or upon expiration through the main office
- Instruct the child in the self-management of their food allergy including:
  - Safe and unsafe foods
  - Strategies for avoiding exposure to unsafe foods
  - Symptoms of allergic reactions
  - How and when to tell an adult they may be having an allergy-related problem - How to read food labels
- Review policies and procedures with the school, the child's physician, and the child after a reaction has occurred • Provide emergency contact information

## **NOTICE OF CHANGE IN CHILD ABUSE REPORTING**

PERTAINS TO: Hospitals, Clinics, Schools, and Organizations Responsible for the Care of Children

Public Chapter 185 of 2005 deletes the language in T.C.A. 37-1-403 that makes provisions for the reporting of suspected child abuse through a designated official of a hospital, clinic, school, or agency/organization. The responsibility for reporting suspected abuse/neglect now lies with the individual who suspects that child abuse or neglect has occurred. Therefore, individual organization policies allowing a staff person to report suspected abuse or neglect to the person in charge of the organization, or that person's designee, will not longer be in compliance with state law. Please immediately update your policies regarding the reporting of child abuse to reflect these changes and ensure your staff is notified of the change in policy.

The bottom line for all hospitals, clinics, schools, and any other organization responsible for the care of children: If you are an individual who suspects child abuse, you have a legal obligation to report it to DCS or others mandated to receive these reports. You may no longer fulfill your legal obligation by reporting it to a designated person within your organization. Pursuant to T.C.A. 37-1-412, failing to report is a Class A misdemeanor and is punishable by a fine not to exceed two thousand five hundred dollars (\$2,500).

In addition to the Department of Children's Services, individuals may report suspected child abuse/neglect to the Juvenile Court Judge having jurisdiction over the child, the Sheriff of the county where the child resides, or the Chief law enforcement officer of the municipality where the child resides. Persons reporting to the Department should call the Department of Children's Services statewide hotline. There are two toll-free numbers, and they are operational 24 hours a day, 7 days a week.

1-877-54ABUSE (1-877-542-2873) and 1-877-237-0004

For more information about this change or child abuse reporting, you may contact your local office of Department of Children's Services or your established DCS contact.

Issued by the Tennessee Joint Task Force on Children's Justice/Child Sexual Abuse – 10/17/05

### **Tennessee Department of Education Family Educational Rights and Privacy Act (FERPA) Annual Notice for Disclosure of School Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that DeKalb County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, DeKalb Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with local procedures. This would be a written letter telling us not to release information about your child. The primary purpose of directory

information is to allow the schools to include this type of information from your child's education records in certain publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook; ○ Honor roll or other recognition lists;
- Graduation programs; and ○ Sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies receiving assistance under the Elementary and Secondary

Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings- unless parents have advised the schools that they do not want their student's information disclosed without prior written consent.

If you do not want DeKalb Co. Schools to disclose directory information from your child's education records, you must notify the school in writing by August 13. Signing the cover letter will give your consent for directory information to be released.

**Tennessee Commission on Children and Youth-Upper Cumberland 1000 Neal St. • Cookeville, TN 38501 • Contact: Kathy Daniels**

The TCCY seeks to provide opportunities for educational activities, interagency respect and collaboration, networking, legislation advocacy, and community outreach that will result in an improved quality of life for children and families in Tennessee. Programs provided are Advocacy, Ombudsman, Regional Councils, Juvenile Justice, Information Dissemination, and Children's Program Outcome Review Team.

Monday-Friday, 8am – 4:30 pm

(Children's Issues, Unruly, and Delinquent Youth)

Phone (931/520-4445)

Fax(931/520-0017)

E-mail(Kathy.Daniels@state.tn.us)

Web Site(<http://www.state.tn.us/tccy/>)

#### **Minors withdrawn from secondary school – Denial of motor vehicle license or permit**

(a) In accordance with the provisions of title 55, chapter 50, the department of safety shall deny a license or instruction permit for the operation of a motor vehicle to any person under eighteen (18) years of age who does not at the time of application for a driver license present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person is:

- (1) Enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained such certificate;
- (2) Enrolled and making satisfactory academic progress in a secondary school of this state or any other state; or
- (3) Excused from such requirements due to circumstances beyond the applicant's control.

(b) The attendance teacher or director of schools shall provide documentation of enrollment status on a form approved by the department of education to any student fifteen (15) years of age or older upon request, who is properly enrolled in a school under the jurisdiction of the official for presentation to the department of safety on application for or reinstatement of an instruction permit or license to operate a motor vehicle. Whenever a student fifteen (15) years of age or older withdraws from school, except as provided in subsection (d), the attendance teacher or director of schools shall notify the department of safety of such withdrawal. Within five (5) days of receipt of such notice, the department shall send notice to the licensee that the license will be suspended under the provisions of title 55, chapter 50, on the thirtieth



day following the date the notice was sent, unless documentation of compliance with the provisions of this section is received by the department before such time. After having withdrawn from school for the first time for the purpose of this section, a student may be considered as being in compliance with this section until such student returns to school and makes satisfactory academic progress, or attains eight (18) years of age. As used in this section, “satisfactory academic progress” means making a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of any grading period. For second or subsequent withdrawals, a student shall have all driving privileges suspended until the student attains eighteen (18) years of age. When a student licensed to operate a motor vehicle is enrolled in a secondary school and fails to maintain satisfactory academic progress based on end of semester grading, the attendance teacher or director of schools shall follow the procedure set out in this subsection to notify the department of safety. A student who fails to maintain satisfactory academic progress based on end of semester grading may not be considered as being in compliance with this section until such student makes a passing grade in at least three (3) full unit subjects or their equivalents at the conclusion of subsequent grading period.

(c) For the purposes of this section, “withdrawal” means more than ten (10) consecutive or fifteen (15) total unexcused absences during a single semester. For the purposes of this section, suspension or expulsion from school or confinement in a correctional institution is not a circumstance beyond the control of such a person.

(d) Whenever the withdrawal from school of such student, or such student’s failure to enroll in a course leading to a GED or high school diploma or such student’s failure to maintain satisfactory academic progress based on end of semester grading, is beyond the control of such student, or is for the purpose of transfer to another school as confirmed in writing by the student’s parent or guardian, no such notice shall be sent to the department to suspend the student’s motor vehicle driver license. If the student is applying for a license, the attendance teacher or director of schools shall provide the student with documentation to present to the department of safety to excuse such students from the provisions of this section. The school district director of schools (or the appropriate school official of any private secondary school), with the assistance of the attendance teacher and any other staff or school personnel, shall be the sole judge of whether such withdrawal or such student’s failure to maintain satisfactory academic progress based on end of semester grading is due to circumstances beyond the control of such persons. (e) A copy of the notice sent to the department of safety by the attendance teacher or the director of schools upon failure of a student to maintain satisfactory academic progress shall also be mailed to the student’s parents or guardian. (f) Notwithstanding any provision of this section to the contrary, any student under eighteen (18) years of age enrolled in a course leading to a GED who has more than ten (10) consecutive or fifteen (15) days total unexcused absences in a semester shall not be considered as making satisfactory academic progress and such student’s motor vehicle driver license shall be suspended, or if such student does not have a motor vehicle driver license the student shall be ineligible to obtain a motor vehicle driver license, until such student reaches eighteen (18) years of age. The attendance teacher, director of schools, or director of a GED program shall notify the Department of Safety whenever any student under eighteen (18) years of age enrolled in a course leading to a GED has more than ten (10) consecutive or fifteen (15) days total unexcused absences in a semester.

**DISCRIMINATION/HARASSMENT OF STUDENTS (SEXUAL, RACIAL, ETHNIC, RELIGIOUS)** DeKalb county Board Policy 6.305 states that 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 students 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. Implying 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.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor or building administrator. Allegations of discrimination/ harassment shall be fully investigated by a complaint manager (as set forth in *students concerns, complaints and grievances* 6.3041).

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 action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary up to and including suspension.

There will be no retaliation against a person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such. An employee disciplined for violation of this policy may appeal the decision by contacting the federal rights coordinator or the director of schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

## **STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

Decisions made by school personnel—such as aides, teachers or assistant principals—which students believe are unfair or in violation of pertinent policies of the Board of individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within five (5) school days.

However, if the principal does not make a decision within ten (10) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the students name, the school and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and principal.

## **DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES**

*Filing a Complaint*—Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination /harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

Identity of the alleged victim and person accused; Location, date, time and circumstances surrounding the alleged incident; Description of what happened; Identity of witnesses; and Any other evidence available.

*Investigation*—Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit

full disclosure of the student’s allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student’s advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint managers file for one (1) year beyond the student’s eighteenth (18<sup>th</sup>) birthday. The director of schools shall keep the board informed of all complaints.

*Decision and appeal*—If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) workdays to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director of schools’ findings of fact, appeal may be made to the Board of Education within five (5) workdays. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complaint.

#### **APPOINTING COMPLAINT MANAGERS**

The director of schools shall appoint at least two complaint managers, one of each gender for each school. The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. (*see note*)

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/ harassment.

**(Note:** *Title IX regulations require districts to identify the name, address and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary.*) Complaint managers are listed as follows;

**Sara Parker and Cody Randolph**

#### **NOTICE TO PARENTS**

Under No Child Left Behind legislation, local school districts receiving federal funds must, upon request, give military recruiters basic contact information about high school students. This information includes names, addresses, and telephone numbers. Parents can request that this information not be given to recruiters. This request must be in written form so that it can be placed with the student’s record.

#### **DEKALB COUNTY SCHOOLS NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605**

**Homeless Student Liaison** – Mr. Joey Reeder, DeKalb County Board of Education 597-4084

### **DeKalb County School System Parent Information**

The DeKalb County School System is committed to providing the best education possible for each student. We realize that parents play a vital role in the accomplishment of this mission so we encourage their involvement and strive to keep them informed of their rights.

DeKalb County School System does not discriminate on the basis of race, sex, color, national origin, age, or handicap in the provision of educational opportunities, activities, or other administered programs.

A parental involvement policy and parent-teacher-student compact will be distributed to parents by each Title I school. A copy of each document may also be obtained by contacting the school office. In schools eligible for Title I funds, a written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I programs. Each

Title I schools will also hold at least one annual meeting for parents to inform them of the school's participation in programs funded under the No Child Left Behind Act. All elementary/middle schools in DeKalb County are identified as school-wide Title I schools.

Parents have the right to request information regarding the professional qualifications of classroom teachers who instruct their children. If students are provided services by paraprofessionals, parents may also request information regarding the qualifications of paraprofessionals. Teacher certifications can be found by accessing the Tennessee Department of Education Teacher Licensing Website ([www.state.tn.us/education/lic.home.htm](http://www.state.tn.us/education/lic.home.htm)) or by contacting the school principal or the school system's Federal Programs Director.

Parents must receive notification if their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parents will have access to system and school report cards as developed by the State Department of Education (usually available in late fall of each year) through the web site ([www.state.tn.us/education](http://www.state.tn.us/education)) or at the school and/or system office. Results will also be publicized through local media.

Parents of a student identified as having limited English proficiency (ELL – English Language Learner) must be notified in a timely manner of the child’s participation in the ELL program, details of the program, right to waive participation, and specific information on the child’s level of English proficiency.

Parents will be notified of their child’s eligibility for service in migrant, homeless, or Limited English Proficiency programs. Parents must be informed of and involved in violence and drug prevention efforts including program content and activities. Parents may request in writing their child’s exemption from participation in such activities. Parents will be notified regarding their rights before any third-party surveys are distributed to students. Schools in which at least 40% of the children are from low-income families have school-wide program authority under which schools may consolidate funds from federal, state, and local sources to upgrade the entire educational program of the school.

Parents of secondary school students have a right to request that their child’s name, address, and telephone number not be released to a military recruiter without their prior written consent. Requests should be addressed to the Federal Programs Director at the address shown on brochure.

Federal law affords parents and students over 18 years of age certain rights with respect to educational records. School Board Policy relating to student privacy and parental access to information is available in the School Board Policy Manual located at each school and at the central office. Notification of Rights and Release of Directory Information under FERPA (Family Education Rights and Privacy Act) will also be conducted through local media announcements. Parents will have access to system and school report cards as developed by the State Department of Education (usually available in late fall of each year) through the web site ([www.state.tn.us/education](http://www.state.tn.us/education)) or at the school and/or system office. Results will also be publicized through local media.

Parents must receive information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken. The child’s school will distribute assessment results. Parents have access to district and school information and reports through the media (local newspaper and radio), the

System/ School Report Cards available on the State Department of Education website ([www.state.tn.us](http://www.state.tn.us)), or at the school or system’s administrative offices.

Parents may visit the State Department of Education website ([www.state.tn.us](http://www.state.tn.us)) or visit the school to access a description of the Tennessee Curriculum Standards, assessment information, and proficiency levels students are expected to meet.

Parents must be notified if their child is enrolled in a school identified for improvement, corrective action, or restructuring.

Currently no school in DeKalb County has been identified as in need of improvement. If a school fails to make adequate yearly progress, parents will be informed regarding the availability of school choice options and supplemental education services.

Under the Tennessee State Board of Education’s Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 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.

## **USE OF THE INTERNET**

The DeKalb County Board of Education in policy 4.507, supports the right of staff and students to have reasonable access to various information formats and believes it incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

### **TEACHERS' USE OF THE INTERNET**

The director of schools shall develop and implement appropriate procedures to provide guidance for the teacher's use of the Internet. Procedures shall address the following:

1. The Network and Internet Use Agreement.
2. Appropriate instruction of students in the responsible use of the Internet.
3. General rules and ethics of Internet access.
4. Prohibited and illegal activities.
5. Reporting misuse of the Internet.

### **STUDENTS' USE OF THE INTERNET**

The director of schools shall develop and implement appropriate procedures to provide guidance for student use of the Internet. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:
  - a. Sending or displaying offensive messages or pictures
  - b. Using obscene language
  - c. Harassing, insulting, or attacking others
  - d. Damaging computers, computer systems, or computer networks
  - e. Violation of copyright laws
  - f. Trespassing in another's folders, work, or files
  - g. Intentional misuse of resources
  - h. Using another's password
  - i. Use of the network for commercial purposes
  - j. Revealing your personal address or phone number or that of another person

A written parental request shall be required prior to the student being granted independent access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable use, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the students. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or student who is at least 18 years old) must provide the director of schools with a written request. School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

### **E-MAIL**

Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no right to privacy with regard to such data. Confidentiality of e-mail communications cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

**COMPUTER ACCOUNT AND TERMS AND CONDITIONS FOR USE OF THE INTERNET Please read the following carefully before signing this document. This is a legally binding document.**



Internet access is now available to students and teachers in the DeKalb County School District. Our goal in providing this service to teachers and students is to promote educational excellence in the DeKalb County Schools by facilitating resource sharing, innovation, and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world.
2. Information and news from research institutions.
3. Public domain and software of all types.
4. Discussion groups on a variety of topics.
5. Access to many University Library Catalogs, the Library of Congress, CARL and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the community of the school setting. Available precautions will be taken to restrict access to controversial material. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, but the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his/her account will be terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## **INTERNET TERMS AND CONDITIONS**

**Acceptable Use** – The use of your account must be in support of education and research and consistent with the educational objectives of the school district. Use of another organization’s network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertising or political lobbying is also prohibited.

**Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. Each student who receives an account will be part of a discussion group with a faculty member pertaining to the proper use of the Internet. The system administrators will deem what is inappropriate use and their decision is final. Also the administration may close an account at any time as required. The administration, faculty, and staff may request the technology director to deny, revoke, or suspend specific user accounts.

**Net Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

1. Avoid offensive or inflammatory speech. Be courteous and polite.
2. Use appropriate language. Profanity or obscenity is not permitted at any time.
3. Do not reveal your personal address or phone numbers of students or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail.

Messages relating to or in support of illegal activities may be reported to authorities.

5. Do not use the network in such a way that you would disrupt the work of others.
6. All communications and information accessible via the network should be assumed to be private property. Do not quote personal communications without the author’s prior consent.

**Vandalism** – Vandalism will result in a cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

**Security** – Security on any computer system is a high priority, especially when the system involves many users. Never share your password or account with anyone. You have full responsibility for the use of your account and can be held responsible for any policy violations that are traced to your account.

**Exceptions of Terms and Conditions** – These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Tennessee and the United State of America.

## **STUDENT EQUAL ACCESS**

DeKalb County Board of Education • Policy 4.802

**Student Meetings** - Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of the proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.

The principal shall approve the meeting if he/she determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons will not direct, control or regularly attend.

**School-Sponsored Events** - If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria; 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.



## PARENTAL NOTIFICATIONS

Under the Elementary and Secondary Education Act (ESEA)

The following parent notifications are in compliance with Every Student Succeeds Act (ESSA):

**Teacher Qualifications and Highly Effective Teachers:** Upon parental request regarding whether professionals are highly effective, including qualification of the student's teachers and paraprofessional, DeKalb County School System will provide appropriate information including state qualifications and licensure. (ESSA 1112(e)(1)(A))

**+Student Privacy:** Our school system will send dates home to parents so they are informed of: -activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information.

-administration of surveys

-non-emergency, physical examination, scheduled in advance (with parents approval)

### Parents may inspect:

- third-party surveys or any instrument used to collect information before they are administered to students - any instructional materials

- physical examinations or screening of students

- the collection, disclosure or use of personal information from students for the purpose of marketing or selling that information

**Public Release of Student Directory Information:** Under the Family Education Rights and Privacy Act (FERPA), schools may disclose, without consent, "directory information", such as a student's name, address, telephone number and honors or awards. You may, at any time, request in writing to the school that your child's information not be disclosed. (ESEA 8025)

**Military Recruiter Access to Student Information:** You may, at any time, request in writing to the school that your child's name, address and telephone number not be released to a military recruiter without your prior written consent. (ESEA 8528 (a)(2)(B))

**Parent and Family Engagement:** DeKalb County School System has developed, jointly with parents from all schools, a district wide parent involvement plan. Each individual school has a written parent and family engagement plan that is located on the district and school website.

### Our school:

- holds one annual meeting for Title I parents (beginning of the each school year)

- numerous meetings throughout the year

- If you would like to share your comments or concerns about the school's improvement plan or family engagement plan, please visit our district site at [www.dekalbschools.net](http://www.dekalbschools.net) , Federal Programs (left hand side), forms, you will find a download under Parent Input.

- you will receive a school-parent compact that outlines the responsibilities of your child and the school (ESEA Title I, Part A, 1116 ©)

**Report Cards on Statewide Academic Assessment:** You can view our annual report card by visiting <https://www2.ed.gov/about/inits/ed/foster-care/index.html> . You will be able to find student achievement, accountability and teacher qualifications.

**Achievement on State Assessment:** You will receive the individual student interpretive, descriptive and diagnostic reports for the state's standardized test. This information includes your child's achievement on academic assessments aligned with state academic achievement standards. (ESEA 1111 (b)(2)(B)(x))

**National Assessment of Education Progress:** Our district may voluntarily participate in the National Assessment of Educational Progress (NAEP). You will be informed before the assessment is administered. Your child may be excused from participation for any reason, is not required to finish this assessment or not required to answer any test question. Please inform the office of your wishes. (ESEA Title VI, Part C, 411 (c)(1))

**Schoolwide Programs:** All schools in DeKalb's district are considered Title I with a school wide program. Our district plan may be found at <https://eplan.tn.gov>

**English Learner Programs:** Our school will inform you no later than 30 days after the beginning of the school year if your child was identified for participation in the ESL program.

**Homeless Children:** Students who are experiencing homelessness have the right to receive educational services that provide full and equal opportunities to succeed in school. Homeless students have the right to immediately enroll in school, even if they do not have proof of residence or any other required school or health records. If any required documentation is missing, it can be obtained after the student is enrolled. Homeless students have the right to remain in their school of origin, if feasible, and receive transportation services. Public notices are located near the office. (ESSA Title IX, Part C 722 (g)(3)(B))

**21st Century Community Learning Centers:** The 21st Century grant must undergo periodic evaluation to assess its progress toward achieving its goal. The results of evaluations shall be made available to the public upon request, with a public notice of such availability. (ESEA 4205 (b)(2))

**Waiver Request:** If our school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESEA, we will provide notice and information about the waiver to you in a public notice.