

Claiborne High School



Mission Statement:

The mission of Claiborne High School is to provide a safe learning environment where everyone is valued and all staff, in partnership with parents and the community, is committed to doing what it takes for students to achieve academic success.

Vision Statement:

Claiborne County's vision is for all students to achieve academic, social, and emotional growth for every student to be college and/or career ready.

2023-2024 School Year

Claiborne High School
815 Davis Dr.
New Tazewell, TN 37825

Telephone: (423)626-3532

Fax: (423)626-3555

Guidance Fax: (423)626-4206

Cosmetology: (423)626-9776

Agriculture: (423)626-7474

Special Education: (423)626-6548

www.claibornecountyschools.com



<https://www.facebook.com/ClaiborneHighSchoolNewsletter/>



chs_bulldogs3

Administration

Craig Ivey, Principal

Melissa Robbins, Assistant Principal

Lavonda Walker, Assistant Principal

School Counselors

Faith Hoskins: 9th & 10th Grades

Danielle Petra: 11th & 12th Grades

Melanie Wolfe: 9-12 Grades

The Claiborne County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs, activities or employment policies and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance on the non-discrimination policies should be directed to 504/Title IX Coordinator at (423)626-7979.

2023-2024 CLAIBORNE COUNTY SCHOOL CALENDAR**

Student's First Full Day	August 7
Freshmen/Open House	August 7, 5-7pm (all grades)
Labor Day Holiday (No School)	September 4
Fall Break	October 16 – 20
Thanksgiving Holiday (No School)	November 22 – 24
Christmas Holiday (No School)	December 18 – 29
New Year's Day (No School)	January 1
Students' First Day after Christmas Holiday	January 2
Martin Luther King Holiday (No School)	January 15
Presidents' Day Holiday (No School)	February 19
Election Day (No School)	March 5
Good Friday (No School)	March 29
Spring Break	April 1 – 5
Prom 2024	TBD based on venue
College Signing Day/Awards Night	May 14
Senior Parade	May 16
Graduation	May 17
Last Full Day for Students	May 22
Administrative Day (Teachers only)	May 23
Last day of School (Abbreviated Day)	May 24

****Holidays occurring after January 1st and Spring Break are subject to change. Excessive inclement weather may necessitate the need to recover required instructional days. Inclement Weather Days: 13 Days.**

≡CHS Bell Schedule≡

Class	Time	Minutes	Class Change
	7:45, 1st bell		
Block 1	7:55 – 9:15	80	9:15 – 9:21
Block 2 (Skinny)	9:21 – 10:06	45	10:06 – 10:12
Block 3	10:12 – 11:32	80	11:32 – 11:38
Block 4	11:38 – 1:25	(107 total...77 minutes instructional time)	1:25 – 1:31
⇒ 1st Lunch (Math/Science)	11:32 – 12:02	30	Report straight to 4th block when lunch is over.
⇒ 2nd Lunch (CTE, Gym, Ext. Rms)	12:02 – 12:32	30	Report straight to 4th block when lunch is over.
⇒ 3rd Lunch (English/History)	12:32 – 1:02	30	Report straight to 4th block when lunch is over.
Block 5	1:31 – 2:50	79	School Day Ends

Grading System

Claiborne County Grading Scale:

- 90-100 = A**
- 80-89 = B**
- 70-79 = C**
- 60-69 = D**
- 0-59 = F**

Each student will receive two progress reports within a 9-week grading period and a grade sheet at the end of each grading period (4/year). Parent/Teacher Conferences will be held twice per semester. We urge all parents and/or guardians to attend each conference to discuss your student's education with their instructors. Working together—teachers, parents, and counselors—we can help our children receive a quality education. ***For further information on the grading scale, please see Attachment C.**

Note: Any student withdrawing from CHS must do so through the Guidance Office. If you do not fill out a Withdrawal Form, the school record cannot be released!

School Class Drop/Change Deadline

Without the principal's recommendation, no student may drop or add any course after the completion of three (3) school days at the beginning of a regular school semester.

Weighted Classes

Students enrolled in Honors course(s) (ask if you are unclear which courses fall into that category) receive three (3) points to the final average upon completion of the course(s). Dual Enrollment courses receive (4) points to the final average upon completion of courses. Students enrolled in AP courses receive five (5) points to the final average upon completion of courses.

Valedictorian & Salutatorian Selection

Valedictorian/Salutatorian will be selected based on the following requirements: Valedictorians must have a 4.0/Salutatorian will have the next highest GPA, meet all ACT benchmarks (current honors graduate requirement), four years of Science, and eight semester graduates only (no early graduates). We maintain the current graduation requirements of the High School Transition Policy as well as the current 26-credit graduation requirements.

↳ ACT Benchmarks: English, 18; Math, 22; Reading, 22; and Science, 23.

Graduation Activities

Students who lack two (2) or less credits and/or have accumulated ten (10) unexcused absences for the school year will not participate in the regular class graduation but will take part in the alternative graduation at a later date upon completion of graduation requirements.

Graduation Requirements

Total Credits Required: 26 {Graduate with *Honors and/or **Distinction}
Math: 4 credits (Algebra I, Geometry, Algebra II, and one additional math class)
Science: 3 credits (Biology I, Chemistry I or Physics, and one additional lab science class)
English: 4 credits (English I, II, III, and IV)
Social Studies: 4 credits (Government/Civics, World History, U.S. History, Economics—1/2, and Personal Finance—1/2)
Physical Education & Wellness: 1 credit Physical Education: 0.5 credit
Foreign Language: 2 credits Fine Arts: 1 credit Elective Focus(es): 6.5 credits

***How to graduate with honors.**

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.

****How to graduate with distinction.**

Students will be recognized as graduating with “distinction” by attaining a B-Average and completing at least one of the following: 1) earn a nationally recognized industry certification; 2) participate in at least one of the Governor’s Schools; 3) participate in one of the state’s All State musical organizations; 4) be selected as a National Merit Finalist or Semi-Finalist; 5) attain a score of 31 or higher composite score on the ACT; 6) attain a score of 3 or higher on at least two advanced placement exams; 7) successfully complete the International Baccalaureate Diploma Programme; and/or 8) earn 12 or more semester hours of transcribed post secondary credit.

***Testing for 2023-2024**

Assessment Name	Subject(s)	Student Group	Administration Window
ACT	English Math Reading Science	12 th grade Retake	Online: October 3-5 and October 10-12, 2023
ASVAB	The Armed Services Vocational Aptitude Battery is the most widely used multiple-aptitude test battery in the world. As an aptitude test, the ASVAB measures your strengths, weaknesses, and potential for future success. The ASVAB also provides you with career information for various civilian and military occupations and is an indicator for success in future endeavors whether you choose to go to college, vocational school, or a military career.	11 th grade	September 2023, date to be determined
TCAP End-of-Course	English I/II Algebra I/II Geometry Biology U.S. History & Geography	High school students and any middle school student taking a high school course	Fall Block: Nov 27 – Dec 14, 2023 Spring Block: Apr. 15 – May 3, 2024
TCAP – Alt	MSAA Science Social Studies		March 11 – April 26, 2024
ACT	English Math Reading Science	11 th grade	On-line: March 12-15 and March 18-22, 2024
WIDA ACCESS for ELs			Feb 12 – March 29, 2024

ACT National Testing Dates

Test Date	Registration Deadline	Late Fee Required	Photo Upload Deadline
September 9, 2023	August 4	August 18	September 1
October 28, 2023	September 22	October 6	October 20
December 9, 2023	November 3	November 17	December 1
February 10, 2024	January 5	January 19	February 2
April 13, 2024	March 8	March 22	April 5
June 8, 2024	May 3	May 17	May 31
July 13, 2024	June 7	June 21	July 5

Claiborne High School is a National Testing site; however, we do not offer every testing date at our facility. Availability depends on the number registered to test. Check with our School Counselors, Faith Hoskins and Danielle Petra, about dates and/or questions.

Finals

In addition to End of Course (EOC) testing requirements, students will have mandatory final exams at the end of each course. Finals will have a designated day at the end of each semester. All students must be present on the scheduled day to take the Final Exam. End of Course (EOC) classes may have project based finals but must be approved by the school principal. Finals and final projects are 10% of the final average.

Attendance Policy—Attendance Matters All Day Every Day!

School attendance is mandatory! Daily attendance in each class is essential and remains the responsibility of each individual student. When absent, it is the responsibility of the student to ask for makeup work. You have as many days to make up the work as you were absent. For example, a student misses two days—he/she has two days to make up the missed work.

Tardiness to school creates a disruptive behavior and will be treated as a discipline problem. Should a student be tardy to school, he/she must sign-in at the office where he/she will receive a tardy slip. Students who are tardy to a class (no tardy slip from the office required) as well as students tardy to school (tardy slip) will sign-in with their teacher in the classroom. When the tardy bell rings, teachers will lock their doors and begin teaching.

Any student in the hallway during class time must have a hall pass...one hall-pass per student.

Consequences for Poor Attendance

1. Driving to school is a privilege. **If attendance becomes an issue, we will suspend or revoke driving privileges.**
2. A student that has accumulated ten (10) or more unexcused absences reported in the Student Information System for the current year will be ineligible to attend extracurricular activities including athletics, school dances, and the prom.
3. A student that has a drug, alcohol, or zero tolerance related suspension will be ineligible to attend any extracurricular activities including athletics, school dances, and the prom for the remainder of the school year.
4. Any student that has irregular attendance, due to excessive, unexcused absences, are advised that enrollment in school can be in jeopardy. Based upon state law, any student that is absent for ten (10) consecutive days due to unexcused absences may be considered

a dropout and withdrawn from school. Completion of the requirements for a diploma must be completed elsewhere.

5. Any potential, current year graduate who has accumulated ten (10) unexcused absences in the school year will not be allowed to participate in the regular class graduation but will be allowed to take part in the alternative graduation at a later date.

Checking IN/OUT of School

No student will be signed out with a telephone call. Parent or Guardian identification (driver's license, etc.) is required when checking a student out of school (in person). If not in person, the parent or guardian must send a **note** with a phone number for verification and dismissal time to the front office **before** a student may check out. **A note must be submitted to the front office by 8:30 a.m. of the day check out will occur.** If a student is late to school any time after first period begins, he or she must check in through the front office. (If a late student has a note to leave early, it must be turned in at the time of check in.) Leaving campus after arrival or going to the parking lot during the school day requires permission from an administrator. When a student checks out, he or she must also do this through the front office and leave school grounds immediately. All students, 7:45a - 2:50p, must exit the building from the main office. **Do not leave through any other door.**

Attendance Board

Claiborne High School has an in-house Attendance Board made up of Administration, School Psychologist, Guidance Counselor, Student, and Parent of student involved. This team will meet to develop a personal plan of action to assist the student in improving his/her attendance at CHS.

Extracurricular Requirements

To be eligible to participate in an athletic contest during the school year, a student must earn six (6) credits the preceding year. All credits must be earned by the first day of the beginning of the school year. Students who are ineligible first semester may gain eligibility second semester by passing three (3) blocks. Students in other activities including Band, Cheerleading, and all clubs must pass three (3) out of five (5) subjects the previous semester in order to participate in extracurricular activities that represent CHS. During the school year, students must maintain a C average at each grading period with no F's at all. Just one F equals no playing time. Students must be present for at least half the school day before participating in a contest that evening. All athletes must have a completed physical form on file with the coach(es). Claiborne High School is a member of the Tennessee Secondary Schools Athletic Association (TSSAA), and therefore, all of its student athletes must follow TSSAA guidelines.

Discipline

It is the goal of CHS faculty and staff that we all function as a TEAM. Every TEAM must have organized rules in order to work well together; therefore, CCBOE and CHS have developed school rules to ensure every person will be respected and free from physical danger or emotional harassment. Continuing unacceptable behavior will result in disciplinary action determined by the discipline committee. **The complete Claiborne County Student Code of Conduct can be found online on the Claiborne County Board of Education's Parent Involvement Webpage.** www.claibornecountyschools.com

No pets or animals allowed on Claiborne High School campus unless approved by Administration. (This includes extracurricular activities.)

Bathroom Usage

Only one (1) student may occupy a bathroom stall at a time.

Cell Phones

Cell phones are not permitted during class time...not anywhere (hallway, bathroom, another classroom, etc.) during class time. You may use your cell phone during class changes and lunch only. We follow the Claiborne County Cell Phone Policy. *See Attachment A.*

Tobacco

We are a tobacco-free facility. Students will not use or have in their possession tobacco products or paraphernalia (lighters, matches, etc.) in any form on CHS premises or on school buses during school hours. School hours are as defined as beginning when the student boards a school bus or arrives on CHS property by personal vehicle. School hours end when the student leaves CHS at the end of the school day or when a student departs the school bus at the end of the school day.

The tobacco policy remains in effect for students participating in or attending any extracurricular activities that are CHS sponsored events.

Violation of this policy will result in PETITION TO JUVENILE COURT by a law enforcement officer.

Dress Code

Please take a moment to familiarize yourself with the code. (The code is Attachment B in this document.) Dress code does include such items as hats (**no hats allowed in the building**), shorts length, etc.

Exceptions to policy shall be given consideration when an authorized activity, such as athletics or band requires different attire. Other exceptions may be granted by the administration upon request. The school administration reserves the right to disapprove any items not addressed in this policy that are considered disruptive to the school. Decisions to disapprove items will be based on the goal of providing a safe and disruptive-free environment for the education of all students. Principals will have the authority to suspend or waive restrictions of this policy for events such as but not limited to proms, homecoming dances, or school sponsored activities aimed at promoting school spirit.

<ANY STUDENT GUILTY OF INDECENT EXPOSURE WILL BE DEALT WITH SEVERELY>

The administration has the authority to require a student to change or remove any attire and/or accessories that are offensive or cause a distraction. ***THE DECISION OF THE ADMINISTRATION WILL BE FINAL!!!***

Fieldtrips

Only students in good academic standing with no attendance issues in ALL classes will be permitted to attend any fieldtrips. Students may not go on school-related field trips if they have been suspended and/or have exhibited continued disruptive behaviors and/or have acquired five (5) unexcused absences per each semester.

Locker Use

Lockers to store school-related materials are provided as a courtesy for CHS students. After a student is assigned a particular locker number, that locker becomes the responsibility of the student. The student is held accountable for any damage sustained to the locker as well as the responsibility for any illegal or inappropriate items found in the assigned locker. Keep the locker clean and do not attach anything to the locker, including posters, pictures, and stickers. Writing in or on the locker will be considered destruction of CHS property. You may attach a lock on your locker, but it could be cut off at our discretion. **LOCKERS AND ANY OTHER STORAGE AREAS INCLUDING BUT NOT LIMITED TO CONTAINERS, PACKAGES, OR BACKPACKS BROUGHT INTO CHS BY ANYONE ARE SUBJECT TO SEARCH.**

School Bus Conduct

Students are under the supervision and control of the bus driver at all times during traveling and loading or unloading the bus. Failure to follow ALL CHS rules of driver directives will result in disciplinary action and could result in the loss of student bus-riding privileges. **Students riding a non-assigned bus must have a note (permission) signed by their parent/guardian and a CHS Administrator before boarding the bus.

Policy for Students Driving to CHS

Driving to school is a privilege and will not be permitted if it interferes with the quality of education the student is being provided at this school. ***Driving privileges will be suspended or revoked if school attendance becomes an issue.*** Students, 16-years of age or older and possessing a valid driver's license and a properly registered vehicle, may purchase a designated parking permit for the price of **\$35**. Students may only park in their assigned parking space. A student may not park on CHS property without a parking permit and a designated parking space. Seniors will receive priority when selling parking permits. **REMEMBER, VEHICLES PARKED ON SCHOOL PROPERTY BY STUDENTS OR VISITORS ARE SUBJECT TO SEARCH FOR DRUGS, DRUG PARAPHERNALIA AND/OR DANGEROUS WEAPONS.**

****DRIVING PRIVILEGES WILL BE SUSPENDED FOR TARDINESS.****

Food/Drink

- Food and drink machines are in the hallways and cafeteria. These items may be purchased during the school day; however, it is up to the discretion of the individual classroom teacher whether these items are allowed during class time. **Absolutely NO food or drink in the GYM during the school day.** Please respect our school and its employees by responsibly disposing of trash in the proper receptacles.
- Any commercial food brought in must be eaten in the cafeteria during your lunch period only. **No students may order restaurant food to be delivered to the school at anytime.** Students will not be called out of class to pick up food/drinks brought by family, etc. The food/drink will be left in the office. Students may pick those items up during their lunch time only.
- Only teachers can order food to be delivered for classes.

Safety Procedures

In order to further provide a safe environment, Claiborne High School has established a School Safety/Crisis Team to handle emergency situations. In the event of an emergency, ALL directions from the teacher in a student's classroom or area must be followed.

- ↳ **Fire and Tornado Drills:** Fire and tornados will be signaled by the intercom. Everyone will exit the building in case of fire. During a tornado situation everyone will go to a designated area and sit against the wall with their head between their knees. Emergency directions will be posted in each room or area. All students will follow a posted route staying together in a quiet, calm, and orderly manner.
- ↳ **Lock-Down Drills:** In the event of a lock-down situation, it will be announced over the intercom. All teachers will keep all students in the classrooms. Students in the hallways or bathrooms will go to the nearest room/teacher. The teacher will lock the door, turn off the lights, and close the blinds. Everyone will go to the rear of the room (away from the door and its window) and sit quietly—no cell phones. All school doors will be locked. The Safety/Crisis Team will inform all areas when normal activities will resume.
- ↳ **Random fire, tornado, and lock-down drills will be held throughout the school year.** During a fire or tornado drill, students will stay with their class groups where the teacher will take roll upon final destination.

Privacy

Parents of secondary school students have the right to request their child’s name, address, and telephone number not be released to a military recruiter without prior written consent.

Student’s Privacy Rights

As governed by the Family Educational Rights and Privacy Act of 1974 (FERPA), each student over 18 (eighteen) years of age (an “eligible student”) or his/her Parent, if the Student is under 18 (eighteen) or is the Parent’s dependent, has a right to:

- Inspect and review the student’s education records;
- Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student’s rights, including the right to a hearing upon request;
- File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
- Obtain a copy of Claiborne County Board of Education Policy 6.601 and a copy of such educational records; and
- Exercise control over other people’s access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as “directory information” (that which is contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed).
- Parents of secondary school students have the right to request their child’s name, address and telephone number not be released to a military recruiter without their prior written consent.

Parent Involvement

Families and community members should be engaged in the education of students. **Claiborne County’s Family Engagement Policy** can be found online at the following web address: <http://web.claibornecountyschools.com/parentinv/tennessee-education-standards-review-social-studies/>.

Student Equal Access (Limited Public Forum)

Notice of Claiborne County School Board Policy 4.802—Student Equal Access (Limited Public Forum)

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 proposed club or group. If permitted, school administrators shall ensure that all clubs have the same abilities to access facilities and advertise their meetings.

Bus Safety Complaint Process

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; and
2. Forms may be submitted in person, via phone, mail, or email.

Written complaints shall be submitted on forms located on the district's website at: <http://www.claibornecountyschools.com/transportation.htm>. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) requires notification of parents to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings. If an activity is scheduled during in the school year, parents and guardians will be notified and given the opportunity to opt-out their student from participating.

CLAIBORNE COUNTY BOARD OF EDUCATION POLICY 6.4001 – Student Surveys, Analysis, and Evaluations defines the rights of students and families and can be found online at: http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/Documents/Categories/Documents/64001_15.pdf

CHILD NUTRITION PROGRAMS

Claiborne County Schools will be participating in Community Provision Eligibility (CEP) for the school year 2022-2023. All Claiborne County students will receive a breakfast and lunch at no cost.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. The Claiborne County School District's Asbestos Management Plan and information regarding planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities can be found on the district website's Maintenance Department page.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Claiborne County Board of Education Policy 6.503 – Homeless Students - requires that homeless students (youth in transition) shall have equal access to the same free, appropriate public education as provided to other children and youths. The Director of Schools has developed procedures to ensure that youth in transition are recognized administratively and that appropriate and available services are provided. Those procedures can be found online at:

<https://www.dropbox.com/home/Claiborne%20County%20Procedures%20Manual/6%20Students?preview=AP+6.503+Homeless+Students+Procedures.pdf>

School placement of youth in transition shall be determined on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. Procedures for school placement of youth in transition and information regarding dispute resolution processes can be found online at: <http://web.claibornecountyschools.com/parentinv/dispute-resolution-procedure/>

Title I Schools: Parent's Right to Know

Parents of all children in Title I Schools have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. Parents may request the following:

- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
- Whether paraprofessionals have met state qualifying criteria.
- Access the full ESEA Document at <https://bit.ly/2C9Biuo>

Parents will receive notification if the district employs a teacher for over 4 weeks who does not meet highly qualified requirements. Contact your child's teacher or principal for more information.

If you need assistance with interpreting your child's report card, T-CAP, End-of-Course, or ACT scores contact CHS at 423-626-3532.

UNSAFE SCHOOL CHOICE: If a child were to become the victim of a violent crime, parents will receive written notification that their child has the right to transfer to another school within the district. Parents of students in a school identified as unsafe are notified in writing of their rights.

Claiborne County School Board Policy, 6.601 Student Records: Annual Notification of Rights

Within the first three weeks of each school year, the school system will notify parent(s) of students and eligible students* of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment.

The notice will include the right of the student's parent(s) or the eligible student to:

- 1.) Inspect and review the student's education records;
- 2.) Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
- 3.) File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
- 4.) Obtain a copy of this policy and a copy of such educational records;
- 5.) Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

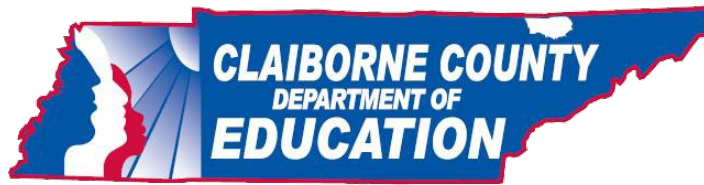
DIRECTORY INFORMATION

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

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

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

{Parents of secondary school students have the right to request their child's name, address, and telephone number not be released to a military recruiter without their prior written consent.}



Enrollment Requirements

Items needed to enroll in Claiborne County Schools

To enroll in a Claiborne County School, parents should go to the school for which they are zoned. If unsure of the school zone, please call the Claiborne County Schools Central Office at 423-626-3543.

Please provide the school with the following documents:

- A birth certificate or officially acceptable evidence of the student's date of birth
- Evidence of a current medical exam on a Tennessee form
- Evidence of the required immunizations on a Tennessee form
- Documentation of withdrawal from previous school (if applicable)
- Proof of residence—shall include two of the following:
 1. Property Tax Records
 2. Mortgage documents/property deed
 3. Income Tax Documents
 4. Lease agreement/rent receipts including date, amount, and names of persons who made and received payments
 5. Utility bill (issued within the last 3 months of the date of verification)
 6. State or Government issued ID (ex., driver's license)
 7. Voter Precinct identification
 8. Affidavit certifying address as student's primary residence (student resides Monday through Thursday or the majority of nights per month)

If a student is experiencing homelessness or is an unaccompanied minor, contact Georgia Rush, the Homeless Liaison (423-626-3543), for assistance with the enrollment process.

In addition to the terms for establishing residency, a non-parental custodian of an enrolling student other than a legal guardian shall provide a notarized document stating his/her relationship to the student, that the student will reside at his/her home full time for the length of the upcoming school year, and explaining in detail the preference for this arrangement. At the school, the parent/guardian will be required to complete enrollment forms for each student they intend to enroll.

Claiborne County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="margin: 0;">School Admissions</h2>	Descriptor Code: 6.203	Issued Date: 01/11/07
		Rescinds: ch.6/p.96	Issued:

Any student entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
2. Evidence of a current medical examination.² There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record; and
3. Evidence of state-required immunization.³

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.

A child whose care, custody and support has been assigned to a resident of the district by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the district office.⁴

A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school system.

Parents, guardians, or legal custodians of students who enter school who have been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment shall notify the principal by providing the abstract of record required by law or other similar written information. This information shall be shared only with school employees who have responsibility for classroom instruction of the student. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.⁵

Legal References:

1. TCA 49-6-3008(b)
2. TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c)(6); TCA 37-1-131(a)(2)
5. TCA 49-6-3051

Claiborne County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Homeless Students	Descriptor Code: 6.503	Issued Date: 09/08/16
		Rescinds: 6.503	Issued: 01/11/07

A homeless student shall have equal access to the same free, appropriate public education as provided to other children and youths.¹

Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence.² Homeless students include:²

1. Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; students living in emergency or transitional shelters; or students abandoned in hospitals;
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;
3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or trains stations, or similar settings; and
4. Migratory students who are living in circumstances described above.

ENROLLMENT

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency), or missed the district’s application or enrollment deadlines.³ Parents/guardians are required to submit contact information to the district’s homeless coordinator.³

PLACEMENT

For the purposes of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program.⁹ School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school or origin.⁹

Placement shall be determined based on the student’s best interest.⁴ At all times, a strong presumption that keeping the student in the school of origin is in the student’s best interest shall be maintained, unless doing so would be contrary to a request made by the student’s parent/guardian or the student in the case of an unaccompanied youth.⁵ When determining placement, student-centered factors, including but not limited to impact of mobility on achievement, education, health, and safety shall be considered.⁵ The choice regarding placement shall be made regardless of whether the student lives with their homeless parents/guardians or has been temporarily placed elsewhere.⁶

If it is not in the student’s best interest to attend the school of origin, or the school requested by the parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the parent/guardian or unaccompanied youth.⁵ The written explanation shall include a statement regarding the right to appeal the placement decision.⁵ If the placement decision is appealed, the district shall refer the parent/guardian or unaccompanied student to the homeless coordinator, who shall

carry out the dispute resolution process as expeditiously as possible and in accordance with the law.⁷ Upon notice of an appeal, the director of schools shall immediately enroll the student in the school in which enrollment was sought pending a final resolution of the dispute, including all available appeals.⁷

RECORDS

Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student's living situation shall be treated as a student education record, and shall not be considered directory information.⁸

SERVICES¹⁰

The director of schools shall ensure that each homeless student is provided services comparable to those offered to other students within the district, including transportation, special education services, programs in career and technical education (CTE), programs for gifted and talented students, and school nutrition.

The director of schools shall designate a district homeless coordinator who shall ensure this policy is implemented throughout the district. The homeless coordinator shall ensure:

1. Homeless students are quickly identified and have access to education and support services, to include Head Start and district pre-k programs;
2. Coordination with local social service agencies and other entities providing services to homeless students;
3. Coordinate transportation, transfer of records, and other interdistrict activities with other school districts;
4. Coordinate transportation to the school of origin or choice for homeless students;
5. Refer homeless students and their families to health care services, dental services, mental health and substance abuse services, and housing services;
6. Assist homeless students in obtaining immunizations, medical or immunization records, and any additional assistance that may be needed;
7. Public notice of the educational rights of homeless students is disseminated in places frequented by parents/guardians of homeless students, including schools, shelters, public libraries, and soup kitchens; and
8. Unaccompanied youth are enrolled and informed of their status as independent students.

The director of schools shall develop procedures to ensure that homeless students are recognized administratively and that the appropriate and available services are provided for these students. The director shall ensure professional development is provided to school personnel providing services to homeless students.

Legal References

1. 42 USCS §§ 11431 to 11435; McKinney-Vento Education Assistance Improvements Act of 2001, Part C, § 721
2. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 725
3. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 722(g)(3)(C)(i), § 722(g)(3)(H)
4. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 722(g)(3)(A)
5. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 722(g)(3)(B)
6. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 722(g)(3)(F)
7. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 722(g)(3)(E)
8. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 722(g)(3)(G)
9. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 722(g)(3)(I)
10. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 722(g)(4) - (6)

Cross References

Student Transportation 3.400
Parental Involvement 4.502
Promotion and Retention 4.603
School Admissions 6.203
Migrant Students 6.504

Claiborne County School Board Policy, 6.304
Adopted June 9, 2016
Student Discrimination, Harassment, Bullying, Cyber-bullying and
Intimidation

The Claiborne County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited (TCA 49-6-4503).

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students, and student's behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Definitions

Bullying/Intimidation/Harassment – An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. Cyber-bullying – A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, websites, or fake profiles.

Hazing – An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities (TCA 49-2-120). "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Complaints and Investigations

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator (20 USCS §§ 1681 to 1686). All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report (Public Acts of 2016, Chp. No. 783). If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reason why the investigation was not initiated with the required time frame (Public Acts of 2016, Chp. No. 783).

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services.

Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary (TCA 49-6-4503) (Public Acts of 2016, Chp. No. 783).

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report (Public Acts of 2016, Chp. No. 783). If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place (Public Acts of 2016, Chp. No. 783). Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and the Director of Schools.

Response and Prevention

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

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 action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

Reports

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and is shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

Retaliation and False Accusations

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Claiborne County School Board Policy, 6.305

Student Concerns, Complaints, and Grievances

Student Concerns and Complaints

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 or 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 (2) days. The appeal will usually be decided confidentially and promptly, preferably within ten (10) 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 student's 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: 1) Identity of the alleged victim and person accused; 2) location, date, time, and circumstances surrounding the alleged incident; 3) description of what happened; 4) identity of witnesses; and 5) 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 manager's file for one (1) year beyond the student's eighteenth (18th) 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) work days 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) work days. 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 complainant.

Appointing Complaint Managers

The director of schools shall appoint at least two (2) 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 names, addresses and telephone numbers of current complaint managers. 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.



Department of Education

Claiborne County, Tennessee
Meredith Arnold, Director of Schools
Tazewell, TN 37879
(423)626-3543

Board Members:
Wade Breeding, Chairman
Shannon England, Vice Chairman
Mark Reece

Juanita Honeycutt
Neta Munsey
Shane Bunch
Linda Fultz

CLAIBORNE COUNTY
TITLE VI COMPLIANCE STATEMENT

Claiborne County School System affirms that it will comply with the Title VI of the Civil Rights Act.

Title VI Compliance Statement: No person in the United States shall, on the ground of race, color, or national origin, be excluded from (participation in), be denied the benefits of, or be subjected to discrimination under any program of activity receiving federal financial assistance.

Section 504 Compliance statement: Section 504 protects the rights of individuals with disabilities in programs and activities that receive federal funds. Section 504 provides that “No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...”

Anyone who believes that the school system has discriminated against them or another individual may file a complaint following the procedures listed on the school system website: www.claibornecountyschools.com.

Georgia Rush, Federal Projects Supervisor
Claiborne County School System
P.O. Box 179
Tazewell, TN 37879

Sharon Tolliver, Section 504 Coordinator
Claiborne County School System
P.O. Box 179
Tazewell, TN 37879

And/Or

And/Or

Office of Civil Rights
Tennessee Department of Education
State Title VI Coordinator
312 8th Ave. North
16th Floor, William Snodgrass Tower
Nashville, TN 37243

The Office of Civil Rights
U.S. Department of Education
P.O. Box 2048, 04-3010
Atlanta, GA 30301-2048

Claiborne County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Use of Cellular Phones	Descriptor Code: 6.312	Issued Date: 06/09/11
		Rescinds: 6.312	Issued: 05/22/09

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

Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication devices must be in the "off" mode and be kept in a backpack, purse, or similar personal carry-all and may not be used during school hours. The principal or their designee may grant a student permission to use a personal communication device at his/her discretion. A device used outside these parameters shall result in confiscation of the device until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action.

- **First Offense:** Confiscation of the phone or device to be picked up by a parent/guardian.
- **Second Offense:** Confiscation of the phone or device to be held for a 5-day period then picked up by a parent/guardian.
- **Third Offense:** Confiscation of the phone or device to be held for a 14-day period then picked up by a parent/guardian.
- **Fourth Offense:** Confiscation of the phone or device to be held for a 30-day period then picked up by a parent/guardian.
- **Fifth Offense:** Confiscation of the phone or device to be held for the remainder of the school year then picked up by a parent/guardian.

*Use of any device in an improper or illegal manner on school grounds such as (but not limited to), threatening texts or inappropriate pictures or videos, will result in the notification of the legal authorities.

Claiborne Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Dress Code	Descriptor Code: 6.310	Issued Date: 06/09/22
		Rescinds: 6.310	Issued: 08/12/21

Claiborne County Schools respects students' rights to express themselves in the way they dress. All students who attend Claiborne County Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning and the health and safety of students and the adults who supervise them. This policy is intended to guide students, staff, and parents.

Claiborne County Board of Education prohibits students from wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

1. Students must wear clothing, including both a shirt with pants or skirt, or the equivalent (for example, dresses, leggings, or shorts) and shoes.
2. All shirts and blouses must be long enough to go past the waistline to overlap the pants/skirt/shorts, etc. covering the back, with no cutouts or see-through elements.
3. Clothing of a type, or worn in such a manner, so as to reveal bare skin between the upper chest and mid-thigh is not permitted.
4. Clothing must cover the front and back with no cutouts or see-through elements. See through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
5. Clothing must be worn appropriately and must cover undergarments at all times.
6. Clothing must cover areas from one armpit across to the other armpit. The length of bottoms cannot be shorter mid-thigh. Rips or tears in clothing should be lower than mid-thigh.
7. All pants and shorts must fit at the waist. No sagging or low riding will be permitted.
8. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, woodshop, and other activities where unique hazards exist. In addition, specialized courses may require specialized attire, such as athletic apparel or safety gear.
9. Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers should not be worn).
10. Students are prohibited from wearing clothing, headwear, jewelry, tattoos or other articles of personal appearance that:
 - a) Depict profanity, obscenity, the use of weapons, or violence
 - b) Promote the use of tobacco, drugs, alcohol, or other illegal products.
 - c) Contains sexually suggestive messages.
 - d) Contain language or symbols that degrade gender, culture, religion, sexual orientation, endanger health and/or safety, or ethic values.
 - e) Endanger health or safety.

11. Some examples of prohibited clothing include, but are not limited to:
 - a) Belly shirts/crop tops
 - b) Capes
 - c) Off the shoulder tops
 - d) Bathing suits
 - e) Tank tops
 - f) Tops that expose undergarments
 - e) Sleep attire
12. The wearing of hats, caps, bandanas, or sunglasses is not allowed at school. Medical exceptions will be considered by the administration.
13. Non-jewelry chains that could be used to injure others, such as wallet chains, cannot be worn or carried at school.
14. Athletes are to leave their team bags with equipment with a coach or teacher upon arriving at school.
15. Shop and lab rules will be adhered to in the school setting.
16. Exceptions to policy shall be given consideration when a school authorized activity requires different attire. Other exceptions may be granted by the administration upon request. The administration at each school reserves the right to determine what constitutes appropriate dress. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.
17. The school administration reserves the right to disapprove any items not addressed in this policy but considered disruptive to the school.
18. Decisions to disapprove items will be based on the goal of providing a safe and disruptive-free environment for the education of all students.
19. Principals will have the authority to suspend or waive restrictions of this policy for events such as but not limited to school sponsored activities.
- 20. Violation of the dress code will result in the following action at the Principal's or Vice Principal's discretion:**
 - a) First Offense: Warning, correcting, and/or possibly sending home.**
 - b) Second Offense: Parents called and in-school detention (1 day).**
 - c) Third Offense: Parents called and in-school detention (3 days).**
 - d) Fourth Offense: Suspension for one to three days.**
 - e) Fifth Offense: Discipline Committee meeting resulting in ten days' suspension, 30 days at the alternative school, or expulsion from school.**

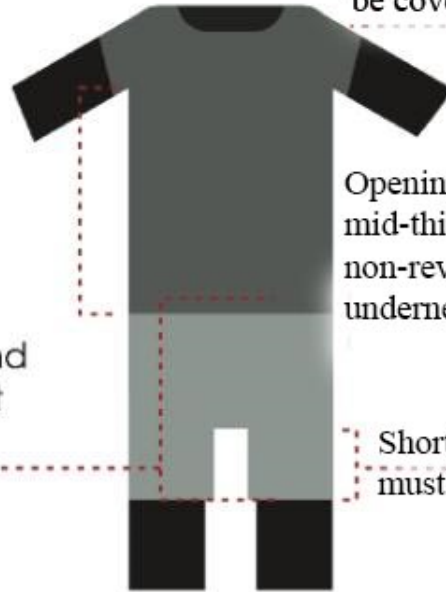
no headwear except
for religious purposes

underarm area must
be covered

Openings in clothing above
mid-thigh require
non-revealing fabric covering
underneath opening. *See note.

shirt must extend
past pant waist
line

Shorts, skorts, and skirts
must be mid-thigh.



* For example, a student wearing jeans that have a tear above the mid-thigh should wear leggings under the jeans.

Claiborne County Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 07/14/22
		Rescinds: 4.600	Issued: 07/13/17

The Director of Schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform, district-wide, at comparable grade levels, except that the Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.¹

The Director of Schools shall submit a copy of the grading and assessment systems to the Board before the system is implemented.² These guidelines shall be communicated annually to students and parent(s)/guardian(s).¹

Conduct grades are based on behavior and shall not be reflected in scholastic grades.

GRADING SYSTEM: GRADES NINE - TWELVE (9-12)¹

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

This grading system shall be uniform throughout the school district for each grade.

Advanced coursework grades shall be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points shall be assigned:

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment Courses – four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses – five (5) percentage points.

LOTTERY SCHOLARSHIPS³

Each school counselor shall provide incoming freshman with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT score, etc.) that must be met in order to receive a scholarship.

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or online. Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

Elementary school counselors shall explain the HOPE Scholarship and its requirements to their students and impress upon them the benefits of making good grades.

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁴

Legal References

11. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; Public Acts of 2022, Chapter No. 1080
12. TCA 49-2-203(b) (7); TCA 49-2-301 (b) (1) (H)
13. TCA 49-4-904, 907
14. TCA 49-4-932(f)

Cross References

- Alternative Credit Options 4.209
- Credit Recovery 4.210
- Reporting Student Progress 4.601
- Honor Roll, Awards, & Class Ranking 4.602
- Promotion and Retention 4.603
- Transcript Alterations 4.608

Claiborne County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: English Learners	Descriptor Code:	Issued Date:
		4.207	12/08/16
		Rescinds:	Issued:
		4.207	01/11/07

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take reasonable actions to provide the student equal access to its programs. Students who are English learners (“EL”) shall be identified, assessed, and provided appropriate services. No child shall be admitted to or excluded from any program or extra-curricular activity based on the student’s surname or EL status.¹

The director of schools shall evaluate the effectiveness of the district’s language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period of time.

ENGLISH LANGUAGE INSTRUCTION PROGRAM

The board directs the administration to develop and implement language instruction programs that:²

1. Appropriately identify EL students in a timely, valid, and reliable manner.
2. Determine the appropriate instructional environment for EL students.
3. Provide EL students with a language assistance program that is educationally sound and proven successful.
4. Annually assess the English proficiency of EL students and monitor the progress of students in order to determine their readiness for standard instructional program.
5. Monitor the progress of students that have exited the EL program.

PARENTAL NOTIFICATION³

Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year, or within the first two weeks of a student being placed in a language instruction educational program (LIEP). At a minimum, the notice will include the following:³

1. The reason for identifying the child as an EL student;
2. The child’s level of English language proficiency, including how the level was assessed, and the status of the child’s academic achievement;
3. Methods of instruction used in the program, methods of instruction in other available programs, and how they differ;

4. How the program meets the educational strengths and needs of the student, and how the program will help the student reach English language proficiency and meet academic standards;
5. Program exit requirements, rate of transition to a standard instructional program classroom, and expected rate of high school graduation;
6. How the program meets the goals of an EL student with an IEP; and
7. Information on the parents' right to withdraw the student from the program or choose another program or method of instruction if available.

Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.⁴

Legal References

15. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(D)
16. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 3113(b)(3)(B)
17. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(A)
18. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(C)

INTERNET, TECHNOLOGY AND NETWORK ACCEPTABLE USE POLICY

Internet access is available to students in the Claiborne County School System. The Internet offers vast, diverse, and unique resources to students. Our goal is to promote educational excellence by facilitating resource sharing, innovation, collaboration and communication in support of our curriculum. Users may participate in distance learning programs, consult with experts, locate materials to meet educational needs, access informational databases, university libraries, and the Library of Congress.

Among the vast resources on the Internet are some materials that are not suitable for viewing in a school environment. It is prohibited to locate materials that are illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of Internet access and may lead to other disciplinary actions. Even though ENA has placed a content filtering device on our Internet service, some unsuitable material may still be accessible. Misuse can come in many forms, but can be viewed as any information sent/received that indicates or suggests pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, harassing or insulting attacks, violation of copyright laws, Cyberbullying, and any other unacceptable information. Misuse also includes damaging computers, computer systems, software or computer networks; using another's ID/password; improper use of data folders or work files; and interference and interruption of the systems and networks. The only Internet that may be accessed from a District Campus is the Internet that the District provides. Use of the Internet, Technology and the Network is a privilege. Violation of the policy may result in disciplinary action, revoking of a user's access and/or appropriate legal action.

For additional information refer to the School Handbook and/or the Claiborne County Board of Education Procedures and Policy, including but not limited to: "3.300" Equipment and Supplies Management, "4.406" Use of the Internet, "4.407" Web Pages, "5.610" Staff and Student Relations, 6.709 Fees and Fines.

Users are expected to understand and abide by the acceptable use guidelines set forth by the Claiborne County Board of Education. The Board makes no warranty, expressed or implied, regarding the use of the Internet. The Board shall accept no liability or legal responsibility for any damage which may arise from the use of the Internet in violation of these guidelines. There is not reasonable expectation of privacy while using technology.

Appropriate Internet, Technology and Network Usage

Network etiquette includes but is not limited to the following:

- Do not reveal your own personal address or phone number or those of other students or colleagues.
- Keep your password private.
- Use appropriate language and show consideration and respect for others at all times.
- Do not use offensive messages, pictures or suggestive statements.
- Do not use threatening or harassing communication.
- Do not use technology to steal. Do not illegally copy software, use resources without authorization, or plagiarize the intellectual property of others.
- Cite all quotes, references, and sources and always follow copyright rules and laws.
- Be mindful of the rights of other network users. Do not violate the privacy of other users.
- Do not use the network in any way that would disrupt its operation or that would interfere with another user's work and abide by the policies and procedures of each network.
- Printing is a privilege and should be used for educational purposes only.
- Always think about the social consequences of what you do on the network and its lasting impact.

Email

CCSD uses G Suite for Education and students will be assigned an account that includes mail, Docs, Drive, Calendar, Classroom, and other features to enable students to complete assignments along with AppleIDs for iPad users. These accounts are in compliance with The Children's Online Privacy Protection Act (COPPA) and Children's Internet Protection Act (CIPA) and no student personally identifiable information is revealed to users outside the school district. AppleID and other accounts as necessary for educational purposes will be set up in accordance with these regulations. e-Mail accounts are filtered and monitored.

Email can be a powerful communication tool for students to increase communication and collaboration. Teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All participants will respect the teacher's time and professionalism by supporting the same positive approach and will be respectful in their postings and comments.

Google Apps is for school projects. Students using Google Apps for their own purposes are cautioned that the district offers no guarantees to the safety or permanence of ANY data in its Google system. When sharing a document, spreadsheet, presentation, sites, or other file with other users, one agrees to report any violations of school policies or government laws immediately, users are expected to contribute fairly, citing sources whenever necessary.

Deliberate destruction or vandalism of other users' data or shared data is prohibited. Nothing should be deleted without the permission of the person who created it. Google Apps will not be used to post any information for commercial activities, product advertisement, or political advocacy, nor will it be used to post any obscene, discriminatory, or offensive material. District employees have the right to monitor all postings and activities in Google Apps.

Access to and use of the student's Google account is considered a privilege. Claiborne County School District maintains the right to terminate the access and use of their Google account when there is reason to believe the violations of law or district policies have occurred. The alleged violation will be directed to the building principal and addressed according to the procedures outlined in the student handbook.

General Email Guidelines

- Email is to be used for school-related communication.
- Do not send harassing or offensive email or messages
- Do not send spam email or messages containing a virus or other malicious content.
- Do not send or read email or messages at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

Permission to Publish

Students will have the opportunity to have academic, sport, and activity related information posted on the school and district website and news media. No home address or telephone number will appear on the site. For the purpose of sharing with the community the programs and accomplishments of our schools, students will have the opportunity to have academic, sport, and activity related information posted on the school and district website and possibly in other public forums as deemed appropriate by teacher sponsor.

The Acceptable Use Policy is part of the Student Handbook and by signing the handbook you agree to all included policies.

RESPONSIBLE USE POLICY/PROCEDURE
STUDENT, EDUCATOR, & STAFF
CLAIBORNE COUNTY BOARD OF EDUCATION INTERNET, TECHNOLOGY AND NETWORK

This policy is established to govern use of school district technologies, including computer networks, connections, resources, Internet, and devices. The policy applies to district technology users on and off campus and all devices that connect to the network. This is not intended to be an all-inclusive list but a clarification of expectations.

Appropriate Internet, Technology and Network Usage & Social Media Guidelines

Network etiquette includes but is not limited to the following:

- Do not reveal your own personal information, address, or phone number or those of other students or colleagues.
- Keep your password private.
- Use appropriate language and show consideration and respect for others at all times.
- Be aware of what you post online and how it reflects on your permanent digital footprint. Disagreeing with other's opinions can be done with a respectful tone.
- Do not use offensive messages, pictures or suggestive statements.
- Do not use threatening, intimidating, hurtful or harassing communication. Cyberbullying will not be tolerated.
- Users may not use devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video be transmitted or posted at any time without the permission of a teacher or administrator.
- Do not use technology to steal, illegally copy software or resources, or plagiarize the intellectual property of others.
- Cite all quotes, references, and sources and always follow copyright rules and laws.
- Be mindful of the rights of other network users. Do not violate the privacy of other users.
- Do not use the network in any way that would disrupt its operation or that would interfere with another user's work.
- Do not knowingly or negligently transmit viruses or malware or any other programs that will degrade or disrupt the network, information, or devices
- Do not use proxies or other resources to circumvent Content Filtering. Disabling, reconfiguring, or circumventing the content filter is a violation of policy. Content Filtering provides protection to the user and device, but the user is responsible for accessing appropriate material online. The district shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose.
- Printing is a privilege and should be used for educational purposes only.
- Always think about the social consequences of what you do on the network and its lasting impact.

Prohibited or illegal activities, including, but not limited to:

- ✦ Sending or displaying offensive messages or pictures
- ✦ Using obscene language
- ✦ Harassing, insulting, defaming or attacking others
- ✦ Damaging computers, computer systems or computer networks
- ✦ Hacking or attempting unauthorized access
- ✦ Violation of copyright laws
- ✦ Trespassing in another's folders, work or files
- ✦ Intentional misuse of resources
- ✦ Using another's password or other identifier (impersonation)
- ✦ Use of the network for commercial purposes
- ✦ Buying or selling on the Internet

Terms of Use

- Among the vast resources on the Internet are some materials that are not suitable for viewing in a school environment. It is prohibited to locate materials that are illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of Internet access and may lead to other disciplinary actions. For additional information refer to the School Handbook and/or the Claiborne County Board of Education Procedures and Policy,
- All School Board Policies must be adhered to and include but not limited to:
 - “3.300” *Equipment and Supplies Management*
 - “4.406” *Use of the Internet*
 - “4.407” *Web Pages*
 - “5.610” *Staff and Student Relations*

- Mobile technology is for instructional purposes only and should be used in a responsible and ethical manner.
- All apps or downloads must have educational purposes.
- Use of personal 3G, 4G, or other wireless connection is prohibited on school grounds.
- Users are expected to alert school/county administration immediately of any concerns for safety or security.
- District mobile technology will be returned during the final week of school so it can be checked for serviceability.
- If a student, educator, or staff member transfers, is suspended, or a student is sent to the Alternative School, the mobile device must be returned to the instructor/administrator who issued the device.
- Damages or neglect to the mobile technology will cause the Claiborne County Board of Education to charge the student replacement and repair costs(s) based on fair market value.
- The Claiborne County Board of Education reserves the right to repossess any mobile technology at any time if the user does not fully comply with all terms of this agreement.
- Security of the device is the responsibility of the user and must be in a secured location when not in use.
- Additional guidelines may be added or changes may be made during the school year by Administration.

Care of Devices

1. Never attempt to repair the device. Under no circumstances are users to attempt to open or tamper with the internal components of the device. All repairs will be handled by the Technology Department.
2. Never attempt to “jailbreak”, hack into, reconfigure or reset the device.
3. Devices should always be in the protective cases.
4. Devices in need of repair must be reported to the instructor who issued you the device.
5. Do not write, draw, paint, place stickers/labels or otherwise deface your device or device case. Remember these devices are the property of Claiborne County Schools.
6. Never put weight on the device –do not stack other items on top of it.
7. Liquids, food, and other debris can damage the device. Do not eat or drink while using the device.
8. Take care when inserting cords, cables, and other removable storage devices to avoid damage to the ports. First, plug your power supply into the electrical outlet. Then plug your power cord into your device..
9. It is the student’s responsibility to ensure work is not lost due to mechanical failure or accidental deletion. All work should be backed up. A dead battery is not an excuse for late or missing work.
10. 1:1 devices should have a passcode or password for data protection and should be kept private.
11. Clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen. You may clean touch screen with a lint free cloth.
12. Printing will be on a limited basis as needed for educational purposes.
13. Keep all passwords private. You are responsible for your own accounts.
14. It is the responsibility of the student to ensure that the device is secured in a locker with a lock or other safe location when not being used.
15. Sound must be turned down and student-provided headphones or earbuds may be required for some assignments.

Use of District Mobile Device IF allowed to go home

1. Devices are required to be brought to school each day with a fully charged battery. Students leaving devices at home will be required to complete alternate assignments at the discretion of the teacher.
2. A dead battery or not bringing the device is not an excuse for late or missing work.
3. Use of the mobile device in other classes is at the discretion of the teacher. Student misuse will be disciplined according to the Cell Phone Policy 6.312 and the school student handbook.
4. Do not expose the device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time and never leave your device in a vehicle or outside.
5. DO NOT loan your mobile device to anyone, other students, family members, etc.

Lost, damaged, or Stolen Devices - Immediately report to instructor or administrator

1. If Stolen – Attempt to locate device on cloud based location program.

- a. Instructor or administrator must report incident to law enforcement and file report.
- b. Instructor or administrator must immediately report incident to School SRO officer, Technology Supervisor, & Safety Director and provide a copy of the police report.
2. If Lost - Attempt to locate device on cloud based location program.
 - a. Physically hunt device in all known locations where user has been.
 - b. Instructor or administrator must immediately report incident to School SRO officer and Technology Supervisor and provide a copy of the situation.
 - c. Assessment and determination of situation will be made.
 - d. Request for cost of replacement will be made to the user.
 - e. User will be provided an alternate means by which work can be completed.
3. If Damaged
 - a. User must provide, to the instructor or administrator, a detailed description of the damage, how the damage occurred, and how the damage is impacting the functionality of the device.
 - b. Instructor or administrator must report incident to School SRO officer and Technology Supervisor and provide a copy of the damage assessment.
 - c. Assessment and determination of situation will be made.
 - d. Request for cost of repair or replacement will be made to the user.
4. Users are financially responsible for the loss or any damage to the device and are responsible for the cost of repairs or replacement.

Technology Agreement

It is the District's expectation that all network user access and device usage will be in a responsible manner. All electronic communications, including email and Internet communications should conform to the school district's acceptable use policies. Users shall have no expectation of privacy when using district technology. Any email or computer application or information in district technology is subject to monitoring by the staff and/or administration. All mobile technology will be labeled and it can be identified by record of serial number and county label.

**All users are responsible for all expectations as outlined in the
Internet, Technology and Network Acceptable Use Policy.**

Responsible Use Policy Signed Agreement

I have read and understood this Responsible Use Policy and agree to abide by it

I have read and discussed the Responsible Use Policy with my child/guardian

STUDENTS AND EMPLOYEES

I understand that any violation of the above policies may result in the loss of my network and/or device privileges as well as other disciplinary action. As the parent or legal guardian of the student signing below, I grant permission for him/her to access networked computer services such as electronic mail (e-mail) and the Internet.

Date

School

Homeroom or 1st period Teacher

Student/Employee Printed Name

Student/Employee Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

- I have wireless Internet access at home
- I DO NOT have wireless Internet access at home

Claiborne County Schools Student Media Release Form

I, as the parent/guardian of _____, hereby give Claiborne County Schools and its employees, representatives and authorized media organizations permission to photograph and record my child and his/her likeness for use in audio, video, social media, or other electronic, digital and printed media. I also give Claiborne County Schools permission to release photos or recordings of any type to news media outlets including, but not limited to, newspapers and television stations. I understand that neither Claiborne County Schools nor the news media has any obligation to use or be compensated for such rights. I am also aware that I will not receive monetary compensation for my child's participation, and I waive any right to inspect or approve the final use of materials. I agree to release and hold harmless Claiborne County Schools, its staff, the Board of Education, and assignees from any liability or claims of damage, known or unknown, related to such use. Please note if you opt out of the media release form, your child's photograph will still be included in the yearbook and classroom publications as part of directory information unless you notify the district otherwise. Additionally, if at any time you wish to withdraw your consent, you may contact Central Office at 423-626-3543; however, any prior photos or recordings of your child will remain part of the district's archive.

Child's name: _____

Name of child's school: _____

Parent/legal guardian: (print) _____

Parent/legal guardian: (signature) _____

Date: _____