

Tennessee School Board Association

Administrative Procedures

Section 6 – Student

Descriptor Code	Policy Title	Issued Date
Attendance		
6.200.1	Letter of Absences	00/00/00
6.200.2	Students Counted as Present	
6.200.3	Absences	
6.200.4	Attendance Requirements for Driver's Licenses & Learner Permits	00/00/00
6.200.5	Certificate of Compulsory School Attendance	00/00/00
6.202.1	Student Performance	00/00/00
6.202.2	Enrollment and Placement of Students from Home Schools	00/00/00
6.202.3	Application for Home School Student to Participate in Extracurricular Athletics	00/00/00
6.203.1	School Admission Requirements	00/00/00
6.206	Transfers	00/00/00
6.206.1	Request/Appeal for Student to Transfer within the System	00/00/00
6.207.1	Withdrawals	00/00/00
6.207.2	Notice of Withdrawals	00/00/00
Behavior and Discipline		
6.300.1	Grades Pre-K – 5 Discipline Plan	00/00/00
6.300.2	Grades 6 – 8 Discipline Plan	00/00/00
6.300.3	Grades 9-12 Discipline Plan	00/00/00
6.300.4	Student Safety	00/00/00
6.300.5	Acknowledgement of Receipt of Code of Conduct	00/00/00
6.300.6	Student Discipline Report	00/00/00
6.300.7	Interference/Disruption of School Activities	00/00/00
6.301.1	Student Vehicle Use	00/00/00
6.303.1	Searches by School Personnel	00/00/00
6.303.2	Searches by Metal Detectors & Trained Animals	00/00/00
6.303.3	Student Search Form	00/00/00
6.304.1	Incident Form	00/00/00
6.304.2	Investigation Form	00/00/00
6.304.3	Antisemitism Complaint Form	00/00/00

Tennessee School Board Association

Descriptor Code	Policy Title	Issued Date
6.305.1	Student Concerns, Complaints, and Grievances Appeal Form	00/00/00
6.306.1	Documentation Supporting Request for Removal	
6.307.1	Drug-Free Schools	00/00/00
6.3071.1	Extracurricular Activity Consent Form	00/00/00
6.3071.2	Random Drug Testing of Students in Extracurricular Activities	00/00/00
6.308.1	Use of Cameras and Video Cameras on Buses	00/00/00
6.308.2	School Bus Incident Report	00/00/00
6.310.1	Student Dress Code	00/00/00
6.315.1	Notice of Detention	00/00/00
6.319.1	Alternative School Programs	00/00/00
Student Welfare		
6.400.1	Student Guidance Program	00/00/00
6.400.2	Student Health Services	00/00/00
6.400.3	Student Psychological Services	00/00/00
6.400.4	Student Social Services	00/00/00
6.4001.1	Student Surveys, Analyses, and Evaluations	00/00/00
6.4001.2	Request to Conduct Research	00/00/00
6.4001.3	Notification of Survey, Analysis, or Evaluation	00/00/00
6.402.1	Vaccinations(s) Refusal Due to Personal Religious Beliefs	00/00/00
6.4031.1	Treatment and Prevention of Pediculosis (Head Lice)	00/00/00
6.404.1	Acquired Immune Deficiency Syndrome	00/00/00
6.404.2	Release of Confidential HIV/AIDS Information	00/00/00
6.405.1	Individualized Healthcare Plan	00/00/00
6.405.2	Students with Adrenal Insufficiency	00/00/00
6.405.3	Permission Form for Medication	00/00/00
6.4051.1	Competency Training Form	00/00/00
6.4052.1	Opioid Antagonist	00/00/00
6.4052.2	Receipt/Storage of Naloxone	00/00/00
6.4052.3	Use Reporting Form	
6.4081.1	Safe Relocation of Students	00/00/00
6.409.1	Reporting of Child Abuse	00/00/00
6.409.2	Suspected Child Abuse Report Form	00/00/00
6.410.1	Emergency Contact Information	00/00/00
6.410.2	Report of Student Accident or Injury	00/00/00
6.412.1	Allergy Response Plan	00/00/00

Tennessee School Board Association

Descriptor Code	Policy Title	Issued Date
6.414.1	Acknowledgement of Review of Symptoms Form	
6.416.1	Heat Illness Prevention	00/00/00
6.415.1	Suicide Prevention Contact Information	00/00/00
Individual Needs Students		
6.500.1	Isolation and Restraint	00/00/00
6.503.1	Determination of Homeless Students	00/00/00
6.504.1	Determination of Migrant Students	00/00/00
6.505.1	Transportation of Students in Foster Care	00/00/00
6.505.3	Foster Care Liaison	00/00/00
6.506.1	Determination of Students from Military Families	00/00/00
6.506.2	Military Status of Parent(s)/Guardian(s)	00/00/00
Student Records		
6.600.1	Authorization for the Release of Student Records	00/00/00
6.602.1	Request of Student Records Inspection	00/00/00
6.602.2	Correction Procedures	00/00/00
Student Activities		
6.704.1	Submission of Student Publications	00/00/00
6.709.1	Student Fees	00/00/00
6.709.2	Student Fines	00/00/00

Oneida Special School District

Letter of Absences

6.200.1

1Date _____

2Dear _____,

3Our records show that _____ has been absent from school a total

4of _____ days this school year. _____ of these days are unexcused.

5In accordance within the Attendance Policy of the Oneida Special School District, the following
6procedures will be followed:

7 1. When a student commits his/her fifth unexcused absence, a letter will be sent to the
8 parent(s)/guardian(s) by the school in which the student is enrolled.

9

10 2. The parent/guardian will be given the opportunity to provide documentation to excuse
11 the absences or can request an attendance hearing.
12

13 3. If, within 5 days after receipt of written notice, the parent/guardian fails to provide
14 written documentation or request an attendance hearing, the Attendance Director shall
15 implement the progressive truancy intervention plan prior to referral to juvenile court.

16It is important that your child maintain a good attendance record as he/she progresses through the
17school year. Attendance is a key factor in student success, and we look forward to working together to
18help your child have his/her best year ever.

19Sincerely,

Signature of Principal

Oneida Special Board of Education

Students Counted as Present

6.200.2

1 Attendance is a key factor in student achievement; therefore, students are expected to be present each
2 day school is in session. However, there may be situations when a student needs to be absent from the
3 school day. While absences are typically classified as excused or unexcused, there may be times in which
4 a student would be counted as present due to the reason for the absence. A student who is absent for the
5 following reasons shall be counted as present:

- 6 1. Serving in-school suspension and receiving educational services;
- 7
- 8 2. Receiving homebound instruction;
- 9
- 10 3. Serving as a page for the General Assembly;
- 11
- 12 4. Participating in school-sponsored events; and
- 13
- 14 5. Participating in an activity or program sponsored by 4-H.

Oneida Special Board of Education

Absences

6.200.3

1 Absences shall be classified as either excused or unexcused as determined by the principal/designee and
2 as provided for in board policy.

3 ATTENDANCE TRACKING SYSTEM

4 The school district shall utilize the Skyward to record all absences. The Attendance Supervisor shall be
5 responsible for overseeing the attendance tracking system and training the applicable personnel on how
6 to appropriately use the system.

7 NOTIFICATION

8 The school district shall ensure that it communicates the attendance policy as well as any
9 corresponding administrative procedures to students and parents/guardians each year.

10 Board policy 6.200 regarding attendance shall be posted at each school, and school counselors shall be
11 supplied copies for discussion with students. The policy shall be referenced in all student handbooks,
12 and all teachers, administrative staff, and parents/guardians shall be provided copies of the policy.

Oneida Special School District

Attendance Requirements for Driver's Licenses & Learner's Permits

6.200.4

1 The Principal is responsible for receiving and reviewing application forms from students wishing to
2 obtain a learner's permit or driver's license and shall be responsible for completing the following:

- 3 1. Ensure the student has met the mandatory attendance requirements;
- 4
- 5 2. Maintain records regarding which students have obtained a learner's permit or driver's license;
- 6
- 7 3. Notify the Department of Safety when a student who has a learner's permit or driver's license
- 8 withdraws from school; and
- 9
- 10 4. In compliance and in good standing with the district.
- 11

Oneida Special School District

Certificate of Compulsory School Attendance Application

6.200.5

1 REQUIREMENTS

- 2 • Fifteen (15) years or older.
- 3 • Be enrolled in school - A student who has more than ten (10) consecutive or fifteen (15)
- 4 unexcused absences during any semester shall be ineligible to obtain or retain a driver's license
- 5 or learner's permit.
- 6 • Parking Pass - All parking pass requirements are met and the student has a STAND form on
- 7 file with the school.
- 8 • The attached application needs to be completed and returned to the front office by the end of
- 9 the school year. (Office staff may not be available during the summer to print applications.)
- 10 • Parking on campus is a privilege that may be revoked for attendance or discipline reasons.

11 DIRECTIONS

- 12 • Return completed application to Guidance Counselor 372 North Main Street, Oneida, TN
- 13 37841.
- 14 • Certificate is valid for thirty (30) days from the date it is signed. Certificates signed within the
- 15 last thirty (30) days of the school year are valid for the duration of the summer.
- 16 • If a certificate expires and no permit or license is obtained, the student shall complete another
- 17 application or retain the original one and return it to Guidance Counselor 372 North Main
- 18 Street, Oneida, TN 37841 to be reissued.
- 19 • Forms must be completed by the end of the school year before summer break
- 20

21 *Please fill out the following application:*

22 Name: _____

23 Age: _____ Date of Birth: _____

24 Student ID Number: _____ Phone Number: _____

25 Street Address: _____

26 City: _____ State: _____ Zip Code: _____

27 *I have read the information on this form and understand the requirements for obtaining a Certificate of*
28 *Compulsory School Attendance.*

Signature of Student

Date

Signature of Parent/Guardian

Date

1 *Internal Use Only:*

2 Student ID: _____ Meets attendance requirements: • Yes • No

3 Please check one of the following: • Approved • Denied

4 Comments: _____

5 _____

6 _____

Signature

Date

Oneida Special School District

Student Performance

6.202.1

1Students who are enrolled in a home school program will be administered standardized tests which will
2measure the student's performance. The below consultations will be required between the student and
3the home school parent(s)/guardian(s) if:

- 4 1. If the home school student falls three (3) to six (6) months behind the home school student's
5 appropriate grade level based on the results of the standardized test;
- 7 2. If a home school student falls six (6) to nine (9) months behind the home school student's
8 appropriate grade level in the home school student's reading, language arts, mathematics or
9 science test scores or such of these areas, regardless of the term used on the test, as are actually
10 tested for the student's grade level based on the results of the standardized test; or
- 12 3. If a home school student falls more than one (1) year behind the home school student's
13 appropriate grade level in the home school student's comprehensive test score for two (2)
14 consecutive tests based on the results of the standardized test and if the child does not have a
15 learning disability in the opinion of a teacher licensed to teach at the child's grade level.

16Based on the results of the standardized tests and the subjects deemed behind in, the
17parent(s)/guardian(s) will be responsible with consulting with a teacher licensed by the State Board of
18Education and having a certificate or endorsement in the grade level or course or subject matter in
19which consultation is sought.

20The parent(s)/guardian(s) and teacher will then design a remedial course to help the child obtain the
21child's appropriate grade level. The parent(s)/guardian(s) shall notify the Director of Schools/designee
22of the plan of action.

23Depending on the circumstances, the parent(s)/guardian(s) may be required to enroll the child in a
24public, private, or church-related school.

Oneida Special School District

Enrollment and Placement of Students from Home Schools

6.202.2

1The principal shall determine the placement of a student who has been previously enrolled in a home
2school program. The student will be placed on probationary status in the grade suggested by the
3parent(s)/guardian(s) until further information can be acquired.

4To determine grade placement, the student will be required to take the following tests: NWEA and any
5assigned district or school level assessment needed on a case-by-case basis.

6The principal will analyze the test results. His/her classroom performance during the probationary
7status will also be taken in to consideration with determining final grade placement.

8Once a determination is made, the principal shall notify the parent(s)/guardian(s) of the final grade
9placement within three (3) weeks from enrollment. Final grade placement may be higher than, lower
10than, or remain the same as that during the probationary status.

Oneida Special School District

Application for Home School Student to Participate in Extracurricular Athletics

6.202.3

1 Complete this form and return it to the Principal/Athletic Director prior to August 1st of the current
2 school year. Parent(s)/guardian(s) will be notified if the student is approved to participate. Approval is
3 required prior to trying-out or participating in any event.

4 School Year: 20 ____ to 20 ____ Today's Date _____

5 Name of Student: _____

6 Zoned School: _____ Grade: _____

7 Address: _____

8 Name of Parent/Guardian: _____ Cell Phone Number: _____

9 Has the applicant established an athletic record of participation in a TSSAA school? Yes No

10 If yes, please provide on an attached sheet the school year, grade, and sport that the student
11 participated in.

12 Complete the following checklist and attach copies of the following:

13 Transcript of all High School courses completed by year. If none, provide a document
14 demonstrating successful promotion to the ninth (9th) grade/or current year applying.

15 Verification of Guardianship

16 Verification of Residency

17 Proof of Basic Primary Medical Coverage

18 Proof of Sports Physical, Immunization, and any required health records.

Signature of Parent/Guardian

Date

19 *Internal Use Only:*

20 Date Application Received: _____ Approved Not Approved

21 Comments: _____

22 _____

23 _____

Signature of Principal

Signature of Director of Schools

Date

Date

Oneida Special School District

School Admission Requirements

6.203.1

1Name of Student: _____ Grade: _____

2Previous/Current School or Facility: _____

3School/Facility Address: _____

4Name of Registering Parent/Guardian: _____

5Students entering the Oneida Special School District shall present the following documents before they
6can enroll:

7 Birth certificate or other officially acceptable evidence of date of birth at time of
8 registration

9 Evidence of a current medical exam for students entering school for the first time

10 Proof of state-required immunizations

11 Proof of residence (i.e. utility bill, real estate tax receipt)

12 Photo identification of the registering parent/guardian

13 Court custody documents, if applicable

14 Academic and discipline records from previous schools attended have been requested, if
15 applicable

16 Request Date: _____ Received Date: _____

17I certify that the school district has received all required documents, and this student may enroll. All
18documents have been placed in the student's file.

Signature of Counselor/Administrator

Date

Oneida Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Transfers	Descriptor Code: 6.206	Issued Date: 01/04/18
		Rescinds: 6.206	Issued: 03/13/03

1 Transfer students will meet all enrollment requirements for new students.

2 Which include but limited to: Official Transcript, Discipline Report signed by Principal, & Attendance
3 Record, etc.

4 Principals shall carefully examine all applications for credit for work transferred from other schools,
5 both in-state and out-of-state schools, and shall allow such credit only when substantiated by official
6 transcripts, provided that students transferring from schools which are not approved by the Tennessee
7 State Board of Education or by the comparable agencies shall be allowed credit only when they have
8 passed comprehensive written examinations approved, administered, and graded by the principal or his
9 designated representative.³

10 In the case of elementary school students, the examination shall cover the last grade completed.

11 In the case of secondary school students, the examination shall cover the individual subjects appearing
12 on the official transcripts, except that in subjects of more than one unit such as English language arts,
13 algebra, home economics, type-writing, shorthand, bookkeeping, foreign languages, etc., the
14 examination need only cover the last unit completed. If a student transfers from another high school
15 with half units in courses for which a minimum of one unit is allowed and if this student cannot, through
16 no fault of his own, complete the unit courses in the high school to which he transfers because of their
17 not being offered or because of scheduling difficulties, such half units may be counted toward
18 graduation.

19 If students are admitted to approved schools from unapproved schools by examination, it shall be the
20 duty of the principal thus receiving them to keep the examination papers of file for a period of at least
21 one year.¹

22 No student shall enter the boundaries of another school system for the purpose of going to school without
23 the mutual consent of the school systems concerned, under a written agreement signed by the chairman
24 and secretary of the Board of Education of the school systems. The agreement shall have the approval
25 of the State Commissioner of Education.²

26 Oneida Schools offers open enrollment for the first five (5) days of the school year. After the first five
27 (5) days of the school year (including registration day), a student must make a physical move into the
28 district to be enrolled.

Legal References

Cross References

1. TRR/MS 0520-1-3-.03 (11)(b)
2. TCA 49-6-3104
3. TRR/MS 0520-01-03-.03(11)(a)—(e)

Student Assignments 6.205

Oneida Special School District

**Request/Appeal for Student to
Transfer within the System**

6.206.1

1 PARENT INFORMATION

2 Name: _____

3 Address: _____

4 Phone Number: _____ Email Address: _____

5 STUDENT INFORMATION

Name	Age	Date of Birth	Zoned School	Requested School	Discipline Record

6 I request that the above named student(s) be allowed to attend because of the following reason(s):

7 _____

8 _____

9 _____

10 If the request/appeal is approved, I understand that the privilege of attending an out-of-zone school
11 may be revoked due to the school or grade becoming overcrowded.

Signature of Parent/Guardian

Date

Please attach sealed academic transcript(s) and sealed attendance record(s) from transferring school.

Oneida Special School District

Withdrawals

6.207.1

1Parents/guardians shall notify the principal at least ten (10) school days prior to
2withdrawal of a student.

3The principal/designee shall ensure that all information is completed on a
4student's record before a transcript is sent to another school.

Oneida Special School District

Notice of Withdrawal

6.207.2

1 PARENT INFORMATION

2 Name: _____

3 Address: _____

4 Phone Number: _____ Email Address: _____

5 STUDENT INFORMATION

6 Name: _____

7 REASON FOR WITHDRAWAL (e.g. private school, transfer, etc.):

8 _____

9 _____

10 _____

11 _____

12 WITHDRAWAL DATE: _____

13 NEW SCHOOL INFORMATION (if applicable):

14 Name: _____

15 Address: _____

16 Phone Number: _____ Email Address: _____

17 I understand that my student is subject to compulsory attendance laws and will ensure that this
18 withdrawal is compliant with the same.

Signature of Parent/Guardian

Date

Oneida Special School District

Grades Pre-K – 5 Discipline Plan

6.300.1

The following misbehaviors and consequences are listed to ensure consistency when staff takes action in response to a student misbehaving. Every offense shall be investigated, and the nature and severity of the offense shall be taken into account.

Please see each individual School Handbook for Discipline Plan.

Classroom disturbances

1st Offense: **Teacher uses in class behavior management strategies/interventions.**

2nd Offense: **Teacher uses in class behavior management strategies/interventions.**

3rd Offense: **Office Referral**

Cheating/lying

1st Offense: **Teacher uses in class behavior management strategies/interventions.**

2nd Offense: **Teacher uses in class behavior management strategies/interventions.**

3rd Offense: **Office Referral**

Abusive language/profanity

1st Offense: **Immediate Office Referral/Parents Contacted**

Failure to do assignments/carry out directions

1st Offense: **Teacher uses in class behavior management strategies/interventions.**

2nd Offense: **Teacher uses in class behavior management strategies/interventions.**

3rd Offense: **Office Referral**

Dress code violation

1st Offense: Shirt must be turned inside out or wear one provided by the school. Must wear pants provided by the school or school official must call parent/guardian for another pair to be brought to school.

2nd Offense: Call home for clothes. If no clothes are provided by the parent/guardian, the child will not be allowed back in class and will stay in ISS to complete his/her class work.

Victimization of any student (harassments, bullying, cyber-bullying, and/or hazing)

1st Offense: Possible consequences: Loss of recess, ISS, community service, counseling.

2nd Offense: Possible consequences: Out of school suspension, referral to the OES Discipline Committee

3rd Offense: Possible consequence: Unruly Court Petition

Disruptive classroom behavior

1st Offense: Teacher uses in class behavior management strategies/interventions.

2nd Offense: Teacher uses in class behavior management strategies/interventions.

3rd Offense: Office Referral

Fighting

1st Offense: Office Referral (Possible consequences: Loss of recess, lunch and learn, ISS, Think about it sheet)

2nd Offense: Office Referral (Possible Consequences: Out of school suspension)

Vandalism

1st Offense: Office Referral (Possible consequences: Loss of recess, lunch and learn, ISS, community service)

2nd Offense: Office Referral (Possible consequences: Out of school suspension)

Use, possession, sale, and/or distribution of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia

1st Offense: Office Referral (Possible consequences: ISS/Court Petition/Tobacco School

Threats to others

1st Offense: **Office Referral (Possible consequences: Loss of recess, lunch and learn, ISS, community service, think about it sheet)**

2nd Offense: **Office Referral (Possible consequences: Out of school suspension)**

Death threat

1st Offense: **Office Referral (Out of School Suspension/Unruly Court Petition)**

Bomb threat

1st Offense: **Office Referral (Out of School Suspension/Unruly Court Petition)**

Possession, use, and/or transfer of dangerous weapons

1st Offense: **Office Referral (Out of School Suspension/Unruly Court Petition)**

Arson

1st Offense: **Office Referral (Out of School Suspension/Unruly Court Petition)**

Electronic threat to cause bodily injury or death to another student or school employee

1st Offense: **Office Referral (Possible Consequences: ISS/Out of School Suspension)**

Bus misconduct

1st Offense: **Office Referral: (Possible Consequences: Loss of recess, think about it sheet, lunch and learn)**

2nd Offense: **Office Referral: (Possible Consequences: ISS, community service)**

3rd Offense: **Office Referral: (Possible Consequences: Bus Suspension)**

Defiance of authority

1st Offense: **Teacher uses in class behavior management strategies/interventions.**

2nd Offense: **Teacher uses in class behavior management strategies/interventions.**

3rd Offense: **Office Referral**

Unauthorized use of electronic devices

1st Offense: Warning, parent contacted, student can pick up device at the end of the day.

2nd Offense: 5 days of silent lunch in ISS, parent contacted, device returned at the end of the day.

3rd Offense: 2 days ISS, parent contacted, device returned in 7 calendar days or the next day upon payment of \$25 retrieval fee.

Pre-K: Tennessee Department of Education requires all VPK programs to secure permission from the department before expelling a student for a behavior violation.

IDEA requires that any student/child with a disability may not be suspended, expelled, or removed from placement for more than ten consecutive or cumulative days without conducting a manifestation determination review. If, as a result of the review, the behavior is not found to be a manifestation of the child's disability, the child may be disciplined the same as a non-disabled child. However, the student must continue to receive special education services during any period of removal. If the behavior is found to be a manifestation of the child's disability, the school must address his or her behavior through a functional behavior assessment, unless one has already been recently completed, and a behavior plan must be developed or modified to address the behavior in question. The student is returned to the placement from which he/she was removed unless the parent and school agree to a change of placement as part of the modifications of the behavior intervention plan and/or least restrictive environment. This does not apply to the IDEA Special Exceptions clause for drugs, weapons, and serious bodily injury as outlined in the *IDEA Discipline* document.

<http://www.state.tn.us/education/speced/doc/73112ideadisc.pdf>

Oneida Special School District

Grades 6 - 8 Discipline Plan

6.300.2

The following misbehaviors and consequences are listed to ensure consistency when staff takes action in response to a student misbehaving. Every offense shall be investigated, and the nature and severity of the offense shall be taken into account.

Classroom disturbances – Will be enforced by the classroom teacher. Each classroom teacher has their own discipline policy for level 1 offenses and it is provided to parents/guardians at the start of each school year.

1st Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

2nd Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

3rd Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

Classroom tardiness - This Will be enforced by the classroom teacher. Each classroom teacher has their own discipline policy for level 1 offenses and it is provided to parents/guardians at the start of each school year.

1st Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

2nd Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

3rd Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

Cheating/lying - This Will be enforced by the classroom teacher. Each classroom teacher has their own discipline policy for level 1 offenses and it is provided to parents/guardians at the start of each school year.

1st Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

2nd Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

3rd Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

Abusive language/profanity - This Will be enforced by the classroom teacher. Each classroom teacher has their own discipline policy for level 1 offenses and it is provided to parents/guardians at the start of each school year.

1st Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

2nd Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

3rd Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

Failure to do assignments/carry out directions - This Will be enforced by the classroom teacher. Each classroom teacher has their own discipline policy for level 1 offenses and it is provided to parents/guardians at the start of each school year.

1st Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

2nd Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

3rd Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

Dress code violation

1st Offense: Correct violation/Replacement Attire

2nd Offense: Correct violation/Replacement Attire

3rd Offense: Correct violation/Replacement Attire, Parent Conference, 1 day of ISS

Victimization of any student (harassments, bullying, cyber-bullying, and/or hazing)

1st Offense: Parent Meeting, Counseling

2nd Offense: Parent Meeting, SRO, Behavior Committee

3rd Offense: Parent Meeting, SRO, Court Petition, OSS/Expulsion

The principal or his/her designee may, at his/her discretion, apply Step two or three out of sequence based on the severity of the offense.

Using forged notes or excuses

1st Offense: Parent Contact, 1 day of ISS

2nd Offense: Parent Meeting, 1 day of ISS

3rd Offense: SRO, Court Petition

Disruptive classroom behavior - Will be enforced by the classroom teacher. Each classroom teacher has their own discipline policy for level 1 offenses and it is provided to parents/guardians at the start of each school year.

1st Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

2nd Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

3rd Offense: Consequences may include but not limited to warning, loss of break, assigned seating, writing assignment, etc.

Fighting

1st Offense: Discipline Committee, SRO, Suspension

2nd Offense: SRO, Court Petition, OSS, Expulsion

3rd Offense: SRO, Court Petition, OSS, Expulsion

Vandalism

1st Offense: Restitution, Parent Meeting

2nd Offense: Restitution, SRO, Court Petition, OSS

3rd Offense: Restitution, SRO, Court Petition, OSS/Expulsion

Use, possession, sale, and/or distribution of tobacco, electronic/battery-operated devices, vapor products, and all other associated paraphernalia

1st Offense: SRO, Parent Contact, Court Petition

2nd Offense: SRO, Parent Meeting, Court Petition

3rd Offense: SRO, Parent Meeting, Court Petition, Alternate Placement

Use, possession, sale, distribution, and/or being under the influence of alcohol

1st Offense: SRO, Parent Contact, Court Petition

2nd Offense: SRO, Parent Meeting, Court Petition

3rd Offense: SRO, Parent Meeting, Court Petition, Alternate Placement

Use, possession, sale, distribution, and/or being under the influence of drug paraphernalia

1st Offense: Zero Tolerance per board policy 6.309

Theft, possession, and/or sale of stolen property

1st Offense: Restitution, Parent Meeting, 1 day of ISS

2nd Offense: Restitution, Parent Meeting, 3 days of ISS

3rd Offense: SRO, Court Petition

Threats to others

1st Offense: Parent Meeting, Counseling

2nd Offense: SRO, Discipline Committee

3rd Offense: SRO, Court Petition, OSS/Expulsion

Death threat

1st Offense: Parent Meeting, Counseling

2nd Offense: SRO, Discipline Committee

3rd Offense: SRO, Court Petition, OSS/Expulsion

Depending upon the findings of the threat, this could be a Zero Tolerance Offense.

Extortion

1st Offense: Parent Meeting, Counseling

2nd Offense: **SRO, Discipline Committee**

3rd Offense: **SRO, Court Petition, OSS/Expulsion**

Depending upon the findings of the threat, this could be a Zero Tolerance Offense.

Bomb threat

1st Offense: **SRO, Court Petition, OSS/Expulsion**

Possession, use, and/or transfer of dangerous weapons

1st Offense: **Zero Tolerance per board policy 6.309**

Assault

1st Offense: **Zero Tolerance per board policy 6.309**

Arson

1st Offense: **SRO, Parent Contact, OSS/Expulsion, Court Petition**

2nd Offense: **SRO, Parent Meeting, OSS/Expulsion, Court Petition**

3rd Offense: **SRO, Court Petition, OSS/Expulsion**

Use/transfer of authorized substances

1st Offense: **SRO, Parent Contact, Court Petition**

2nd Offense: **SRO, Parent Meeting, Court Petition**

3rd Offense: **SRO, Parent Meeting, Court Petition, Alternate Placement**

Electronic threat to cause bodily injury or death to another student or school employee

1st Offense: **Zero Tolerance per board policy 6.309**

Bus misconduct

1st Offense: **Parent Contact, Assigned Seating**

2nd Offense: **Parent Meeting, 3 days off bus**

3rd Offense: **Parent Meeting, 5 days off bus**

Leaving school without permission

1st Offense: **SRO, Parent Meeting, 3 days of ISS**

2nd Offense: **SRO, Parent Meeting, Court Petition**

3rd Offense: **SRO, Parent Meeting, Court Petition, Alternate Placement**

Defiance of authority

1st Offense: **Loss of privileges, ISS**

2nd Offense: **Loss of privileges, Parent Meeting, Discipline Committee**

3rd Offense: **Loss of privileges, Parent Meeting, Discipline Committee**

Unauthorized use of electronic devices

1st Offense: **Confiscation, Return to the student at the end of the day**

2nd Offense: **Confiscation, Return to parent/guardian at the end of the day**

3rd Offense: **Confiscation, Return to parent/guardian at the end of the day, loss of privileges.**

IDEA requires that any student/child with a disability may not be suspended, expelled, or removed from placement for more than ten consecutive or cumulative days without conducting a manifestation determination review. If, as a result of the review, the behavior is not found to be a manifestation of the child's disability, the child may be disciplined the same as a non-disabled child. However, the student must continue to receive special education services during any period of removal. If the behavior is found to be a manifestation of the child's disability, the school must address his or her behavior through a functional behavior assessment, unless one has already been recently completed, and a behavior plan must be developed or modified to address the behavior in question. The student is returned to the placement from which he/she was removed unless the parent and school agree to a change of placement as part of the modifications of the behavior intervention plan and/or least restrictive environment. This does not apply to the IDEA Special Exceptions clause for drugs, weapons, and serious bodily injury as outlined in the *IDEA Discipline* document.

<http://www.state.tn.us/education/speced/doc/73112ideadisc.pdf>

Oneida Special School District

Grades 9 - 12 Discipline Plan

6.300.3

The following misbehaviors and consequences are listed to ensure consistency when staff takes action in response to a student misbehaving. Every offense shall be investigated, and the nature and severity of the offense shall be taken into account.

Tier 1- Desired Behaviors

The Oneida School System believes that acceptable behavior is an essential part of effective education programs. We expect students to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community, and our school. The professional staff is expected to ensure students conduct themselves in a manner that produces an acceptable learning atmosphere both in and outside the classroom. In order to help students develop self-discipline and self-direction, to this end, the staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to enforce behavior guidelines. This authority to implement the discipline guidelines for students shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction. Cameras may be used for general monitoring of school properties to help ensure safety, proper conduct, and property protection. All behavioral and disciplinary policies are in effect at extracurricular activities.

Between Students

Each student is expected to show respect for the rights and feelings of his fellow students. Courteous treatment of others is encouraged. Pushing, shoving, fighting, and other types of misbehavior are not permitted. Displays of affection will be limited to holding hands. Any further display, which tends to destroy reputations and embarrass others, will not be tolerated and will result in disciplinary action.

With School, Staff, Interns, SRO, & Student Teachers

Students are expected to follow instructions from all school employees who are in the performance of meeting his/her duty and to address all staff members with respectful words and tone. Students are responsible to all school personnel at all times.

With Official Visitors

Official visitors, whether observers, speakers, or entertainers, are considered to be honored guests and will be treated with courtesy and respect. Do not open doors for visitors as they must enter through the front office.

With Substitute Teachers

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with according to discipline procedures.

If a student encounters problems in dealing with other students or teachers, it is recommended that he/she consult a teacher, administrator, or guidance counselor to help resolve the problem.

Tier 2

This level includes minor misbehavior on the part of the student which impedes orderly classroom procedures or interference with the orderly operation of the school but which can usually be handled by an individual staff member.

Classroom disturbances

1st Offense: Depending on severity of infraction, either a day of after school or move to next

2nd Offense: Parent contact, after school referral in/or out of in-School Suspension. Depending on severity of action, possible referral to the discipline committee.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

Classroom tardiness

1st Offense: Tallied by classroom teacher or office, consequence stated.

2nd Offense: Three (3) UNEXCUSED tardies in any one class period during a semester will be assigned one (1) Time for Time session.

3rd Offense: Three (3) additional tardies for a total of six (6) tardies in any one class period during a semester will result in another Time for Time session and parents/guardians will be notified.

Cheating/lying

1st Offense: Depending on severity of infraction, either a day of after school or move to next

2nd Offense: Parent contact, after school / or In-School Suspension. Depending on severity of action, possible referral to discipline committee.

Possible loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Abusive language/profanity

1st Offense: Depending on severity of infraction, either a day of after school or move to next

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to the discipline committee.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

Possible loss of school privileges & removal form school organizations such as Beta Club, National Honors Society, etc.

Failure to do assignments/carry out directions

1st Offense: Depending on severity of infraction, either a day of after school or move to next

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to the discipline committee.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Dress code violation

1st Offense: Fix dress code infraction (possible parent contact)

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to discipline committee.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Bus misconduct

1st Offense: Depending on severity of infraction, either a day of after school or move to the next Tier.

2nd Offense: Suspension bus riding (days determined by discipline officer), parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to discipline committee.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition, possible permanent removal from the bus.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Tier 3

This level includes misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel. This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Continuation of Tier 2 action and/or:

Victimization of any student (harassments, bullying, cyber-bullying, and/or hazing)

1st Offense: Depending on severity of infraction, either a day of after school or move to next and documentation/investigation.

2nd Offense: Parent contact, separation when possible, after school referral/or In-School Suspension. Depending on severity of action, possible referral to discipline committee and continued documentation/investigation.

Possible loss of school privileges & removal form school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Would move to Tier 4, if involving a weapon or deemed an assault: Parent contact, Suspension (up to yearlong) In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated

Using forged notes or excuses

1st Offense: Depending on severity of infraction, either a day of after school or move to next

2nd Offense: Parent contact, after school / or In-School Suspension. Depending on severity of action, possible referral to discipline committee.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Disruptive classroom behavior

1st Offense: Depending on severity of infraction, either a day of after school or move to next

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to the discipline committee.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Fighting

1st Offense: Depending on severity of infraction, either a day off after school or move to the next Tier (no physical harm).

2nd Offense: Parent contact, after school / or In-School Suspension. Depending on severity of action, possible referral to discipline committee (Minor harm)

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

If involving a weapon or deemed an assault: Parent contact, Suspension (up to yearlong) In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated.

Vandalism

1st Offense: Depending on severity of infraction, either a day of after school or move to next

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to discipline committee & possible restitution.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition and restitution.

Use, possession, sale, and/or distribution of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia

1st Offense: Parent contact, after school referral, confiscation of item, court petition.

Possible loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

2nd Offense: Parent contact, after school referral, confiscation of item, court petition.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, court petition, In-School Suspension and school/ community service. Repeated offenses will result in the above actions with an out of school suspension.

If involving dangerous instruments, Drug, or Legend Drug Possession, (Zero Tolerance Offense): Parent contact, Suspension (up to yearlong) In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated.

Use, possession, sale, distribution, and/or being under the influence of alcohol

1st Offense: Parent contact, after school referral, confiscation of item, court petition.

Possible loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

2nd Offense: Parent contact, after school referral, confiscation of item, court petition.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, court petition, In-School Suspension and school/ community service. Repeated offenses will result in the above actions with an out of school suspension.

Parent contact, Suspension (up to yearlong) In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated

Use, possession, sale, distribution, and/or being under the influence of drug paraphernalia

1st Offense: Parent contact, after school referral, confiscation of item, court petition.

Possible loss of school privileges & removal form school organizations such as Beta Club, National Honors Society, etc.

2nd Offense: Parent contact, after school referral, confiscation of item, court petition.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, court petition, In-School Suspension and school/ community service. Repeated offenses will result in the above actions with an out of school suspension.

If involving dangerous instruments, Drug, or Legend Drug Possession, (Zero Tolerance Offense): Parent contact, Suspension (up to yearlong) In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated.

Theft, possession, and/or sale of stolen property

1st Offense: Depending on severity of infraction, either a day of after school or move to the next

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to discipline committee & possible restitution.

Possible loss of school privileges & removal form school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition and restitution.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Leaving school without permission

1st Offense: Depending on severity of infraction, either a day of after school or move to next Tier.

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to discipline committee.

Possible loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Defiance of authority

1st Offense: Depending on severity of infraction, either a day of after school or move to the next Tier.

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to the discipline committee.

Possible loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Unauthorized use of electronic devices

1st Offense: Depending on severity of infraction, either a day of after school or move to the next Tier.

2nd Offense: Confiscation, parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to discipline committee.

3rd Offense: Parent contact, loss of phone privilege on campus, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

Possible loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Tier 4

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative action which results in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board. If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

Threats to others

1st Offense: Depending on severity of infraction, either a day of after school or move to the next

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to the discipline committee.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

If involving dangerous instruments and/or Electronic Threat (Zero Tolerance Offense): Parent contact, Suspension (up to yearlong) In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated.

Death threat

1st Offense: Depending on severity of infraction, either a day of after school or move to the next Tier.

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to the discipline committee.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

If involving dangerous instruments and/or Electronic Threat (Zero Tolerance Offense): Parent contact, Suspension (up to yearlong) In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated.

Extortion

1st Offense: Depending on severity of infraction, either a day of after school or move to the next Tier and documentation/investigation.

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to discipline committee continued documentation/investigation.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

If involving dangerous instruments and/or Electronic Threat (Zero Tolerance Offense): Parent contact, Suspension (up to yearlong) In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated.

Bomb threat

1st Offense: Depending on severity of infraction, either a day of after school or move to the next Tier.

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to the discipline committee.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

If involving dangerous instruments and/or Electronic Threat (Zero Tolerance Offense): Parent contact, Suspension (up to yearlong) In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated.

Possession, use, and/or transfer of dangerous weapons

1st Offense: Depending on severity of infraction, either a day of after school or move to the next Tier.

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to the discipline committee.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

If involving weapons and/or dangerous instruments (Zero Tolerance Offense): Parent contact, Suspension (up to yearlong) In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated.

Assault

1st Offense: Move to Tier 2

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to the discipline committee.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

If involving weapons, dangerous instruments, and/or confirmed assault (Zero Tolerance Offense): Parent contact, Suspension (up to yearlong) In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated.

Arson

1st Offense: Depending on severity of infraction, either a day of after school or move to the next Tier.

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to discipline committee and possible restitution.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition & restitution.

If involving dangerous instruments (Zero Tolerance Offense): Parent contact, Suspension (up to yearlong) In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated.

Use/transfer of unauthorized substances

1st Offense: Depending on severity of infraction, either a day of after school or move to the next Tier.

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to the discipline committee.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

If involving dangerous instruments, Drug, or Legend Drug Possession, (Zero Tolerance Offense): Parent contact, Suspension (up to yearlong) In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated.

Electronic threat to cause bodily injury or death to another student or school employee

1st Offense: Depending on severity of infraction, either a day of after school or move to the next Tier.

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to the discipline committee.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

If involving dangerous instruments and/or Electronic Threat (Zero Tolerance Offense): Parent contact, Suspension (up to yearlong) In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated.

Bus misconduct (risk of harm to others)

1st Offense: Depending on severity of infraction, either a day of after school or move to the next Tier.

2nd Offense: Suspension bus riding (days determined by discipline officer), parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to discipline committee.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition, possible permanent removal from the bus.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Leaving school without permission (if not able to locate students names will be handed over to authorities/run away)

1st Offense: Depending on severity of infraction, either a day of after school or move to the next Tier.

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to the discipline committee.

Possible loss of school privileges & removal form school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Defiance of authority (with threat to harm)

1st Offense: Depending on severity of infraction, either a day of after school or move to the next Tier.

2nd Offense: Parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to the discipline committee.

Possible loss of school privileges & removal form school organizations such as Beta Club, National Honors Society, etc.

3rd Offense: Parent contact, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

Loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Unauthorized use of electronic devices

1st Offense: Depending on severity of infraction, either a day of after school or move to the next Tier.

2nd Offense: Confiscation, parent contact, after school referral/or In-School Suspension. Depending on severity of action, possible referral to discipline committee.

3rd Offense: Parent contact, loss of phone privilege on campus, school suspension (In School or Out of School), referral to discipline committee and possible court petition.

Possible loss of school privileges & removal from school organizations such as Beta Club, National Honors Society, etc.

Oneida Special School District

Student Safety

6.300.4

In order to aid in the protection of students, the following student safety measures are required:

1. Students shall enter the school building promptly upon arriving on school grounds. Principals shall designate a supervised common area for all students arriving early to school each morning.
2. Students who leave school must present a physician's statement, driver's incense certificate, court officer's statement, or be accompanied by their parent/guardian. Upon the student's return the same day, a parent/guardian shall sign the student back in unless the student has a driver's license, and is responsible for their transportation to and from school.

In order to further ensure the safety of students, all instructional staff shall:

1. Provide on file an Emergency Substitute Teacher folder that includes safety protocols for fire, lockdown, lockdown intruder, and tornado;
2. Actively serve in a supervisory capacity beginning at 7:30 a.m. each day school is in session;
3. Administer monthly bullying prevention education during designated homeroom classes as directed by the principal;
4. Report all bullying incidents in writing to the principal within twenty-four (24) hours;
5. Inspect and enforce the student dress code;
6. Actively serve in a supervisory capacity between all class changes and relocation of students;
7. Immediately report all current and potential hazards to the principal;
8. Keep all exits/entrances secured during the instructional day when students occupy the school;
9. Secure unoccupied and unused areas to which staff is assigned;
10. Immediately direct improperly identified persons on school premises to the principal/designee for proper identification;

■

11. Actively patrol the playground during recess time; and
12. Visibly supervise athletic areas when students are present.

Oneida Special School District

**Acknowledgement of Receipt of
Code of Conduct**

6.300.5

1Name of Student: _____

2Grade: _____ Teacher: _____

3I have read and understand the code of conduct for the Oneida Special School District related to my
4student's discipline.

Signature of Parent/Guardian

Date

Oneida Special School District

Student Discipline Report

6.300.6

1Name of Student: _____ Date: _____

2Name of Parent: _____

3Name of Teacher: _____

4School: _____ Grade: _____

5Statement of Problem: _____

6 _____

7 _____

8Student's Explanation: _____

9 _____

10 _____

11Decision or Action: _____

12 _____

13 _____

Signature of Student

Date

Signature of Teacher

Date

Oneida Special School District

Interference/Disruption of School Activities

6.300.6

Students are not allowed to engage in conduct which causes disruption or interference with the operation of the school.

OSSD staff are allowed to take reasonable measures to establish appropriate school behavior and have the authority to control the behavior of any student while under the supervision of the school district.

A student may receive disciplinary action ranging from verbal warning to suspension and/or expulsion depending on the severity of the offense and the student's prior record.

REMOVAL OF STUDENT

If a student repeatedly interferes with the learning environment, the teacher may submit a **Request to Remove Form** along with the required documentation to the principal/designee to remove the student from the teacher's classroom. The student will be given notice as well as the opportunity to offer an explanation.

The principal/designee will investigate the request and make a decision regarding the student's placement. The principal will then notify the teacher of the decision.

If a teacher abuses or overuses the student removal process, the principal/designee shall address the abuse or overuse with the teacher and may require the teacher to complete additional professional development to improve the teacher's classroom management skills.

APPEAL PROCESS

If the teacher's request for removal is denied, he/she may file an appeal with the Director of Schools/designee. He/she will review the teacher's request for removal as well as the decision of the principal/designee and make a determination as to the student's placement.

A teacher will be not be terminated, demoted, harassed, or otherwise retaliated against for filing a Request to Remove Form, or for appealing the principal's decision to deny.

Request to Remove Form

Pursuant to the Teacher Discipline Act under Tennessee law and our related School Board Policy 6.306, a teacher may request that a student be removed, if that student “repeatedly or substantially interferes with the teacher’s ability to communicate effectively with the class or with the ability of the student’s classmates to learn.”

When submitting such a request to your principal, you, as the requesting teacher, must document that you have previously taken *all* of the following steps as outlined within the Teacher Discipline Act:

1. “Took action to address the student’s disruptive behavior.”

Below please explain when and how you first took such action, and explain how the student’s behavior repeatedly or substantially interferes.

2. “Provided consequences for the student’s disruptive behavior.”

Below please identify and describe the multiple consequences utilized, also documenting the dates used and how long you allowed for such consequences to begin working to correct the student’s behavior.

3. “Conducted an oral conference, either by a documented telephone conversation or an in-person discussion, with the student’s parent or guardian regarding the student’s disruptive behavior.”

Below please describe when this conference took place, whether it was by phone or in-person, who participated, and what all was discussed.

4. “Provided an opportunity for school counseling, or other support services deemed appropriate, to address the student’s disruptive behavior.”

(Check One) Does the student have an IEP, a 504, and/or a BIP? YES NO

If you marked “Yes” above, please describe below how and when you have coordinated and communicated with special education staff members regarding the student’s behaviors, or why you believe that was not necessary.

5. “Developed and implemented a plan to improve the student’s behavior in a conference with the student.”

Below please describe when this conference took place, what all was discussed, and how the student responded to any new consequences/techniques over time.

6. “Issued a disciplinary referral under Tenn. Code Ann. § 49-6-2803 to address the student’s disruptive behavior.”

Below please describe when that office referral was submitted, how an administrator addressed it, and how the student behaved thereafter over time.

NOTE: *For you to have properly attempted to improve the student’s behavior before submitting this request, the principal (or his/her designee) will need to see that you allowed for some degree of time to pass at each statutory step to determine and document whether new consequences/techniques taken at each step were effective/ineffective.*

Check here if you also plan to submit corresponding documentation (e.g., e-mails, notes, plans, referrals, etc.) in support of your request.

By signing your name and the date of submission below, you acknowledge that the above information (and any corresponding documentation) remains both fair and accurate.

Name

Date

After fully and properly completing the above-items, please either e-mail or deliver this document to your principal (or his/her designee) with any corresponding documentation (if

applicable).

For Principal's (or his/her Designee's) Use ONLY:

Under the Act, any “action taken in response to a teacher's request to remove a student from the teacher's classroom must comply with all applicable policies of the local board of education... as applicable, the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.), Section 504 of the Rehabilitation Act (29 U.S.C. § 794), the constitutions of the United States and Tennessee, and all applicable federal and state civil rights laws.” As such, a principal (or his/her designee) shall review the teacher’s request and take an action consistent with the student discipline policy or code of conduct, which *may* include:

- A. Assigning the student to another appropriate classroom for a specified period of time, or for the remainder of the student's assignment to the class from which the student was removed;
- B. Assigning the student to in-school suspension for a specified period of time;
- C. Remanding the student to an alternative school or to an alternative education program for a specified period of time;
- D. Suspending the student for a specified period of time;
- E. Requiring the parents or guardians of a student who is removed to participate in conferences before the student is permitted to return to the classroom from which the student was removed;
OR
- F. Denying the teacher's request to remove a student from the teacher's classroom and offering appropriate supports for the teacher to address the student's disruptive behavior.

Below the principal (or his/her designee) will explain his/her decision, and return the same to the requesting teacher within a reasonable time of receiving the original request to remove.

By the principal (or his/her designee) signing his/her name and the date of decision below, he/she acknowledges writing the above-decision in accordance with the Act and the related Policy.

Name

Date of Decision

After rendering and writing a decision, the principal (or his/her designee) will e-mail or deliver this completed document to the requesting teacher.

Oneida Special School District

Student Vehicle Use

6.301.1

1 Students who are permitted to drive and park vehicles on school grounds are subject to the following:

- 2 1. Students seeking driving privileges shall register with the main office within two (2) weeks of
3 the start of school;
- 4 2. Parent(s)/guardian(s) are required to sign a permission form and return it to the main office;
5 and
6
- 7 3. Students are to park in their designated student parking area.
8
- 9 4. Vehicles parked on campus are subject to be searched at any time.

10 The principal may revoke or suspend a student's driving privileges when he/she drives in a reckless or
11 careless manner, parks in an unauthorized parking area; and/or continues to drive and park on school
12 ground without a permit.

13 The principal may have any unauthorized vehicles towed from school property that are parked in
14 violation of school regulations.

Oneida Special School District

Searches by School Personnel

6.303.1

General

Staff have the duty to report any reasonable suspicion that a student is committing or has committed a violation of the board policy on use and/or possession of drugs to the principal. The principal then has the duty to report the violation to the appropriate law enforcement officer.

Any dangerous weapon or drug located by the principal or other staff member in the course of a search shall be turned over to the appropriate law enforcement officer for proper disposal.

SEARCHES OF STUDENTS

A student may be subject to a physical search due to the results of a locker search or because of information received by staff or a member or student if such action is deemed reasonable by the principal.

SEARCHES OF VEHICLES, LOCKERS, AND ENCLOSURES

Depending on the circumstances, a principal may order that vehicles parked on school property by students, lockers, or other enclosures be used for storage by students, and other areas accessible to students be searched in the principal/designee's presence.

Lockers shall be assigned to each individual student at the beginning of the year. Students are not permitted to change locker assignments unless permission is given by the principal. Students shall be notified at the beginning of the school year that lockers are subject to being searched.

Individual circumstances requiring a search may include incidents on school property, including school buses, including but not limited to, the use of dangerous weapons, drugs, or drug paraphernalia by students, information received from law enforcement indicating a pattern of drug dealing or drug use by students of that school, any assault or attempted assault on school property with dangerous weapons, or any other actions or incidents known by the principal that give rise to reasonable suspicion that dangerous weapons, drugs, or drug paraphernalia are on school property.

The principal shall ensure that notice is posted on school campus that vehicles parked on school property, lockers, or other enclosures used for storage by students are subject to being searched. Searches may be conducted by person(s) assigned by the administration including but not limited to police, drug dogs, etc.

Oneida Special School District

Searches by Metal Detectors & Trained Animals

6.303.2

1METAL DETECTORS

2Metal detectors may be used in searches, including hand-held models that are passed over or around a
3student's body, and students, containers, and packages may be required to pass through a stationary
4detector.

5Safe Schools Coordinator and/or SRO's shall ensure that all metal detectors are maintained and
6calibrated in accordance with the manufacturer's directions and are stored appropriately.

7Metal detectors shall be used at times as determined by the principal. Administrators, Teachers, SRO's
8or classified employees will be present anytime the equipment is in use and will ensure that the
9equipment is being used appropriately.

10Before scanning an individual, he/she will be asked to remove all metal objects. If a metal detector
11activates on an item, the individual will be asked again to remove the item for inspection. If the
12individual refuses to remove the item and police are not present, the police and the school resource
13officer will be called, and the individual will be escorted from the building.

14TRAINED ANIMALS

15Dogs or other animals trained to detect drugs or dangerous weapons by odor or otherwise may be used
16in conducting searches, but the animals shall be used only to pinpoint areas needed to be searched and
17shall not be used to search the student's whole person.

Oneida Special School District

Student Search Form

6.303.3

1 Name of student: _____

2 Age: _____ Grade: _____ Teacher: _____

3 Time and location of search: _____

4 Basis for search and nature of reasonable suspicion: _____

5 _____

6 _____

7 _____

8 Describe what was searched: _____

9 _____

10 What did the search yield? Were any prohibited items seized? If so, explain. _____

11 _____

12 _____

13 Name of witness: _____

14 Name of district official conducting the search: _____

Signature of Witness

Date

Signature of District Official

Date

Oneida Special School District

Incident Form

6.304.1

1Name of Victim: _____

2Grade: _____ Location: _____

3Date and Location of Incident: _____

4Name of Witness(es): _____

5 _____

6Description of Incident: _____

7 _____

8 _____

9 _____

10Incident Reported By: _____ Date: _____

11Form Completed By: _____ Date: _____

12Action Taken: _____

13 _____

14 _____

Signature of Reporter

Date

Signature of Principal

Date

Oneida Special School District

Investigation Form

6.304.2

1 Name of Complainant: _____

2 Name of Accused: _____

3 School: _____ Date: _____ Location: _____

4 Dates Parent(s)/Guardian(s) Contacted: _____

5 Detailed Description of Alleged Incident (attached notes if needed): _____

6 _____

7 _____

8 _____

9 Name of Witness(es): _____

10 _____

11 Effects of Incident: _____

12 _____

13 Investigation Findings: _____

14 _____

15 _____

16 Name of Investigating Official(s): _____

17 _____

18 Action Taken After Investigation: _____

19 _____

20 _____

21 Suggested Corrective Action: _____

22 _____

23 _____

24 Name of Person Completing Form: _____

Signature of Investigator

Date

Signature of Principal

Date

Oneida Special School District

Antisemitism Complaint Form

6.304.3

1 Antisemitism, as defined by the International Holocaust Remembrance Alliance (IHRA), is a certain
2 perception of Jews, which may be expressed as hatred toward Jews and includes rhetorical and
3 physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their
4 property, toward Jewish community institutions, and religious facilities.

5 Any acts or perceived acts of antisemitism shall be reported to the Assistant Director of Schools 476
6 Church Street, Oneida, TN 37841 and filled out on the following form:

7 Name of Complainant: _____ Date: _____

8 Location in which the alleged act occurred: _____

9 Detailed description of the alleged act (attach notes if needed): _____

10 _____

11 _____

12 _____

13 Does the alleged act align with the definition of antisemitism as defined by IHRA?

- 14 • Yes • No

15 If so, describe why you believe the alleged act was motivated by antisemitic intent: _____

16 _____

17 _____

18 _____

19 Name of Witness(es): _____

20 _____

Signature of Complainant

Date

Oneida Special School District

Student Concerns, Complaints, and Grievances Appeal Form

6.305.1

1Name of Student: _____

2School: _____ Grade: _____

3Description of the Issue: _____

4 _____

5 _____

6 _____

7 _____

8Reason for Appeal: _____

9 _____

10 _____

11 _____

12 _____

Signature of Student

Date

Signature of Parent/Guardian (if applicable)

Date

Oneida Special Board of Education

Documentation Supporting Request for Removal

6.306.1

1 If a student repeatedly or substantially interferes with the learning environment, the teacher may
2 submit a written request to the principal/designee to remove the student from the teacher's classroom.
3 The written request shall include the following documentation to demonstrate that the teacher has
4 previously:

- 5 1. Taken action to address the student's disruptive behavior;
- 6
- 7 2. Provided consequences for the student's disruptive behavior;
- 8
- 9 3. Conducted an oral conference, either by a documented telephone conversation or an in-person
10 discussion, with the student's parent/guardian regarding the student's disruptive behavior;
- 11
- 12 4. Provided an opportunity for school counseling or other support services deemed appropriate to
13 address the student's disruptive behavior;
- 14
- 15 5. Developed and implemented a plan to improve the student's behavior in a conference with the
16 student; and
- 17
- 18 6. Issued a disciplinary referral to the principal to address the student's disruptive behavior.
- 19

Oneida Special School District

Drug-Free Schools

6.307.1

School Health Coordinator and/or Supervisor of Instruction shall be responsible for developing and implementing an appropriate curriculum on alcohol and drug education for students. He/she will work in coordination with the Director of Schools to ensure appropriate implementation within the school district.

Additionally, he/she will be responsible for developing guidelines for the school district to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events.

TRAINING

School Health Coordinator, SRO's, and/or Supervisor of Instruction shall be responsible for providing adequate information and training for all staff personnel as appropriate to their responsibilities.

REVOKING DRIVING PRIVILEGES

If a student under the age of eighteen (18), but older than thirteen (13) years of age, commits any offense or engages in any prohibited conduct including, but not limited to, the possession, use, sale, or consumption of any controlled substance, he/she shall be denied driving privileges until further notice. The administration shall ensure that the student does not retain a parking pass and/or park on the school campus.

NOTIFICATION

The principal of each school will be responsible for providing notification to parent(s)/guardian(s) and students that compliance with board policy on drug-free schools is mandatory.

STAND forms must be on file and signed by the student and parent.

Oneida Special School District

Extracurricular Activity Consent Form

6.3071.1

1Date: _____, 20____

2 **CONSENT FORM ALLOWING STUDENTS TO PARTICIPATE IN SPECIAL**

3 **ACTIVITIES AND PRIVILEGES, AND FOR DRUG TESTING**

4

5I/we the undersigned being the parents or legal guardians, of _____ do HEREBY
6AUTHORIZE CONSENT TO: (Print child's name)

7

8-My/our child participating in any voluntary and non credit "SPECIAL ACTIVITIES AND PRIVILEGES" that are offered by the
9school, which includes SPORTS, PROM, SPECIAL SCHOOL TRIPS, CHEERLEADING CLUBS, AND THE PRIVILEGES OF PARKING
10A MOTOR VEHICLE ON SCHOOL PROPERTY. I understand that my/our child will not be allowed to enroll or participate in
11any of these "special activities and privileges" listed above unless I/we give permission by signing this consent. If my/our
12child is not participating in any of these special activities and privileges, I/we understand that my/our child will not be
13subject to "mandatory" drug testing, but I/we hereby consent to the "random" drug testing on my/our child.

14-Having a specimen of my/our child's urine, saliva, or breath collected and tested for the presence of drugs and/or alcohol.
15Drugs and/or alcohol testing will be done by two methods as applicable to my/our child. One method will be M A N
16DATORY DRUG TESTING, which is a one-time, pre-eligible drug test conducted at an announced time either before or soon
17after a student enrolls or participates in "special activities and privileges" with mandatory drug testing also being
18repeatedly conducted during the school year on individual students if they have a "non-negative" drug test. The other
19method will be RANDOM DRUG TESTING, which is a purely random and unannounced drug testing where all students are
20placed in a "pool" and randomly and anonymously selected on a regular basis. I/we give up the right to be notified in
21advance of the random drug or alcohol testing of my/our child.

22The release of my/our child's urine/salvia specimen and related data over to any licensed and independent laboratories,
23hospitals, or other qualified medical persons or facilities selected by the school for conducting analysis of the specimen
24and reporting to the school the results of the same, and the results of my/our child's drug testing on a STRICTLY
25CONFIDENTIAL BASIS, to the director of schools, drug commissioner, principal and assistant principal, and the program
26director, director of technicians services, and drug educators and/or counselors for the STAND program, and other school
27administrators, faculty, and STAND program volunteers, staff, school nurse, and other providers only on a STRICTLY
28CONFIDENTIAL and "NEED TO KNOW" BASIS, and forever and fully release the school and these above listed persons and
29positions from all liability whatsoever for the release, access to, and use of the information and records authorized in this
30consent.

31-This is a continuing consent not limited to one academic year that will remain in effect until my Child graduates from high
32school or permanently leaves the Oneida Special School District and Scott County School systems, whichever my /our Child

33attends, unless I/we cancel this consent in writing. This consent, depending on where my/our child attends school, is freely
34transferable between and valid for both the Oneida Special School District and Scott County School systems, who are
35jointly participating in what is known as the "STAND" drug programs.

36

37Parents and/or guardians will be notified if any changes are made to the current policy.

38

Fill in all blanks before returning form

39

40* _____

41 Child's Full Name

Birth Date

Social Security #

42

43* _____

44 Parent of Guardian Name

Phone #

45

Address

46* _____

47 Parent or Guardian Signature

Date

48* _____

49 Last School Attended

50 I DO consent to random drug

DO NOT TEST.

51testing for my child.

52

Signature of Parent/Guardian

Date

Oneida Special School District

Random Drug Testing of Students in Extracurricular Activities

6.3071.2

The following procedures shall be followed when conducting a random process for the selection of students in extracurricular activities to be tested:

1. The principal, director of schools, or his or her designee, throughout the school year, will randomly select extracurricular participants for drug and alcohol testing;
2. Testing may occur on any school day;
3. Names will be generated by random selection from a pool of all students in extracurricular activities;
4. Each student participating in extracurricular activities may be tested at any time during the school year; and
5. No student participating in extracurricular activities will be given advance notice or early warning of the testing.

Oneida Special School District

Use of Cameras and Video Cameras on Buses

6.308.1

1The district will comply with provisions of federal law regarding student records requirements as
2applicable in the district's use of camera footage and video recordings. Camera footage and video
3recordings considered for retention as part of a student's behavioral record will be maintained in
4accordance with established student record policies and procedures governing access, review and
5release of student records.

6The district will include a notice in parent/student handbooks that cameras and video cameras may be
7used on school vehicles transporting students to and from school or extracurricular activities. Students
8will not be notified when a video camera is on board and in use on a district vehicle.

Oneida Special School District

School Bus Incident Report

6.308.2

1Date: _____ Time: _____ Bus Number: _____

2All students who ride a bus are subject to disciplinary actions until they get off the bus at their
3designated location. The school bus is considered an extension of the school, and students shall
4conduct themselves on the bus as they should at their own schools.

5Any misbehavior that distracts the driver is a serious hazard to the safe operation of the vehicle, and as
6such, jeopardizes the safety of all passengers.

7[Insert student name] is in violation of the following:

- | | |
|--|--|
| <input type="checkbox"/> Failed to obey driver | <input type="checkbox"/> Fought, wrestled, scuffled |
| <input type="checkbox"/> Threw an object(s) | <input type="checkbox"/> Stood/Changed seat with bus moving |
| <input type="checkbox"/> Possessed a weapon or other dangerous object(s) | <input type="checkbox"/> Extended from bus door/window |
| <input type="checkbox"/> Extended from bus door/window | <input type="checkbox"/> Impeded movement of bus |
| <input type="checkbox"/> Used emergency exit | <input type="checkbox"/> Vandalism of Property |
| <input type="checkbox"/> Threatened/Harmed driver/rider | <input type="checkbox"/> Disruption: Driver stopped bus |
| <input type="checkbox"/> Possessed alcohol, tobacco, unlawful drugs | <input type="checkbox"/> Disrespectful and/or obscene statements |
| <input type="checkbox"/> Possessed glass container or object | |

8Comment(s): _____

9_____

10 First Offense Second Offense Third Offense (Parent Conference Requested)

11Correction Action: _____

12_____

Signature of Bus Driver

Date

Signature of Principal

Date

Oneida Special School District

Student Dress Code

6.310.1

1Students shall dress and groom in a clean and neat manner so as not to distract or interfere with the
2operation of the school.

3Depending on the grade level, the appropriate dress code will be followed. When a student is dressed
4in a manner which causes disruption or interference with the operation of the school or in a manner
5that violates the developed procedures, the principal shall take appropriate action, which may include
6suspension.

7ELEMENTARY DRESS CODE

8Students shall dress and groom themselves in a clean and modest manner so as not to distract and interfere with
9the operation of the school. All students must wear footwear. For the protection of other children, cleats of all
10types and shoes with built-in skates are prohibited from being worn at school. Shirts or other items with ads or
11emblems for alcoholic or tobacco products or with vulgar language or implications) are not permitted. **NO**
12**HATS, BANDANAS**, etc. are to be worn within the building – except as part of a pre-approved school-wide
13activity and must have the expressed permission of the principal or his/her designee. Top-wearing apparel must
14overlap the bottom-wearing apparel. No halters, tube tops, spaghettis straps, or bare midriffs will be permitted.
15Shorts (**NO SHORTER THAN MID-THIGH**) may be worn in hot weather. If biker shorts are worn, they must
16be covered by other shorts that are no shorter than mid-thigh. Holes in pants are not allowed above the length
17approved for shorts.

18 Students are encouraged to dress appropriately for the day's activities. **EXAMPLE:** The students should
19wear shoes that are appropriate for P.E. class, field day, or field trips on the days of those activities; and on the
20day they have **Art**, they may want to wear old clothes.

21CONSEQUENCES OF VIOLATING ELEMENTARY DRESS CODE:

221st Offense

- 23 • **Shirt** – must be turned inside out or wear one provided by the school.
24 • **Pants or shorts** – must wear one provided by school. If none are available at school, the student or school
25 official must call the parent/guardian or responsible party for another pair to be brought to school.
26

272nd Offense

- 28 • Call home for clothes. If no clothes are provided by parent/guardian, the child will not be allowed back in
29 class and will stay in school detention to complete his/her class work.

30

31 MIDDLE SCHOOL DRESS CODE

32 Students shall dress and groom in a clean, neat, and modest manner so as not to
33 distract or interfere with the operation of the school. Any student not attired in
34 accordance with the foregoing dress code will be asked to correct the violation
35 according to our discipline policy. Repeat offenders shall be subject to additional
36 measures that include but are not limited to replacement clothing, parent
37 conferences, and/or in-school suspensions. **This dress code applies to both**
38 **male and female students. The school administration reserves the right**
39 **to determine whether the student's attire is within the limits of decency**
40 **and modesty.** When a student is attired in a manner which is likely to cause
41 disruption or interference with the operation of the school, the principal shall take
42 appropriate action, which may include suspension. The following expectations for
43 student dress have been established to promote a safe and optimum learning
44 environment. Apparel or appearance, which tends to draw attention to an
45 individual rather than to a learning situation, must be avoided. The following is a
46 list of infractions concerning students' dress which are considered in violation of
47 the student dress code.

- 48
- 49 1. Any article which can be related to gang activity such item as: items with
50 gang names; gang initials; or individual gang member monikers; gang-
51 related jewelry; gang-related tattoos; self-inflicted scars. (TCA 49-6-4215)
 - 52 2. Clothing or accessories that which by reasonable judgment is considered
53 unsafe, dangerous, a health hazard, or poses a threat to the safety of other
54 students which may be inclusive of, but not limited to: oversized
55 coats/clothing, apparel or accessories that impede identification, metal or
56 jewelry that could cause injury.
 - 57 3. Clothing or accessories which contain or suggest offensive/obscene
58 symbols, language, slogans, oriented toward violence, vandalism, sex,
59 drugs, alcohol, tobacco, vaping, and/or degrading to any persons and/or
60 groups.
 - 61 4. Clothing that resembles sleepwear other than on approved days (all other
62 dress code expectations still apply).
 - 63 5. Apparel that is disruptive to the instructional process which may be
64 inclusive of, but not limited to: skirts/shorts/dresses/shirts that are
65 inappropriate for bending, sitting, and/or reaching. Bare midriiffs, halter
66 tops, see-through, or revealing clothing or clothing which allows underwear
67 or private areas to be exposed.
 - 68 6. Hats, head covers (including hoods), bandanas, toboggans, and/or
69 sunglasses are not to be worn inside the building.
 - 70 7. All students are required to wear shoes. It is strongly suggested that
71 students wear shoes which either enclose the foot or are secured with a
72 heel strap.

73
74The building administrator may make exceptions to dress requirements to
75accommodate the special needs of students, classes, and/or certain activities.
76
77
78Any student not attired in accordance with the foregoing policy shall be subject to
79the following consequences:
80 • Correct the violation, replacement attire, and/or parent contact.
81 • Repeat offenders shall be subject to additional measures that include but
82 are not limited to parent conferences, after-school and in school detention,
83 and/or referral to discipline committee.

84HIGH SCHOOL DRESS CODE

85Students shall dress and groom in a clean, neat, and modest manner so as not to
86distract or interfere with the operation of the school. Any student not attired in
87accordance with the foregoing dress code will be asked to correct the violation
88according to our discipline policy. Repeat offenders shall be subject to additional
89measures that include but are not limited to replacement clothing, parent
90conferences, and/or in-school suspensions. **This dress code applies to both**
91**male and female students. The school administration reserves the right**
92**to determine whether the student's attire is within the limits of decency**
93**and modesty.** When a student is attired in a manner which is likely to cause
94disruption or interference with the operation of the school, the principal shall take
95appropriate action, which may include suspension. The following expectations for
96student dress have been established to promote a safe and optimum learning
97environment. Apparel or appearance, which tends to draw attention to an
98individual rather than to a learning situation, must be avoided. The following is a
99list of infractions concerning students' dress which are considered in violation of
100the student dress code.

- 101
- 102 8. Any article which can be related to gang activity such item as: items with
103 gang names; gang initials; or individual gang member monikers; gang-
104 related jewelry; gang-related tattoos; self-inflicted scars. (TCA 49-6-4215)
 - 105 9. Clothing or accessories that which by reasonable judgment is considered
106 unsafe, dangerous, a health hazard, or poses a threat to the safety of other
107 students which may be inclusive of, but not limited to: oversized
108 coats/clothing, apparel or accessories that impede identification, metal or
109 jewelry that could cause injury.
 - 110 10. Clothing or accessories which contain or suggest offensive/obscene
111 symbols, language, slogans, oriented toward violence, vandalism, sex,
112 drugs, alcohol, tobacco, vaping, and/or degrading to any persons and/or
113 groups.

- 114 11. Clothing that resembles sleepwear other than on approved days (all other
115 dress code expectations still apply).
- 116 12. Apparel that is disruptive to the instructional process which may be
117 inclusive of, but not limited to: skirts/shorts/dresses/shirts that are
118 inappropriate for bending, sitting, and/or reaching. Bare midriffs, halter
119 tops, see-through, or revealing clothing or clothing which allows underwear
120 or private areas to be exposed.
- 121 13. Hats, head covers (including hoods), bandanas, toboggans, and/or
122 sunglasses are not to be worn inside the building.
- 123 14. All students are required to wear shoes. It is strongly suggested that
124 students wear shoes which either enclose the foot or are secured with a
125 heel strap.

126

127The building administrator may make exceptions to dress requirements to
128accommodate the special needs of students, classes, and/or certain activities.

129

130

131Any student not attired in accordance with the foregoing policy shall be subject to
132the following consequences:

- 133 • Correct the violation, replacement attire, and/or parent contact.
- 134 • Repeat offenders shall be subject to additional measures that include but
135 are not limited to parent conferences, after-school and in school detention,
136 and/or referral to discipline committee.

137

Oneida Special School District

Notice of Detention

6.315.1

Dear Parent/Guardian:

This is to notify you that, in an attempt to address and resolve continuing disciplinary problems,

_____ **[insert name of student]** will be detained for _____ minutes in school from _____ to _____ o'clock for _____ days. The dates of in school suspension are _____.

If you have any questions in this matter, feel free to contact _____ at

_____.

Sincerely,

[Insert signature of principal/designee]

Oneida Special School District

Alternative School Programs

6.319.1

1EDUCATIONAL OPPORTUNTIES

2The Director of Schools shall develop procedures that provide appropriate educational opportunities
3for all students assigned to an alternative education program. These educational opportunities shall
4utilize Tennessee’s academic standards, incorporate innovative teaching strategies, deliver research-
5based instructional techniques, and provide the resources necessary to foster student learning and
6achievement.

7ASSIGNMENT

8The Director of Schools/designee shall develop procedures regarding placement of students in the
9program, taking in to consideration the impact of exclusionary discipline practices.

10TRANSITION PLANS

11The Director of Schools/designee shall develop procedures regarding the implementation of transition
12plans for the integration of students entering and exiting the program.

Oneida Special School District

Student Guidance Program

6.400.1

1Each school shall provide a school guidance program for all students in grades
2Pre-K - 12 through the cooperative efforts of the principal, teachers, and school
3counselors following the Tennessee School Counseling Model and Standards.

4The principal shall oversee the program of school counseling and be responsible
5for development of the program with the school counselor(s) which shall include
6such services and activities as:

- 7 1. Aid students in academic development through the use and interpretation
8 of test scores;
- 10 2. Act in a consultative role to teachers relative to the use of test scores and
11 improvement of the learning environment, use of out-of-school resources
12 and agencies;
- 14 3. Offer services related to the identification and placement of children with
15 disabilities;
- 17 4. Serve in a consultative role to parents;
- 19 5. Serve as a resource in decreasing discipline problems through an
20 understanding of peer relations, teacher-pupil relations, social awareness,
21 and drug awareness;
- 23 6. Aid in improving school attendance and retention by implementing an early
24 identification and prevention program for potential attendance and
25 retention problems;
- 27 7. Serve as a resource in decreasing the incidence of juvenile delinquency by
28 early intervention through guidance and counselling services;
- 30 8. Serve as a resource and consultant to teacher in implementing a career
31 development program that, at the elementary level, includes self-

32 awareness, job awareness, and prevocational orientation;

34 9. Provide an available source for students needing someone to listen to their
35 problems or concerns; and

37 10. Serve as a resource and consultant to teachers in implementing an
38 intervention program that utilizes conflict resolution and decision-making
39 strategies aimed at preventing occurrences of disruptive acts by students
40 within the school and school property.

41 Counseling and guidance include, but are not limited to:

42 1. Counseling on academic problems or decisions;

44 2. Counseling on social or peer-group pressure problems;

46 3. Career counseling and guidance;

48 4. Guidance on socialization and group interaction;

50 5. Motivational guidance;

52 6. Behavioral guidance; and

54 7. Counseling on personal problems.

Oneida Special School District

Student Health Services

6.400.2

1The major objective of student health services is to protect and promote the health of the student. This
2responsibility is shared by all individuals and agencies in the community.

3To obtain this objective:

4 1. A safe, sanitary, healthful school environment shall be provided; and

5

6 2. Basic principles of healthful living shall be taught.

7The student health services program shall include:

8 1. Identification of physical, mental, or emotional characteristics of students which will
9 prevent them from attaining their potential through public education;

10

11 2. Evidence of a complete medical examination of every student entering school for the first
12 time;

13

14 3. Proof of immunization except those who are exempt by statute;

15

16 4. A medical examination as directed by the TSSAA of every student prior to participation in
17 interscholastic athletics;

18

19 5. A cumulative health record;

20

21 6. A record for each student which contains information as to how and where to contact
22 parents in case of an emergency;

23

24 7. A report of each accident taking place while the student is under jurisdiction of the school;

25

26 8. Plan for taking care of sick or injured students;

27

- 28 9. Procedures for reporting suspected child abuse or neglect;
29
- 30 10. Plan for dealing with communicable diseases;
31
- 32 11. Protocols for dispensing medication, as well as healthcare procedures;
33
- 34 12. Teacher referral of students for available health service; and
35
- 36 13. Method for evaluating criteria, including the extent and use of available health services
37 based upon the needs of students within the school.

Oneida Special School District

Student Psychological Services

6.400.3

1 Coordinated School Health Director shall be responsible for developing a program for making
2 psychological services available to all students. This program shall cooperate with other entities in the
3 community in consultative screening and assessment services.

4 School counselors will aid the school in providing psychological services to students as needed. A
5 school counselor shall respect the right of privacy of the students he/she counsels. Confidentiality shall
6 be maintained by the counselor except:

- 7 1. Where there is a clear and present danger to the student or other persons;
- 8 2. When it is in the best interest of the student to consult with a psychologist;
- 9
- 10 3. When the student and/or parent/guardian waives this privilege in writing; or
- 11
- 12 4. When subpoenaed to participate in a judicial proceeding.

13 If a school counselor is in doubt as to whether an exception exists, he/she shall consult with the
14 Director of Schools.

Oneida Special School District

Student Social Services

6.400.4

1 Each school shall provide a social service program for all students through the cooperative efforts of
2 the principal, teachers, parents/guardians, and school counselors.

3 The principal shall develop a program of social services which shall include such services and
4 activities as:

- 5 1. Orientation of parent(s)/guardian(s) and students to the school program;
- 6 2. Student and parent/guardian referral to welfare provisions;
- 7 3. Collection and maintenance of student data and record systems;
- 8 4. Educational information for use by students, parent(s)/guardian(s), and teachers;
- 9 5. Conflict resolution techniques; and
- 10 6. Referral for parent(s)/guardian(s) and students to information and services for
11 appropriate interventions such as drug abuse counseling, pregnancy counseling, and
12 psychological services.

13 The classroom teacher, because of close contacts with students and parent(s)/guardian(s), shall be a
14 key person in the social services program.

15 School counselors and administrators are authorized to work with entities within the community who
16 may furnish special services to students and parent(s)/guardian(s).

Oneida Special School District

Student Surveys, Analyses, and Evaluations

6.4001.1

1 External agencies or individuals who desire to conduct research studies involving either students or
2 staff members during the school day shall submit a written application to the Director of Schools for
3 approval prior to initiation of the study. The written application shall include:

- 4 1. Completed and signed application form;
- 6 2. A description of the study, no more than three pages in length, which could be sent to the
7 schools considering participation in the project. The following information should be included:
 - 9 a. Rationale and objectives;
 - 10 b. Population or subjects to be studied;
 - 11 c. Educational intervention, if any;
 - 12 d. Data collection procedures including what data will be collected, who will do the data
13 collection, and how much student and/or staff time will be needed;
 - 14 e. Potential benefits to the district which may accrue from this project;
 - 15 f. Plan for obtaining informed consent; and
 - 16 g. Plan for providing feedback and/or debriefing subjects and parents;
- 18 3. Samples of all instruments and/or instructional materials to be used;
- 20 4. Sample of informed consent letter(s); and
- 22 5. Timelines or schedule of events for the project.

23 REVIEW PROCESS

24 Completed applications will be reviewed by Director of Schools, Assistant Director, or his/her
25 designee and such other personnel as may be necessary to evaluate the feasibility of conducting the
26 proposed study in the district. A minimum of three weeks is required for review of the proposal.

27 The Director of Schools, Assistant Director, or his/her designee will consider the following questions
28 in deciding whether or not to approve the request:

- 29 1. Can the research be carried out without interfering with the teaching-learning process for
30 students or staff?
- 32 2. Can school time be reasonably devoted to the request?
- 34 3. Are the instruments and/or instructional materials appropriate for use in the school setting?

- 35 4. Are the dignity and personal rights of those who would be involved in the study protected? Is
36 there potential for invasion of privacy?
- 38 5. Does the informed consent letter provide a clear and accurate description of the research?
- 40 6. Does the request contain a convincing statement of how the research may be useful?
- 42 7. Does the proposal appear feasible?
- 44 8. Does the design of the proposal achieve what is expected?
- 46 9. Is the proposal consistent with Board policies?
- 48 10. Has the proposal been approved by the institution or funding agency with which the researcher
49 is affiliated?
- 51 11. Has the research been approved by a human subjects or other institutional review committee?

52 **APPROVAL AND MONITORING**

53 If the proposed study passes the initial review, the following steps shall be taken:

- 54 1. Program evaluation and testing monitor will contact the principal of each school where the
55 study might be conducted. The written description of the project and other supporting materials
56 will be sent to the principal for review;
- 58 2. If the proposed study passes the principal's review, the principal will meet with the research
59 applicant to further discuss the project;
- 61 3. A letter will be sent to the research applicant giving approval to conduct the proposed project in
62 the school(s) designated contingent upon final approval of the principal(s). A copy of this letter
63 will be sent to the principal involved;
- 65 4. The research applicant will contact the principal(s) to arrange appointments;
- 67 5. If the principal approves the proposal, the researcher and principal will determine the
68 arrangements for conducting the project in that school. If more than one school is involved,
69 separate arrangements shall be made for each site;
- 71 6. The researcher will inform Director of Schools, Assistant Director, or his/her designee as to
72 which principal(s) has given final approval to the study and will submit a revised timeline or
73 schedule for data collection; and

- 74 7. It is expected that the researchers will conduct the project in accordance with the procedures as
75 outlined in the approved proposal. The researcher is also expected to keep the principal and
76 Director of Schools, Assistant Director, or his/her designee informed regarding the progress of
77 the data collection and to submit a written report of the project when it is completed.

Oneida Special School District

Request to Conduct Research

6.4001.2

1Name: _____ Date: _____

2Institution Represented: _____

3Faculty Advisor: _____

4Statement of purpose of the study. (A copy of the research proposal may be submitted): _____

5 _____

6 _____

7 _____

8Number of students involved in the study: _____

9Timeline for participant involvement: Starting date _____ Ending date

10 _____

11How much time will each participant need to devote to the study? _____

12Who will receive the results of the study? _____

13How will the results be used? _____

14 _____

15Will the results of the project be beneficial to the school district? In what ways? (If a questionnaire is
16to be used, please attach a copy of the questionnaire): _____

17 _____

18 _____

Signature of Requestor

Date

19 Internal Use Only:

20 Research Committee Recommendation: _____ Request Recommended _____ Request Denied

21 Comments: _____

Signature of Committee Chairman

Date

22 Director of Schools Approval: _____ Request Recommended _____ Request Denied

23 Comments: _____

Signature of Director of Schools

Date

Oneida Special School District

Notification of Survey, Analysis, or Evaluation

6.4001.3

1Dear Parent/Guardian:

2This is to notify you that a survey, analysis, or evaluation is being conducting at your child's school,
3and you have the right to inspect certain documents and/or refuse to allow your child to participate in
4the research listed below. The school will not penalize any student whose parent(s)/guardian(s)
5exercises this option.

6Description of survey, analysis, or evaluation: _____

7_____

8Purpose of survey, analysis, or evaluation: _____

9_____

10List the individuals who would have access to the results:

11_____

12_____

13Date of survey, analysis, or evaluation: _____

14If you would like to inspect this survey, analysis, or evaluation, please contact the school where your
15child is enrolled by **insert required response date**. If we do not hear from you by this date, we will
16assume that you do not object to having your child participate in the survey.

17Sincerely,

Signature of Director of Schools

Oneida Special School District

Vaccination(s) Refusal Due to Personal Religious Beliefs

6.402.1

1Name of Student: _____

2Name of Parent(s)/Guardian(s): _____

3Address: _____

4Phone: _____ Email: _____

5I am declining to have my child immunized for the following vaccination(s):

- | | |
|--|--|
| <input type="checkbox"/> Hepatitis B Vaccine | <input type="checkbox"/> Measles, Mumps, Rubella Vaccine (MMR) |
| <input type="checkbox"/> Diphtheria, Tetanus, acellular Pertussis Vaccine (DTaP) | <input type="checkbox"/> Varicella (chickenpox) Vaccine |
| <input type="checkbox"/> Diphtheria Tetanus Vaccine (DT or Td) | <input type="checkbox"/> Influenza (flu) Vaccine |
| <input type="checkbox"/> Haemophilus Influenzae type B Vaccine (Hib) | <input type="checkbox"/> Meningococcal Vaccine |
| <input type="checkbox"/> Pneumococcal conjugate Vaccine (PCV) | <input type="checkbox"/> Hepatitis A Vaccine |
| <input type="checkbox"/> Polio Vaccine (IPV) | <input type="checkbox"/> Other: _____ |

6I have been given the opportunity to read the Centers for Disease Control and Prevention's Vaccine Information Sheets explaining the above vaccines and the diseases that they prevent. I have had the opportunity to discuss these with my child's health care provider or the health department and to have my questions, if any, answered. By signing below, I acknowledge that I understand the following:

- 10 • The purpose and the need for the recommended vaccine(s);
- 11 • The risks and benefits of the recommended vaccine(s); and
- 12 • If my child does not receive the vaccine(s), I accept the consequences of my decision
- 13 which may include:
- 14 o My child contracting the illness that the vaccine should prevent;
- 15 o My child transmitting the disease to others; and
- 16 o The need for my child to stay out of day care or school during disease outbreaks.

17Pursuant to Tennessee Code Annotated § 49-6-5001(b)(2), I am declining vaccination(s) for my child

18because the vaccination(s) conflict with my religious tenets and practices.

19I declare under penalty of perjury that the foregoing is true and correct. I acknowledge that I have read
20this document in its entirety and fully understand it.

Signature of Parent/Guardian

Date

Oneida Special School District

Treatment and Prevention of Pediculosis (Head Lice)

6.4031.1

1TREATMENT

2Treatment for pediculosis (head lice) shall be conducted for any student that has an active infestation.

3If a student has an active infestation, the following treatment shall be adhered to before readmission in
4to school:

- 5 1. Apply lice medicine, also called pediculicide, according to the instructions contained in the box
6 or printed on the label;
- 8 2. Have the student put on clean clothing after treatment; and
- 10 3. Comb dead and any remaining live lice out of the hair using a fine-toothed nit comb.

11In order to avoid re-infestation by lice, check the hair and comb with a nit comb to remove nits and lice
12every 2–3 days. Additionally, machine wash and dry all clothing, bed linens, and other items that came
13in to contact with the student during the two (2) days before treatment; soak all combs and brushes in
14hot water; and vacuum the floor and furniture where the student sat or lay.

15PREVENTION

16Head lice is most commonly spread by direct head-to-head contact and by sharing clothing or
17belongings. According to the CDC, the following are steps that can be taken to help prevent and
18control the spread of head lice:

- 19 1. Avoid head-to-head contact during play and other activities;
- 21 2. Do not share clothing such as hats, scarves, coats, sports uniforms, hair ribbons, or barrettes;
- 23 3. Do not share combs, brushes, or towels;
- 25 4. Do not lie on beds, couches, pillows, carpets, or stuffed animals that have recently been in
26 contact with an individual who has an active infestation;
- 28 5. Machine wash and dry clothing, bed linens, and other items that an individual with an active
29 infestation wore or used during the two (2) days before treatment. Clothing and items that are
30 not washable can be dry-cleaned or sealed in a plastic bag and stored for two (2) weeks; and
- 32 6. Vacuum the floor and furniture, particularly where the individual who had an active infestation
33 sat or lay.

34NOTIFICATION

35These procedures as to the treatment and prevention of pediculosis (head lice) shall be distributed to all
36classrooms annually. In addition, these procedures shall be distributed to the parent/guardian of any
37student that has head lice.

Oneida Special School District

Acquired Immune Deficiency Syndrome

6.404.1

1The presence of a person living with HIV infection or diagnosed with AIDS poses
2no significant risk to others in schools or other publicly attended facilities.
3However, the school district shall protect the health, safety, and confidentiality of
4all students who are diagnosed as having HIV/AIDS and inform all school
5employees as to the steps to be taken when an employee becomes aware of or
6suspects a student has HIV/AIDS.

7CONFIDENTIALITY

- 8 1. Every employee shall treat as highly confidential any knowledge or
9 speculation concerning the HIV status of a student. Violation of medical
10 privacy is cause for disciplinary action, criminal prosecution, and/or
11 personal liability for a civil suit.
- 13 2. School employees shall not make inquiries regarding the HIV diagnosis or
14 status or AIDS diagnosis of any student.
- 16 3. No information regarding a student's HIV status will be divulged to any
17 individual or organization without a court order or the informed, written,
18 signed, and dated consent of the student with HIV/AIDS (or the
19 parent/guardian of a student if a minor).
- 21 4. Any hard copy of health records, notes, or other documents that reference a
22 student's HIV status will be kept under lock and key under the control of the
23 school nurse.
- 25 5. When the student's diagnosis or status has been noted in the district's
26 student information system, further documentation regarding the student's
27 HIV diagnosis and status will not be added to the student's electronic
28 record.

29INFECTION CONTROL PLAN

30Coordinated School Health and/or Administration will be responsible for overseeing the infection
31control plan within the school district and will ensure that all employees are notified of the appropriate
32procedures to protect against the transmission of diseases. Prudent actions are to be employed by all
33staff and students. These actions shall focus primarily on steps that students and staff members can
34take to ensure their own well-being.

35The following procedures are the appropriate hygienic and sanitation practices for all staff and
36students:

- 37 1. Standard precautions are to be followed at all times. Standard precautions require the
38 assumption that staff and students approach infection control as if all direct contact with human
39 blood and body fluids is known to be infectious for HIV, HBV, and/or other bloodborne
40 pathogens;
- 42 2. Whenever possible, students shall be directed to care for their own minor bleeding injury. This
43 includes encouraging students to apply their own band aids. If assistance is required, band aids
44 may be applied after removal of gloves if caretaker will not come into contact with blood or
45 wound drainage;
- 47 3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which the
48 individual may come into contact with blood or other potentially infectious materials. Such
49 tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers,
50 handling contaminated broken glass, cleaning contaminated equipment, and handling
51 contaminated laundry/clothing. This also includes assisting with any minor wound care,
52 treating bloody noses, handling clothes soiled by incontinence, diaper changing, and cleaning
53 up vomit;
- 55 4. Immediate, complete, and effective hand washing with soap and running water of at least thirty
56 (30) seconds duration shall follow any time there is contact with potentially infectious
57 materials;
- 59 5. If exposure to blood or other potentially infectious materials occurs through coughing, any
60 first-aid procedure, or through an open sore or break in the skin, a thorough washing, preferably
61 with germicidal soap, is necessary;
- 63 6. In the event that handwashing facilities are not readily available, a thorough cleaning using an
64 antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district
65 as an alternative is necessary. In the event alternatives are used, hands shall be washed with
66 soap and running water as soon as feasible;
- 68 7. Any surface contaminated with blood or other potentially infectious materials shall be cleaned
69 after each use and at the end of the day with soap and water and then rinsed with an
70 Environmental Protection Agency (EPA)* approved disinfectant following labeling instructions
71 for use or a freshly made solution of one part bleach to nine (9) parts water and allowed to air
72 dry. Other disinfectants, as recommended by the Center for Disease Control, may be used.
73 These surfaces include equipment, counters, mats (including those used in physical education
74 and athletic events), toys, and changing tables;
- 76 8. An EPA approved disinfectant shall be used when cleaning fluids such as blood or vomit from
77 the floor or other such contaminated surfaces;
- 79 9. Contaminated laundry such as clothing and towels shall be placed and transported in bags and
80 containers in accordance with the district's standard precautions. All such items shall be

- 81 laundered with soap and placed in a dryer;
- 83 10. Needles, syringes, broken glassware, and other sharp objects found on district property shall
84 not be picked up by students or staff, at any time, without appropriate puncture-proof gloves or
85 mechanical device such as a broom, brush, and dust pan. Any such items found shall be
86 disposed of in closable puncture resistant, leakproof containers that are appropriately labeled or
87 color-coded;
- 89 11. All wastebaskets used to dispose of potentially infectious materials shall be lined with a plastic
90 bag liner that is changed daily;
- 92 12. Gloves and repellent gowns, aprons, or jackets are required for tasks in which exposure to
93 blood or other potentially infectious materials can be reasonably anticipated to contaminate
94 street clothing. Type and characteristics of such protective clothing will depend on the task.
95 Such tasks may include diapering/toileting with gross contamination, assisting with wound
96 care, sorting or bagging contaminated laundry/clothing, and disposing of regulated waste with
97 gross contamination;
- 99 13. Maximum protection with gloves, face, and/or eye protection and gowns are required whenever
100 splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be
101 generated and eye, nose, or mouth contamination can be reasonably anticipated. Such tasks
102 may include feeding a student with a history of spitting or forceful vomiting and assisting with
103 severe injury and wound with spurting blood; and
- 105 14. If a first aid situation occurs, students shall report to a person in authority, and staff shall report
106 to a supervisor.

107 **ADDITIONAL PRECAUTIONS**

108 The following additional precautions shall be applied in all school settings. These procedures will help
109 prevent transmission of many infections in addition to HIV and HBV:

- 110 1. A sink with soap, hot and cold running water, and disposable towels shall be available close to
111 the classroom;
- 113 2. Sharing of personal toilet articles, such as tooth brushes and razors, shall not be permitted;
- 115 3. Skin lesions that may ooze blood or serum shall be kept covered with a dressing; and
- 117 4. Exchange of saliva by kissing on the mouth, by sharing items that have been mouthed, and by
118 putting fingers in others' mouths shall be discouraged.

119 *Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow
120 bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet, and other
121 products with EPA numbers.

122 FOLLOW-UP PROCEDURES

123 These procedures shall be initiated when either of the following occurs:

- 124 1. Contact of blood or body fluids to workers with chapped or abraded skin; or
- 126 2. A splash of blood or body fluids to the eyes, nose, or mouth.

127 The follow-up procedures shall consist of:

- 128 1. Documentation of the exposure;
- 130 2. Collection and testing of the source's blood for HBV/HIV if possible;
- 132 3. Collection and testing of the affected employee's blood for HBV/HIV immediately;
- 134 4. Medical evaluation of the affected employee by a physician; and
- 136 5. Further blood testing at six (6) weeks, twelve (12) weeks, and six (6) months if the initial test is
137 negative.

138 PREVENTION EDUCATION

139 Prevention education shall be taught for elementary school, middle school, and
140 high school students. Educational materials and instruction shall be determined
141 by **[insert title of employee]** and be appropriate to the age group being taught.
142 Instruction regarding the transmission of disease through sexual activity may be
143 omitted in the elementary grades.

144 The program of instruction shall include information about the nature of the
145 diseases, treatments and cures, methods of transmission, and how infection can
146 be prevented.

147 Instruction discussing transmission through sexual activity shall stress that
148 abstinence from sexual activity is the only completely reliable means of
149 preventing sexual transmission. Instruction shall also stress that avoidance of
150 illegal drug use is the only completely reliable means of preventing transmission
151 of disease through shared drug paraphernalia.

152 A school shall excuse a student from HIV/AIDS instruction when the instruction
153 conflicts with the religious beliefs or principles of the student or parent/guardian
154 and when the excuse is requested in writing.

Oneida Special School District

Release of Confidential HIV/AIDS Information

6.404.2

1 Confidential HIV-related information is any information indicating a student has tested positive for
2 HIV or has AIDS. Confidential HIV-related information may only be given to those listed on this form
3 and for the reasons listed.

4 Person whose HIV-related information will be released: _____

5 Name, address and relationship of person signing this form is other than above: _____

6 _____

7 _____

8 Name, address of person(s) to be provided HIV-related information: _____

9 _____

10 _____

11 _____

12 Reason for release of HIV-related information: _____

13 _____

14 _____

15 Dates release is authorized: From _____ To _____

16 My questions about this form have been answered. I understand that I am not required to release HIV-
17 related information, and I may withdraw my permission for release of information at any time.

Signature of Parent/Guardian/Eligible Student Date

Signature of Director of Schools Date

Oneida Special School District

Individualized Healthcare Plan

6.405.1

1General

2The school nurse shall develop any necessary Individualized Healthcare Plans (IHP) for students. IHPs
3shall be reviewed and modified annually to meet the student's needs.

4SELF-MANAGING MEDICATION

5Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage
6their prescribed medication in a manner directed by a licensed healthcare provider without additional
7assistance or direction.

8If a student wishes to self-administer, the school nurse shall develop an Individualized Healthcare Plan
9(IHP) along with the student, parent/guardian, the student's healthcare provider, and other school staff
10that need to know or may care for the student during the day.

Oneida Special School District

Permission Form for Medication

6.405.3

1 School: _____ Date form received by school: _____

2 Name of Student: _____ Age: _____

3 Grade: _____ Teacher/Classroom: _____

4 The section below is to be completed by the physician or authorized prescriber:

5 Reason for medication: _____

6 Name of medication: _____

7 Form of medication/treatment: Tablet/capsule Liquid Inhaler Injection

8 Nebulizer Other: _____

9 Instruction (schedule and dose to be given at school): _____

10 _____

11 Start: Date form received Other date: _____

12 Stop: End of school year Other date duration: _____

13 Restrictions and/or important side effects:

14 None anticipated.

15 Yes. Please describe: _____

16 Special storage requirements: None Refrigerate Other: _____

17 This student is both capable and responsible for self-administering this medication:

18 No Yes – Supervised Yes – Unsupervised

19 This student may carry this medication: No Yes

20 Please indicate if you have provided additional information:

21 On the back of this form As an attachment

22 Physician's Name: _____

23 Address/Phone Number: _____

Signature of Physician

Date

24 The section below is to be completed by parent/guardian:

25 I give permission for _____ to receive the above medication
26 at school according to standard board policy.

Signature of Parent/Guardian

Date

Oneida Special School District

Competency Training Form

6.4051.1

1The school nurse will oversee the training to administer glucagon. Once completed, the school nurse
2will complete the form below and attest that such trained school personnel has completed such
3training. The skills checklist, provided by the Department of Education, shall be attached to this form
4indicating proficiency in each area of training.

5Name of Instructor: _____

6Name of Trainee: _____

7Date of Training: _____

8Did trainee successfully complete the training and demonstrate competency in administering glucagon?

9 Yes No

10If no, explain: _____

11 _____

12Additional comments: _____

13 _____

14 _____

15I, **[insert name of school nurse]** attest that **[insert name of trainee]** successfully completed glucagon
16administration training and demonstrates competency in administering this medication to an individual
17in need.

Signature of School Nurse

Date

Oneida Special School District

Opioid Antagonist

6.4052.1

1 MAINTENANCE

2 The district shall maintain Naloxone in **[insert at least two unlocked, secure locations]** where it shall
3 be stored according to the manufacturer's instructions.

4 USAGE

5 In the case of a suspected opioid overdose, **[insert title of employee (i.e. school nurse)]** shall follow
6 the protocols as outlined in the Naloxone training and the instructions found in the Naloxone kit.
7 **[Insert title of employee (i.e. school nurse)]** shall be responsible for developing additional guidelines
8 as to the step-by-step process when administering Naloxone.

9 RECORD KEEPING

10 **[Insert title of employee]** shall be responsible for maintaining an inventory documenting the
11 quantities, locations, and expirations of Naloxone, proper storage, and documentation of replacement
12 units.

13 REPORTING AFTER ANY INCIDENT

14 If Naloxone is retrieved or administered at any time, the incident shall be reported to the principal and
15 the student's parent/guardian immediately. The initial responder shall be responsible for completing the
16 use reporting form after any incident involving Naloxone, and copies shall be provided to the principal
17 and the Director of Schools.

Oneida Special School District

Receipt/Storage of Naloxone

6.4052.2

¹This form shall be completed and returned to be kept on file in the school nurse's office.

²Date:

³_____

⁴School:

⁵_____

⁶Name:

⁷_____

⁸Title:

⁹_____

¹⁰Lot #:

¹¹_____

¹²Exp. Date:

¹³_____

¹⁴Storage Location:

¹⁵_____

Oneida Special School District

Use Reporting Form

6.4052.3

1The initial responder shall be responsible for completing the use reporting form after any incident
2involving Naloxone, and copies shall be provided to the principal and the Director of Schools.

3Date of Event: _____ Time: _____ Location: _____

4Name of Student: _____ Age: _____

5Was the event witnessed? Yes No If yes, by whom? _____

6Time of Assessment: _____ Responsive: Yes No

7 Airway Opened: Yes No

8 Breathing: Yes No

9 Signs of Circulation: Yes No

10Was CPR started? Yes No Time CPR started: _____ Time 911 called: _____

11Was Naloxone administered? Yes No If yes, describe: _____

12 _____

13Was AED used? Yes No If no, explain: _____

14 If yes, number of shocks: _____

15Emergency Medical Service responding to the event: _____

16Time of arrival: _____ Facility transported to: _____

17Outcome: _____

18Description of event including important details and whether problems were encountered: _____

19 _____

20 _____

21 _____

22* Attach additional sheets if needed.

Signature of Initial Responder

Date

Signature of Principal

Date

Oneida Special School District

Safe Relocation of Students

6.4081.1

1The authority of an employee to relocate or intervene in physical altercation of students is permissive
2and shall be under the complete discretion of the employee. No employee shall be subject to discipline
3or adverse action for failure to use force. An employee is justified in threatening or using force, but not
4deadly force, against a student when and the degree the employee believes the force is immediately
5necessary to prevent the student from committing suicide or from the infliction of serious bodily injury
6to self or others.

7Whenever force is used to physically relocate or intervene in physical altercation, the employee
8involved shall immediately file a report with the principal. The report shall include, but not be limited
9to, the following:

- 10 1. Name of the student(s) involved;
- 12 2. Location, date, and time of the incident;
- 14 3. Identity of any witnesses to the incident;
- 16 4. Description of the student actions justifying the use of force; and
- 18 5. Detailed explanation of the amount and extent of the force used.

19The principal shall notify the parent/guardian of the student within 2 school days of the reporting of the
20incident. Employees' authority to safely relocate students shall be in effect on school property as well
21as at official school functions including, but not limited to, sporting events and approved field trips
22taking place away from local school property.

Oneida Special Board of Education

Reporting of Child Abuse

6.409.1

1 INDICATORS OF ABUSE

2 There are many indicators of child abuse that school district employees should be aware of. The
3 following are some of these indicators:

- 4 1. The child has repeated injuries that are not properly treated or adequately explained;
- 5
- 6 2. The child begins acting in unusual ways ranging from disruptive and aggressive to passive and
7 withdrawn;
- 8
- 9 3. The child acts as a parent toward his/her siblings or even toward his/her parent(s)/guardian(s);
10
- 11 4. The child may have disturbed sleep (nightmares, bed wetting, fear of sleeping alone, and
12 needing nightlight);
- 13
- 14 5. The child loses his/her appetite, overeats, or may report being hungry;
- 15
- 16 6. There is a sudden drop in school grades or participation in activities;
- 17
- 18 7. The child may act in ways that are developmentally inappropriate, such as sexual behavior that
19 is not normal for his/her age group; and
- 20
- 21 8. The child may report abusive or neglectful acts.

22 There may be additional indicators that are not listed above that would create a person to have
23 reasonable cause to suspect a child of being abused.

24 PROCEDURES FOR REPORTING CHILD ABUSE

25 If a school district employee suspects that a student has been or is being abused, he/she is required to
26 immediately **report directly to the district's Child Abuse Coordinator, law enforcement, and the**
27 **Tennessee Department of Children's Services (DCS)**. DCS can be reached by calling the hotline at
28 877-237-0004, and reports can also be made online through DCS' secure site:
29 <https://apps.tn.gov/carat/>.

30 When reporting child abuse to DCS, the school district employee shall be prepared to provide the
31 following information to the extent known:

- 32 1. Child(ren) names, ages, address, phone numbers, race, and school information;
- 33

- 1 2. Parent(s), legal guardian(s), or caretaker(s) information;
- 2
- 3 3. Nature of the harm or specific incident(s) that precipitated the report;
- 4
- 5 4. Specific allegation(s), date(s), and descriptions(s) of the injuries or dangers;
- 6
- 7 5. Any statements from the child;
- 8
- 9 6. Identities of alleged perpetrator(s) and their relationship(s) to the child;
- 10
- 11 7. Witnesses to the incident(s) and how to reach those witnesses;
- 12
- 13 8. Details of any physical evidence available;
- 14
- 15 9. Alleged perpetrator's current access to the child;
- 16
- 17 10. Present condition of the child (alone, in need of medical attention, etc.);
- 18
- 19 11. Location of the child and directions to that location; and
- 20
- 21 12. How the reporter came to know the information and thoughts about the likelihood of further
- 22 harm to the child.

23 While the above information is beneficial to know, reporters do not have to know all of the details of
24 the abuse. DCS case managers use the information provided to determine the severity of the situation
25 and how best to intervene.

26 **CONFIDENTIALITY**

27 District employees shall keep all information regarding any child abuse confidential in accordance
28 with state law.

29 **PARENTAL NOTIFICATION**

30 School personnel shall not provide any information relevant to the suspected child abuse or child
31 sexual abuse to the child's parent/guardian unless: (1) it is required by federal law or regulation; (2) the
32 parent/guardian is not considered the alleged perpetrator or in any way complicit; and (3) the
33 notification is done in conjunction with the Department of Children's Services.

Oneida Special School District

Suspected Child Abuse Form

6.409.2

1The reporter of the suspected child abuse or neglect shall complete the following form after the report
2has been made to the Tennessee Department of Children's Services. Once completed, the form shall be
3returned to the principal.

4Name of Student: _____ Age: _____

5School: _____ Grade: _____

6Name of Parent(s)/Guardian(s): _____

7Address: _____

8Phone Number: _____ Email Address: _____

9Siblings in the home: _____

10 _____

11Who reported the alleged abuse: _____

12Information reported: _____

13 _____

14 _____

15 _____

16 _____

17Assessment of Evidence (physical markings): _____

18 _____

19 _____

20 _____

21 _____

22* Attach additional documentation.

23 Date and time Principal notified: _____

24 Date of abuse (if known): _____

25 Date and time abuse reported to DCS: _____

26 Case #: _____

Signature of Reporter

Date

Signature of Principal

Date

Oneida Special School District

Emergency Contact Information

6.410.1

1Please complete the form below and return to your child's classroom teacher. If
2this information changes at any time through the school year, notify the front
3office immediately.

4Name _____ of _____ Parent(s)/Guardian(s):
5_____

6Location _____ of _____ Parent(s)/Guardian(s) _____ during _____ the _____ day:
7_____

8Phone _____ Numbers _____ of _____ Parent(s)/Guardian(s):
9_____

10Does the student have a particular physical disability or medical condition? Yes
11 No

12If so, please explain: _____

13PARENT/GUARDIAN MEDICAL AUTHORIZATION

14Should an emergency occur and we are unable to reach you, we will see that your child gets the
15medical attention he/she needs. By signing below, you are giving the school authorization to have your
16child treated at a medical facility if you are unable to be reached.

17I, _____,

18give permission for my child, _____, to be

19treated at a medical facility in case my child is experiencing a medical emergency and I cannot be

20reached.

Signature of Parent/Guardian

Date

Oneida Special School District

Report of Student Accident or Injury

6.410.2

1This form should be completed within twenty-four (24) hours after the documented accident or injury.
2The original report shall be returned to the school and give it to the front office staff or administration.

3Name of injured student: _____

4School or Location: _____

5Date of accident/injury: _____ Time: _____

6Place accident/injury occurred: _____

7Name of witness(es): _____

8 _____

9 _____

10How accident/injury occurred: _____

11Cause of accident/injury: _____

12Describe accident/injury: _____

13 _____

14Was first-aid administered? Yes No If yes, by whom? _____

15What was done? _____

16 _____

17Was professional medical attention required? Yes No

18If yes, report Physician, ER, or EMT findings and/or treatment: _____

19 _____

20 _____

21 Were the parents/guardians notified? Yes No

Signature of Reporter

Date

Oneida Special School District

Allergy Response Plan

6.412.1

1 Name of Student: _____

2 Date of Birth: _____

3 School: _____

4 Teacher/Class: _____

5 Allergy to: _____

6 High risk for severe reaction (e.g. asthma): Yes No

Attach Photo Here

7 GENERAL SIGNS OF SEVERE ALLERGIC REACTION

8 *Systems* *Symptoms*

9 Mouth Itching and swelling of lips, tongue, or mouth

10 Throat* Itching and/or a sense of tightness in throat, hoarseness, and hacking cough

11 Skin Hives, itchy rash, and/or swelling of face or extremities

12 Gut Nausea, abdominal cramps, vomiting, and/or diarrhea

13 Lung* Shortness of breath, repetitive coughing, and/or wheezing

14 Heart* “Thready pulse”, “passing out”

15 The severity of symptoms can change quickly.

16* These symptoms can potentially progress to a life-threatening situation.

17 If exposure to allergen is suspected and/or symptoms are: _____

18 _____

19 1. Give _____ (i.e. medicine, dose, route) immediately.

21 2. Call 911/EMS following school procedures for 911.

22 3. Call parent/guardian _____ or emergency
23 contacts.

24 **TRAINED SCHOOL STAFF**

25 1. _____ Title _____ Room _____

27 2. _____ Title _____ Room _____

29 3. _____ Title _____ Room _____

30 **EMERGENCY CONTACTS (other than parent/guardian)**

31 1. _____ Relationship: _____

32

33 Phone: _____

35 2. _____ Relationship: _____

36

37 Phone: _____

38 Specific training on the Allergy Response Plan (including administration of epi-pen in an emergency if
39 nurse is unavailable) to be given by the school nurse to these school staff:

40 1. _____ Title _____ Room _____

42 2. _____ Title _____ Room _____

44 3. _____ Title _____ Room _____

Signature of Nurse

Date

Signature of Parent/Guardian

Date

Oneida Special Board of Education

Acknowledgement of Review of Symptoms Form

6.414.1

1 A student participating in, or seeking to participate in, an athletic activity and the student's
2 parent/guardian shall sign and return the form below to the Athletic Director/Coach of the
3 acknowledgement of the receipt and review of the sudden cardiac arrest symptoms and warning signs
4 information sheet, including information about electrocardiogram testing, developed by the
5 Department of Education.

6 The acknowledgement form shall be signed and returned each year that the student participates in, or
7 seeks to participate in, an athletic activity.

8 -----

9 Name of Student: _____

10 Grade: _____ Sport: _____

11 I have received and reviewed the sudden cardiac arrest symptoms and warning signs information sheet,
12 including information about electrocardiogram testing, developed by the Department of Education. I
13 understand that this acknowledgement form shall be signed and returned each year that the student
14 wishes to participate in, or seeks to participate in, an athletic activity.

Signature of Student

Date

Signature of Parent/Guardian

Date

Oneida Special School District

Suicide Prevention Contact Information

6.415.1

1 The School Health Coordinator shall be responsible for selecting the suicide prevention resources to be
2 used on identification cards and published at schools.

3 **STUDENT IDENTIFICATION CARDS**

4 If new identification cards are issued to students in grades six through twelve (6 –12), the district shall
5 include the telephone number for the National Suicide Prevention Lifeline and the social media handle,
6 telephone number, or text number for at least one additional crisis resource. The additional resource
7 may be the crisis text line or a local suicide prevention hotline if available.

8 **INFORMATION LOCATED AT EACH SCHOOL**

9 Schools serving students in grades six through twelve (6-12) shall publish the telephone number for the
10 National Suicide Prevention Lifeline and the social media handle, telephone number, or text number
11 for at least one additional crisis resource in a conspicuous place in each school. The additional resource
12 may be the crisis text line or a local suicide prevention hotline if available.

13 **SUICIDE PREVENTION INFORMATION**

14 National Suicide Prevention Lifeline: 1-800-273-8255

15 Additional Crisis Resource: _____

16 Contact Information: _____

Oneida Special School District

Heat Illness Prevention

6.416.1

1Extreme heat illness can be a potentially fatal condition, and all certified athletic trainers, coaches, 2physical education teachers, band directors, and athletic directors shall strive to prevent exertional 3and/or temperature related heat illness in students by measuring the heat index thirty (30) minutes 4before an activity.

5Based on the temperature or heat index, the following actions, as provided by the Tennessee Secondary 6Schools Athletic Association, shall be taken:

TEMPERATURE OR HEAT INDEX	ACTION
Under 95° F	<ul style="list-style-type: none">• Provide ample amounts of water. Water shall always be available, and athletes shall be allowed to take in as much water as they desire;• Provide optional water breaks every thirty (30) minutes for ten (10) minutes in duration;• Provide ice-down towels for cooling for warm weather practices; and• Monitor athletes carefully for necessary action.
95° - 99° F	<ul style="list-style-type: none">• Provide ample amounts of water. Water shall always be available, and athletes shall be allowed to take in as much water as they desire;• Provide mandatory water breaks every thirty (30) minutes for ten (10) minutes in duration;• Provide ice-down towels for cooling;• Monitor athletes carefully for necessary action;• For contact sports and activities with additional equipment, helmets and other possible equipment should be removed if not involved in contact;

	<ul style="list-style-type: none"> • Reduce the time of outside activity and consider postponing practice to later in the day; and • Re-check temperature and humidity every thirty (30) minutes to monitor for increased heat index.
100° - 104° F	<ul style="list-style-type: none"> • Provide ample amounts of water. Water shall always be available, and athletes shall be allowed to take in as much water as they desire; • Provide mandatory water breaks every thirty (30) minutes for ten (10) minutes in duration; • Provide ice-down towels for cooling; • Monitor athletes carefully for necessary action; • Alter uniform by removing items if possible and allow for changes to dry t-shirts and shorts; • Reduce time of outside activity as well as indoor activity if air conditioning is unavailable; • If possible, postpone practice to later in the day; • For contact sports and activities with additional equipment, helmets and other possible equipment should be removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity; and • Re-check temperature and humidity every thirty (30) minutes to monitor for increased heat index.
105° F or higher	<ul style="list-style-type: none"> • Stop all outside activity and stop all inside activity if air conditioning is unavailable.

Oneida Special Board of Education

Isolation and Restraint

6.500.1

1 Students receiving special education services may be isolated or restrained only in emergency situations.
2 In the event that isolation or restraint occurs, it shall be administered by school personnel who have
3 completed a behavior intervention training program or other school personnel when trained and certified
4 personnel are not immediately available.

5 When available, an additional staff member will serve as an observer to any physical holding restraint
6 performed on a student to monitor the health and safety of all involved.

7 When a student is in isolation, a staff member shall maintain a continuous direct line of sight of the
8 student to monitor the health and well-being of him/her.

9 **TRAINING REQUIREMENTS**

10 Special Education Director shall be responsible for developing a training program and certifying all
11 school personnel who have completed a behavior intervention training program and who have renewed
12 on an annual basis. The following components shall be included in the training program:

- 13 1. Evidence-based techniques shown to be effective in the prevention of isolation and physical
14 holding restraints;
- 15 2. Evidence-based techniques shown to be effective in keeping both school personnel and students
16 safe when imposing isolation or a physical holding restraint;
- 17 3. Evidence-based skills training on positive behavioral interventions and supports, conflict
18 prevention, functional behavior assessments, de-escalation, and conflict management;
- 19 4. Information describing state statutes, policies, rules, and procedures on isolation and restraint;
20 and
21 5. Identification and reporting of abuse and neglect in the school setting.

22 **INCIDENT REPORTING**

23 School personnel who must isolate or restrain a student receiving special education services shall report
24 the incident to the principal who shall record the use of the isolation or restraint and the facts surrounding
25 such use. The principal shall observe and evaluate the student's condition within a reasonable time after
26 the isolation or restraint was used. The student's parent/guardian shall be notified the same day the
27 isolation or restraint is used.

28 An individualized education plan (IEP) team meeting shall be convened within ten (10) days of the use
29 of an isolation or restraint if: (1) the student's IEP doesn't provide for the use of an isolation or the use

1 of a physical holding restraint; or (2) an isolation or a physical holding restraint is used for an extended
2 period of time.

3 **RECORDKEEPING**

4 Each school shall maintain all records of isolation and restraint, and semiannually, shall submit a report
5 to the Board that includes the following:

- 6 1. The number of incidents involving the use of isolation and restraint since the previous semiannual
7 report;
- 8
9 2. The number of instances in which the school personnel imposing an isolation or restraint were
10 not trained and certified;
- 11
12 3. Any injuries, deaths, or property damage that occurred;
- 13
14 4. The time at which the student's parent/guardian was notified on the day the isolation or
15 restraint was used; and
- 16
17 5. Demographic information to determine whether disproportionate use of these interventions
18 exists.

Oneida Special School District

Determination of Homeless Students

6.503.1

1Assistant Director will be designated as the school district's homeless coordinator and will be
2responsible for ensuring that each student who is identified as homeless will be provided with the
3appropriate and available services.

4If a student seeks to enroll in the school district as a homeless student, the homeless coordinator shall
5be informed as soon as possible by the principal.

6When making the determination of whether the student is homeless, the following steps shall be taken
7by the homeless coordinator:

- 8 1. Determine whether the student is a homeless child or youth as defined by the McKinney-Vento
9 Homeless Assistance Act, in consultation with appropriate administrators. In making this
10 determination, the homeless coordinator will gather relevant information, including but not
11 limited to, information about the student's current and past living situations, the
12 parent/guardian's current and past living situations, the reasons for the student's current living
13 situation, the availability of other living arrangements for the student, and any enrollment
14 documents in the student's or parent/guardian's possession;
- 16 2. If the student is determined to be homeless, the parent/guardian (or student if an
17 unaccompanied youth) will be informed of the enrollment options available to the student and
18 additional services available, including transportation. The student shall be enrolled
19 immediately; and
- 21 3. If it is determined that the student is not homeless, the parent/guardian (or student if an
22 unaccompanied youth) will be provided with a written explanation of the school's decision,
23 including a statement regarding the right to appeal the decision.

Oneida Special School District

Determination of Migrant Students

6.504.1

Family Resource Director will be designated as the school district's migrant coordinator and will be responsible for ensuring that each individual who is identified as a migratory student will be provided with the appropriate and available services.

If a student seeks to enroll in the school district as a migrant student, the migrant coordinator shall be informed as soon as possible by the principal. He/she will be responsible for determining whether the student is migratory in consultation with appropriate administrators.

In making this determination, the homeless coordinator will gather relevant information, including but not limited to, information about the student's current and past living situations, the parent/guardian's current and past living situations, the reasons for the student's current living situation, and the availability of other living arrangements for the student.

Additionally, he/she will develop a process for determining the appropriate school, grade, and course placement that is in the student's best interest.

Once enrolled in the school district, the migrant coordinator shall work in coordinator with the appropriate school employees to ensure that the student is not penalized in any manner in relation to curriculum, graduation requirements, or challenging state academic standards.

Oneida Special School District

Transportation of Students in Foster Care

6.505.1

1Transportation Director, Guidance Counselor and/or School Social Worker shall collaborate with the
2local child welfare agency to develop a process to govern how transportation to a student's school of
3origin shall be provided, arranged, and funded. This transportation will be provided for the duration of
4the student's time in foster care.

5Students in foster care needing transportation to their schools of origin will promptly receive that
6transportation in a cost-effective manner and in accordance with federal law.

7If there are additional costs incurred in providing transportation to the school of origin, the district will
8provide such transportation if:

- 9 1. The local child welfare agency agrees to reimburse the district for the cost of such
10 transportation;
- 12 2. The district agrees to pay for the cost; or
- 14 3. The district and local child welfare agency agree to share the cost.

15Additional costs are defined as the difference between what a school district would otherwise spend to
16transport a student to his/her assigned school and the cost of transporting a child in foster care student
17to his or her school of origin.

Oneida Special School District

Foster Care Liaison

6.505.3

1 The Guidance Counselors shall serve as the foster care liaison. The foster care liaison is responsible for
2 facilitating school district compliance with state and federal laws related to students in foster care and
3 collaborating with the Department of Children’s Services (DCS) to address educational barriers for
4 students in foster care. The foster care liaison duties include, but are not limited to, the following:

- 5 1. Maintaining the implementation of state and federal laws related to students in foster care by
6 coordinating with DCS;
- 7
- 8 2. Coordinating with the foster care program staff at the Department of Education;
- 9
- 10 3. Attending training and professional development opportunities;
- 11
- 12 4. Serving as the primary point of contact for DCS;
- 13
- 14 5. Facilitating the enrollment of children placed in foster care, which includes the transfer of
15 school records;
- 16
- 17 6. Sharing data with child welfare agencies consistent with state and federal privacy laws;
- 18
- 19 7. Serving as the point of contact and resource for students in foster care;
- 20
- 21 8. Ensuring that foster care students are enrolled in and regularly attending school; and
- 22
- 23 9. Providing professional development and training to school staff regarding state and federal
24 laws related to students in foster care and the educational needs of students in foster care.

25 CONTACT INFORMATION

26 *School District Foster Care Point of Contact*

27 Name: _____

28 Phone Number: _____ Email: _____

29 Office Location: _____

1 *Building Foster Care Point of Contact Guidance counselor*

2 *Guidance Counselor OES 423-569-8340; OMS 423-569-2468; OHS 423-569-8818*

3 Name: _____

4 Phone Number: _____ Email: _____

5 Office Location: _____

Oneida Special School District

Determination of Students from Military Families

6.506.1

1The School Guidance Counselor will be responsible for ensuring that students with
2parent(s)/guardian(s) in the armed services are identified and that appropriate and available services are
3provided for these students.

4If a student seeks to enroll in the school district as a student from a military family, the Assistant
5Director or Director of Schools shall be informed as soon as possible by the principal. He/she will
6assist the student and his/her parent/guardian, in coordination with the appropriate school personnel, in
7the enrollment process.

8Additionally, he/she will develop a process for determining the appropriate school, grade, and course
9placement that is in the student's best interest.

10Once enrolled in the school district, the school's guidance counselor shall work in coordination with
11the appropriate school personnel to ensure that the student is not penalized in any manner in relation to
12curriculum, graduation requirements, or challenging state academic standards.

Oneida Special School District

**Military Status of
Parent(s)/Guardian(s)**

6.506.2

Districts are required to identify students whose parent(s)/guardian(s) serve in the military categories below:

1. Active duty military – parent/guardian on National Guard duty, Active Guard Reserve (full-time Reserve duty), or Active duty;
2. National Guard Military – parent/guardian who participates in the National Guard on a part-time basis; and
3. Reserve Military – parent/guardian who participates on a part-time basis in the Reserves of a branch of the armed forces.

Please complete the information below if the student’s parent/guardian currently serves in the military.

Name of Student: _____ Birthdate: _____

School Name: _____ Grade: _____

Name of Parent/Guardian	Start Date of Current Military Service	Classification	Branch

Oneida Special School District

Authorization for the Release of Student Records

6.600.1

1Name of Student: _____ Age: _____

2Address: _____

3School: _____

4Date of Graduation: _____ Date of Last Attendance: _____

5Describe the records to be released: _____

6 _____

7Reasons for disclosure: _____

8 _____

9I do hereby authorize the release of all records and transcripts on the above-named student to:

10Name of Institution: _____

11Address: _____

12Date of Consent: _____

13Date of Termination of Consent (if applicable): _____

Signature of Parent/Guardian or Eligible Student*

Date

14**The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-15secondary school, at which time all of the above rights become the student's right.*

Oneida Special School District

Request of Student Records Inspection

6.602.1

1Date: _____

2Name of Student: _____

3School: _____ Grade: _____

4Description of Records: _____

5_____

6_____

7_____

8_____

Signature of Parent/Guardian (if appropriate)

Date

Signature of Student (if appropriate)

Date

Oneida Special School District

Correction Procedures

6.602.2

1Parent(s)/guardian(s) of students or eligible students may seek to amend any part of the student's
2record they believe to be inaccurate, misleading, or in violation of the student's rights of privacy.

3RECORDS CUSTODIAN

4When a parent/guardian of a student or an eligible student finds an item in the student's education
5record which he/she believes is incorrect, he/she should immediately ask the records custodian to
6correct the item.

7If the record is incorrect because of an obvious error, the records custodian will make the correction. If
8the records custodian cannot change the record, he/she will ask the requester to initiate a written
9request for the change.

10The written request to amend a student's education record shall identify the item and state why the
11requester believes it is incorrect. The request will be dated and signed by the requester.

12Within seven (7) days after the records custodian receives a written request, he/she will:

- 13 1. Study the request and discuss it with appropriate school personnel;
- 15 2. Make a decision to comply or decline to comply with the request; and
- 17 3. Notify the requester of the decision.

18If the records custodian decides the record should be corrected, he/she will make the change and notify
19the requester in writing that he/she has made the change. The requester will be notified of the
20opportunity to inspect and review the student's education record to make certain the record is in order
21and the correction is satisfactory.

22If the records custodian, in consultation with school personnel, decides not to amend the record as
23requested, he/she will notify the requestor of the decision and inform the requester of his/her right to a
24hearing to challenge the content of the student's education record.

25*Results of the Hearing*

26If, as a result of the hearing, it is decided that the student's education record needs to be amended, the
27records custodian shall amend the record accordingly and inform the requestor of the amendment
28in writing.

29If, as a result of the hearing, it is decided that the student's education record does not need to be
30amended, the records custodian shall inform the requestor of his/her right to place a statement in the
31record commenting on the contested information in the record and/or why he/she disagrees with the
32decision of the school district.

Oneida Special School District

Submission of Student Publications

6.704.1

1Any student may submit articles and editorials for school-sponsored publications.

2Classroom Teacher and/or Administration shall be the faculty sponsor responsible for submission of
3student materials for consideration in school-sponsored publications and other distribution of
4publications on school grounds. He/she shall establish a list of school-sponsored publications with the
5corresponding deadline for submission of materials for each publication. The submission deadlines and
6criteria for articles, e.g. length, wordcount, format, etc., shall be distributed annually to students.

7The faculty sponsor shall determine if a student submission is consistent with community standards
8and appropriate content for distribution within the school. The faculty sponsor shall inform the student
9of the approval or denial within 10 days of submission. In case of a denial, the student shall have 2
10days to request an appeal of the decision to the principal.

Oneida Special School District

Student Fees

6.709.1

1Each individual school administration shall annually update the list of school fees. Fees shall not be
2assessed as a condition of attending school or using equipment for educational purposes. School fees
3shall comply with State Board of Education rules and regulations.

4The Finance Director shall be responsible for waiving school fees for students who receive free or
5reduced-price lunches. At the beginning of the school year, at the time of enrollment, and/or at the time
6of requesting school fees, all students and their parent(s)/guardian(s) shall be given clear and
7prominent written notice of authorized fees that may be requested and notice of the fee waiver process.

8School Administration shall provide written notice to parent(s)/guardian(s) of approval or denial of
9requests for fee waivers. Any denial shall contain the specific grounds for denial and shall afford the
10parent/guardian the opportunity for a personal meeting with the principal to discuss the validity of the
11denial.

12Each School shall keep copies of any forms, notices, and/or instructions used in the waiver of fees and
13shall keep records of any denials, appeals of denials, and resolution of such appeals.

Oneida Special School District

Student Fines

6.709.2

1School Administration shall be responsible for assessing fines for the destruction or damage of school
2property and for notifying the student and parent/guardian of the responsibility to pay the fine.

3Except in cases of unavoidable accident, students who destroy, damage, or lose
4school property, including, but not limited to, buildings, school buses, books,
5equipment, and records, will be responsible for the actual cost of replacing or
6repairing such materials or equipment.

7Failure to remit the cost of replacing or repairing such materials or to make
8satisfactory arrangements with the administration for payment may result in
9suspension of the student. If payment is not remitted, the matter will be referred
10to the Board for final disposition.