

Welcome to Defeated Elementary School. Please read and discuss this handbook with your child/children. Our goal is to familiarize you with the policies of both our school and the Smith County School Board in hopes of avoiding possible misunderstandings. We look forward to a safe and successful school year.

### **Message from Principal**

“At School, Everyone’s Job is to Learn”

On behalf of the entire staff, it is my pleasure to welcome you and your child to Defeated Elementary School. It is an honor for your child’s educational journey to begin with us. I encourage you to stay in close contact with the school because we believe that education is a joint effort in school and family. Communication is the key to building a positive relationship with everyone involved in your child’s education. Your continuing involvement and support cannot be emphasized enough.

I am so proud of the professional and loving staff you will find at DES. Your children are our #1 priority as we work as a team to maintain a positive learning environment with high expectations. I consider it a great blessing to come to Defeated Elementary every single day and feel confident that I have the BEST job in the world!

Again, I extend a warm welcome to you. It is a pleasure for me to be your child’s principal. Please be aware of my “open door policy”, and understand that I am more than willing to help in any way that I can.

Best Wishes,  
**Meranda Cook**, Principal

### **Mission Statement**

The mission of Defeated Elementary School is to provide a safe, wholesome, and caring environment that will create a foundation for lifelong learning in which every student can reach their highest academic achievement and character development.

### **Beliefs**

- The first priority of Defeated Elementary School is a quality education for every student.
- Students and personnel should be provided a safe, productive, and healthy learning environment.
- Students learn differently, and teaching methodology should address each of these learning styles utilizing research based strategies, created by a rigorous and relevant curriculum.
- High expectations for all school personnel and students result in the best atmosphere for quality academic achievement.
- Education is the joint responsibility of school, home, and the community.
- Decision making to form local policy is a collaborative process involving administration, teachers and parents.

### **Vision of DES**

The vision of Defeated Elementary School, in conjunction with the parents and the community, is to provide students with the education they need to be successful in whatever they choose to pursue in life.

**Motto:**  
**Devoted to making**  
**Every child a**  
**Success**

## Defeated Elementary Procedures and Policies

### School Hours

School is in session from 8:00 a.m. to 3:00 p.m. daily.

### Arrival and Leaving School and Visitors

All visitors must check in with the office before proceeding into the building. To provide the safest environment possible, all doors will remain locked and monitored by the security camera from 8:00 until 3:00. You will need to push the intercom button located on the wall beside the front door, and the door will be unlocked from the office. Also, the school is monitored by twenty-four hour video surveillance.

All students arriving before 8:00 a.m. are to go directly to the gym. Students are not allowed in any other part of the building without permission of a teacher or staff member. When dropping off students, let them out as quickly as possible to prevent traffic backup. If you need to come into the building, please park out of the drop off lane. Doors will open at 7:05 am.

Students arriving after 8:00 a.m. are to go to the office for a tardy slip. If the student is given an unexcused tardy, the student is not allowed to make up missed classwork.

Please wait in your car in the pick-up line in the front of the building. We will walk them to your car. If a child needs help buckling, please pull up out of the line. Do not block the driveway by leaving an unattended vehicle in the drop off lane. When picking up your child on or after 3:00 p.m., enter the school parking lot through the north end driveway.

### Absences

***A student must be at school for the majority of the school day to be counted present. The student must arrive before 11:15 a.m. or check out after 11:16 a.m. to be counted present.*** Students must be present for 3 hrs and 16 minutes.

The Smith County School Board and the State of Tennessee believe that regular attendance in school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Students are expected to arrive at school promptly each day. Once a student arrives at school, he/she is expected to remain and attend class throughout the day.

**When a child must be absent from school, a written parent/guardian note is required upon returning to school. ALL notes must be submitted to the office within five school days of returning to school. They WILL NOT be accepted afterwards.** Parent notes will excuse five absences for the entire school year. After five absences, all personal illness absences will require a doctor's statement in order to be considered excused. The director of schools/designee shall develop appropriate administrative procedures to implement the Progressive Truancy Intervention Plan for attendance. Students with three (3) unexcused absences shall be subject to the progressive truancy intervention framework. Please refer to board policy 6.200 for details.

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

1. Personal illness ( A doctor's statement will be required after the fifth day of personal illness.)
2. Illness of immediate family
3. Death in family- Please send a note (if death is non-relative, day of funeral only)
4. Religious observances
5. Subpoenaed court appearance
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control

When a student's absence is created by a doctor's appointment, court appearance, etc., the excuse will apply only to the reasonable amount of time involved including time for travel. **For example, a student having an appointment at 2:00 P.M. would not be excused for the entire school day.**

Arrangements for make-up work (excused only) must be made by the student immediately upon the student's return to school. All make-up work will be completed within 3 days of the student's return to school. If a student fails to complete the make-up work in the time required, a zero will be earned for the make-up work. The above arrangements will be made so that class time is not taken from other students. **TEACHERS HAVE THE RIGHT TO REQUIRE THAT DAILY WORK MISSED WHILE ABSENT BE COMPLETED AT SCHOOL.**

A student will not be allowed to make-up their work for unexcused absences and a grade of zero will be given for assignments on the day of the absence. Suspended days are unexcused absences and no make-up work will be given. Any administrative decision regarding attendance may be appealed initially to the director of schools and ultimately to the Board. An appeal shall be made in writing to the director of schools within five (5) days following the action or the report of action whichever is later.

### **Tardies and Early Check-outs**

Any student not in their classroom at the 8:00 a.m. bell, will be sent to the office for a tardy slip. To be excused, students must provide a doctor's note or provide circumstances in which the student has no control per principal discretion. Any student leaving before dismissal at 3:00 p.m. must provide the office with a doctor's statement the following day to be excused. (principal discretion) After receiving a total of 4 unexcused tardies or early checkouts, the student will receive detention. Further continuing problems will result in other disciplinary actions.

### **Inclement Weather**

When inclement weather is to the extent to warrant school closing, the public media will be notified so an announcement can be made. When school is **not** in session due to snow or inclement weather, all scheduled elementary athletic events in which students are involved will be postponed or canceled. Out-of-county tournaments and other activities will be at the discretion of the principal.

When school opens late, breakfast will be served. Breakfast will **not** be served if school is delayed 2 hours. When school opens late, the Bus Duty teacher will still need to report at their regular scheduled time.

### **Breakfast and Lunch**

Breakfast is offered to all students beginning at 7:10 a.m. and ending at 7:50 a.m. Students planning to eat breakfast need to be here by 7:40. Breakfast is free for ALL students!

All students that qualify for free or reduced meals are encouraged to participate. Our school has approximately 64 percent of its students receiving this federal assistance. Because of this, the school receives financial aid in the areas of Title 1, food service, and other instructional programs. Also, area daycares receive financial assistance based on our percentage of free and reduced participation. Students are in no way identified as free or reduced because the meal program is all computerized. We strongly encourage those students that are eligible for free or reduced meals to enroll so these programs can continue.

All students are encouraged to eat lunch at school, but students may bring their lunch. The school cannot provide a place to keep lunches brought from home cold or heated. Federal regulations do not allow students to buy drinks or food from the vending machines during the lunch period. You may pay for lunch as far in advance as you like. Enclose the money for lunch in an envelope. Label your child's name and the total amount enclosed. The school prefers to collect meal money on Friday for the coming week, but any day is allowable. School board policy does not permit the school to allow students to charge meals. We can permit a three-day grace period. After this, the school is permitted by the school board to refuse to serve those students.

Student full pay lunch - \$2.25

Student reduced lunch - \$0.40

Breakfast full pay for students - free

Student reduced breakfast - Extra milk - \$0.50

### **Cafeteria Rules**

All school rules apply in the cafeteria.

### **Snacks**

The school provides vending machines for students to use. Vending will offer nutritious foods for students. Students may use the machines at the discretion of the individual teacher and principal. The use of the vending machines is a privilege and may be suspended at any time. Carbonated beverages are prohibited. **Denying a student use of the vending machines or snack time may be used as a method of discipline.**

### **Safety Drills**

Tornado, Fire, Lock Down Drills are done monthly.

### **Use of School Telephone**

The school provides a telephone in the office for use in case of an emergency. Students are to have permission before using the telephone. Any unauthorized use of the phone will be subject to disciplinary action. If you need to get a message to your child, leave a message with office staff. Children need to make arrangements before arriving at school when at all possible.

### **Gifts Sent to School**

If your child receives gifts sent to school, they will remain in the office until office staff delivers it to their classroom. Helium balloons and glass vases are not prohibited on the buses.

### **Parent Teacher Conferences**

Two conferences are scheduled with the students' teacher(s) during the school year. The conferences are scheduled for **Thursday, October 10 and Thursday, October 24**. We encourage you to request a conference with your child's teacher if one is needed at other times during the school year. It is very important that you know what is going on with your child at school.

### **Residency Requirements**

Smith County has a closed policy on out-of-county students. Students who reside in Smith County may attend any school within the county. It is recommended that each child attend school in their home area; however, at the beginning of each school year, parents may enroll their children in the school of their choice. Once a student has enrolled, transfers to other county schools will be permitted only under the following conditions: 1) the student's parents/legal guardian move to a new school area; 2) a student begins school outside his/her home school area at the beginning of the school year and then decides to transfer back to his/her home school. However, the student would not be able to transfer again from this school unless the parent/legal guardian moves into another school area; 3) if there is a school-related problem that prompts the transfer, the problem must be resolved before a transfer can occur; and 4) the parent may request, in writing, to be placed on the Board agenda, then appear, with the student, before the Board and describe a valid reason for their request to change schools.

### **Dress Code Policy 6.310**

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension. School clothing and individual grooming must not distract from the learning environment or jeopardize health or safety of others. Students who do not comply with the dress code will be subject to disciplinary action.

- All apparel or accessories worn to school may not display or advertise the following: Gang affiliation or gang sign, Sexual themes, Tobacco products, Ethnic groups or signs, Profanity, Racist overtures, Alcoholic products, other suggestive or offensive sayings or graphics, Drugs or drug paraphernalia
- Apparel considered too revealing will not be permitted. Clothing may not reveal cleavage or midriff. "See through" clothing is allowed if appropriate clothing is worn underneath.
- Undergarments must not be visible.
- Clothes worn with holes above the knee area are not permitted unless patched.
- All pants must be size appropriate at waistline and inseam. In addition, graphics or words on the seat are prohibited.
- Extreme hairstyles, which draw undue attention, are prohibited. All hair must be of natural color.
- All makeup must be of natural color and moderately applied
- Only ear piercings with appropriate jewelry is acceptable.
- Students may not wear metal spiked apparel or similar accessories
- No chains or dog collars to be worn or carried to school
- Sunglasses, hats, or pajamas are not to be worn except with special permission from the principal.
- No visible tattoos
- Students may not wear metal spiked apparel or similar accessories

- No drawings with markers or pens on your arms or hands
- Shorts and skirts must come to the tips of your fingers when arms are straight to your side for grades K-4.
- Shorts and skirts must come to the top of the knee area for grades 5-8.
- Sleeveless shirts must be near 2 inches wide for grades 5-8.
- Leggings are permissible with the appropriate mid-thigh length dress, top, or skirt.

#### **DISCIPLINARY PROCEDURES for Dress Code Violation**

- **First Offense:** Verbal reprimand with chance to correct and/or administrative remedy
- **Second Offense:** One (1) day in-school suspension
- **Third Offense:** Three (3) days in-school suspension
- **Fourth Offense:** Suspended three (3) days

#### **Medicines**

##### Prescription Medication:

A permission form is required (obtainable from the principal) from the parent giving the teacher permission to assist the child when taking the prescribed drug. The medicine is to be in the original prescription bottle with the directions on the label as prescribed by the doctor.

##### Over the Counter Medication:

School personnel will not administer over-the-counter medications unless requested specifically by the parent or legal guardian. A signed statement from the parent detailing the dosage to be administered, the time(s) for administration and the ailment for which the medication is being dispensed must accompany the request. A permission form for over the counter medication is available from the principal.

**ALL medication (new, unopened bottle) must be brought in by the parent.**

#### **Student Health Screening**

As required by the Tennessee Department of Education, mandated student Health Screening will be conducted in all Smith County Schools annually. Mass data does not include any identifying information. All information is private and confidential. This data analysis is reported to the Tennessee Department of Education and the Tennessee Department of Health.

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

The Screenings that will be conducted are as follows:

- Vision – Grades Pre-K, K, 2, 4, 6, and 8.
- Hearing – Grades Pre-K, K, 2, 4, 6, and 8.
- Scoliosis – Grade 6 only (optional screening)
- Dental – (optional screening)
- Blood Pressure – Grades K, 2, 4, 6, 8, and High School Wellness Course
- Height and Weight – Grades K, 2, 4, 6, 8, and High School Wellness Course
- Pacer Test, timed event – Grades 4, 6, 8, and High School Wellness Course

Other students that could be screened are those new to the school system and those suspected of having a vision and/or hearing problem by their teacher.

These screenings do not qualify as an examination and parents are encouraged to make sure their child has annual medical checkups as well as bi-annual dental checkups.

**Epi – Pens** –If your child has been prescribed an emergency epinephrine injection for severe allergic reactions, continue to provide their medication to the school. The dose is specific for your child and it is important that they have their own medication available.

**Meningococcal disease** is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the covering of the brain and spinal cord. Meningococcal infections can be treated with drugs such as penicillin. Still, many people who get the disease die from it, and many others are affected for

life. This is why preventing the disease through use of meningococcal vaccine is important and is recommended for teen, pre-teens and high risk students. Your doctor or school nurse can give you more vaccine information if you are considering the vaccine.

If you have any questions regarding this information, or if you wish for your child to be excluded from any part of the health screenings, please contact the School Nurse and/or Coordinated School Health Nurse at (615) 735-9625 or (615) 735-2083.

### **Pediculosis (head lice)**

When head lice are discovered at school the parents of the child will be notified immediately. If the parents cannot be reached, the student will be placed in an area that would minimize exposure to other students.

Steps for reentry:

1. Evidence of treatment is required from the parent. This may be a box top from the shampoo, Health Department or doctor's verification.
2. The principal or her designee will inspect the student. If any lice or nits are found the student is **not** allowed to return.

### **Educational Field Trips**

Field trips are at the teacher's discretion. School rules will apply for all field trips.

### **Fundraising**

Fundraisers vary from year to year. They may include school, St. Jude, American Heart Association, etc.

### **Lost and Found**

There is a Lost and Found. School is not responsible for any lost or stolen items. It is not recommended that a student have valuables/extra money(beside snack money) at school.

Students are prohibited from buying, selling, or trading valuables or personal belongings at school.

### **Gum**

Chewing gum on school premises is prohibited.

### **Playground Rules**

#### Swings

- No jumping out of swings
- No standing up in swings
- Students are not allowed to push other children in a swing
- Students must sit while swinging
- Only one student per swing
- Students must swing front to back, not left to right

#### Monkey Bars

- K-3 students are not allowed to hang upside down on the monkey bars
- Students must not grab other children's feet or hands while on the monkey bars
- No walking on the monkey bars

#### Slide

- No walking up the slide
- Students must slide down in a sitting position
- Students may only slide down one at a time

No running on the pavement, except for playing basketball.

### Physical Education

Physical education is provided. On days students have physical education, rubber sole shoes, ie tennis shoes or crocs, are required.

### Grading System and Final Test Exemption Policy

The Smith County School System's grading policy is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Daily grades count two thirds and test grades count one third.

### Principal's List, Honor Roll and Perfect Attendance

- Principal's List students consist of those students who have all A's for the grading period for 3rd grade and up.
- Honor roll students will be determined by having an overall average of 90-100 for any one nine week period.
- Perfect attendance is granted to those students who have no absences. Students who are tardy still qualify for perfect attendance.
- End-of-the-year Principal's Award and Honor Roll will be based on the first three grading terms for 3rd grade and up. Students who meet these standards, and who do not request otherwise, will have their names submitted to the principal for release to the news media.

### Valedictorian and Salutatorian

Valedictorian will be defined as the student with the total highest academic average. Salutatorian will be defined as the student with the second highest academic average. Averages will be determined with the following guidelines:

1. The student must have a minimum of 24 academic grades. Non-academic grades are music, art, PE, band, etc.
2. Class averages earned from 3rd through 8<sup>th</sup> grade are considered
3. Eighth grade's scores will be taken from the first semester only
4. Grades of "S", "E", etc. will not be considered for Valedictorian or Salutatorian
5. Must be enrolled for seven semesters.
6. If a grade has been repeated, the first year in that grade will count.
7. Home school grades only count if the student has been in an accredited program and takes TCAP tests.
8. Student's assigned letter grades will be assigned number grades as follows:

<b>A+ = 99</b>	<b>A = 95</b>	<b>A- = 90</b>
<b>B+ = 89</b>	<b>B = 85</b>	<b>B- = 80</b>
<b>C+ = 79</b>	<b>C = 75</b>	<b>C- = 70</b>
<b>D+ = 69</b>	<b>D = 65</b>	<b>D- = 60</b>

### Promotion/Retention

The school will make every attempt to provide an educational opportunity in which each child can make progress. In cases where progress is not evident, the guiding philosophy shall be as follows. Students will be retained only when it is in their best interest as determined by the principal, teacher(s) and parent.

### Permanent Records and Student Information

Parents are allowed to view their child's permanent record upon request. In the event you have information change, please notify the office promptly to allow your child's records to be updated. Ex: address, phone number, custody, etc.

### **NOTICE: CODE OF CONDUCT IS DIVIDED INTO GRADES K-6 AND 7-12** **STUDENT CODE OF CONDUCT: GRADES K-6**

Policy 6.313

Smith County Board of Education

The director of schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code. The

Version Date: June 18, 2014

Discipline Procedures

principal of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination. The Board delegates to the director of schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely, elementary, middle, junior high and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board's Code. A copy of the Code shall be posted at each school and school counselors shall be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the Code. Student offenses are in four categories. Most of these are listed below. Administrators are responsible for discipline and will classify any offense not listed below unless directed by the Board of Education.

CATEGORY I - Offenses to be administered by the school that may result in, reprimand, loss of privilege, detention (where applicable), corporal punishment, time-out, or suspension due to severity of incident.

1. Refusing to do assigned work
2. Tardiness (class or school)
3. Refusing to participate in required school activities (wellness activities, reading instructions, etc.)
4. Minor violations of school or classroom rules
5. Conduct which disrupts the peace or good order of the school or the learning environment (impudence, profanity, disorderly conduct, and disregard for authority, etc.)
6. Inappropriate dress or appearance considered disruptive to the school
7. Unauthorized presence on another school campus
8. Loitering (no student should remain at school beyond last bus departure)
9. Disruptive public display of affection (kissing, hugging, holding hands, etc.) is inappropriate for the school setting and is not acceptable in Smith County Schools. Such behavior will not be tolerated. Therefore, Smith County will enforce a "hands off" policy.
10. Open food or drink in school without permission
11. Unauthorized use of copying machines, computer, phones, printers
12. Truancy

CATEGORY II - Offenses that may result in suspension. Any student suspended will not be allowed to participate in any school function including field trips, athletic practices or contests, etc.

- 1st time Category II Offense - 3 days suspension or in-school suspension (where applicable) or corporal punishment
- 2nd time Category II Offense - 5 days suspension or corporal punishment or in-school Suspension (where applicable)
- 3rd time Category II Offense - 10 days suspension
- 4th time Category II Offense - referral to Student Disciplinary Authority

1. Fighting (both parties, unless one was attacked for no apparent reason)
2. Use of foul or abusive language
3. Disrespect to teacher/staff/peer
4. Harassment (verbal or physical)
5. Assault (verbal or physical)
6. Use or possession of any incendiary device (lighter, matches, etc.)
7. Insubordination (not following the directive from a teacher, administrator, or other school system employee)
8. Leaving school grounds or class without permission, including the lunch period
9. Repeated refusal to do assigned work
10. Chronic disruption
11. Failure to provide correct identity/address
12. Continued dishonesty (copying, cheating, forging signatures, lying)
13. Misuse/destruction of school property
14. Extortion



15. Sexual misconduct
16. Participation in a school disruption
17. Receipt, sale, possession or distribution of stolen property (reported to legal authorities)
18. Trespassing on school property
19. Prescription policy violation
20. Unauthorized possession or use of schools keys
21. Gambling (pitching pennies, dice or other activities)
22. Computer hacking or tampering
23. Stealing (may be reported to police)
24. Conflicts between students or groups of students
25. Bullying, threatening, or intimidating behavior (as defined by Policy 6.304)

CATEGORY III - these offenses are subject to suspension up to a maximum of 20 days.

1. Possession of alcohol (mandatory 20-day suspension)
2. Possession/sale/distribution of drug paraphernalia (including rolling papers)
3. Pulling fire alarm or otherwise causing one to sound when no fire or smoke is visible
4. Indecent exposure
5. Possession or detonation of an incendiary or explosive material (firecracker or greater, as well as, stink/smoke bomb, poppers, etc.)
6. Destruction of school property (full restitution will be expected)
7. Sexual harassment as defined by board policy
8. Inciting a school disruption (stopping normal proceeding in school)
9. Repeated violation of school rules
10. Verbal assault on a school employee
11. Operating a cellular device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy right of another person.  
Irrespective of the discipline procedures set forth below, violations of this paragraph shall be considered a Category III offense pursuant to SCBOE Policy 6.3131 (Discipline Procedures Grades 7-12) with a punishment of a 20 day out-of-school suspension.
12. Being present at school or a school sponsored event under the influence of a controlled substance or any substance prohibited by Board policy
13. Use, possession, sale, and/or distribution of tobacco.

CATEGORY IV - There will be zero tolerance for the following offenses. These offenses will be reported to the superintendent and to law enforcement officials.

1. Bomb threats
2. Malicious arson
3. Possession or distribution of illegal drugs or controlled substance, including marijuana
4. Possession and/or use of weapons (see board policy 6.309)
5. Assault on a school employee
6. Students who possess any non-prescribed intoxicating substance or drug. Such substances include, but are not limited to, Posh, K2, Molly's Plant Food, Bath Salts, Mephedrone, or any type of intoxicating substance. School discipline may include suspension for up to one calendar year.
7. Electronic threats (see board policy 6.309)

#### PROCEDURES FOR VIOLATION OF STUDENT USE OF CELLULAR TELEPHONES AND ELECTRONIC DEVICES

Examples of Electronic Devices but not limited to:

Cell phones, Camera phones, PDAs, iPods, MP3 players, Discman, Beepers, Pagers, Gameboys, etc.

1. First Offense - Confiscate cellular phone and return only to parent, warning issued.
2. Second Offense - Two days after school detention.
3. Third Offense - One day out-of-school suspension and subsequent offenses will result in one day

out-of-school suspensions per offense.

- All confiscated electronic devices must be picked up at the school by the parent
- The Smith County School System is not responsible for lost or stolen devices

#### TENNESSEE LAW CONCERNING SUSPENSION

The administration of Smith County Schools is authorized to carry out disciplinary and related Student Code of Conduct 6.313 procedures necessary for the successful operation of the school under Tennessee Law concerning suspension and disciplinary action. Tennessee law allows principals to suspend students for good and sufficient reason upon satisfaction of due process.

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#### Legal References:

1. Student and Employee Safe Environment Act of 1996 ;  
TCA 49-6-4011, et. al.
2. TCA 49-6-4012 – 4015

### **STUDENT CODE OF CONDUCT: GRADES 7-12**

Policy 6.3131  
Smith County Board of Education

Version Date: June 18, 2014  
Discipline Procedures

The director of schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code. The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination.

The Board delegates to the director of schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely, elementary, middle, junior high and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board's Code. A copy of the Code shall be posted at each school and school counselors shall be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the Code. Student offenses are in four categories. Most of these are listed below. In no way shall this list of violations or consequences be considered all inclusive. Administrators are responsible for discipline and will classify any offense not listed below unless directed by the Board of Education. Tennessee State Law gives the principal, or his/her designee, the authority to discipline students who violate school board policies or school rules. In instances where violations are severe enough to warrant doing so, the principal may choose to bypass one or more of the preliminary steps. Numerous violations of different offenses may be considered cumulative by the principal/designee, and appropriate consequences may be assigned.

CATEGORY I - Offenses to be administered by the school that may result in, reprimand, loss of privilege, detention (where applicable), corporal punishment, time-out, or suspension due to severity of incident.

1. Refusing to do assigned work
2. Tardiness (class or school)
3. Refusing to participate in required school activities (wellness activities, reading instructions, etc.)
4. Minor violations of school or classroom rules
5. Conduct which disrupts the peace or good order of the school or the learning environment (impudence, profanity, disorderly conduct, and disregard for authority, etc.)
6. Inappropriate dress or appearance considered disruptive to the school
7. Unauthorized presence on another school campus
8. Loitering (no student should remain at school beyond last bus departure)
9. Disruptive public display of affection (kissing, hugging, holding hands, etc.) are inappropriate for the school setting and are not acceptable in Smith County Schools. Such behavior will not be tolerated. Therefore, Smith County will enforce a "hands off" policy.
10. Open food or drink in school without permission

11. Unauthorized use of copying machines, computer, phones, printers
12. Truancy

CATEGORY II - Offenses that may result in suspension. Any student suspended will not be allowed to participate in any school function including field trips, athletic practices or contests, etc.

1st time Category II Offense - 3 days suspension or alternative school or corporal punishment

2nd time Category II Offense - 5 days suspension or alternative school

3rd time Category II Offense - 10 days suspension or alternative school

4th time Category II Offense - referral to Student Disciplinary Authority

1. Fighting (both parties, unless one was attacked for no apparent reason)
2. Use of foul or abusive language
3. Disrespect to teacher/staff/peer
4. Harassment (verbal or physical)
5. Assault (verbal or physical)
6. Use or possession of any incendiary device (lighter, matches, etc.)
7. Insubordination (not following the directive from a teacher, administrator, or other school system employee)
8. Leaving school grounds or class without permission, including the lunch period
9. Repeated refusal to do assigned work
10. Chronic disruption
11. Failure to provide correct identity/address
12. Continued dishonesty (copying, cheating, forging signatures, lying)
13. Misuse/destruction of school property
14. Extortion
15. Sexual misconduct
16. Participation in a school disruption
17. Receipt, sale, possession or distribution of stolen property (reported to legal authorities)
18. Trespassing on school property
19. Prescription policy violation
20. Unauthorized possession or use of schools keys
21. Gambling (pitching pennies, dice or other activities)
22. Computer hacking or tampering
23. Stealing (may be reported to police)
24. Conflicts between students or groups of students
25. Bullying, threatening, or intimidating behavior (as defined by Policy 6.304)

CATEGORY III - these offenses are subject to suspension up to a maximum of 20 days.

1. Possession of alcohol (mandatory 20-day suspension)
  2. Possession/sale/distribution of drug paraphernalia (including rolling papers)
  3. Pulling fire alarm or otherwise causing one to sound when no fire or smoke is visible
  4. Indecent exposure
  5. Possession or detonation of an incendiary or explosive material (firecracker or greater, as well as, stink/smoke bomb, poppers, etc.)
  6. Destruction of school property (full restitution will be expected)
  7. Sexual harassment as defined by board policy
  8. Inciting a school disruption (stopping normal proceeding in school)
  9. Repeated violation of school rules
  10. Verbal assault on a school employee
  11. Operating a cellular device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy right of another person.
- Irrespective of the discipline procedures set forth below, violations of this paragraph shall be

considered a Category III offense pursuant to SCBOE Policy 6.3131 (Discipline Procedures Grades 7-12) with a punishment of a 20 day out-of-school suspension.

12. Being present at school or a school sponsored event under the influence of a controlled substance or any substance prohibited by Board policy

13. Use, possession, sale, and/or distribution of tobacco

CATEGORY IV - There will be zero tolerance for the following offenses. These offenses will be reported to the superintendent and to law enforcement officials.

1. Bomb threats

2. Malicious arson

3. Possession or distribution of illegal drugs or controlled substance, including marijuana

4. Possession and/or use of weapons (see board policy 6.309)

5. Assault on a school employee

6. Students who possess any non-prescribed intoxicating substance or drug. Such substances include, but are not limited to, Posh, K2, Molly's Plant Food, Bath Salts, Mephodrone, or any type of intoxicating substance. School discipline may include suspension for up to one calendar year.

7. Electronic threats (see board policy 6.309)

#### PROCEDURES FOR VIOLATION OF STUDENT USE OF CELLULAR TELEPHONES AND ELECTRONIC DEVICES

Examples of Electronic Devices but not limited to:

Cell phones, Camera phones, PDAs, iPods, MP3 players, Discman, Beepers, Pagers, Gameboys, etc.

1. First Offense - Three days in-school suspension.

2. Second Offense - Five days in-school suspension.

3. Third Offense -Ten days placement in the Smith County Alternative School.

4. Fourth Offense - Five days Alternative School and five days out-of-school suspension with a loss of any privilege under this policy for the remainder of the school year.

5. Category III Offense - suspension (mandatory for 20 days).

- All confiscated electronic devices must be picked up at the school by the parent
- The Smith County School System is not responsible for lost or stolen devices

#### TENNESSEE LAW CONCERNING SUSPENSION

The administration of Smith County Schools is authorized to carry out disciplinary and related procedures necessary for the successful operation of the school under Tennessee Law concerning suspension and disciplinary action. Tennessee law allows principals to suspend students for good and sufficient reason upon satisfaction of due process.

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#### Legal References:

1. Student and Employee Safe Environment Act of 1996 ; TCA 49-6-4011, et. al.
2. TCA 49-6-4012 - 4015

#### **Zero Tolerance : Refer to Policy 6.309**

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 shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this suspension on a case-by-case basis. For the purposes of this section, “expelled” means removed from the pupil’s regular school or removed from school attendance altogether, as determined by the school official. Nothing in this section shall be constructed to prohibit the assignment of such students to an alternative school. Zero tolerance acts are as follows:

1. Students who bring or posses a narcotic or stimulant drug, including marijuana, or dangerous weapon onto a school bus, onto school property or any school event or activity.

2. Any student who while on a bus, on school property, or while attending any school event or activity (a) possess a drug or dangerous weapon or; (b) commits battery upon a teacher, principal, administrator or any other employee of a local education agency.

Any student while on a school bus, on school property, or while attending any school event possessing drug paraphernalia, alcoholic beverages, or intoxicated (either by drugs or alcohol) will be subject to suspension up to a maximum of 20 school days.

### **Bus Conduct**

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him shall be followed. The principal of the student transported shall be informed by the bus driver of any serious discipline problems and may be called upon to assist if necessary.

A student may be denied the privilege of riding the bus if the principal determines that his behavior is such as to cause disruption on the bus, or if he disobeys state or local rules and regulation pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note authorized from the parent or the principal of the school that the student attends. Any student wishing to ride a bus other than his designated bus must have written parental permission and the approval of the principal or his designee. Students who transfer from bus to bus while in route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

If you have questions, concerns, or complaints regarding buses, please contact the bus garage at 615-735-2893.

## **STUDENT/EMPLOYEE: DISCRIMINATION/HARASSMENT AND BULLYING/INTIMIDATION/CYBER BULLYING**

### **Refer to Policy 6.304**

#### **Discrimination/Harassment (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 SCBOE has guidelines in place to protect students from discrimination/harassment. Student discrimination/harassment will not be tolerated.

#### **Bullying/Intimidation**

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in *Student Concerns, Complaints and Grievances 6.305*). Smith County Schools also prohibits cyber-bullying, defined as harassment/intimidation through use of Internet social networking sites or other telecommunications technologies such as telephones, cell phones, text messaging and camera phones. Cyber bullying that begins off-campus can be considered school related if it interferes with school activities, causes a disruption at school or interferes with the rights of students. Behavior that facilitates or exacerbates harassment, intimidation, bullying, and/or hazing will not be tolerated under this policy.

#### **False Claims a/Bullying, Harassment or Intimidation**

A student will not slander/libel (make an untruthful oral [spoken] or written statement about a person that harms the person's reputation in the community) any teacher, administrator, school district employee or other person acting in an official capacity at the school by making false claims of harassment, including sexual harassment, or other inappropriate behavior. Additionally, students will not create an intimidating, hostile or offensive work environment. Claims found to have been falsely alleged will also be investigated. False claims submitted knowingly are subject to disciplinary consequences as determined by the building principal.

### **Report Instances of Intimidation, Hazing, or Bullying**

Intimidation, hazing, or bullying should be reported to any staff member who must report the incident to the principal. Anonymous reporting is also permitted under this policy. The principal must take immediate action to prevent further harm and to initiate an investigation into the incident. This policy, 6.304, has specific steps that should be followed.

### **Notice of Non-discrimination**

In compliance with Title VI Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Smith County School system does not discriminate on the basis of race, color ethnic or national origin, sex, disability age, religion, veteran status, sexual orientation or gender identity, in its programs and activities.

Smith County School District does not discriminate in admission or access to, treatment or employment in, its programs and activities. Section 504 of the 1973 Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of disability. It is the policy of the district not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by the Act. The 1973 Rehabilitation Act requires the district to locate, evaluate, and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs.

Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Angel Williams at Smith County Board of Education  
126 SCMS Ln., Carthage, TN 37030  
(615)735-9625

**You may also direct inquiries to the United States Department of Education, Office for Civil Rights:**

#### **The OCR office for Tennessee is located at:**

Atlanta Office  
Office for Civil Rights  
U.S. Department of Education  
61 Forsyth St. S.W., Suite 19T70  
Maryland Avenue, SW  
(404) 974-9406  
(404) 974-9471(fax)  
[OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

#### **The OCR National Headquarters is located at:**

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Dept. of Education Bldg.  
Atlanta, GA 30303-8927  
Washington, DC 20202-100  
(800)421-3481 (202) 453-6012(fax)  
(877)521-2172 (TDD)  
[OCR@ed.gov](mailto:OCR@ed.gov)

### **Annual Notice to Parents**

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

For further information on the evaluation procedures and provision of services to protected disabled students, contact:

Name: Kaye Shores, 504 Coordinator  
Address: 126 SCMS LN, Carthage, TN 37030  
Telephone No: 615-735-9625

**Homeless Children**

Homeless children and youth have the right to a free and appropriate public education. If you have any questions regarding homeless education, please contact Misty White and/or Jera Huff at 615-735-9625.

**Homework Hotline**

Smith County participates in the Homework Hotline. The telephone number for the Homework Hotline is 888-868-5777.

**ELL Services**

ELL services are provided by the Smith County Board of Education. Contact Meranda Cook with any questions or concerns.

**Textbooks**

Students are responsible for lost or stolen textbooks and library books. Report cards will be held until all dues are paid.

**Parent Rights**

- Parents may request information about the qualifications of teachers and paraprofessionals who instruct their child. Parents may request that their child's name, address and telephone number **not** be released to a military recruiter.
- Notification to parents that their child had the right to transfer to another school within the district if they are victims of a violent crime at school.
- Parents have a right to transfer their child to another school within the district if they are the victims of a violent crime at school.

THE SMITH COUNTY BOARD OF EDUCATION IS CONTINUALLY UPDATING POLICIES. PLEASE REFER TO THE WEBSITE FOR THE MOST RECENT VERSION AT <https://www.smithcoedu.com/> EACH SCHOOL KEEPS AN UPDATED COPY IN THE LIBRARY AND OFFICE AS WELL.

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