**Forge Ridge School**

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**Dear Parents & Students,**

**It is my pleasure to welcome you and your parents to Forge Ridge School. The teachers and staff join me in saying we are very happy to have you as part of the Forge Ridge family. Whether you are a new student or a returning student we will work with you in every possible way to make this a successful and satisfying year for you.**

**We are using this Handbook as a means of communicating between the home and school. There are many policies, regulations and services discussed in these pages. Please read and keep this handbook readily available throughout the school year.**

**Close cooperation between the home and school is essential to promote the best interest of the child. Parents are encouraged to visit the school and attend scheduled meetings for parents and teachers. Mutual benefits accrue when there is meaningful exchange of information between home and school.**

**It is our hope that this handbook will be helpful to you. Please feel free to contact me or the teachers for additional information. My office is always open.**

**Again, WELCOME, we hope you will find this to be a memorable and exciting school year. We are glad that you are part of Forge Ridge School.**

**Sincerely,**

****

Dr. Travis Sutton, Principal

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FORGE RIDGE SCHOOL

**STATEMENT OF BELIEFS**

**We believe:**

1. **All children have the potential to learn.**
2. **Children are our most important resource.**
3. **With proper training and education, children can achieve and become effective adults.**
4. **Children should be given an equal chance in learning regardless of their special needs.**
5. **Schools should provide a safe, healthy, caring environment for learning.**
6. **Schools should provide a positive and challenging learning experience.**
7. **Schools should be for the benefit of the children.**
8. **Schools are the connection between students and their futures preparing them for a lifetime of learning.**
9. **Parents and Teachers communicating and working together with students will increase learning.**
10. **Teacher expectations must be well-defined for the students.**
11. **Positive peer relationships are essential in the learning process.**

**Mission Statement**

 **The Mission of Forge Ridge School, is to provide students with learning opportunities that will prepare them to be productive, socially responsible citizens by providing necessary resources, a safe learning environment, and a competent, caring Faculty and Staff.**

# ACCREDITATION

Forge Ridge School is accredited by the Commission of the Southern Association of Colleges and Schools.

**2023-2024 Claiborne County School Calendar**

**Aug . 1 In-service #1**

**Aug . 2 In-service #2**

**Aug. 3 In-service #3**

**Aug. 4 Teacher Work Day Discretionary Day #1**

**Aug. 7 Student’s First Full Day**

**Sept. 4 Labor Day / No School Discretionary Day #2**

**Oct 16-20 Fall Break Holiday / No School**

**Nov. 22-24 Thanksgiving Holiday / No School**

**Dec 18-Dec 29 Christmas Break / No School**

**Jan. 1 Discretionary Day #3 / No School**

**Jan. 2 Student First Day Back / Begin Semester 2**

**Jan. 15 M. L. King Holiday / In-service #4**

**Feb. 19 Presidents’ Day / Teacher Leader Day In-Service #5**

**March 5 Election Day / No School**

**March 29 Good Friday / No School**

**April 1-5 Spring Holiday / No School**

**May 22 Students Last Full Day**

**May 23 Administrative Day / Discretionary Day #4**

**May 24 Abbreviated Day 11:15 dismissal for Students and Teachers**

In-service Days (5 Days): Aug 1, 2023, Aug 2, 2023, Aug 3, 2023, Jan 15, 2024, and Feb 19, 2024

Discretionary Days (4 Days): Aug 4, 2023, Sept 4, 2023, Jan 1, 2024, and May 23, 2024

Stockpiled Professional Development Days: 0 Days

Inclement Weather Days: 13 Days

First Semester Total Days: 86 Days Second Semester Days: 94 Days

## ADMISSION/TRANSFER POLICY WITHIN THE COUNTY

The Claiborne County Board of Education has adopted a policy regarding transfers from one school to another within the county. The following guidelines will make the transfer go more smoothly:

1. The parent or guardian and the child must meet with the school administer before admission or withdrawal from a school.

2. Students will need withdrawal papers from the school they are leaving. This includes health records, special education information, Title 1 information, and any information that is relevant to the success of the student.

3. Indication of previous discipline incidences and any legal action that has occurred will be needed.

4. A two (2) day waiting period may be necessary for the following to be completed:

A. Processing of application.

1. Developing schedules.
2. Follow-up with the previous school for verification of change of address or approval from the Department of Education for a change of school.
3. Transfers during the semester within the county without a CHANGE OF RESIDENCE WILL NOT BE PERMITTED UNTIL THE END OF THE SEMESTER and then must have approval from both school and the Department of Education.
4. The EVENT list from the attendance computer (ASPEN) must accompany all transfers or changes.

**ATTENDANCE AND TARDINESS**

 **In order to meet the requirements for promotion and/or graduation, a student in the Claiborne County Schools shall have an approved record of attendance.**

 **The parent/guardian of a student who has five (5) unexcused absences shall receive a letter from the school principal confirming the absences; also, the attendance teacher shall receive the same information.**

 **A letter will be sent to the parent/guardian at the end of the next five unexcused absences. Furthermore, on the tenth unexcused absence, the parent/guardian and student will be summoned to meet with the Truancy Board or to appear in Juvenile Court.**

 **The principal may require a doctor’s excuse at any time that absences (excused, unexcused or a combination of both) are determined by that principal to be excessive. When a student is present and an assignment is made, he/she will be held responsible for that assignment on its due date. If the student is present when an assignment is made, but absent on its due date, the assignment will be due the day he/she returns to school. Makeup work will be provided for those students who miss assignments due to absences. The following conditions apply to makeup work:**

1. **Makeup time allowed will be equal to the time missed--if a student misses two days of school, two days will be allowed after returning to school to complete makeup work.**
2. **A zero (0) grade will be applied to any assignment not turned-in when due, with due being determined by the provisions listed above.**
3. **Makeup work will be given to students upon their return to school; teachers will not be interrupted during class time by students requesting makeup work. Instead, students should inquire about makeup work before or following class.**

**A doctor’s excuse will be accepted by the school only if it is received within two (2) days of the student’s return to school. Only ten (10) days will be excused with a written parent’s note for the year. After ten days with parent’s written notes the student will need a doctor’s excuse before anymore absences will be excused.**

**The following is a complete list of absences that will receive excuses with parent notes:**

 **1. The student’s personal illness verified by a parent/guardian or doctor.**

 **2. Death in the family not to exceed three (3) school days.**

1. **Recognized religious holiday regularly attended by persons of that par-**

 **ticular faith.**

 **4. Absences excused by the principal prior to their occurrence.**

 **5. School sponsored activities.**

***An excused absence does not mean that a student is not counted absent! It does mean that the student can make up any work that is missed due to being absent if the correct procedures are followed.***

 **A note written and signed by the parent must be presented and must give acceptable reasons for the absence in order for the student to receive an excused admit slip. No more than ten (10) days per year will be excused with parent notes. Written notes must be presented by the day the student returns or no later than the second day. A doctor’s excuse will be accepted by the school only if it is received within two (2) days of the student’s return to school.**

 **Students who arrive at school after 8:00 A.M. are tardy and need to have a written note from their parents. The student should first report to the office to sign in and get a tardy slip. Tardiness is discouraged and those students tardy more than six (6) times in the school year will be assigned time after school. A student who has been detained in the office, or by a teacher, should ask for a pass from the person who detained him/her before going to his/her next class. Repeated tardiness may result in referral to the attendance supervisor.**

 **Students should be out of the building by 3:15 p.m. unless they are doing assigned library work, staying with a teacher, involved in After-School Program, or staying for tutoring or detention. Students participating in athletics may not stay after school for practice unless practice begins at 3:15.**

**ASSEMBLIES**

 **Assemblies take place during the school year. All assemblies, and guest speakers will be presented for the student’s educational and entertainment value. Student behavior is important to the success and value of these assemblies. In this regard, everyone is asked to follow these guidelines during assemblies:**

 **1. Take seats quickly and quietly**

 **2. Be quiet when speaker approaches the microphone**

 **3. Give full attention to the speaker**

 **4. Remain seated until dismissed**

 **5. No whistling or any inappropriate behavior**

**ATHLETICS**

 **To be eligible to participate in athletics, a student must be doing passing work (75/C) and be regular in attendance. There are school and county rules that determine eligibility for students such as a 75 overall average for their core subject areas. For a copy of these rules you may see the coaches or Dr. Sutton. Students who repeat a grade for any reason will be ineligible to participate in athletics. All students trying-out for athletics, must have school insurance or a written statement from the parents giving the school assurance that the student is adequately covered by family insurance. This must be done before participation in the athletic program. All students must have an examination by their family physician before participating in athletics. Each student is responsible for athletic equipment issued to him/her. All school rules apply at all athletic events, home and away. Students participating in athletic events at night are to be at school on time the following day, unless approved by Dr. Sutton.**

**CHEERLEADERS**

 **Cheerleaders are selected by sponsor/coaches to represent Forge Ridge School at athletic events. Cheerleaders shall be subject to all rules and regulations of athletic competition established by the Claiborne County Board of Education.**

**SCHOOL BUS SAFETY**

**School bus safety is a major concern for your child. All students must act in an appropriate and safe manner while on the bus and in the loading and unloading process/areas. The Courts have held that a right of a student to bus transportation is a qualified right, dependent upon good behavior. Suspension from the bus for “chronic” misbehavior is an option that will be taken to prevent harm to others riding the bus. If you have any questions regarding bus routes, times, etc., please call the bus garage at 626-4333. Questions regarding discipline and consequences need to be addressed with Dr. Sutton at 869-2768.**

**1. In the morning, students will board their assigned bus only at the proper loading designation; and get off only at Forge Ridge School. In the afternoon, students will board their assigned bus only at Forge Ridge School and get off only at their proper bus stop.**

 **2. Running will not be permitted in or around loading/unloading areas.**

 **3. When a bus is late, or if a student misses a bus, telephone calls home from the office**

**telephone will be permitted.**

 **4. Bus privileges may be suspended for violations of the rules.**

 **5. All school conduct rules apply to students riding the bus.**

**6. Students must bring a note that has been signed by their parents if they ride any bus other than their regular/normal bus. Notes need to be turned-in during homeroom. The Principal and/or the office secretary must verify the note.**

1. **No student will be allowed to ride a bus past a school in their district to attend another school.**

### FORGE RIDGE BUS BEHAVIOR STEPS & CONSEQUENCES

### WHEN SENT TO OFFICE

#### Visit 1 Warning/Note to Parents

 **Visit 2 3 School days off the bus/Note to Parents**

 **Visit 3 5 School days off the bus/Note to Parents**

 **Visit 4 10 School days off the bus/Note to Parents**

**Visit 5 Required Parent Meeting. If parent doesn’t attend the child will remain suspended from the bus until they do come in.**

*Those present in the required parent meeting: Principal, Transportation Supervisor, Parent and the Bus Driver.*

 **Suspension for the rest of the school year.**

1. **The Principal has the right to forego numbered visits depending on the severity of the offense. Examples; fighting, Zero-Tolerance offenses, smoking, etc.**

**CAFETERIA**

**Students may bring their lunch from home or buy extra lunch at the school. In either case, lunches must be eaten in the cafeteria.**

**The lunchroom management and your fellow students will appreciate your cooperation in:**

 **1. Depositing all lunch scraps/litter into wastebaskets.**

 **2. Returning all trays and utensils to the dishwashing counter area.**

 **3. Leaving the table and floor around your place in a clean condition for others.**

 **4. Keeping hands to self and staying in your place, in line. Respect each other at all times.**

 **5. Not taking food from the cafeteria.**

 **6. Stay seated in cafeteria until you are given permission to leave.**

 **7. Do not move any chairs from one table to another.**

 **8. Be sure to purchase all extra food items when you go through the line.**

**9. Food from outside vendors may not be dropped-off at office for students to take to the cafeteria.**

**CHANGE OF ADDRESS**

 **All students should inform the office of address or telephone number changes.**

**CLASS PREPARATION**

 **Students are required to come to class prepared with materials and assigned work.**

**CLUBS**

 **Junior Beta. The Junior Beta Club of Forge Ridge School is an academic honor and a service organization for students in grades 7th & 8th who qualify.**

 **Jr. First Priority. The First Priority is a Christian club on the campus of Forge Ridge School. It is open to all students in grades 5-8th It meets one day a week during the morning before school actually starts, at 7:45 a.m.**

 **Other Clubs. Other clubs such as 4H, Band, Greenhouse and Student Council are available on the campus of Forge Ridge as well.**

**DISCIPLINE**

 **Some rules are necessary when a group as large as ours work together for a school year. Most of us will have no trouble abiding by these rules if we are courteous to both students and teachers with respect for the rights of others. At FRS an important part of education is learning to get along with others. Remember the following.**

 **All school rules apply:**

 **1. At all school-sponsored activities regardless of location.**

 **2. Going to and from school, including while waiting or loading the bus.**

 **Forge Ridge School has adopted a positive approach to discipline. The staff and administration have developed and approved a method of discipline which emphasizes student responsibility for behavior and consistent consequences of rule violations. This positive approach attempts to help people eliminate self-defeating behavior and involves the student and teacher in making a plan for improved behavior.**

 **If a student violates classroom or school rules, that student may be isolated from other classmates until an acceptable plan is worked out and approved. An isolation area has been predetermined. An adult staff member and/or teacher is on duty at all times to provide supervision.**

 **Depriving a disruptive student of peer contact and providing a quiet place for study and reflection on the inappropriate behavior benefits not only the student involved but also benefits the other classmates by removing the disruptive/distracting student. Any time the student feels ready to acknowledge, improve or change the inappropriate behavior, the student may ask to see the teacher and discuss a solution or any problems further. Teachers are available during planning periods only, to provide help with both academic and behavior problems. Teachers are NOT to leave students alone, unattended or unsupervised!**

 **Extended isolation time may be considered if student behavior problems are not resolved in the classroom. This would be decided by the principal, assistant principal or discipline committee only. In-school suspension is often more beneficial than home suspension because the student can complete assignments for his/her studies and receive proper supervision.**

 **The following limited student violations would indeed result in disciplinary action:**

 **1. Display of affection (such as embracing, kissing, hand-holding, etc.).**

 **2. Obvious violation of dress policy. (*see: dress code policy*)**

 **3. Abusing other students (fighting, hazing, threatening, extortion, etc.) including while going to and from school as well as at school. REMEMBER: everyone is responsible for their own actions. So, all students are encouraged to report all conflict and abuse to the teacher or staff first, avoiding such things as fighting or taking the rules in your own hands. Report abuse, as soon as it may happen or first occurs. Therefore, prevent being in involved in certain conflict or abuse and keep yourself out of trouble.**

 **4. Use of vulgar or profane language.**

 **5. Immoral or disreputable conduct.**

 **6. Possession and/or use of fireworks.**

 **7. Truancy.**

 **8. Continual violation of school rules/repeated offenses.**

 **9. Stealing or possession of stolen property.**

 **10. Disrespect and refusing to follow instructions of faculty or staff members.**

 **11. Destruction and/or defacing of school property or property of others.**

 **12. Inciting, advising, or encouraging others to violate school rules.**

 **13. Any conduct that risks safety for self or others and interrupts the learning process.**

 **Consideration will be made for the situation and degree of infraction. Disciplinary options may include a talk with the student, a letter or telephone call to parents, parent conferences, referral to the guidance counselor or outside agency, in or out of school suspension, or petitioning to court, expulsion, etc. Major disciplinary records are documented. The violation of the following rules WILL result in suspension:**

 **1. Use or possession of intoxicants or illegal drugs on school property or in**

 **any vehicle used to transport students to school events, or attendance at school events while under the influence of intoxicants. Violators will be reported to police**

**according to state law. (*see Zero-Tolerance Behavior).***

1. **Possession of other use of tobacco on the premises of Forge Ridge School**

 ***(see Tobacco Policy).***

**3. Leaving school without permission (the school must have permission from a parent)**

**4. Violence or threatened violence against school personnel and/or assaulting school personnel with vulgar or obscene language (*see Zero-Tolerance Behavior).***

 **5. Refusing to accept the consequences of one’s action or refusing to follow safe**

**instructions of the school staff.**

1. **Possession and/or use of a weapon (*see Zero-Tolerance Behavior).***

##### ZERO-TOLERANCE BEHAVIOR

 **In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The superintendent shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as followers:**

1. **Students who bring or possess a drug or a dangerous weapon onto a school bus, onto school property or to any school event or activity.**
2. **Any student who while on a school bus, on school property or while attending any school event or activity:**
3. **Possesses a drug or dangerous weapon; or**
4. **Commits a battery on a teacher or others employee of the school**.

 **Immediately upon a zero tolerance suspension of any pupil upon any grounds by the principal or principal-teacher of any public school, the said principal shall report his action in writing at once to the superintendent, the attendance officer, and the parents or parent, guardian or person standing in loco parenti (in place of parent) to him. The attendance officer, or other person authorized by the Board, shall immediately investigate the cause of said suspension and take any action required by law or rules of the school district.**

 **After any such a zero tolerance suspension by a principal or principal-teacher of a student, said student and his parents may make written application for readmission, the principal shall schedule a meeting at the earliest practicable time. The student, his parents or parent, guardian or person standing in loco parenti to him may attend the meeting. The principal may continue said suspension, or may readmit the pupil to the school, prescribing such conditions as a may be reasonable, taking into consideration the nature of the offense or offenses for which the suspension was originally ordered. If after the conference with parents or parent, guardian or person standing in loco parenti to him, and the attendance officer, the principal shall be of the opinion that the continued attendance of the pupil is detrimental to the school or persons serving in or attending said school, then he shall immediately refer the case to the Board of Education, which shall hold a hearing at the earliest practicable time. This hearing may be conducted by the Executive Committee authorized by (TCA 49-2-206). After such hearing said Board, or Committee, may order re-admittance of the pupil to the school upon such terms and conditions as it deems reasonable, or suspend the pupil for a definite or indefinite period of time, or expel or exclude said pupil from the school system. (It is the policy of the Board to exclude for thirty school days students who illegally use any narcotic drug, marijuana, or any medication which requires a prescription of a medical doctor, dentist, or veterinarian, alcoholic beverage or other intoxicants; furthermore, any student who sells, gives, exchanges, or transfers any of the aforementioned substances will be disciplined according to the zero tolerance policy.) Also, it is the policy of the Board to exclude for thirty (30) school days students who are constantly and repeatedly disruptive. If it becomes necessary for a principal to suspend a student for an accumulated total of more than ten (10) days the next offense will result in an automatic suspension of thirty (30) school days. The Claiborne County Board of Education, or Executive Committee, shall hear an appeal at the earliest practicable time and take such final action as is in its judgment, reasonable and just. In the event the suspension occurs during the last en days of any term or semester, the pupil may be permitted to take such final examinations or submit such required work as are necessary to complete the course of instruction for the semester, subject to the action of the principal, or the final action of the Board of Education or Executive Committee, upon any appeal from an order of a principal continuing a suspension. The action of the Executive Committee shall be acted upon at the next session of the Board of Education.**

**DISCRIMINATION/HARASSMENT OF STUDENTS**

***Claiborne County School Board Policy***

***Adopted October 8, 1998***

***(Sexual, Racial Ethnic, Religious)***

 **Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment. Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:**

 **Unreasonably interfere with the student’s work or educational opportunities; or create an intimidating, hostile or offensive learning environment; or Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or Imply that submission to or rejection of such conduct will be used as a basis for determining the student’s grades and/or participation in a student activity. Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor or building administrator. Allegations of discrimination/harassment shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.3041).**

 **The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual’s needs for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.**

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

 **There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.**

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

**DISPENSING OF MEDICATION**

 **No school official or teacher shall routinely dispense medication to students except when it is required for the child to be in school. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the principal designee will administer the medication in compliance with the regulations that follow: Written instructions signed by parent and physician will be required and will include the following information: child’s name, name of medication, purpose of medication, time to be administered, dosage, possible side effects and termination date for administering the medication. Forms are available in the office for students to have filled out.**

**DISRUPTIVE DEVICES**

 **Students will not be permitted to have CD players, electronic games, radios, water guns, cellular phones or any other device that may interfere with the educational process. Beepers are not allowed at FRS. Students are not to bring items to sell or trade (candy, gum, sports/game cards, etc.). This rule is not to intend to deprive handicapped students of necessary equipment for learning.**

**DRESS CODE**

**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:**

1. **a) Depict profanity, obscenity, the use of weapons, or violence.**
2. **b) Promote the use of tobacco, drugs, alcohol, or other illegal products.**
3. **c) Contains sexually suggestive messages.**
4. **d) Contain language or symbols that degrade gender, culture, religion, sexual orientation, 8 endanger health and/or safety, or ethnic values.**
5. **e) Endanger health or safety.**

**11. Some examples of prohibited clothing include, but are not limited to:**

1. **a) Belly shirts/crop tops**
2. **b) Capes**
3. **c) Off the shoulder tops**
4. **d) Bathing suits**
5. **e) Tank tops**
6. **f) Tops that expose undergarments**
7. **g) 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 29 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 actions at the Principal’s or Vice Principal’s discretion:**

1. **a) First offense: Warning, correcting, and/or possibly sending home.**
2. **b) Second offense: Parents called and in school detention (1 day).**
3. **c) Third offense: Parents called and in school detention (3 days).**
4. **d) Fourth offense: Suspension for one to three days.**
5. **e) Fifth offense: Discipline Committee meeting resulting in ten days’ suspension, thirty days 14 at the alternative school, or expulsion from school.**

**Dress Code 6.310**

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| Legal References  | Cross References  |
| 1. TCA 49-6-4215(a)(1); TCA 49-6-4009;  | Code of Conduct 6.300 Suspension 6.316  |

**DRUG, ALCOHOL, AND TOBACCO POLICY**

 **Any student using, furnishing, or possessing at any school-related activity on or off campus, alcohol, drug paraphernalia, or other unlawful drugs as defined in TCA-53-10-1-1, or any other controlled substance as found in TCA 52-1413 through 52-1422, inclusive, by whatever official, common, usual, chemical, or trade name designated, except as prescribed by a practitioner in accordance with TCA 52-1431 for its intended use under Chapter Thirteen of the Narcotic Drug Law is subjected to suspension from school for a period of one (l) semester or ninety (90) days, whichever is greater.**

 **Any student selling unlawful drugs, or substances represented to be unlawful drugs, is subject to be expelled.**

 **After a minimum of ten (10) days out-of-school suspension, under this policy, the principal will have the authority to establish conditions under which the remaining suspension can be completed as a probationary student. These conditions will include, as a minimum, but are not limited to, assessment by a drug and alcohol specialist, participation in any recommended counseling programs, acceptable attendance, and good behavior. Failure to comply with these conditions will result in the termination of the probationary student status.**

 **TOBACCO-- Students shall not use or have in their possession tobacco products in any form on school premises or on school buses during school hours. School hours are defined as beginning with the first school bus pick-up or student driver arrival and ending with the last stop of the school bus in the afternoon. It shall include an extension to cover those students participating and/or attending in any extracurricular activities that are school sponsored events.**

**Any student under the age of eighteen (18) who is caught using or in possession of any tobacco product will be dealt with in the following way:**

**The student shall be issued a citation or petition by a law enforcement officer or school principal who has evidence of the violation. The citation or petition shall require the person to appear in the Juvenile Court for the county in which the violation is alleged to have occurred. At the time of the issuance of the citation or petition, the law enforcement officer or school principal shall seize the tobacco product as contraband.**

A violation of this section shall be a civil offense, the penalty for which is a civil penalty of not less than ten (10) dollars nor more than fifty (50) dollars. Upon its determination that the person has violated this section, the Juvenile Court shall determine the amount of the civil penalty and shall order the destruction of the tobacco product. The Juvenile Court may in its discretion also impose community service work not to exceed fifty (50) hours for a second or subsequent violation within a one (1) year period.

**AS A REMINDER TO ALL STUDENTS, THE POLICES ON TOBACCO ARE NOT ONLY IN EFFECT AT SCHOOL, BUT AT ALL SCHOOL FUNCTIONS ON AND AWAY FROM OUR CAMPUS. (such as all ball games, home and away, field trips, etc.)**

**EMERGENCY AND DISASTER PLAN**

 **Fire and tornado drills are held at regular intervals as required by law. It is essential that everyone take immediate appropriate action when emergency signals are given. Each classroom teacher will provide specific instructions for students.**

# ENROLLING AND WITHDRAWING FROM SCHOOL

 **Before students can be enrolled at Forge Ridge Consolidated School, the following will be required:**

 **1. A transfer form from the previous school.**

 **2. A record of immunizations; out-of-state students must have a Tennessee Certificate of Immunization which can be obtained from the Claiborne County Health Department before entering school, in-state students have thirty (30) days to provide the school with proof of immunization.**

 **3. A grade card for the present school year and/or a transcript of all work from the previous school which includes recent achievement test scores.**

 **Any student who is planning to enroll at Forge Ridge must be accompanied by their parent or guardian (*no exceptions*).**

 **Any student who is planning to withdraw from school for any reason should report to the office for correct procedures prior to the day of withdrawal. Students are expected to meet all obligations (return of book, payment of fees and/or fines) before withdrawing.**

**GRADING SYSTEM**

 **A student’s evaluation (grade) is the teacher’s estimate of the progress he/she has made as an individual and cannot appropriately be compared with the evaluation of any other student. Inquiries about the program at the school are welcome.**

 **A student will receive an academic grade in each subject area each six weeks or semester. Students caught cheating or talking during an exam will be given a zero (0) for that day’s work and the teacher will notify the parents.**

**Tennessee State grading scale and explanation of marks (based on quantity and quality):**

 **GRADE EXPLANATION NUMERICAL EQUIVALENT**

 **A Superior 93-100**

 **B Above Average 85-92**

 **C Average 75-84**

 **D Below Average 70-74**

 **F Failure 0-69**

 **I Incomplete**

**Awards will be given out after the 3rd nine weeks acknowledging and recognizing the highest grade point average in each subject and student grade level.**

**GUIDANCE**

 **Guidance services are provided to help each student with educational, social, vocational, and personal development. Conferences with students receive the counselor’s first consideration and are scheduled whenever needed.**

 **The counselors may assist the student:**

 **1. In recommending materials to improve study habits.**

 **2. In planning the school program.**

 **3. In making realistic curriculum selections and suitable plans for the future.**

 **4. In offering aid in adjustment problems.**

 **5. In offering peer mediation for conflict resolution.**

 **Students wishing to visit the counselor should contact the guidance office and arrange for an appointment. Parents may contact the guidance office by calling 869-2768.**

**HALL COURTESY**

 **Keep halls open to traffic by walking to the right. Pass through halls quietly. Be considerate of others in the halls and classrooms.**

 **Discard trash in the containers provided. Keep the school clean by picking up papers from the floors.**

**HALL PASSES**

 **Students are not permitted to be out of class for any reason unless they are accompanied by a teacher or have permission from an authorized staff member.**

**HONOR ROLL**

 **The Honor Roll will be announced for each six-weeks grading period.**

 **To be eligible for the "A" Honor Roll, a student must have all A’s with Passing in all pass/fail courses.**

 **To be eligible for A-B Honor Roll, a student must have all B’s or better with Passing in all pass/fail courses.**

**LEAVING SCHOOL**

 **Students are not permitted to leave school grounds at any time during the school day without permission from the principal, assistant principal, or other persons left in charge during their absence. Arrangements must be made prior to the student’s departure by the parents--this can be by telephone or by note. When parents come to pick up their child, they must come in to the office and sign out their son or daughter!**

###### LIBRARY

 **The library has books, magazines, pamphlets and audio visual materials for assigned study and recreational reading. All students have access to the FRS library through activities involving an entire class, and both before and after school. Library privileges may be lost when students do not behave properly. Stu-**

**dents are responsible for all materials checked out in their name and compensation must be received for lost books and unpaid fines before the end of each six weeks. Fines on overdue books are 5 cents a day, and books may be checked out for two weeks. Students may not check materials out if they have an overdue book or fine.**

###### LOCKERS

 **Each middle school student is assigned a locker. Use only the locker assigned to you. Periodic inspections will be made by the teachers and principal to see that they are kept neat and orderly. Do not tamper with another locker or give your combination to another person. The school reserves the right to inspect student lockers at any time.**

# LOST AND FOUND

 **Students’ clothing which is labeled with their name makes it possible for easy identification and return. Students who find lost articles are asked to take them to the office where they can be claimed by their owner. Articles turned in to the office and not claimed will be placed in the lost and found (located in the gym) and donated to charity at the end of each summer.**

**LUNCH CHARGES**

***Claiborne County School Board Policy***

***Adopted August 10, 1989***

1. **The Claiborne County School System will abide by the following charge policy in regard to student lunches.**

Students, staff members or visitors are not allowed to charge lunches in the cafeteria except in emergencies. In this case, only the principal/or his designee may issue a charge slip a maximum of three (3) consecutive times unless some special arrangement is made in advance on approved forms. One copy will be kept on file in the school office. The charge will be due the following school day. If not paid within three (3) days., the charge slip will be submitted to the staff members, visitor or student’s parent for collection.

1. **Students and staff members are encouraged to prepay by the week if desired.**
2. **The above regulation is necessary as only three types of student lunches are authorized, free, reduced and paid. There is no legal recognition of a charged lunch by federal auditors.**

# No Child Left Behind

* **Parents will receive notification if the district employs a teacher for over four weeks who does not meet highly qualified requirements. Contact your child’s teacher or principal for more information.**
* **Qualifications of teachers and paraprofessional who instruct their child can be reviewed at the school or at central office.**
* **Parents have the right to request that their child’s name, address & phone number not be released to military recruiter without prior written consent.**
* **The district has a written parent involvement policy. If you have not seen one and would like one contact your school.**
* **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 schools identified as unsafe are notified in writing of their rights.**
* **If you need assistance with interpreting your child’s Report card, T-CAP or Gateway scores contact your school.**
* **This is a school wide project school Title I.**

**OPEN HOUSE**

 **Open House will be scheduled in the early Fall for parents to meet with teachers and discuss school related questions, student expectations and student progress.**

**PARENT CONFERENCES**

 **Forge Ridge School is receptive to conferences with parents. We encourage parents of a student with a problem to call the school office (869-2768) to schedule a conference with the classroom teacher. The guidance counselors, and principal are also available to get you answers and help resolve difficulties.**

**PARENT VOLUNTEERS**

 **Parents who have time available for volunteer work are encouraged to do so. Any person wishing to become involved as a volunteer should call the Principal at 869-2768. Volunteers must be finger-printed/fully checked. This includes coaches.**

**PHYSICAL EDUCATION**

 **Physical Education is required unless excused by written request of the family physician. The physician’s excuse should note the student’s physical limitations in sufficient detail for development of an adaptive physical education program. Students should not leave valuables in the PE room. Valuables may be left with the PE teacher or locked in the student’s locker.**

**SCHOOL CLOSING AND EARLY DISMISSAL**

 **During periods of inclement weather, it may be necessary to close school, delay the starting time, or dismiss early. The following stations will be asked to make announcements regarding school closing or schedule changes: WNTT and WXJB (radio) or WBIR (TV) and WATE (TV). Many times an all-call announcement will be made via phone or a REMIND message is sent. Also, feel free to check-out our school Facebook page periodically.**

**STUDENT GOVERNMENT**

 **The Student Council is a service organization composed of two students elected from grades 4-8. The Student Council has sponsored many projects in the past which benefit the student body as well as the school.**

 **Candidates for Student Council must be approved by the principal and the sponsor. The members must maintain a B average in all school work and passing all pass/fail subjects. The member must have satisfactory conduct.**

**STUDENT INSURANCE**

 **Student insurance is available at nominal cost and is optional. When a**

**student insured under this plan is injured, he/she will be given a Claim Form from the office upon request. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or in subsequent negotiations with the company.**

**STUDENT OBLIGATION**

 **A student is required to meet any financial obligations to the school before receiving his report card or records.**

###### STUDENT PLACEMENT

 **It is Forge Ridge School’s primary concern to challenge each student so that he/she will continue to experience academic growth. Students at each grade level vary with their background of skills and academic potential.**

###### TELEPHONE

 **The office phone may be used ONLY in the case of an emergency. Students will not be excused from class to use the telephone. A phone will be provided for students from 3:05 p.m. to 3:20 p.m. and after school activities as long as it is not abused or misused.**

 **Cellular phones are not allowed to be out and turned-on, unless for educational purposes and permission is granted by the teacher at FRS. Also, a student is not allowed to “text-message” without permission or unless it is an extreme emergency. This presents major problems in getting students out of class.**

**TELEPHONE NUMBERS**

**Office Number - 423-869-2768 FAX Number - 423-869-4977**

###### TEXTBOOKS and TECHNOLOGY

 **Textbooks and technology, such as Chrome books are furnished by school and/or the state and are issued at the beginning of the year. State law requires that lost or damaged resources such as textbooks or Chrome books be paid for before records will be released.**

###### VISITORS

 **1. Parents are always welcome at Forge Ridge. We ask that an appointment be made to see a teacher or visit a classroom.**

 **2. The school policy is to accept only those visitors who have legitimate busi- ness at the school. Visitors will not be allowed to roam halls during class or to interrupt classes.**

 **3. All visitors must report to the office secretary first to receive a visitor’s pass.**

 **4. Visitors will not be issued a pass unless they are known by the principal or a staff member or unless they have legitimate business at Forge Ridge.**

 **5. Any person found on the school grounds without permission is trespassing and is subject to arrest and prosecution.**

 **6. We ask your cooperation in this matter. It is necessary that we have these regulations in order to maintain a safe and orderly environment.**

###### AUDIO/VISUAL SURVEILLANCE

 **Buildings and the grounds of Forge Ridge School are under constant surveillance by Audio-Visual equipment.**

###### VENDING MACHINES

 **Vending machines are limited but for use by students only after 12:30 p.m. Soda cans or bottles and wrappers are to be discarded in trash containers. No snacks or parties until after lunchtime.**

**CLAIBORNE COUNTY BOARD OF EDUCATION CONDUCT ON**

**SCHOOL PROPERTY POLICY**

 **The Legislature for the State of Tennessee has adopted a “School Security Act” to regulate and control security on public school property;**

 **WHEREAS, it was the intent of the general assembly in enacting this legislation to secure a safe environment in which the education of the students of Tennessee may occur; and WHEREAS, it is the intent of the Board of Education for Claiborne County, Tennessee to secure a safe environment in which the education of the students of Claiborne County may occur; and**

 **WHEREAS, the Board of Education recognize the position of the schools in loco parentis and the responsibility this places on principals and teachers within each school to secure order; and WHEREAS, the Claiborne County Board of Education desires to protect the principals, teachers and other employees from harm and injury and to give full support including, legal and other assistance for any assault upon an employee acting in the discharge of his or her duties.**

 **NOW THEREFORE, the Claiborne County Board of Education hereby adopts the following policy;**

 **1. No person on school property shall injure or threaten to injure another person;**

 **2. No person on school property shall damage anyone’s property or that of the Claiborne County Board of Education;**

 **3. No person on school property shall violate any provision of the criminal law of the State of Tennessee or town or county ordinance;**

 **4. No person on school property shall impede, delay, or otherwise interfere with the orderly conduct of the Claiborne County Board of Education’s educational program or any other activity occurring on school property;**

 **5. No person on school property shall enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Claiborne County Board of Education;**

 **6. No person on school property shall willfully violate any Claiborne County Board of Education rules or regulations, “school property” means within school buildings and vehicles used for school purposes, or on school grounds.**

 **As circumstance warrant, appropriate action will be taken by the Claiborne County Board of Education administrative staff or superintendent of schools.**

 **If any person is found to violate this policy the principal of the school shall be authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct to leave the school grounds.**

 **The superintendent or designee is authorized to request assistance of law enforcement officers in cases of emergency and to seek prosecution to the full extent of the law when persons violate the provisions of the Board of Education policy regarding trespassing on school grounds, damage to school property, loitering, and disruptive activity.**

 **The Claiborne County Board of Education also encourages all principals and teachers to file a report with the appropriate law enforcement agency and request investigation by the appropriate law enforcement agency including, but not limited to the Claiborne County Sheriff’s Department and Attorney General.**

 **BE IT FURTHER RESOLVED that the principals shall provide a copy of its**

**policy to all parents and students at the beginning of each school year beginning during school year 1998-99 and there after.**

**WITHHOLDING GRADE CARDS**

 **Grade cards may be withheld at the end of each grading period for students who fail to meet their obligations.**

**YEARBOOK**

 **The yearbook is sold in the spring and contains individual pictures of students, teachers, and staff. Photographs of extra-curricular activities and other school events are also included. Students should make a deposit in the fall to ensure a reserved yearbook.**

**STATEMENT OF NONDISCRIMINATION**

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

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

 **Inquiries regarding compliance with Title VI, Title XI and Section 504 may be directed to the Claiborne County School System.**

**History Of Forge Ridge School**

 **The four-room brick that was to be Forge Ridge School was built in 1928. A.H. Hill donated the land and some citizens gave $100.00 while others donated their labor. The cost of the building was $5800.00. This building housed the elementary grades 1-8 and a two year high school. The first principal of the high school was Sam Hopson, followed by John Ivey, Earl Carr and James Roy. The high school was closed for four years and started again in the fall of 1938 with James R. Roy as the principal.**

 **The stone building that is on campus was built in 1940-41. The stone came from the Thea Hamilton and John Weaver farms. The labor was done by the NYA (National Youth Association) under adult supervision. The Gymnasium was built in 1952. The 7th and 8th building was completed in 1974 and the 5th and 6th grade in 1978. The computer room was built in 1983 and the library and cafeteria was built in 1988.**

 **Mr. James R. Roy served as the principal from 1938-1966. Mr. Tommy Beatty was the principal from 1967-68. He was followed by Mr. James R. Roy in 1969 and Mr. C. Eddie Shoffner in 1970-71. 1971-1975 Mr. William T. Myers was principal followed by Mr. H.B. Byrant in 1975-76. 1976-1984 Mr. Beagle Hopper was principal and in 1984 Dr. Roy K. Norris served until January of 1985. In January, 1985 Mr. Troy R. Poore was principal for the remainder of the year. Mrs. Phyllis Hazelwood was principal from 1985 until April of 1988. In April of 1988 Mr. David T. Redmond completed the year. Mr. H.B. Bryant served from 1988-1990. Mr. Daniel L. Redmond was principal from 1990-95. Mr. Marty A. Cosby served as principal from 1995 to 2015. Mr. Travis Bailey served from 2015-2019. Dr. Travis Sutton has served as Forge Ridge principal since 2019.**

**Campus Map**

 **B O**



 **F C A**

 **E D M**

 **Q G K L J P**

 **H I**

Parking  **N**

 **Loading/Unloading students**

**WELCOME to Forge Ridge School**

 Entrance

**Legend**

**A Kindergarten J Computer Room**

**B 1st – 2nd Grade K Kitchen**

**C Nurse/Speech L Dining Room**

**D Storage M Principal’s Office**

**E Maintenance N Dragon Pantry/Alpha Pre-K**

**F 7th & 8th/Intervention O Playground**

**G Gym P Library**

**H 5th – 6th Grade Q Greenhouse**

**I 3rd – 4th Grade**

**ALL VISITORS MUST REPORT TO THE PRINCIPAL’S OFFICE UPON ARRIVAL. NO EXCEPTIONS!**

**Forge Ridge School campus has a Safety Resource Officer/ Claiborne County Deputy available at ALL times during school hours** 

Rev 6/2018

**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 plagiarizethe 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 andabide 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.

Rev 6/2018

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.

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| **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:**06/13/13** |

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 than 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 ethnic values.

e. Endanger health or safety.

6. 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

g. Sleep attire

11. The wearing of hats, caps, bandanas, or sunglasses is not allowed at school. Medical exceptions will be considered by the administration.

12. Non-jewelry chains that could be used to injure others, such as wallet chains, cannot be worn or carried at school.

13. Athletes are to leave their team bags with equipment with a coach or teacher upon arriving at school.

14. Shop and lab rules will be adhered to in the school setting.

15. 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.

16. The school administration reserves the right to disapprove any items not addressed in this policy but considered disruptive to the school.

17. Decisions to disapprove items will be based on the goal of providing a safe and disruptive free environment for the education of all students.

18. Principals will have the authority to suspend or waive restrictions of this policy for events such as but not limited to school sponsored activities.

19. Violation of the dress code will result in the following actions at the Principal’s or Vice Principal’s discretion:

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.

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Legal References Cross References

1. TCA 49-6-4009; TCA 49-6-4215(a)(1) ; TCA

49-1-302(j) Discipline Procedures 6.313 Suspension/Expulsion/Remand 6.316

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| Monitoring:**Review: Annually, in December** | Descriptor Term:**Grading System** | Descriptor Code:**4.600** | Issued Date: |
| Rescinds:  | Issued:  |

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 SCHOLARSHIPS**3

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

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Legal References | Cross References |
| 1. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; Public Acts of 2022, Chapter No. 1080
2. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3. TCA 49-4-904, 907
4. TCA 49-4-932(f)
 | Alternative Credit Options 4.209Credit Recovery 4.210Reporting Student Progress 4.601Honor Roll, Awards, & Class Ranking 4.602Promotion and Retention 4.603Transcript Alterations 4.608 |

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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*

“6.709” *Fees and fines*

* 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.
	1. Instructor or administrator must report incident to law enforcement and file report.
	2. 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.
	1. Physically hunt device in all known locations where user has been.
	2. Instructor or administrator must immediately report incident to School SRO officer and Technology Supervisor and provide a copy of the situation.
	3. Assessment and determination of situation will be made.
	4. Request for cost of replacement will be made to the user.
	5. User will be provided an alternate means by which work can be completed.
3. If Damaged
	1. 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.
	2. Instructor or administrator must report incident to School SRO officer and Technology Supervisor and provide a copy of the damage assessment.
	3. Assessment and determination of situation will be made.
	4. 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**

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

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| Legal References |  |
| 1. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(D)
2. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 3113(b)(3)(B)
3. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(A)
4. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(C)
 |  |

*The link to Claiborne County’s Family Engagement Policy:* <http://web.claibornecountyschools.com/parentinv/tennessee-education-standards-review-social-studies/>

Claiborne County

# 2023 –2024 Assessment Calendar

|  |  |  |
| --- | --- | --- |
| **Assessment Name** | **Administration** | **Administration Window** |
| TCAP end-of-course (EOC) | fall block | Nov. 27 – Dec. 14, 2023 |
| spring block/traditional | April 15 – May 3, 2024 |
| TCAP ACH grades 2-5 | spring | April 15 – 30, 2024 (paper-based) |
| TCAP ACH grades 6-8 | spring | April 15 – May 3, 2024 (computer-based) |
| TCAP-Alt grade 2 ELA/Math and 3-11 science/social studies) | spring | March 11 – April 26, 2024 |
| TCAP-Alt ELA/Math(MSAA) | fall | Sept. 11 – Dec. 22, 2023 |
| TCAP-Alt ELA/Math(MSAA) | spring | Feb. 5 – May 17, 2024 |
| ACT | fall | **Fall Testing ( Senior Retake)**Online: Oct. 3-5 & 10-12, 2023 |
| ACT | spring | **Spring 2023 (All Juniors)**Online: March 12-15, & 18-22, 2024 |
| ASVAB (Juniors) |  fall | CGHS - September TBDCHS - September TBD |
| NAEP (Field Test) | winter/spring | Nov. 6-17, 2023 |
| NAEP |  spring | Jan. 29 – March 8, 2024 |
| WIDA ACCESS for ELs | spring | Feb. 5 – March 29, 2024 |
|  **District Assessments** |  |  |
| AimsWeb Plus |  fall/winter/spring | Aug. 14- Sept. 15, 2023 Dec. 4 - Jan. 30, 2024 April 15 – May 17, 2024 |
| Study Island |  Fall/winter/spring |  Aug. 14- Sept. 15, 2023 Nov. 27 – Dec. 15, 2023 March 6 – March 22, 2024 |
|  |  |  |

All dates are approved by TDOE

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| **Claiborne County Board of Education** |
| Monitoring:**Review: Annually, in December** | Descriptor Term:**Student Equal Access (Limited Public Forum)** | Descriptor Code:**4.802** | Issued Date:**10/13/16** |
| Rescinds:**4.802** | Issued:**01/11/07** |

# STUDENT MEETINGS

1. Schools may allow students to form clubs or groups that meet before, during, and/or after the school day.
2. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of
3. proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have
4. the same abilities to access facilities and advertise their meetings.1,2,3,5
5. No funds shall be expended by the school for any such meeting beyond the incidental costs associated
6. with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee
7. for compensating school personnel in the supervision of the activity.
8. No student may be compelled to attend or participate in a meeting under this policy.
9. A student or a group of students who wish to conduct a meeting under this policy must file an application
10. with the principal at least three days prior to the proposed date.
11. The principal shall approve the meeting if he/she determines that:
12. 1. The meeting is voluntary and student-initiated;
13. 2. There is no sponsorship of the meeting or its content by the school, the board, or its employees;
14. 3. The meeting will not materially and substantially interfere with the orderly conduct of the
15. school’s educational activities or conflict with other previously scheduled meetings;
16. 4. Employees of the district are to be present in a non-participatory monitoring capacity; however,
17. no employee shall be required to attend in this capacity if the content of the meeting is contrary
18. to the beliefs of the employee; and
19. 5. Non-school persons will not direct, control or regularly attend.
20. Subject to the act's provisions, a student shall be permitted to voluntarily:
21. 1. Pray in a public school, vocally or silently, alone or with other students to the same extent and
22. under the same circumstances as a student is permitted to vocally or silently reflect, meditate, or
23. speak on non-religious matters alone or with other students in such public school;

25

1. 2. Express religious viewpoints in a public school to the same extent and under the same
2. circumstances as a student is permitted to express viewpoints on non-religious topics or subjects
3. in such school;

Version Date: November 7, 2018

**Student Equal Access (Limited Public Forum) 4.802**

* 1. 3. Speak to and attempt to share religious viewpoints with other students in a public school to the
	2. same extent and under the same circumstances as a student is permitted to speak to and attempt
	3. to share non-religious viewpoints with other students; and
1. 4. Possess or distribute religious literature in a public school, subject to reasonable time, place, and
2. manner restrictions to the same extent and under the same circumstances as a student is permitted
3. to possess or distribute literature on non-religious topics or subjects in such school.

# SCHOOL SPONSORED EVENTS4

1. If the board or a school principal authorizes an event at which a student is to speak, a limited public
2. forum shall be established for such student speakers. The appropriate administrators shall ensure that:
3. 1. The forum is provided in a manner that does not discriminate against a student’s voluntary
4. expression of a religious viewpoint, if any, on an otherwise permissible subject;

14 2. There is an appropriate method of selecting student speakers which is based on neutral criteria;

1. 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent
2. or promotes illegal drug use.
3. To the extent possible and practical, prior to events in which students will speak, notice shall be provided
4. orally and/or in writing that the student’s speech does not reflect the endorsement, sponsorship, position,
5. or expression of the board and its employees.
6. Beginning with the 2015-2016 school year, notice of this policy shall be provided in student
7. handbooks and staff handbooks.

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| Legal References | Cross References |
| 1. 20 USCS § 40712. *Bd. Of Educ. v. Mergens ex rel. Mergens,* 496 U.S. 226 (1990)3. TCA 49-6-29044. TCA 49-6-18035. TCA 49-6-1805 | Recognition of Religious Beliefs 4.803 Prayer and Period of Silence 4.805 |

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| **Claiborne County Board of Education** |
| Monitoring:**Review: Annually, in March** | Descriptor Term:**Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation** | Descriptor Code:**6.304** | Issued Date:**09/08/22** |
| Rescinds:**6.304** | Issued:**06/09/16** |

1. In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve
2. high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation,
3. hazing, or any other victimization of students, based on any actual or perceived traits or characteristics,
4. are prohibited.1
5. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).2 This
6. policy shall cover employees, employees' behaviors, students, and students' behaviors while on school
7. property, at any school-sponsored activity, on school-provided equipment or transportation, or at any
8. official school bus stop. If the act takes place off of school property or outside of a school-sponsored
9. activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of
10. creating a hostile educational environment or otherwise creating a substantial disruption to the education
11. environment or learning process.
12. The principal/designee is responsible for educating and training respective staff and students as to the
13. definition and recognition of discrimination/harassment.3
14. The Director of Schools shall develop forms and procedures to ensure compliance with the
15. requirements of this policy and state law.

# DEFINITIONS4

1. “Bullying/Intimidation/Harassment” is an act that substantially interferes with a student’s educational
2. benefits, opportunities, or performance, and the act has the effect of:
3. 1. Physically harming a student or damaging a student’s property;

20

1. 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to
2. the student’s property;

23

24 3. Causing emotional distress to a student; or

25

1. 4. Creating a hostile educational environment.
2. Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class
3. (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and
4. creates a hostile environment.

Version Date: September 13, 2022

1. “Cyber-bullying” is a form of bullying undertaken through the use of electronic devices. Electronic
2. devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication
3. devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake
4. profiles.
5. “Hazing” is an intentional or reckless act by a student or group of students that is directed against any
6. other student(s) that endangers the mental or physical health or safety of the student(s) or that induces
7. or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees
8. of the school district shall not encourage, permit, condone, or tolerate hazing activities.
9. Hazing does not include customary athletic events or similar contests or competitions and is limited to
10. those actions taken and situations created in connection with initiation into or affiliation with any
11. organization.5

# COMPLAINTS AND INVESTIGATIONS

1. Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
2. promptly report such information to the principal/designee.6
3. While reports may be made anonymously, an individual's need for confidentiality shall be balanced with
4. obligations to cooperate with police investigations or legal proceedings, to provide due process to the
5. accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The
6. identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a
7. need to know.
8. The principal/designee at each school shall be responsible for investigating and resolving complaints.
9. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48)
10. hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the
11. principal/designee shall provide the Director of Schools with appropriate documentation detailing the
12. reasons why the investigation was not initiated within the required timeframe.7 The principal/designee
13. shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination,
14. harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information
15. on district counseling and support services. Students involved in an act of discrimination, harassment,
16. intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the
17. principal/designee when deemed necessary.8
18. The principal/designee is responsible for determining whether an alleged act constitutes a violation of
19. this policy, and such act shall be held to violate this policy when it meets one of the following conditions:
20. 1. It places the student in reasonable fear or harm for the student’s person or property;

33

34 2. It has a substantially detrimental effect on the student’s physical or mental health;

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36 3. It has the effect of substantially interfering with the student’s academic performance; or

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1. 4. It has the effect of substantially interfering with the student’s ability to participate in or benefit
2. from the services, activities, or privileges provided by a school.
	1. Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and
	2. complete investigation of each alleged incident. All investigations shall be completed and appropriate
	3. intervention taken within twenty (20) calendar days from the receipt of the initial report.7 If the
	4. investigation is not complete or intervention has not taken place within twenty (20) calendar days, the
	5. principal/designee shall provide the Director of Schools with appropriate documentation detailing the
	6. reasons why the investigation has not been completed or the appropriate intervention has not taken
	7. place.7 Within the parameters of the federal Family Educational Rights and Privacy Act,9 a written report
	8. on the investigation will be delivered to all involved parties and the Director of Schools.

# RESPONSE AND PREVENTION10

* 1. The principal/designee shall consider the nature and circumstances of the incident, the age of the
	2. individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as
	3. appropriate, to properly respond to each situation.
	4. A substantiated charge against an employee shall result in disciplinary action up to and including
	5. termination. The employee may appeal this decision by contacting the Federal Rights Coordinator.
	6. A substantiated charge against a student may result in corrective or disciplinary action up to and
	7. including suspension. The student may appeal this decision in accordance with disciplinary policies and
	8. procedures.

# REPORTS

* 1. When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of
	2. physical harm to a student or a student's property, the principal/designee of each middle school, junior
	3. high school, or high school shall report the findings and any disciplinary actions taken to the Director of
	4. Schools and the Chair of the Board.11
	5. By July 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying
	6. cases brought to the attention of school officials during the prior academic year. The report shall also
	7. indicate how the cases were resolved and/or the reasons they are still pending. This report shall be
	8. presented to the Board at its regular July meeting, and it shall be submitted to the state department of
	9. education by August 1st.12

# RETALIATION AND FALSE ACCUSATIONS

* 1. Retaliation against any person who reports or assists in any investigation of an act alleged in this policy
	2. is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation
	3. shall be determined by the principal/designee after consideration of the nature, severity, and
	4. circumstances of the act.13
	5. False accusations accusing another person of having committed an act prohibited under this policy are
	6. prohibited. The consequences and appropriate remedial action for a person found to have falsely
	7. accused another may range from positive behavioral interventions up to and including expulsion.14

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| Legal References | Cross References |
| 1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 16862. TCA 49-6-4503(b)(11)3. TCA 49-6-4503(b)(12)4. TCA 49-6-4503(b)(2), (13)5. TCA 49-2-1206. TCA 49-6-4503(b)(5)7. TCA 49-6-4503(b)(6)8. TCA 49-6-4503(b)(14)9. 20 USCA § 1232g10. TCA 49-6-4503(b)(4), (7)-(8)11. TCA 49-6-4503(d)(3)12. TCA 49-6-4503(c)(2)(B)13. TCA 49-6-4503(b)(9)14. TCA 49-6-4503(b)(10) | Section 504 and ADA Grievance Procedures 1.802 Staff-Student Relations 5.610Student Goals 6.100Title IX & Sexual Harassment 6.3041 Code of Conduct 6.300Student Concerns 6.305 Reporting Child Abuse 6.409Emergency Contact Information 6.410 Student Suicide Prevention 6.415 |

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| **Claiborne Board of Education** |
| Monitoring:**Review: Annually, in March** | Descriptor Term:**Student Concerns** | Descriptor Code:**6.305** | Issued Date:**07/23/20** |
| Rescinds:**6.305** | Issued:**01/11/07** |

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/designee. To appeal, students shall 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 shall be decided confidentially and promptly, preferably

within three (3) school days.

However, if the principal does not make a decision within three (3) school days, students or

parent(s)/guardian(s) 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 shall be made within two (2) school days and communicated to the school

principal and student by telephone. A written copy of the decision also shall be sent to the student and

the principal.

Cross References

Appeals To & Appearances Before the Board 1.404 Instructional Program 4.100

Student Discrimination, Harassment, Bullying, Cyber- bullying, and Intimidation 6.304

Title IX & Sexual Harassment 6.3041

Version Date: August 4, 2020

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| **Claiborne County Board of Education** |
| Monitoring:**Review: Annually, in May** | Descriptor Term:**Student Records Annual Notification of Rights** | Descriptor Code:**6.601** | Issued Date:**01/11/07** |
| Rescinds: | Issued: |

1. Within the first three weeks of each school year, the school system will notify parent(s) of students and
2. eligible students\* of each student's privacy rights.1 For students enrolling after the above period, this
3. information will be given to the student’s parent(s) or the eligible student at the time of enrollment.2
4. The notice will include the right of the student’s parent(s) or the eligible student to:
5. 1. Inspect and review the student’s education records;
6. 2 Seek correction of items in the record which are believed to be inaccurate, misleading or in
7. violation of the student’s rights, including the right to a hearing upon request;
8. 3. File a complaint with the appropriate state or federal officials when the school system violates
9. laws and regulations relative to student records;
10. 4. Obtain a copy of this policy and a copy of such educational records;
11. 5. Exercise control over other people’s access to the records, except when prior written consent is
12. given, or under circumstances as provided by law or regulations, or where the school system
13. has designated certain information as “directory information.” Parent(s) of students or eligible
14. students have two weeks after notification to advise the school system in writing of items they
15. designate not to be used as directory information. The records custodian will mark the
16. appropriate student records for which directory information is to be limited, and this
17. designation will remain in effect until it is modified by the written direction of the student’s
18. parent(s) or the eligible student.
19. DIRECTORY INFORMATION
20. “Directory information" means information contained in an education record of a student which would
21. not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not
22. limited to the student's name, address, telephone listing, electronic mail address, photograph, date and
23. place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g.,
24. undergraduate or graduate; full-time or part-time), participation in officially recognized activities and
25. sports, weight and height of members of athletic teams, degrees, honors and awards received, and the
26. most recent educational agency or institution attended.3
27. Student directory information for 11th and 12th graders shall be made available upon request to
28. persons or groups which make students aware of occupational and educational options, including
29. official recruiting representatives of the military forces of the State and the United States.4
30. \*The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary
31. school, at which time all of the above rights become the student’s rights.5

Legal References:

* 1. 34 CFR § 99.4
	2. 34 CFR § 99.7; TCA 10-7-504
	3. 34 CFR § 99.3
	4. TCA 49-6-406; 10 U.S.C.§503(c)
	5. 34 CFR § 99.5

Version Date: November 7, 2018

* [The Internet, Technology, and Network Acceptable Use Policy be included in the student handbook. Please find the policy here](https://drive.google.com/file/d/14XZ_jtR0XYEIOmG530JMBUgvwp35qG8V/view?usp=sharing)
* [Include the Claiborne County Schools Media Release Form. Please find it here](https://docs.google.com/document/d/1AzX-BD_fJqkDbf26vuO8c6Yoi7C2cKmbSRr82i0YRSY/edit?usp=sharing)
* [Include the Responsible Use policy/procedure, student, and education, Please find it here.](https://drive.google.com/file/d/1Rlx-7wMHN6Yy2yA9cRvGmEIQNJdH--iW/view?usp=sharing)
* [English Learners Policy](https://docs.google.com/document/d/1os7L_ipSIVvy7Rguh-c62W3NJroAFhMWZsO4L6-YJws/edit?usp=sharing)