

Forge Ridge School

160 Hill Road

Harrogate, TN 37752

Telephone

Main: 423-869-2768

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Student Handbook

2017 Edition

Administration

Travis Bailey, Principal

Amy Pendleton, Assistant Principal

Claiborne County Schools do not discriminate on the basis of race, sex, color, religion, age, veteran status or disability in provision of education programs and services or employment opportunities and benefits in pursuant to the requirements of Title Vi of the Civil Rights Act of 1964, Title IX of the Education

Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other state and federal laws.

Mission

The mission of Forge Ridge School is to enable students academically to be productive, responsible citizens.

Vision

The vision of Forge Ridge School is to provide all students an educational foundation for a lifetime of learning to realize their fullest potential. FRS' vision also includes the desire to be recognized as an academically successful school, educating the whole child.

Forge Ridge School Beliefs

1. All children have the potential to learn.
2. Students must demonstrate responsibility by being actively engaged in the learning process.
3. Students learn best when exposed to a variety of scientifically research based instructional strategies.
4. Since students learn in different ways, instructional assessments and strategies that accommodate learning differences must be implemented.
5. Schools should provide a safe, healthy, caring environment for learning.
6. The shared responsibility of decision making regarding school policies must reflect the best interest of FRS students, staff, and community.
7. Parents, community, and school personnel, communicating and working together with students, will increase learning.
8. Schools should be for the benefit of the children.

Facts about the School

Grades served: PreK-8
Student Population: 285
School Colors: Blue and Gold
Mascot: Dragons

Faculty and Staff

Administration

Travis Bailey, Principal
Amy Pendleton, Assistant Principal

Interventionists

Meagan England, Reading
Amanda Collingsworth, Math

Teachers

Jennifer Adams- 1/2 Grade
Lucille Brenner- Special Education Teacher
Allyson Burnside- 3/4 Grade

Brandie Hurst- Kindergarten
Ann Messer- 3/4 Grade

Diane Carnes- Kindergarten

Darrel McIntosh- 7/8 Grade

Melissa Dishner- 7/8 Grade

Susan Moore- 1/2 Grade

Ashley Edwards- 1/2 Grade

Leisha Poore- 5/6 Grade

Katherine Ferguson- 3/4 Grade

Mary Ramsey- 3/4 Grade

Lisa Ferguson- 3/4 Grade

Matt Reece- PE

Jennifer Griffin- 7/8 Grade

Jessie Surber- 7/8 Grade

Heather Herrell- 5/6 Grade

Jimmie Sue Woods- 7/8 Grade

Elizabeth Wilson- Guidance Counselor

Tiffany Yeary- 1/2 Grade

Office Personnel

Shelia Johnson- Secretary

Carolyn Daniels- Bookkeeper

Teaching Assistants

Samantha Adams

Mary Daniels

Connie Burchett

Terry Ellison-Ledford

Vanessa Callebs

Jennifer Hunley

Katina Colinger

Connie Miracle

Cindy Daniels

Karen Southerland

Maintenance/Custodians

John Bledsoe

Marie Daniels

Cory Carnes

Sue Gulpin

Cafeteria Staff

Carol Brown

Melissa Money

Carry Daniels

Samantha Woods – Manager

2017-2018 Claiborne County School Calendar

Aug . 1	In-service
Aug. 2	Teacher Work Day
Aug. 3	Abbreviated Day 11:15 dismissal Registration for students; In-service ½ day
Aug. 4	Student's First Full Day
Sept. 4	Labor Day Holiday / No School
Oct. 13	In-service/ Tech Day / No Students
Oct 16-20	Fall Break Holiday
Nov. 22-24	Thanksgiving Holiday
Dec. 19	Abbreviated Day 11:15 dismissal for students; In-service ½ day
Dec. 20-Jan 2	Christmas Break
Jan. 3	In-service / No students
Jan. 4	Students' First Day After Christmas Break
Jan. 15	M. L. King Holiday / No School
Feb. 19	Presidents' Day / No School
March 26-30	Spring Break
April 2	In-service / No Students

May 21 Students Last Full Day
May 22 Records Day / No Students
May 23 Abbreviated Day 11:15 dismissal for Students and Teachers

In-service Days (5 Days): Aug 1, 2017, (1), Oct 13, 2017 (1), Jan 3, 2018 (1), April 2, 2018 (1), Aug 3, 2017 (1/2), Dec 19, 2017 (1/2)

Discretionary Days (2 Days): Aug 2, 2017, May 22, 2018

Stockpiled Professional Development Days: 0 Days

Inclement Weather Days: 13 Days First Semester Total Days: 89 Days Second Semester Days: 91 Days

POLICIES AND PROCEDURES

Procedures for Student Enrollment

Basic requirements for new or out-of-county students:

- Copy of birth certificate
- Copy of social security card
- Up-to-date shot record on Tennessee form PH4103
- Copy of records request for transfer students

Safety:

To ensure the safety of all students at Forge Ridge School, the following safety policies have been implemented:

- All visitors must report to office upon arrival to sign in and receive a visitor's pass.
- All visitors must be escorted to their designated location.
- Parents/Guardians are not allowed to walk their students to class in the mornings or walk to the classroom in the afternoon to pick up their student.

Morning Arrival:

For safety, our students are dropped off at the first awning when you arrive on campus. Students are to walk up the ramp and enter the 3 and 4 grade building, walk down the two hallways, and enter into the cafeteria. The first established drop off time is 7:00 a.m. If your child needs dropped off prior to 7:00 a.m., the parent or guardian needs to call the office the day before and ask for permission from the principal or designee. Teachers are to begin picking their students at 7:45 and be in the classroom by 8:00. If a student arrives after 8:00, they are considered tardy and must sign in the office to receive a tardy slip.

Afternoon Departure:

The established ending time for school is 3:00. If a student is picked up before this time, it will count against them unless they have an excuse. Early dismissal may negatively impact instructional time in the classroom and affect the student's grades. Every minute of the day is very pivotal to the teacher

and the student. Walks and Rides will be called out at 3:00. There are two established areas (Gym and Gate) for picking up your student. When all walks and rides are called out and have exited the campus, the bus riders will be called to load buses. The buses are parked at the road and students are to walk to the buses to ensure safety.

Claiborne County Board of Education Policy 6.200 - Attendance

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

1. Personal illness verified by a parent/guardian or doctor (excuse must be turned in no later than two days after return to school);
2. Illness of immediate family member;
3. Death in the family (includes sibling, parent, legal guardian, grandparents or spouse) not to exceed three school days;
4. Extreme weather conditions;
5. Religious observances; or
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Absences may be excused by a written parent note for a total of three days per semester. Each day of absence constitutes one parent note. The principal must approve all exceptions.

Written parent notes should be utilized for whole day absences or tardies that constitute a whole day (entering after 11:30 a.m. or leaving before 11:30 a.m.) The principal shall be responsible for ensuring that:

- Attendance is checked and reported daily for each class;
- Daily absentee sheets contain sign in / sign out sheets and indicate students present or absent for the majority of the day;
- All student absences are verified;
- Written excuses are submitted for absences and tardiness;
- System-wide procedures for accounting and reporting are followed.

Bus Rules

- The bus driver can assign seats.
- Be courteous.
- No profanity
- Violence is prohibited.
- Students are to remain seated at all times.
- Keep your hands and head inside the bus.
- Do not destroy school bus property.
- For your own safety and the safety of others, do not distract the driver through misbehavior.
- If you are a pick-up but have to ride the bus for some reason, you will need to give the bus

driver a note from your parent/guardian.

- If you are going home with another student, a note from your parents must be presented to your teacher and then turned into the office. A phone call from a parent can be made to the office if necessary.

Bus Conduct and Discipline Procedures:

Students are expected to follow all directions of the bus driver while riding the bus. Any office referral for bus discipline issues will result in the following steps (Claiborne County Policy):

1st referral: warning	4th referral: 5 day suspension
2nd referral: 1 day suspension	5th referral: 10 day suspension
3rd referral: 3 day suspension	6th referral: Suspended from the bus for remainder of the year

Parental notification will occur when a student receives a bus referral.

Bus Safety Complaint Process:

Effective January, 2018, 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.
 - a. 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.

Claiborne County Board of Education Dress Code Policy 6.310

To comply with TCA 49-6-40 amendment effective July 1, 2012, the 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. 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. If pockets are not mostly showing, the shirt or blouse must be tucked.
2. Pants, skirts, skirts, and shorts must be worn so that the waistband (top) is above the hips. Jeans with holes above the knee must be worn with an additional legwear undergarment, which includes but may not be limited to knit or spandex leggings, tights, or under liner shorts.
3. Clothing of a type, or worn in such a manner, so as to reveal undergarments or bare skin between the upper chest and mid-thigh is not permitted.
4. Dresses must cover the back with no cutouts or see-through elements.
5. Sleeveless shirts, blouses and dresses must come up to the armpit.
6. Clothing must be worn appropriately, no one rolled up pant leg, no unfastened bib overalls, etc. Tight-fitting legwear, which includes but may not be limited to, knit or spandex leggings or tights, must be worn with a shirt, top, dress, or skirt that reaches the mid-thigh area in length. Shorts and skirts must always reach the mid-thigh area in length.
7. Students are prohibited from wearing clothing, headwear, jewelry, tattoos or other articles if personal appearance that:
 - a. Depict profanity, obscenity, the use of weapons, or violence.
 - b. Promote the use of tobacco, drugs, alcohol, or other illegal or harmful products.
 - c. Contain sexually suggestive messages.
 - d. Contain language or symbols that degrade gender, culture, religion, sexual orientation, or ethnic values.
 - e. Endanger health or safety.
8. Some examples of prohibited clothing include, but are not limited to:
 - Bare midriff tops, belly shirts, mesh tops
 - Halter tops, capes, off the shoulder tops
 - Muscle shirts, dusters, short shorts/Miniskirts
 - Bathing suits, trench coats, tank tops
 - Tube tops, spaghetti straps, bedtime attire
 - Clothing two (2) or more sizes too large
 - Clothing with large pockets (cargo style)
9. The wearing of hats, caps, bandanas, or sunglasses is not allowed at school. Medical exceptions will be considered by the administration.
10. There is to be no jewelry affixed to a student's nose, tongue, cheek, lip, or eyebrow. No visibly pierced jewelry shall be worn except in the ears.
11. Non-jewelry chains that could be used to injure others, such as wallet chains, cannot be worn or carried at school.
12. Athletes are to leave their team bags with coach or teacher upon arriving at school.
13. Shop and lab rules apply.

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 but 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.

Violation of the dress code will result in the following actions:

- *First offense:* Warning, correcting, and/or possibly sending home.
- *Second offense:* Parents called and in school detention (1 day).
- *Third offense:* Parents called and in school detention (3 days).
- *Fourth offense:* Suspension for one to three days.
- *Fifth offense:* Discipline Committee meeting resulting in ten days suspension, thirty days at the alternative school, or expulsion from school.

Claiborne County Board of Education Policy 6.206 Transfers Within the System

A parent/guardian may request that his/her child attend a school within the system other than the one to which the child is zoned.** The request must be made annually to the principal, 30 days prior to the date students are required to attend the first day of each school year. The request must be filed on an open enrollment request form. The director of schools or his/her designee shall review such requests and, if adequate space is available, grant such transfers unless a transfer would be adverse to the best interests of the child or the school system. If granted, the student must provide his/her own transportation to and from the school.

Except within the first ten (10) days of a school year where a parent/guardian may appeal the assignment of a student to the Board, after a student has enrolled in one (1) school within the system, he/she shall not be permitted to transfer to another unless there is a change in residence of the student's parents or guardian outside the area in which the student enrolled. Any exception to this policy must be brought before the director of schools for evaluation and decision.

Students whose families transfer their residence to another school area after the first month of school may complete the school year at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school area. The director of schools or his/her designee may grant other exceptions to this policy for good and sufficient reasons.

Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered and graded by the principal or his/her designated representative.

If a student has attended a nonresident school the previous year, the student is automatically enrolled without going through the application process.

Medication

Any medication required by a student at school should be brought to the office or to the school nurse by his or her parent or guardian with fully written directions for administration. This includes over-the-counter medications. Prescription medications and over-the-counter medications should be brought in the appropriate bottles or packaging. Parents must fill out distribution papers with the nurse or office personnel.

School Rules

- **The Student Code of Conduct can be found online at the following web address:**
<http://web.claibornecountyschools.com/parentinv/files/2013/08/STUDENT-CODE-OF-CONDUCT.pdf>
- Knives, matches, lighters, cigarettes, weapons, or any article which may endanger the safety and lives of others will follow the Claiborne County School Board Policy and the Student Code of Conduct.
- Students who abuse or destroy school property will be expected to replace or repair the damaged property. Other disciplinary actions will follow the Student Code of Conduct and the Claiborne County School Board Policy.
- For their safety, students will not be allowed to make or receive phone calls without the classroom teacher's written permission. Emergencies will be handled through the office.
- Students should show respect to the principal, teachers and staff, as well as other students at all times. Any necessary discipline will be according to the Student Code of Conduct and Claiborne County School Board Policy.
- Fussing, fighting, teasing, name-calling or foul language is not allowed at school.
- Food and drink are not permitted in the gym during school hours.
- Proper athletic shoes are required for students to be on the gym floor.

Locker Use

Lockers to store school-related materials are provided as a courtesy for Forge Ridge 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 Forge Ridge property. Lockers and any other storage area such as containers, packages, or backpacks brought into Forge Ridge School by anyone are subject to search for any illegal items or items not belonging in the student's possession.

Textbooks

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the abuse of textbooks or lost textbooks.

Claiborne County Board of Education Policy 6.304 – 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.

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' 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, web sites 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. "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. 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 at each school 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. 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 reasons why the investigation was not initiated within the required timeframe.

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.

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.⁴ 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. 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 to 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 of 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 it 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 Board of Education 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 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 the principal.

DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

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

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

Investigation — Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except: (1) as required by law or this policy; (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 complaint managers, one of each gender for each school. The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. 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.

Complaint Managers:

Bob Oakes or Denise Howard
P.O. Box 179
1403 Tazewell Rd.
Tazewell, TN 37879
Phone: (423) 626-3543

Fire and Natural Disaster

In the event of a fire, tornado, earthquake, or other natural disaster, it may be necessary to evacuate the building. Students will move to another location in the building, or follow predetermined procedures to ensure safety.

Fire: The fire alarm will sound. Each classroom has a specific route that will be taken and a specific location to assemble outside the building. This information will be displayed on each classroom wall. (A fire drill may sometimes be used to clear the building for other emergencies.)

Tornado: On notification of a tornado it will be necessary to move into a hallway or other designated area. This information will be displayed on each classroom wall. Please note that the timing of tornado warnings may interfere with dismissal times and release of buses on the roads. Students may arrive later than usual.

Earthquake: In the event of an earthquake, staff and students will remain in the classroom, and the following precautions should be taken.

1. Get beneath desk, table, or bench.
2. Cover head with coat or clothing.
3. If no cover is available, move to inside wall and cover head.
4. Keep away from exterior walls and windows.
5. Leave interior doors open.

Claiborne County Board of Education Policy 1.803 – Tobacco-Free Schools

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased or operated by the district. Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia while they are participants in any class or activity in which they represent the school district.

Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

Parents and students shall be notified of this citation requirement at the beginning of each school year.

Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: Smoking is prohibited by law in seating areas and in restrooms.

Title I: "Parents' Right to Know"

Parents of 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 has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching;
- 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.

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.

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).

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/>

State and Board Mandated Tests

2017-2018 Test Administration Windows

Assessment Name	Subject(s)	Student Group	Administration Window
TCAP Grades 3-8	English language arts Math Science Social Studies	Students in grades 3-8	April 16 – May 4
TCAP – Alt	Science Social Studies	Students in grades 3-8 with the most	March 19 – May 11 (Tentative)

		significant cognitive disabilities for both science and social studies, and students in grade 10 for biology	
Grade 2	English language arts Math	Students in grade 2	April 23 – May 4
Grade 2 Alt	English language arts Math	Students in grade 2 with the most significant cognitive disabilities	March 19 – May 11 (Tentative)

*When student test data is made available to the district, individual performance reports will be sent to parents.

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.