

# Oneida Special School District

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## Administrative Procedures

### Section 4 – Instructional Program

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# Oneida Special School District

## Instructional Standards Review

## 4.101.1

1 Annually, Assistant Director of Schools shall be responsible for reviewing the curriculum selected for  
2 the school district to ensure that no subjects or topics prohibited by state or federal law are being  
3 taught. The Assistant Director of Schools shall also be responsible for ensuring only Tennessee state  
4 standards are taught within the school district using approved materials (i.e., no instructional materials,  
5 textbooks, or supplemental materials shall align exclusively with Common Core or be marketed or  
6 otherwise identified as Common Core).

### 7 **PROHIBITED CONCEPTS**

8 District employees shall not include or promote any of the following concepts when providing  
9 instruction, using instructional or supplemental materials, or when implementing the instructional  
10 program and curriculum:

- 11 1. One (1) race or sex is inherently superior to another race or sex;
- 12
- 13 2. An individual, by virtue of the individual's race or sex, is inherently privileged, racist, sexist, or  
14 oppressive, whether consciously or subconsciously;
- 15
- 16 3. An individual should be discriminated against or receive adverse treatment because of the  
17 individual's race or sex;
- 18
- 19 4. An individual's moral character is determined by the individual's race or sex;
- 20
- 21 5. An individual, by virtue of the individual's race or sex, bears responsibility for actions  
22 committed in the past by other members of the same race or sex;
- 23
- 24 6. An individual should feel discomfort, guilt, anguish, or another form of psychological distress  
25 solely because of the individual's race or sex;
- 26
- 27 7. A meritocracy is inherently racist or sexist, or designed by a particular race or sex to oppress  
28 members of another race or sex;
- 29
- 30 8. This state or the United States is fundamentally or irredeemably racist or sexist;
- 31
- 32 9. Promoting or advocating the violent overthrow of the United States government;
- 33
- 34 10. Promoting division between, or resentment of, a race, sex, religion, creed, nonviolent political  
35 affiliation, social class, or class of people;
- 36

- 1 11. Ascribing character traits, values, moral or ethical codes, privileges, or beliefs to a race or sex,  
2 or to an individual because of the individual's race or sex;  
3
- 4 12. The rule of law does not exist, but instead, is a series of power relationships and struggles  
5 among racial or other groups;  
6
- 7 13. All Americans are not created equal and are not endowed by their Creator with certain  
8 unalienable rights, including, life, liberty, and the pursuit of happiness; or  
9
- 10 14. Governments should deny to any person within the government's jurisdiction the equal  
11 protection of the law.

12 These prohibitions shall not apply to the following instruction:

- 13 1. The history of an ethnic group, as described in textbooks and instructional materials, taught  
14 based on materials adopted in accordance with state law;  
15
- 16 2. The impartial discussion of controversial aspects of history;  
17
- 18 3. The impartial instruction on the historical oppression of a particular group of people based on  
19 race, ethnicity, class, nationality, religion, or geographic region; or  
20
- 21 4. Historical documents relevant to these topics, as permitted by state law.

#### 22 *Review of Instruction*

23 Assistant Director of Schools shall be responsible for ensuring that the concepts provided during  
24 instruction comply with state law. He/she will schedule a meeting with each teacher to review his/her  
25 lesson plans and to answer any questions the teacher may have in regard to instruction.

#### 26 *Notification*

27 All teachers within the school district will be given notification as to whom to contact if questions arise  
28 during the school year regarding specific topics. If a teacher receives a complaint from a  
29 parent/guardian about the instruction being taught in the classroom, the teacher shall direct the  
30 parent/guardian to School level administration.



## Prohibited Concepts Complaint Form

If you believe that an LEA or public charter school has included or promoted a prohibited concept in a course of instruction, curriculum, instructional program, or supplemental instructional materials in violation of Tenn. Code Ann. § 49-6-1019(a), please fill out this form, sign it, and send it to the appropriate LEA or public charter school.

Please remember that general complaints about the subject matter or age appropriateness of textbooks and instructional materials that do not allege that prohibited concepts are being or have been included or promoted in a course of instruction, curriculum, instructional program, or in supplemental instructional materials of an LEA or public charter school, are *not* covered by Tenn. Code Ann. § 49-6-1019 and must be filed with the LEA or public charter school pursuant to the LEA or public charter school's locally adopted policy for addressing such complaints.

Complainant Information	
Name of Complainant	Complainant is a:  Student of the LEA or public charter school Parent of a student of the LEA or public charter school Employee of the LEA or public charter school None of the above
Address of Complainant (Street Address, City, State, Zip Code)	
Phone Number of Complainant	Email Address of Complainant
Allegations	
Description of the allegations (please attach an additional sheet if more space is needed):	

The allegations above fall within the following category or categories of prohibited concepts:

1. One race or sex is inherently superior to another race or sex.
2. An individual, by virtue of the individual's race or sex, is inherently privileged, racist, sexist, or oppressive, whether consciously or subconsciously.
3. An individual should be discriminated against or receive adverse treatment because of the individual's race or sex.
4. An individual's moral character is determined by the individual's race or sex.
5. An individual, by virtue of the individual's race or sex, bears responsibility for actions committed in the past by other members of the same race or sex.
6. An individual should feel discomfort, guilt, anguish, or another form of psychological distress solely because of the individual's race or sex.
7. A meritocracy is inherently racist or sexist, or designed by a particular race or sex to oppress members of another race or sex.
8. This state or the United States is fundamentally or irredeemably racist or sexist.
9. Promoting or advocating the violent overthrow of the United States government.
10. Promoting division between, or resentment of, a race, sex, religion, creed, nonviolent political affiliation, social class, or class of people.
11. Ascribing character traits, values, moral or ethical codes, privileges, or beliefs to a race or sex, or to an individual because of the individual's race or sex.
12. The rule of law does not exist, but instead is series of power relationships and struggles among racial or other groups.
13. All Americans are not created equal and are not endowed by their Creator with certain unalienable rights, including, life, liberty, and the pursuit of happiness.
14. Governments should deny to any person within the government's jurisdiction the equal protection of the law.

**Information about Individual Alleged to Have Included or Promoted the Prohibited Concept**

Name of the Individual	Date(s) Prohibited Concept Was Included or Promoted
Job Position of the Individual	School Where the Allegation Arose
Contact Information of the Individual (if known)	

**Supporting Information**

List of documents or other written materials in support of the allegations (please provide a copy where possible):

List of individuals who may have knowledge of the allegations (please indicate whether the individual is a student, parent, or employee of the LEA or public charter school):

Signature Block
Signature of Complainant
Date of Signature



# Oneida Special Board of Education

## Posting the Curriculum

**4.200.1**

- 1 Curriculum is the list of courses available to students enrolled in the school district, accompanied by a
- 2 course description and a list of the materials used to provide instruction for the course. Supervisor of
- 3 Instruction shall be responsible for publishing the curriculum on the school district's website. At the
- 4 beginning of each semester, he/she will ensure that updates are made to the website to reflect any
- 5 curriculum changes.

# Oneida Special School District

## Animal Dissection

4.201.1

Students who wish to be excused from animal dissection may submit a request to participate in an alternate activity. These requests are subject to the following requirements:

1. A written request from the parent(s)/guardian(s) of the student stating that the student wishes to be excused from dissection will be submitted to the teacher. The request will state the reasons for not participating in said dissection;
2. A committee comprised of the principal/designee, school counselor, and classroom teacher will review the request. The committee may request an interview with the parent/guardian and/or student in order to gain the information needed to act on the request;
3. An alternate activity closely related and of comparable rigor, such as computer simulations and research, will be assigned in lieu of the laboratory dissection;
4. The student will be responsible for the material covered in the alternate activity, and the student will be evaluated on that material; and
5. The alternate activity will carry credit equivalent to the dissection activity.

# Oneida Special School District

## Special Education

4.202.1

### *General*

The Director of Special Education is responsible for overseeing all special education programs as required by state and federal law.

### **CHILD FIND PROCEDURES**

The Director of Special Education shall be responsible for implementing a comprehensive system of child find activities. Notice shall be provided by the Special Education Director or Special Education Director's assistant through newspapers, other media, or both, with circulation adequate to notify parents/guardians of the activities conducted by the District.

Any child suspected of having a disability, including those who are homeschooled and live within the District, may be referred for evaluation. The Director of Special Education shall be responsible for accepting, processing, and documenting each written referral in accordance with the procedures approved by the Tennessee Department of Education.

### **FUNDING**

The Director of Special Education shall be responsible for the administration of IDEA and preschool funds. He/she shall also maintain appropriate records and reports to be used in the planning and evaluating of the district's special education programs and services.

Annually, the Director of Special Education shall update the Director of Schools as to the progress and/or needs of the district's special education programs and services. This report shall be presented to the Board.

# Oneida Special Board of Education

## Priority Students

## 4.204.1

1 Depending on eligibility standards, certain students (i.e., priority students) will have the opportunity to  
2 attend summer instructional programs. A student will be required to meet the below prerequisites  
3 before being enrolled in one of these instructional programs. Attendance shall not be required for a  
4 priority student.

### 5 **TRADITIONAL SUMMER SCHOOL**

6 Summer schools shall be organized and operated as a part of the public school program, shall be under  
7 the control and management of the Board, and shall comply with rules and regulations of the State  
8 Board of Education.<sup>1,2</sup> The qualifications of the teachers, the equipment and the standards enforced  
9 shall be the same as in the regular school term. All summer school work shall be organized by, and  
10 under the direction of, the principal or a qualified person designated by the Board.

11 The summer school program, subject to annual approval by the Board, shall provide opportunities for  
12 remedial instruction at the elementary level, review and limited regular courses at the secondary level,  
13 and special programs funded by the state and/or federal grants.

14 No class shall be taken for the first time during a summer school session. Students may take courses  
15 required for graduation for the first time during a summer school session upon the recommendation of  
16 the principal of the school which the student regularly attends.

17 No more than two (2) classes shall be earned during any summer school session.

18 All summer school classes shall meet on school property, and any exceptions must be approved by the  
19 Board. The library, laboratories, and other facilities shall be made available to all students enrolled in  
20 the summer school program.

21 Students will receive adequate counseling prior to enrollment in summer school classes and will  
22 acquire the recommendation of the guidance counselor.

23 Two (2) absences in any course offered during summer school renders a student ineligible to receive  
24 credit in that course.

### 25 **LEARNING LOSS BRIDGE CAMPS**

26 A student who attends a learning loss bridge camp will be considered a priority student if the student  
27 will be entering:

- 28 1. Sixth, seventh, or eighth grade in the 2021-2022 or 2022-2023 school year who scored  
29 below proficient in math or English language arts on the student's most recent TCAP

1 test or state-adopted benchmark assessment; or

2

3 2. Fourth, fifth, sixth, seventh, or eighth grade in the 2023-2024 school year, or in a  
4 subsequent school year, who scored below proficient in math or English language arts  
5 on the student's most recent TCAP test or state-adopted benchmark assessment.

## 6 **AFTER-SCHOOL LEARNING MINI CAMPS**

7 A student who attends an after-school learning mini camp will be considered a priority student if the  
8 student completed one of the following:

- 9 1. Third or fourth grade in the immediately preceding school year and scored below  
10 proficient in math or English language arts on the student's most recent TCAP test;  
11
- 12 2. Kindergarten, first, or second grade in the immediately preceding school year and  
13 attends a school in which fewer than fifty percent (50%) of the students in grades three  
14 through five scored proficient in math or English language arts on the most recently  
15 administered TCAP test;  
16
- 17 3. Kindergarten, first, second, third, or fourth grade in the immediately preceding school  
18 year and is eligible for temporary assistance for needy families (TANF); or  
19
- 20 4. Kindergarten, first, second, or third grade in the immediately preceding school year and  
21 scored below proficient in math or English language arts on the student's most recent  
22 state-adopted benchmark assessment, Tennessee universal math screener, Tennessee  
23 universal reading screener, universal reading screener, or for after-school learning mini  
24 camps conducted in the 2021-2022 school year, response to instruction and intervention  
25 (RTI<sup>2</sup>) screener.

## 26 **SUMMER LEARNING CAMPS**

27 A student who attends a summer learning camp will be considered a priority student if the student  
28 completed one of the following:

- 29 1. Third or fourth grade in the immediately preceding school year and scored below  
30 proficient in math or English language arts on the student's most recent TCAP test;  
31
- 32 2. Kindergarten, first, or second grade in the immediately preceding school year and  
33 attends a public school or public charter school in which fewer than fifty percent (50%)  
34 of students in grades three through five (3-5) scored proficient in math or English  
35 language arts on the most recently administered TCAP test;  
36

- 1                    3. Kindergarten, first, second, third, or fourth grade in the immediately preceding school  
2                    year and is eligible for temporary assistance for needy families (TANF); or  
3  
4                    4. Kindergarten, first, second, or third grade in the immediately preceding school year and  
5                    scored below proficient in math or English language arts on the student's most recent  
6                    state-adopted benchmark assessment, Tennessee universal math screener, Tennessee  
7                    universal reading screener, universal reading screener, or for summer learning camps  
8                    conducted in the summer immediately following the 2020-2021 school year, response to  
9                    instruction and intervention (RTI<sup>2</sup>) screener.

# Oneida Special School District

## Homebound Instruction Permission Form

4.206.1

Homebound instruction is a program provided for students who, because of a medical condition, are unable to attend the regular instructional program.

The student shall be certified in writing by his/her treating physician as having a medical condition that prevents him/her from attending regular classes but is able to receive homebound instruction.

The homebound instruction program shall consist of a minimum of three (3) hours of instruction per week during the school year for the number of days determined by the Homebound Director.

Absences during homebound instruction are unexcused unless pre-arranged and rescheduled with the homebound teacher. If the parent/guardian cancels a session due to the sickness of the student, a doctor's excuse shall be provided to the school in order for the absence to be considered excused.

Another adult shall be present at the home during the teacher's time of instruction. If an adult is not present, the session shall be cancelled and rescheduled.

The student is expected to complete class work required of other students in the same classroom. All work will be turned in to the student's classroom teacher to be graded. Failure to complete the work can affect the student's grade for that class.

After the expiration of the period of homebound instruction, recertification shall be obtained if the student is still unable to attend the regular instructional program. The student's treating physician shall certify, in writing, that the student has a medical condition that prevents him/her from returning to regular classes and shall continue homebound instruction. The school team shall review homebound instruction for the student every 30 days.

### Pregnant Students:

1. Tennessee law provides for homebound instruction for pregnant students. Under this law each pregnant student is entitled to three hours of homebound instruction per week for a six-week period of maternity leave.
2. If the student's physician certifies in writing that the student's medical condition prevents the student from returning to regular classes, then the school shall continue to offer three hours of

homebound instruction per week, subject to a review every thirty days, and certification that the student remains unable to attend classes because of health complications arising from the pregnancy.

Any homebound grievance shall be reported to the Director of Supervision.

I agree that I have read the above and grant permission for \_\_\_\_\_  
to receive homebound instruction.

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Date



# Oneida Special School District

## English Learners

### 4.207.1

1ESL Director shall be responsible for developing and implementing language instruction programs  
2that:

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

10He/she shall report to the Director of Schools as to the effectiveness of these programs.

# Oneida Special School District

## Course Access Program

4.209.1

### **RIGHT TO APPEAL**

Within 5 days of a denial of a course access course enrollment, the Supervisor of Instruction shall inform the student and his/her parent/guardian, in writing, of their right to appeal the denial.

Information regarding the right to appeal a denial of a course access course enrollment shall also be published in the student handbook and on the district's website.

### **WITHDRAWAL FROM COURSE ACCESS PROGRAM**

A student may withdraw from a course access course within 3 days of beginning the course. Students who withdraw from a course access course shall enroll in a course in their home school district to satisfy course load requirements.

Any tuition paid to the host school district shall be reimbursed to the home school district, or student if applicable, for the full amount paid for the course access course.

# Oneida Special School District

## Credit Recovery Parental Consent Form

4.210.1

1 Student Name: \_\_\_\_\_

2 Credit Recovery Course: \_\_\_\_\_ Qualifying Course Grade: \_\_\_\_\_

3 Dear Parent/Guardian:

4 Please read carefully the statements below and discuss them with your student. Initial each statement  
5 and sign on the line provided.

6 \_\_\_\_\_ 1. I understand that my child has failed a course that is needed for graduation.

7 \_\_\_\_\_ 2. I understand that this failing grade/unsatisfactory course work qualifies my child for credit  
8 recovery.

9 \_\_\_\_\_ 3. I understand that credit recovery will be in an alternate setting under the supervision of a  
10 certified teacher/lab facilitator and a content area teacher of record.

11 \_\_\_\_\_ 4. I understand that a postsecondary institution may not accept a credit recovered through the  
12 Credit Recovery Program.

13 \_\_\_\_\_ 5. I understand that the NCAA Clearinghouse will not accept credit recovery courses for credit.

14 \_\_\_\_\_ 6. I understand that a D (60% or above) is the grade that will be awarded for successfully  
15 completing a credit recovery course, will replace the original failing course grade, and will  
16 appear on my child's transcript regardless of the actual grade in the credit recovery class.

17 \_\_\_\_\_ 7. I understand that the course for which a credit is awarded through credit recovery will be  
18 denoted as such on my child's transcript.

19 \_\_\_\_\_ 8. I understand that not completing credit recovery may put myself/my student in a "GAP"  
20 situation, which may inhibit their ability to graduate.

21 \_\_\_\_\_ 9. I understand that not completing credit recovery will result in mandatory summer school.

- 1 I have read and initialed the above statements. This document serves as my written consent for my
- 2 child to participate in the Credit Recovery Program.

---

Signature of Parent/Guardian

---

Date

---

Signature of Student

---

Date

# Oneida Special School District

## Credit Recovery Completion Plan

4.210.2

1 Student's Name: \_\_\_\_\_

2 Teacher of Record: \_\_\_\_\_

3 Course Title: \_\_\_\_\_

4 Original Course Final Grade: \_\_\_\_\_

5 Indicate Reason(s) for Failure:

6 \_\_\_\_\_ Missed Exam \_\_\_\_\_ Unsatisfactory Work Habits \_\_\_\_\_ Assignments Incomplete

7 \_\_\_\_\_ Other: \_\_\_\_\_

8 The student shall work on the following deficiencies (attach additional documents if needed): \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

11 The student shall work on the specific skills in Credit Recovery (attached additional documents if  
12 needed): \_\_\_\_\_

13 \_\_\_\_\_

14 \_\_\_\_\_

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Implementation

\_\_\_\_\_  
\*Date of Completion

*\*Note: Once credit recovery is completed, a grade printout along with any comments shall be attached to this document. Any comments shall be signed and dated.*

# Oneida Special School District

## Work-Based Learning Program

4.211.1

The Work-Based Learning Coordinator shall be responsible for the overall administration of the program, including but not limited to:

1. Employer Engagement – outreach, student placement, and ongoing communication;
2. Supervision and Coaching – supervise students, facilitate learning, link to content, instruction, and workplace standards;
3. Content Instruction – general education and career and technical instruction; and
4. Student Support – college and career assessment, guidance, and planning.

Administration of the program shall be in compliance with guidance produced by the Department of Education and approved by the Director of Schools.

### EVALUATION AND ASSESSMENT

The Work-Based Learning Coordinator shall be responsible for overseeing the evaluation of each student's progress as well as the overall success of the placement at the worksite.

In addition, he/she shall complete an annual assessment of the school district's work-based learning program.

# Oneida Special School District

## Remote Instruction

## 4.212.1

1 Due to certain events, remote instruction can be used two (2) times a semester for individual classes,  
2 schools, or for the district as a whole. For remote instruction to count towards the one hundred and  
3 eighty (180) school days, students in kindergarten shall have access to instruction for four (4) hours,  
4 and students in grades one through twelve (1-12) shall have access to instruction for six and one-half  
5 (6 ½) hours.

6 During remote instruction, the district shall provide services required by a student's individual  
7 education plan (IEP) and make school meals available in accordance with the school nutrition  
8 program.

9 Teachers shall report daily attendance to the principal for the days that remote instruction is utilized.  
10 For students who are absent, board policy 6.200 shall be referenced to determine if the absence is  
11 excused or unexcused as well as whether any interventions are needed to address student absences.

### 12 **DANGEROUS OR EXTREME WEATHER CONDITIONS**

13 A school district may require an individual class, school, or the district as a whole to utilize remote  
14 instruction in times of dangerous or extreme weather conditions. Parent(s)/guardian(s) shall be notified  
15 if the school district decides to transition to remote instruction.

### 16 **OUTBREAK OF ILLNESS**

17 A school district may require an individual class, school, or the district as a whole to utilize remote  
18 instruction in the event of a serious outbreak of illness. The Director of Schools shall use his/her  
19 discretion to decide if a class or school shall be placed on remote instruction. School employee shall  
20 notify parent(s)/guardian(s) of the students who are transitioning to remote instruction because of  
21 exposure or potential exposure to an illness.

### 22 **ADMINISTRATION OF ASSESSMENTS**

23 A school district may require an individual class, school, or the district as a whole to utilize remote  
24 instruction on days that the school administers end-of-course (EOC) assessments or a post-secondary  
25 assessment. The students who will be required to transition to remote instruction for that day will be  
26 notified at least 1 day prior to the administration of the assessment. Students who are participating in  
27 the assessment will be required to take the assessment in person.

# Oneida Special School District

## Club/Organization Consent Form

**4.300.1**

1 The below form is to be completed and signed by the parent/guardian to allow the student to  
2 participate or become a member in \_\_\_\_\_(club/organization). Consent  
3 forms shall be submitted within \_\_\_\_\_(time frame) prior to becoming a member  
4 of the club/organization and/or participating in any activity of the club/organization.

5 Name of Student: \_\_\_\_\_

6 Student ID: \_\_\_\_\_

7 Grade: \_\_\_\_\_ Name of Teacher: \_\_\_\_\_

8 Name of Parent/Guardian: \_\_\_\_\_

9 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

10 By signing below, \_\_\_\_\_(student) has permission to become a member and/or  
11 participate in the above listed club/organization during the current school year.

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Signature of Student (if eighteen (18) years or older)

\_\_\_\_\_

Date



# Oneida Special Board of Education

## Coach Code of Conduct

4.301.1

1 The following standards shall serve as a guide to each interscholastic athletic coach as they provide  
2 leadership for the youth of our state in interscholastic competition.

### 3 MY RELATIONS TO THE ATHLETES

- 4 1. I will, at all times, think in terms of “student first,” always determining how my actions and  
5 decisions will ensure that each athlete receives the best educational opportunity.  
6
- 7 2. I will provide an environment that focuses on the athlete’s growth and development to practice  
8 and compete at his/her full potential while encouraging fair play and good sportsmanship.  
9
- 10 3. I will model the highest standards of moral character, behavior, and leadership when working  
11 with all athletes.  
12
- 13 4. I will maintain strict professional relationships with athletes in all aspects, including social  
14 media as well as in team communications.  
15
- 16 5. I will maintain the highest standards for the health and safety of every athlete and will follow  
17 the advice of the athlete’s physician when determining when he/she can return to play.

### 18 MY RELATIONS TO MY SCHOOL DISTRICT

- 19 1. I will abide by board policy, district administrative procedures, and the Tennessee Secondary  
20 School Athletic Association rules and regulations and require the same of the team,  
21 representatives of the team, and the spectators.  
22
- 23 2. I will support the sports officials in enforcement of the rules and will require the same of the  
24 team, representatives of the team, and the spectators.  
25
- 26 3. I will represent the Board and the school district to the public in such a way as to promote both  
27 interest and support in all team athletics, whether on or off school campus.

### 28 MY RELATIONS TO MYSELF

- 29 1. I will uphold the integrity and independence of the position and will conduct myself as a  
30 professional in all team activities.  
31
- 32 2. I will strive to keep all athletic facilities and equipment safe and clean and will report any  
33 discrepancies that could hinder the health or safety of any athlete.

- 1
  - 2
  - 3
3. I will continue to expand my knowledge on coaching principles and techniques through professional development.

# Oneida Special Board of Education

## Heat Illness Prevention

4.301.2

1 *General*

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

6 **TRAINING**

7 All coaches who oversee or participate in outdoor training, practice, or competition shall complete a  
8 heat illness prevention course approved by the Department of Health. The training shall occur no later  
9 than ninety (90) days after the start of the coach's employment or volunteer service as well as annually  
10 thereafter. After the completion of the first heat illness prevention course, the coach shall annually  
11 acknowledge in writing that he/she completed the course and understands the requirements and  
12 importance of the course.

13 Coaches shall also receive training on activity modifications based on environmental conditions, such  
14 as lighting.

15 **ACTIVITY MODIFICATIONS**

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

<b>TEMPERATURE OR HEAT INDEX</b>	<b>ACTION</b>
Under 95° F	<ul style="list-style-type: none"><li>• Provide ample amounts of water. Water shall always be available, and athletes shall be allowed to take in as much water as they desire;</li><li>• Provide optional water breaks every thirty (30) minutes for ten (10) minutes in duration;</li><li>• Provide ice-down towels for cooling for warm weather practices; and</li><li>• Monitor athletes carefully for necessary action.</li></ul>

95° - 99° F	<ul style="list-style-type: none"><li>• Provide ample amounts of water. Water shall always be available, and athletes shall be allowed to take in as much water as they desire;</li><li>• Provide mandatory water breaks every thirty (30) minutes for ten (10) minutes in duration;</li><li>• Provide ice-down towels for cooling;</li><li>• Monitor athletes carefully for necessary action;</li><li>• For contact sports and activities with additional equipment, helmets and other possible equipment should be removed if not involved in contact;</li><li>• Reduce the time of outside activity and consider postponing practice to later in the day; and</li><li>• Re-check temperature and humidity every thirty (30) minutes to monitor for increased heat index.</li></ul>
100° - 104° F	<ul style="list-style-type: none"><li>• Provide ample amounts of water. Water shall always be available, and athletes shall be allowed to take in as much water as they desire;</li><li>• Provide mandatory water breaks every thirty (30) minutes for ten (10) minutes in duration;</li><li>• Provide ice-down towels for cooling;</li><li>• Monitor athletes carefully for necessary action;</li><li>• Alter uniform by removing items if possible and allow for changes to dry t-shirts and shorts;</li><li>• Reduce time of outside activity as well as indoor activity if air conditioning is unavailable;</li><li>• If possible, postpone practice to later in the day;</li><li>• 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</li></ul>

	<ul style="list-style-type: none"><li>• Re-check temperature and humidity every thirty (30) minutes to monitor for increased heat index.</li></ul>
105° F or higher	<ul style="list-style-type: none"><li>• Stop all outside activity and stop all inside activity if air conditioning is unavailable.</li></ul>

# Oneida Special School District

## Requirements for Coaches

**4.301.3**

1 All coaches, whether employed by the school district or a volunteer, shall do the following:

- 2 1. Annually complete the concussion recognition and head injury safety education course  
3 program;
- 4 2. Annually complete the sudden cardiac arrest education program;
- 5 3. Annually complete a heat illness prevention course;
- 6 4. Receive training on activity modifications based on environmental conditions;
- 7 5. Receive training in cardiopulmonary resuscitation and in the use of automated external  
8 defibrillators;
- 9 6. Comply with all applicable background check and fingerprinting requirements; and
- 10 7. Create and implement an emergency action plan, in coordination with the Athletic  
11 Director, that facilitates, organizes, and provides for the rehearsal of the actions of  
12 coaches and athletes in an emergency.  
13  
14  
15  
16  
17  
18

# Oneida Special Board of Education

## Required Training for Coaches

4.301.3

1 All coaches, whether employed by the school district or a volunteer, shall do the following:

- 2 1. Annually complete the concussion recognition and head injury safety education course  
3 program;
  - 4 2. Annually complete the sudden cardiac arrest education program;
  - 5 3. Annually complete a heat illness prevention course;
  - 6 4. Receive training on activity modifications based on environmental conditions;
  - 7 5. Receive training in cardiopulmonary resuscitation and in the use of automated external  
8 defibrillators; and
  - 9 6. Comply with all applicable background check and fingerprinting requirements.
- 10  
11  
12  
13  
14

# Oneida Special School District

## Field Trip Procedures

**4.302.1**

When reviewing requests for field trips, the following guidelines shall be followed and verified before a field trip request is approved:

1. The requested field trip shall have a definite purpose and reflect careful planning. Justification for the trip shall include specific grade standards that will be met by this field trip. Students should be prepared for general class discussion and/or research the day following the trip;
2. The field trip shall comply with the age/grade appropriate field trip list which is developed annually by the school district;
3. If bus transportation is required, the principal/designee shall make the necessary arrangements with the Transportation Supervisor. The cost for use of the school buses shall be at the annual rate determined by the Board;
4. Signed parental permission forms shall be obtained for every student making an off-campus trip beyond the immediate vicinity of the school. The principal shall ensure that these forms are kept on file for the remainder of the school year;
5. If a field trip involves a meal, the principal/designee shall notify the cafeteria manager in advance. The parent(s)/guardian(s) will be informed of the availability of meals and the opportunity to provide an alternate lunch for the student to bring on the trip; and
6. A list of all students and chaperones taking the field trip will be compiled and provided to the principal and bus driver prior to the field trip. Chaperones must have a background check prior to field trip.



# Oneida Special School District

## Field Trip Request Form

4.302.2

1All field trips shall be discussed with the principal before submitting this form to the office of the  
2Director of Schools. Request forms shall be submitted within 6 months prior to when the field trip  
3would be taken. If the request is approved, parental permission shall be obtained from all students.

4School: \_\_\_\_\_ Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

5Type of Field Trip Requested: \_\_\_\_\_

6Date of Trip: \_\_\_\_\_ Location of Trip: \_\_\_\_\_

7Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

8Estimated Number of Students: \_\_\_\_\_ Estimated Number of Buses: \_\_\_\_\_

9Plans for Supervising Students: \_\_\_\_\_

10 \_\_\_\_\_

11Type of Activity: \_\_\_\_\_

12 \_\_\_\_\_

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Signature of Principal

13*Internal Use Only:*

14Approved:  Yes  No      Date Received:

15 \_\_\_\_\_

16Comments:

17 \_\_\_\_\_

18 \_\_\_\_\_

\_\_\_\_\_  
Signature of Director of Schools

\_\_\_\_\_  
Date

# Oneida Special School District

## Field Trip Permission Form

4.302.3

1Completion of this form is required for all field trips. The classroom teacher will collect and submit all  
2permission forms to the office of the principal. The teacher shall also notify the office of the principal  
3as to any students who did not return the form.

4I, \_\_\_\_\_, give my permission for my  
5son/daughter, \_\_\_\_\_, to attend a field trip to  
6\_\_\_\_\_ in \_\_\_\_\_. I understand that he/she  
7will be traveling by \_\_\_\_\_ and will leave the school around \_\_\_\_\_  
8A.M. on \_\_\_\_\_ and will return around \_\_\_\_\_ P.M. on  
9\_\_\_\_\_.

10Please provide any relevant information that might be needed while your child is on the field trip:

11 \_\_\_\_\_

12 \_\_\_\_\_

13 \_\_\_\_\_

14I understand any misconduct will result in the same disciplinary action as if the incident occurred on  
15school property. Also, I understand that my child is responsible for making up all work missed as a  
16result of participating in this field trip. In case of any emergency, I may be reached at one of the  
17telephone numbers below.

\_\_\_\_\_

Signature of Parent/Guardian

Relationship to Student

Date

18Name of Parent/Guardian: \_\_\_\_\_

19Parent/Guardian Phone Number: \_\_\_\_\_

20Alternate Emergency Contact Name: \_\_\_\_\_

21 Phone Number: \_\_\_\_\_

# Oneida Special School District

## Request for Reconsideration of Instructional Materials

4.400.1

1 Fill out the below information and return this form to the Supervisor of Instruction.

2 Type of Material: \_\_\_\_\_ Author: \_\_\_\_\_

3 Title: \_\_\_\_\_

4 Publisher (if known): \_\_\_\_\_

5 Request initiated by: \_\_\_\_\_

6 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

7 Address: \_\_\_\_\_

8 Complainant represents:  Him/Herself

9  Organization: \_\_\_\_\_

10  Other group: \_\_\_\_\_

11 To what in the material do you object? (Please be specific (i.e. cite pages.) \_\_\_\_\_

12 \_\_\_\_\_

13 \_\_\_\_\_

14 What do you feel might be the result of a student using this material? \_\_\_\_\_

15 \_\_\_\_\_

16 \_\_\_\_\_

17 For what age group would you recommend this item? \_\_\_\_\_

18 Is there anything beneficial about this item? \_\_\_\_\_

19 Did you read or view the entire item? \_\_\_\_\_

20 Are you aware of the judgment of this material by literary critics? \_\_\_\_\_

21 What do you believe is the theme of this material? \_\_\_\_\_

22 \_\_\_\_\_

23 What action would you like your school to take in regard to this item?

24  Do no assign/lend it to my child.

25  Withdraw it from all students.

26  Send it back to the media committee for reevaluation.

27 In its place, what item of equal literary quality would you recommend that would convey that provides  
28 a valuable picture and perspective of this topic? \_\_\_\_\_

29 \_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

# Oneida Special School District

## Inspection of Instructional Materials

**4.400.2**

1Supervisor of Instruction shall oversee the inspection of all instructional materials. He/she shall  
2maintain and regularly update a district-wide list of these instructional materials.

### **3REQUEST FOR INSPECTION**

4The principal shall respond to any request for inspection within 10 days or provide an explanation to  
5the requestor as to why the material cannot be provided, including an estimated time for producing the  
6material. The Assistant Director is authorized to put reasonable limitations on the inspection, such as  
7limiting the review to regular school hours.

8Any complaint resulting from the inspection of any instructional material shall be made using the  
9Request for Reconsideration of Instructional Materials form.

# Oneida Special School District

## Selection of Textbooks

**4.401.1**

1Upon request, citizens of the community will be provided an opportunity to examine proposed  
2textbooks prior to their final adoption. Annually, textbooks may be examined at each individual school.  
3This information will be posted at the central office, the district's website, and in a newspaper of  
4general circulation.

5During this time, citizens will be allowed to provide feedback as to the use of the textbook within that  
6subject and grade. Any feedback shall be submitted to the Board for consideration prior to final  
7adoption of the textbooks recommended by the textbook review committee.

# Oneida Special School District

## Checklist for Reconsideration of Textbooks and Instructional Materials

4.402.1

1 Title: \_\_\_\_\_

2 Author: \_\_\_\_\_

### 3 A. Purpose

4 1. What is the overall purpose of the material? \_\_\_\_\_  
5 \_\_\_\_\_

6 2. Is the purpose accomplished? • Yes • No

### 7 B. Authenticity

8 1. Is the author competent and qualified in the field? • Yes • No

9 2. What is the reputation and significance of the author and publisher/producer in the field?  
10 \_\_\_\_\_

11 3. Is the material up-to-date? • Yes • No

4. Are information sources well documented? • Yes • No

12 5. Are translations and retellings faithful to the original? • Yes • No

### 13 C. Appropriateness

14 1. Does the material promote the educational goals and objectives of the curriculum?  
• Yes • No

15 2. Is it appropriate to the level of instruction intended? • Yes • No

16 3. Are the illustrations appropriate to the subject and age levels? • Yes • No

1 D. Content

2 1. Is the content of this material well-presented by providing adequate scope, range, depth, and  
3 continuity? • Yes • No

4 2. Does this material present information not otherwise available? • Yes • No

5 3. Does this material give a new dimension or direction to its subject? • Yes • No

6 E. Reviews

7 1. Does this title appear in one or more reputable selection aids? • Yes • No

8 If answer is yes, please list title of selection aids.

9 \_\_\_\_\_  
10 \_\_\_\_\_  
11 \_\_\_\_\_

12 Additional Comments: \_\_\_\_\_  
13 \_\_\_\_\_  
14 \_\_\_\_\_  
15 \_\_\_\_\_  
16 \_\_\_\_\_

17 Recommendation by Materials Review Committee for treatment of challenged materials:  
18 \_\_\_\_\_  
19 \_\_\_\_\_  
20 \_\_\_\_\_  
21 \_\_\_\_\_

\_\_\_\_\_  
Date



Signatures of Materials Review Committee

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Oneida Special School District

## Request for Reconsideration of Textbooks and Instructional Materials

4.402.2

1 Fill out the below information and return this form to the Assistant Director 476 Church Street, Oneida,  
2 TN 37841

3 Type of Material: \_\_\_\_\_ Author: \_\_\_\_\_

4 Title: \_\_\_\_\_

5 Publisher (if known): \_\_\_\_\_

6 Request initiated by: \_\_\_\_\_

7 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

8 Address: \_\_\_\_\_

- 9 Complainant represents:
- Him/Herself
  - 10 • Organization: \_\_\_\_\_
  - 11 • Other group: \_\_\_\_\_

12 To what in the material do you object? (Please be specific (i.e., cite pages.) \_\_\_\_\_  
13 \_\_\_\_\_  
14 \_\_\_\_\_

15 What do you feel might be the result of a student using this material? \_\_\_\_\_  
16 \_\_\_\_\_  
17 \_\_\_\_\_

18 For what age group would you recommend this item? \_\_\_\_\_

19 Is there anything beneficial about this item? \_\_\_\_\_

1 Did you read or view the entire item? \_\_\_\_\_

2 Are you aware of the judgment of this material by literary critics? \_\_\_\_\_

3 What do you believe is the theme of this material? \_\_\_\_\_

4 \_\_\_\_\_

5 What action would you like your school to take in regard to this item?

- 6 • Do not assign/lend it to my child.
- 7 • Withdraw it from all students.
- 8 • Send it back to the materials review committee for reevaluation.

9 In its place, what item of equal literary quality would you recommend that would convey a valuable  
10 picture and perspective of this topic? \_\_\_\_\_

11 \_\_\_\_\_

12 Additional Comments: \_\_\_\_\_

13 \_\_\_\_\_

14 \_\_\_\_\_

15 \_\_\_\_\_

16 \_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

# Oneida Special School District

## Checklist for Reconsideration of Library Materials

4.403.1

1 Title: \_\_\_\_\_

2 Author: \_\_\_\_\_

### 3 A. Purpose

4 1. What is the overall purpose of the material? \_\_\_\_\_  
5 \_\_\_\_\_

6 2. Is the purpose accomplished? • Yes • No

### 7 B. Authenticity

8 1. Is the author competent and qualified in the field? • Yes • No

9 2. What is the reputation and significance of the author and publisher/producer in the field?  
10 \_\_\_\_\_

11 3. Is the material up-to-date? • Yes • No

12

13 4. Are translations and retellings faithful to the original? • Yes • No

### 14 C. Appropriateness

15 1. Is the material suitable for and consistent with the educational mission of the school?  
• Yes • No

16 2. Is it appropriate for the age and maturity levels of the student who may access them?  
17 • Yes • No

### 18 D. Content

19 1. Is the content of this material well-presented by providing adequate scope, range, depth, and  
20 continuity? • Yes • No

21 2. Does the material contain literary, historical, and/or artistic value and merit? • Yes • No

1            3. Does this material give a new dimension or direction to its subject? • Yes • No

2 E. Reviews

3            1. Is this title listed by reputable sources as being inappropriate for students? • Yes • No

4            If answer is yes, please list title of the source, and concerns the source may have.

5 \_\_\_\_\_  
6 \_\_\_\_\_  
7 \_\_\_\_\_

8 Additional Comments: \_\_\_\_\_

9 \_\_\_\_\_  
10 \_\_\_\_\_  
11 \_\_\_\_\_

12 Recommendation by the Library Materials Review Committee for treatment of challenged materials:

13 \_\_\_\_\_  
14 \_\_\_\_\_  
15 \_\_\_\_\_  
16 \_\_\_\_\_

\_\_\_\_\_ Date

Signatures of Library Materials Review Committee

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# Oneida Special School District

## Request for Reconsideration of Library Materials

4.403.2

1 Fill out the below information and return this form to the Assistant Director of Schools 476 Church  
2 Street, Oneida, TN 37841.

3 Type of Material: \_\_\_\_\_ Author: \_\_\_\_\_

4 Title: \_\_\_\_\_

5 Publisher (if known): \_\_\_\_\_

6 Request initiated by: \_\_\_\_\_

7 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

8 Address: \_\_\_\_\_

9 To what in the material do you object? (Please be specific (i.e., cite pages.) \_\_\_\_\_  
10 \_\_\_\_\_  
11 \_\_\_\_\_

12 What do you feel might be the result of a student using this material? \_\_\_\_\_  
13 \_\_\_\_\_  
14 \_\_\_\_\_

15 For what age group would you recommend this item? \_\_\_\_\_

16 Is there anything beneficial about this item? \_\_\_\_\_

17 Did you read or view the entire item?      • Yes    • No

18 Are you aware of the judgment of this material by literary critics?      • Yes    • No

19 What do you believe is the theme of this material? \_\_\_\_\_  
20 \_\_\_\_\_

1 In its place, what item of equal literary quality would you recommend that would convey a valuable  
2 picture and perspective of this topic? \_\_\_\_\_  
3 \_\_\_\_\_

4 Additional Comments:  
5 \_\_\_\_\_  
6 \_\_\_\_\_  
7 \_\_\_\_\_  
8 \_\_\_\_\_  
9 \_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date



# Oneida Special School District

## Use of Copyrighted Materials

### 4.404.1

The fair use of copyrighted work for teaching is not an infringement of copyright. Before use of any copyrighted work, the following shall be considered in fair use:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

If the employee determines that the use does not fall within the “fair use” guidelines of copyright law, he/she will obtain written permission to reproduce material from the copyright holder(s).

If an employee has a question as to whether he/she is engaging in the fair use of copyrighted work, he/she shall contact the Supervisor of Instruction.

### **INDIVIDUAL SCHOOLS**

The principal shall be responsible for providing employee training, as needed, and will ensure that appropriate warning notices are posted to educate and warn employees of the applicable provisions of copyright law.

The principal will ensure that building computers and computer labs are used only with proper supervision to help protect against unauthorized copying.

#### *Photocopying*

When an employee is making copies for distribution, he/she shall ensure that copies are not to exceed one (1) copy per student in a course. All permitted copying by employees shall bear an appropriate reference which includes the author, title, date, and any other pertinent information.

Photocopying may not be used to substitute for the purchase of books, periodicals, workbooks, test booklets, or activity sheets.

*Sheet and Recorded Music*

The copying of sheet and recorded music shall not be used to substitute for an actual purpose. There are a few exceptions when copying can be made properly:

1. In an emergency for an imminent performance with the intention of purchasing replacement copies;
2. If the unit is unavailable except in a larger work or if confirmed by the copyright holder that it is out of print; or
3. Per one (1) copy per student if no more than 10% of the work and the excerpt is not being used during a performance.

# Oneida Special School District

## Employee Use of the Internet Agreement

4.406.1

### GENERAL RULES AND ETHICS OF INTERNET ACCESS

The school district will provide access to the internet for all employees. Technical support is available when questions arise as to any complications with the use of the internet. In the course of conducting district business, the employee shall use the district internet and refrain from using any personal hotspots or connections.

When using the internet, the following activities are prohibited:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language;
3. Harassing, insulting, defaming, or attacking others;
4. Damaging computers, computer systems, or computer networks;
5. Hacking or attempting unauthorized access to any computer;
6. Violation of copyright laws;
7. Trespassing in another's folders, work, or files;
8. Intentional misuse of resources;
9. Using another's password or other identifier (impersonation);
10. Using the network for commercial purposes; and
11. Buying or selling on the internet.

The school district reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access, including any and all information transmitted or received in connection with such usage.

Any employee observed in the act of any prohibited activity will be disciplined accordingly.

### *Email Accounts*

The school district will provide each employee with a district email address. When using the district provided email account, the following activities will not be allowed:

1. Sending anonymous messages;
2. Sending mass emails except for educational purposes;
3. Posting or forwarding another user's personal communication without the author's consent;
4. Sharing password for the district provided email account; and
5. Sending personally identifiable information about staff or students without password encryption and permission to send information to the appropriate recipient.

Any employee observed in these activities will be disciplined accordingly. Email accounts may be locked without notice.

### *Internet Code of Ethics*

When using the internet, the employee will use appropriate computer etiquette and uphold a code of ethics when accessing the internet. The internet code of ethics shall contain the following:

1. All use of the internet shall be in support of education and research and consistent with the purposes of the school district;
2. The rights of other and the integrity of the computer network shall be respected at all times;
3. All relevant board policy and state and federal laws shall be observed;
4. Network accounts are to be used only by the authorized user of the account for the authorized purpose;
5. Downloading any program or software on to district computers is prohibited unless permission has been received from the technology department;
6. Be considerate and polite when interacting with others on the internet;
7. Do not respond to inflammatory or inappropriate messages by any means;
8. Delete messages from unknown or untrustworthy senders, suspicious files, links, or URLs as they can contain malicious software or viruses;

9. Be mindful when sending email attachments. The file may be too large to be accommodated by the recipient's system;
10. Use a signature block at the bottom of each email in which the name, phone number, job title, and location of the employee is identified;
11. Do not use the network or individual computers in a way that would disrupt the use by others;  
and
12. All computers shall be logged off or shut down when unattended.

### **APPROPRIATE INSTRUCTION AND OVERSIGHT OF STUDENT INTERNET USE**

The intent of the school district is to provide access to resources via the internet with the understanding that employees and students will access and use information that is appropriate and compliments the curriculum. All employees shall screen all internet resources before using the resource with students.

The school district will utilize filtering software to prevent students from conducting prohibited activity. Any internet activity by a student will be monitored through direct observation by employees and/or by technological means to ensure that the student isn't accessing inappropriate material for minors.

Students shall not be permitted to use computer resources without appropriate supervision. Employees shall be familiar with and enforce the appropriate use rules with students. All relevant board policies and state and federal laws shall apply to the usage of the internet.

## USE OF THE INTERNET AGREEMENT

Name: \_\_\_\_\_

School: \_\_\_\_\_

Position: \_\_\_\_\_

I understand that, as a computer and internet user, I am responsible for my actions and to act considerately and appropriately. I agree that I have read the above agreement and will:

1. Ensure that all students who use the computers, networks, and/or internet under my supervision abide by the district's Use of Internet Agreement;
2. Follow board policy and the school district's procedures regarding the use of email and understand that it is not guaranteed to be private;
3. Use internet access in an appropriate, responsible, and ethical manner as outlined above;
4. Understand that I cannot be held responsible for the receipt of unsolicited materials which may be unacceptable or unlawful and shall, if appropriate, notify my supervisor and the proper legal authorities regarding the said material; and
5. Agree to have all software and computers pre-approved by the technology coordinator or designee.

I understand that violation of this agreement may result in disciplinary action as determined by the Director of School, Board of Education, or the courts, if applicable.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

# Oneida Special School District

## Student Use of the Internet Agreement

4.406.2

### GENERAL RULES AND ETHICS OF INTERNET ACCESS

The school district will provide access to the internet for all students for educational purposes only.

When using the internet, the following activities are prohibited:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language;
3. Harassing, insulting, defaming, or attacking others;
4. Damaging computers, computer systems, or computer networks;
5. Hacking or attempting unauthorized access;
6. Violation of copyright laws;
7. Trespassing in another's folders, work, or files;
8. Intentional misuse of resources;
9. Using another's password or other identifier (impersonation);
10. Using the network for commercial purposes; and
11. Buying or selling on the internet.

The school district reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access, including any and all information transmitted or received in connection with such usage.

The school district will utilize filtering software to prevent students from conducting prohibited activity. Any internet activity by a student will be monitored through direct observation and/or by technological means to ensure that the student isn't accessing inappropriate material for minors.

When using the internet, the student will use appropriate computer etiquette and shall adhere to the following guidelines:

1. All use of the internet shall be in support of education and research and consistent with the purposes of the school district;
2. Network accounts are to be used only by the authorized user of the account for the authorized purpose;
3. Personal information (i.e. address, phone number, bank account information, social security number) shall not be shared with others;
4. Downloading programs or software on to district computers is prohibited unless permission has been granted;
5. Any interactions with others on the internet shall be done in a considerate and polite manner; and
6. The network or individual computers shall not be used in a way that would disrupt the use by others.

#### *Penalties for Violations*

Any student who does not comply with these terms and conditions will lose computer privileges for a period of not less than one (1) month. Repeated infractions or an especially severe infraction will result in the termination of access privileges permanently. Depending on the student's infraction, he/she may be disciplined in accordance with board policy.



## USE OF THE INTERNET AGREEMENT

Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

**Student:** I understand that, as a computer and internet user, I am responsible for my actions and that I am responsible to act considerately and appropriately. I agree that I have read the above agreement and agree to abide by these terms and conditions. Should I commit any violation or in any way misuse my access to the district's computer network to the internet, I understand and agree that my access privileges may be revoked, and disciplinary action may be taken.

**Parent/Guardian:** (If the student is under the age of 18, a parent/guardian shall also read and sign this agreement). I have read, understand, and agree that my child shall comply with the above terms and conditions for the student's access to the district's computer network and the internet. I understand that access is being provided to the students for educational purposes only and will be revoked if these privileges are misused. I hereby give my child permission to use the building-approved account to access the district's computer network and the internet.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**TECHNOLOGY OPT-OUT**

Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

I understand that the internet is a worldwide group of computer networks and that the school district does not control the content available on or through these internet sites. I understand that the school will undertake good faith efforts to filter objectionable material available on sites that can be accessed by students, but that filtering efforts may not completely block objectionable content.

Therefore, I am restricting my student's access to the Oneida Special School District's internet. Oneida School District does not have my permission to give internet access to my student.

\_\_\_\_\_  
Signature of Parent/Guardian\*

\_\_\_\_\_  
Date\*

**\* Only sign if you DO NOT want your student to have permission to access the district's internet.**

# Oneida Special School District

## Complaints Regarding Digital or Online Resources

4.406.5

1 Fill out the below information and return this form to the Assisant Director of Schools 376 Church Street,  
2 Oneida, TN 37841.

3 Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

4 Email: \_\_\_\_\_

5 What digital or online material allegedly violated the internet safety measures? \_\_\_\_\_

6 \_\_\_\_\_

7 What is the purpose/function of the digital or online material? \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 When did the alleged violation occur? \_\_\_\_\_

11 Please describe, in detail, the alleged violation: \_\_\_\_\_

12 \_\_\_\_\_

13 \_\_\_\_\_

14 \_\_\_\_\_

15 \_\_\_\_\_

16 Is the alleged violation still accessible to those who have access to the digital or online material?

17 • Yes • No

18 Was the alleged violation posted on a forum, message board, or other messaging system associated

19 with the digital or online material? • Yes • No

20 If you have any evidence to support this complaint, please attach it to this document.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

# Oneida Special School District

## Standards of School and System Websites

**4.407.1**

Technology Director shall be responsible for maintaining the official district web page and monitoring all district web page activity. He/she will ensure that the maintenance of the district web page aligns with the below standards.

### **CONTENT**

When developing and maintaining the official district web page, the following procedures shall apply to the content of the web page:

1. Any content developed shall include the name and district email address of the author and a copyright statement, if applicable;
2. Content shall be grammatically correct with no spelling errors;
3. All content shall be current and accurate information; and
4. Content shall comply with board policies as well as state and federal law.

### **QUALITY**

To ensure quality of the official district web page, the official district web page shall be thoroughly reviewed annually. During this review, all links maintained on the website shall be checked and revised as necessary.

### **CONSISTENCY**

Once the web page is developed or a significant change is made to the web page, the content will be proofread and edited as needed to ensure there is no redundancy.

The official district web page will be formatted to look uniform and cohesive. In order to create this look, a district template will be utilized during the development and maintenance of the web page.

# Oneida Special School District

## Copyright Consent Form

4.407.2

1Name of Student: \_\_\_\_\_

2Name of Parent/Guardian (if applicable): \_\_\_\_\_

3Grade: \_\_\_\_\_ Name of Teacher: \_\_\_\_\_

4I understand that my child's\* work (writings, drawings, etc.) may occasionally be published on the  
5internet. I give my permission to publish my child's\* work with identification as specified below.

6Please circle "yes" or "no" for each of the following:

7 1. My child's\* work (writings, drawings, etc.) may be published on the internet. Yes No

8

9 2. My child's\* first name may be used to identify his/her work. Yes No

10

11 3. My child's\* class (teacher/grade level/school) may be used to identify the  
12 work. Yes No

13Please list any other restrictions you wish to place on the identification of your child's\* published  
14work. \_\_\_\_\_

15 \_\_\_\_\_

16 \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

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

# Oneida Special School District

## Website Accessibility

4.407.3

### *General*

The District is committed to ensuring that people with disabilities have an opportunity equal to that of their nondisabled peers to participate in the district's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration.

### **BENCHMARKS FOR MEASURING ACCESSIBILITY**

In order to assure that people with disabilities have an opportunity equal to that of their nondisabled peers to access information delivered through electronic and information technology, all pages on the district's website will conform to the W3C Web Accessibility Initiative's (WAI) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques for web content or updated equivalents of these guidelines, except where doing so would impose an undue burden or create a fundamental alteration.

With regard to the district's website and any official district web presence which is developed, maintained, or offered through third-party vendors, the District is committed to comply with the provisions of the Americans with Disabilities Act (ADA), Section 504, and Title II. Students, parent(s)/guardian(s), and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities. They are not excluded from participation, denied benefits, or subjected to discrimination in any district programs, services, and activities delivered online.

All existing web content produced by the district and new, updated, and existing web content provided by third-party developers will conform to the WCAG 2.0 Level AA and the WAI-ARIA 1.0 techniques for web content or updated equivalents. This applies to all new, updated, and existing web pages as well as all web content produced or updated by the district or provided by third-party developers.

### **CONCERNS AND GRIEVANCES**

Concerns and grievances are in violation ADA, Section 504, or Title II related to accessibility of any office district website or district web presence that is developed, maintained, or offered through the district shall be filed at Oneida Special School District office, 195 N. Bank St., Oneida, TN 37841

# Oneida Special School District

## Consent to Photograph, Film, or Record Student

4.407.4

I, the parent of \_\_\_\_\_ hereby give Oneida Special School District and its employees, representatives and authorized media organizations permission to photograph, interview, and record my child and his/her likeness for use in audio, video, film or other electronic, digital and printed media. I also give Oneida Special School District permission to release photos or recordings of any type to news media outlets including, but not limited to, newspapers and television stations.

I understand that neither Oneida Special School District nor the news media has any obligation to use or be compensated for such rights. I am also aware that I will not receive monetary compensation for my child's participation, and I waive any right to inspect or approve final use of materials.

I agree to release and hold harmless Oneida Special School District, its staff, the Board of Education and assignees from any liability or claims of damage, known or unknown, related to such use.

Please note if you opt out of the media release form, your child's photograph will still be included in yearbook and classroom publications as part of directory information unless you notify the district otherwise. Additionally, if at any time you wish to withdraw your consent, you may contact the school where your child presently attends; however, any prior photos or recordings of your child will remain part of the district's archive.

---

Signature of Student

---

Date

---

Signature of Parent/Guardian

---

Date

# Oneida Special School District

## Film Notification Form

4.408.1

1Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

2Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

3Dear Parent/Guardian:

4I am planning to show \_\_\_\_\_ **[insert name of film/video]** to my

5\_\_\_\_\_ grade \_\_\_\_\_ class. This film/video has been rated \_\_\_\_\_.

6The rating is due to these factors: \_\_\_\_\_

7\_\_\_\_\_.

8The purpose of seeing this film/video is to \_\_\_\_\_

9\_\_\_\_\_.

10\_\_\_\_\_ The film/video will be shown in its entirety.

11\_\_\_\_\_ Only the following portions of the film/video will be shown: \_\_\_\_\_

12\_\_\_\_\_.

13If you wish to preview the film/video, it may be borrowed or rented from \_\_\_\_\_

14\_\_\_\_\_.

15Please sign the attached form and return with your child to school. Please return the form on

16or before \_\_\_\_\_.

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date



17

**PARENT/GUARDIAN SIGNATURE FORM**

18 \_\_\_\_\_

19 Name of Film/Video

20 \_\_\_\_\_

My child has my approval to view this film/video.

21 \_\_\_\_\_

I do not want my child to view this film/video. Please substitute a related alternative activity during the time of viewing.

22

\_\_\_\_\_

Student's Name (Please Print)

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Date

# Oneida Special School District

## Securing and Screening Volunteers

4.501.1

### 1 QUALIFICATIONS

2 Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer  
3 is that he or she has a desire to give his or her time and talent in order to enrich student learning  
4 opportunities and the school community generally.

### 5 RECRUITMENT

6 School personnel may recruit volunteers through the following resources: parent(s)/guardian(s), parent  
7 organizations, retired teachers and other senior citizen groups, community businesses, local volunteer  
8 centers, and universities. If a staff member, other than the principal recruits a volunteer, the staff  
9 member shall provide the volunteer's name and address to the principal. The volunteer will be required  
10 to submit a school volunteer application before approval.

### 11 BACKGROUND CHECKS

12 Before a volunteer is approved by the principal, the district shall require a criminal history background  
13 check and fingerprinting of the volunteer. Each volunteer will receive a copy of the Privacy  
14 Requirements as well as receive and sign a copy of the Privacy Act before submitting to a background  
15 check. All background checks will comply with district procedures.

16 Volunteers who (1) have been identified by the Department of Children's Services as perpetrators of  
17 child abuse, severe child abuse, child sexual abuse, or child neglect or who pose an immediate threat to  
18 the health, safety, or welfare of children; or (2) who are listed on the state's abuse of vulnerable  
19 persons registry maintained by the Department of Health shall not be approved by the principal.

20 Any costs incurred to perform these background checks and fingerprinting shall be paid by the  
21 volunteer.

### 22 ROLE

23 Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member.  
24 They are not a substitute for a member of the school staff. Volunteers do not have access to  
25 confidential student records.

### 26 PLACEMENT

27 Volunteer placement shall be on the basis of the volunteer's qualifications, availability, and the school's  
28 needs. A volunteer will be assigned to a staff member only with the staff member's consent.

29 Each volunteer shall register in the school's main office at the beginning of each visit and wear a name  
30 tag while in the building.

### 31 **TRAINING**

32 When a volunteer is approved, HR Director shall give the volunteer a copy of this administrative  
33 procedure along with any other pertinent information. The staff member to whom the volunteer is  
34 assigned is responsible for explaining his/her expectations of the volunteer. HR Director shall arrange  
35 for appropriate training opportunities for those volunteer activities that require a specific skill (i.e.  
36 working in the computer lab).

# Oneida Special School District

## School Volunteer Application

4.501.2

Complete the form below and submit it to the HR Director at least 30 days before the activity is to occur or by the date specified.

Full Name: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternative Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ TN Driver's License Number: \_\_\_\_\_

I desire to volunteer at \_\_\_\_\_.

Teacher(s) requesting volunteers: \_\_\_\_\_

Describe volunteer role: \_\_\_\_\_

I acknowledge that a background check will be conducted as part of the process to become a school volunteer. Reports will be obtained through resources including, but not limited to, the Tennessee Sex Offenders Registry, the Tennessee Vulnerable Persons Registry, the Tennessee Department of Children Services, and the local law enforcement agency. I understand that information collected may include a search of my criminal background, reference checks, and other verifications.

Applicant Signature

Date

*Internal Use Only:*

Background Check Completed: Yes No

Did the applicant receive and sign the district's Privacy Act? Yes No

Date of Completion: \_\_\_\_\_

Findings from Background Check: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Application Approved

\_\_\_\_\_ Application Denied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Director of Schools

Date

# Oneida Special School District

## Proof of Auto Liability Insurance

4.501.3

Dear Parent/Guardian:

You have agreed to transport students of the district to \_\_\_\_\_.

Please be aware that in the event of an accident, your insurance will be the primary coverage. In order to serve as a volunteer driver, you will be required to provide proof of automobile liability insurance.

Your insurance shall meet or exceed requirements as established by the state of Tennessee and as set by the district. If you do not have the required coverage, you will not be allowed to transport students.

Please complete the below form and return it to Transportation Director within 30 days prior to the date of the event.

Insurance Company Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Policy Limits: \_\_\_\_\_

Current minimum limits are: 1 million dollars

Date of Birth: \_\_\_\_\_ Tennessee Driver License No.: \_\_\_\_\_

Parent/Volunteer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Oneida Special School District

## Family Engagement Improvement Plan

4.502.1

Family Resource Director shall be responsible for developing and implementing the family engagement improvement plan and shall work with parents/guardians and members of the community to determine the programs and activities to help increase the involvement of parents/guardians in the school district.

In order to develop this plan, he/she shall:

1. Coordinate school meetings and workshops at a variety of times with parents/guardians and community members;
2. Establish a district-wide parent advisory council to provide advice on all matters related to parent and family engagement;
3. Collaborate with community-based organizations and businesses in planning and promoting parent and family engagement activities;
4. Provide support and information to parents/guardians, such as a description and explanation of the curriculum in use at the school, literacy training, etc., to better assist them in formulating suggestions and to ensure effective involvement;
5. Provide professional development for district employees to develop parent and family engagement strategies to improve communication between district employees and parents/guardians;
6. Establish a process to disseminate the family engagement improvement plan to all families within the school district in a format, and to the extent practicable, in a language, the parents/guardians can understand;
7. Create a review schedule to update the family engagement improvement plan periodically to meet the changing needs of parents/guardians and the district; and
8. Establish a system for receiving and submitting parent/guardian comments regarding the school district's plan to the Department of Education as well as a system to address any parent/guardian concerns.

# Oneida Special School District

## Grading System for K-8

**4.600.1**

1A system of grading and assessment for evaluating and recording student progress shall be maintained  
2to measure student performance in conjunction with board-adopted content standards for grades K-8.

3School districts may adopt the Uniform Grading System for grades pre-K through eight (8), or they  
4may adopt a local grading scale for those grades.

See school level for grading scale.



# Oneida Special School District

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Grading System</b>	Descriptor Code: <b>4.600</b>	Issued Date:
		Rescinds:	Issued:

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

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

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

## 12 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)<sup>1</sup>**

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

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

- 19 • A (90-100)
- 20 • B (80-89)
- 21 • C (70-79)
- 22 • D (60-69)
- 23 • F (0-59)

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

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

- 27 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment  
28 Courses – four (4) percentage points; and
- 29 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and  
30 International Baccalaureate Courses – four (4) percentage points.

**1 LOTTERY SCHOLARSHIPS<sup>3</sup>**

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

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

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

**10 LOTTERY SCHOLARSHIP DAY**

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

---

**Legal References**

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

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**Cross References**

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

# Oneida Special School District

## Reports of Withdrawal

**4.601.1**

1When a student who is fifteen (15) years of age or older withdraws from school, the Director of  
2Schools and the School Administrator shall determine whether the withdrawal is the result of  
3circumstances beyond the student's control. Withdrawal is more than ten (10) consecutive or fifteen  
4(15) days total unexcused absences during a single semester.

5Based on this determination, Building Level Administrator may notify the Department of Safety of  
6such withdrawal. The student will then be put on notice that his/her driver's license will be suspended  
7in thirty (30) days.

# Oneida Special School District

## Parent Conferences

4.601.2

1 Name of Student: \_\_\_\_\_

2 Teacher: \_\_\_\_\_

3 Grade: \_\_\_\_\_ School: \_\_\_\_\_

4 Academic Area: \_\_\_\_\_

5 Student should:

6  Be scheduled for remedial class in **[insert name of class(es)]**

7  Conference with teachers on a regular basis in **[insert name of subject(s)]**

8  Enroll in summer school

9  Improve attendance

10  Study at home on an individual basis

11  Retest each opportunity until proficiency is established

12  Other: \_\_\_\_\_

13 \_\_\_\_\_

## 14 PARENT COMMITMENT

15  I agree with the suggested recommendation, and I will support it.

16  I disagree with the recommendation.

17  I would prefer to \_\_\_\_\_

18 \_\_\_\_\_

19 **CONFERENCE RECORD**

20 *Parent Contact*

21 First Letter Sent: \_\_\_\_\_ **[insert date/time]**

22 Second Letter Sent: \_\_\_\_\_ **[insert date/time]**

23 Phone Call: \_\_\_\_\_ **[insert date/time]** Attempt successful:  Yes  No

24 Unable to conference with the parent/guardian: \_\_\_\_\_ **[insert date/time]**

25 Mailed copy of this form to parent/guardian: \_\_\_\_\_ **[insert date/time]**

26 *Conference Attendance*

27 Date and Time of Conference: \_\_\_\_\_

28 Those who attended the conference were: \_\_\_\_\_

29 \_\_\_\_\_

30 \_\_\_\_\_

31 \_\_\_\_\_

32 \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Oneida Special School District

## Parent Conference Follow-Up

4.601.3

1 This form is filed in the principal's office following each conference period.

2 The teacher has indicated below what was discussed in the conference. The teacher has also checked  
3 the appropriate response concerning the retention and/or progress at the conclusion of the conference.

4 The parent/teacher conference form shall be attached to this document. The parent/guardian's signature  
5 is required.

6 Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

7 Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

8 Focus of Conference Discussion: \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

11 \_\_\_\_\_

12 Check Correct Response:

13  We discussed retaining the student.

14  The student is making progress satisfactory for the student's ability.

15  The student needs extra help as indicated above.

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Signature of Teacher

# Oneida Special School District

## Retention of Students

**4.603.1**

When a student is considered for retention, an individualized promotion plan shall be developed to help the student avoid retention. The school counselor will be responsible for developing the plan in coordination with the student's teachers, parent(s)/guardian(s), and school counselor.

Once the student begins work on his/her individualized promotion plan, School Counselor will assess the student's performance on working toward completion of the plan.

After the assessment of the student, the student will be retained if he/she:

1. Isn't showing improvement in areas of deficiency at current grade level and is unlikely to master essential skills to ensure a likelihood of success as the next grade level;
2. Struggles to meet expectations and measurements found in his/her individualized promotion plan;
3. Factors are based on each individual school's procedures.

### **RECORDKEEPING**

School Counselor or the Bldg. level Administrator shall keep an annual record of each student who is retained.

# Oneida Special School District

**Retention Notification Letter**

**4.603.2**

1

2

\_\_\_\_\_  
Name of School

3

4

\_\_\_\_\_  
Address

5Date \_\_\_\_\_

6Dear Parent(s)/Guardian(s):

7The first **[insert length of time]** weeks of school has just been completed at **[insert name of school]**,  
8and we feel it is extremely important to keep parents/guardians aware of their child's achievement.

9As you have seen from reviewing the grades on your child's report card and from the difficulty he/she  
10is having in **[insert grade level]** at the present time, there is a strong possibility that your child will not  
11be promoted this year. Due to the reason(s) specified below, your child is at risk of not being promoted  
12to the next grade.

- 13  Low test scores
- 14  Failure to complete daily work
- 15  Inconsistent school attendance
- 16  Failure to complete make-up work
- 17  Wastes time
- 18  Following directions
- 19  Effort not equal to ability
- 20  Other: \_\_\_\_\_

21Please continue to work closely with your child's teachers in order to upgrade his/her achievement in  
22these most important student areas.



23 If you have any questions, please contact the school at **[insert school phone number and contact**  
24 **information]** and schedule a conference with your child's teacher.

25

Sincerely,

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Teacher

# Oneida Special School District

## Credit for Prior Courses

**4.604.1**

1School Counselor shall be responsible for developing a system to ensure that students receive  
2appropriate credit for prior courses. He/she shall present this system to the Director of Schools  
3annually for approval. This system will include how students shall apply to receive credit, how the  
4exams shall be administered and scored, and the appropriate recordkeeping.

# Oneida Special School District

## Early Graduation Program

4.605.1

### 1 STATE DEPARTMENT EARLY GRADUTION

2 A student desiring to complete an early graduation program shall indicate to the high school principal  
3 his/her intent **prior to the beginning of grade nine (9)** or as soon thereafter as the intent is known.  
4 The intent shall be indicated [on a form provided by the Department of Education](#) and signed by the  
5 parent/guardian.

6 In order to graduate early, students shall meet the following requirements:

- 7 1. Earn the required seventeen (17) credits;
- 8
- 9 2. Achieve a benchmark score for each required end-of-course exam;
- 10
- 11 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 12
- 13 4. Meet the minimum ACT or SAT benchmark score for mathematics and English;
- 14
- 15 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 16
- 17 6. Complete at least two (2) types of the following courses:
  - 18
  - 19 a. AP;
  - 20 b. IB;
  - 21 c. Dual enrollment; or
  - 22 d. Dual credit.

23 Administration, Guidance, and Office personnel will be responsible for overseeing the completion of  
24 the student's early graduation program and ensuring that all requirements are met. Monthly meetings  
25 shall be scheduled with the student to review progress of the program and to notify the student of any  
26 deficiencies.

27 **Students may not participate in senior activities until all state requirements are met.**

28 Once the early graduation program is completed, the student shall be awarded a high school diploma.

29 Final approval will be determined by Administration and the Director of Schools.

30 It is the student's responsibility to reach out to the school for all items needed for early graduation  
31 events, programs, and requirements. Including but not limited to scheduled events, cap and gown  
32 purchases, ceremony practices, etc.

**1 EARLY EXIT THROUGH ONEIDA PATHWAYS ACADEMY**

2 Student must be enrolled in the Oneida Indian Pathways Academy Program full time/majority of time,  
3 based on requirements indicated by administration.

4 Students must be at least 17 years of age and meet all Tennessee Basic High School Requirements.  
5 A team including the pathways teacher, guidance, and administration will meet and determine  
6 eligibility for early graduation.

7  
8 Students may participate in early graduation ceremonies (if they choose to do so) and not participate in  
9 May graduation ceremonies.

10  
11 Final approval will be determined by Administration and the Director of Schools.

12 It is the student's responsibility to reach out to the school for all items needed for early graduation  
13 events, programs, and requirements. Including but not limited to scheduled events, cap and gown  
14 purchases, ceremony practices, etc.

**15 EARLY EXIT TO WORKFORCE OR TRAINING**

16 Student must be enrolled in the Oneida Pathways Academy Program part time, based on requirements  
17 indicated by administration.

18 Students must be at least 17 years of age and meet all Tennessee Basic High School Requirements for  
19 graduation & other elective courses.

20 A team including the pathways teacher, guidance, and administration will meet and determine  
21 eligibility for early graduation.

22 Students may participate in early graduation ceremonies (if they choose to do so) and/or participate in  
23 May graduation ceremonies.

24 All early graduation candidates must communicate intent to finish early to administration or guidance  
25 counselor by July 1 of their senior year.

26 Final approval will be determined by Administration and the Director of Schools.

27 It is the student's responsibility to reach out to the school for all items needed for early graduation  
28 events, programs, and requirements. Including but not limited to scheduled events, cap and gown  
29 purchases, ceremony practices, etc.

# Oneida Special School District

## Achievements Recognized at Graduation

4.606.1

Students shall be recognized at graduation ceremonies for a variety of achievements if specified criteria are met. School Counselor shall be responsible for ensuring that the specified criteria are met before listing a student as receiving an award during graduation.

### HONORS

Students shall be recognized as graduating with honors if they have met the graduation requirements and have attained an overall grade point average of at least a 3.0 or higher on a 4.0 scale.

Awards Night

### STATE HONORS

Students who score at or above all the subject area readiness benchmarks on the ACT or SAT will graduate with state honors.

Building Level Ceremony

### DISTRICT DISTINCTION

Students shall be recognized as graduating with district distinction if they have met the graduation requirements, have obtained an overall grade point average of at least a 3.0 or higher on a 4.0 scale, and have earned an industry certification in his or her career interest category or a regionally recognized industry certification.

### STATE DISTINCTION

Students shall be recognized as graduating with state distinction by attaining an overall grade point average of at least 3.0 or higher on a 4.0 scale and completing one (1) of the following:

1. Earn a national and/or state-recognized industry certification;
2. Participate in at least one (1) of the Governor's Schools;
3. Participate in one (1) of the state's ALL State musical organizations;

4. Earn statewide recognition or award at a skill- or knowledge-based state tournament, convention, or competition hosted by a statewide student organization, and/or qualify for national recognition by a national student organization;
5. Be selected as a National Merit Finalist or Semi-Finalist;
6. Attain a score of thirty-one (31) or higher composite score on the ACT or SAT equivalent;
7. Attain a score of three (3) or higher on at least two advanced placement exams;
8. Successfully complete the International Baccalaureate Diploma Programme; or
9. Earn twelve (12) or more semester hours of postsecondary credit.

### **TRI-STAR SCHOLAR**

Students who earn a composite score of nineteen (19) or higher on the ACT or SAT and earn a capstone industry certification as promoted by the Department of Education shall be recognized as a Tennessee Tri-Star Scholar at graduation.

The student's achievement shall be recognized at the graduation ceremony. The student shall be noted as a Tennessee Tri-Star Scholar in the school's graduation program.

### **TN SEAL OF BILITERACY**

Students shall be recognized as graduating with a TN Seal of Biliteracy who have attained a high level of proficiency in speaking, reading, and writing in one (1) or more languages in addition to English.

Students receiving this recognition shall meet the following criteria:

1. Complete all English language arts (ELA) requirements for graduation with an overall grade point average of 3.0 or higher in those classes;
2. Demonstrate English proficiency through one (1) of the following:
  - a. Score at the on-track or mastered level on each ELA end-of-course assessment taken;
  - b. Score three (3) or higher on an Advanced Placement English Language or English Literature exam; B1 or higher on a Cambridge International English exam; or four (4) or higher on an International Baccalaureate English exam;
  - c. Score 22 or higher on the ACT Reading subtest or 480 or higher on the SAT evidence-based reading and writing subtest; or
  - d. Score 4.5 or higher on the WIDA Access, if the student is an English learner; and
3. Demonstrate proficiency in a world language through one (1) of the following:

- a. Score Intermediate-Mid or higher in all three (3) communication modes (interpersonal, interpretive, and presentational) on a world language proficiency assessment recognized by the American Council on the Teaching of Foreign Languages (ACTFL);
- b. Score three (3) or higher on an Advanced Placement world language exam; B1 or higher on a Cambridge International world language exam; or four (4) or higher on an International Baccalaureate world language exam;
- c. Score at the Intermediate level or higher on the Sign Language Proficiency Interview (SLPI: ASL);
- d. Pass a foreign government's approved non-English language exam, or score at a level comparable to Intermediate-mid or higher on the ACTFL proficiency scale on another country's secondary level standardized exam in the country's non-English native language; or
- e. Score at a level comparable to Intermediate-Mid or higher on the ACTFL proficiency scale on an LEA-developed alternate model. Alternate models may only be used if the identified world language does not have an associated nationally recognized assessment and must address communication, cultures, connections, comparisons, and communities.

At graduation, an appropriate insignia shall be affixed to the diploma of the qualifying student indicating that the student has been awarded a Tennessee Seal of Biliteracy.

### **COMMUNITY SERVICE**

Students who voluntarily complete at least ten (10) hours of community service each semester the student is in attendance at a public high school shall be recognized during graduation.

### **NATIONAL CAREER READINESS CERTIFICATE**

Students graduating with a gold or platinum medal on National Career Readiness Certificate (WorkKeys) shall be recognized at graduation.

### **WORK ETHIC DISTINCTION**

Students graduating with a district-developed work ethic distinction shall be recognized at graduation.

# Oneida Special School District

## Transcript Alterations

**4.608.1**

1If a student's transcript needs to be altered, School Counselor shall be notified and made aware of the  
2circumstances requiring the alteration. He/she will be responsible for securing documentation from the  
3requestor and verifying the documentation before the alteration is completed.

4If it is determined that a change is required, Principal shall make the change. His/her signature will  
5serve as documentation of the completed action. All documentation associated with the alteration shall  
6be filed in that student's record.

7If it is determined that a change is not required, the determination will be noted and placed in the  
8student's record.



# Oneida Special School District

## Request for Transcript Alteration

4.608.2

If a discrepancy is discovered and it is determined that an alteration to a student's transcript is needed, fill out the form below, sign, and return it to the School Counselor. The requestor will be notified once a decision has been made.

Name of Student: \_\_\_\_\_

School: \_\_\_\_\_ Cohort Year: \_\_\_\_\_

Course Name: \_\_\_\_\_ School Year: \_\_\_\_\_

Teacher of Record: \_\_\_\_\_ Recorded Transcript Grade: \_\_\_\_\_

Reason(s) for Transcript Alteration: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Requestor Signature: \_\_\_\_\_

Requestor's Role (i.e. student/parent/teacher): \_\_\_\_\_ Date: \_\_\_\_\_

Response of Teacher of Record: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher of Record Signature

\_\_\_\_\_  
Date

*For Internal Use Only:*

Request Approved: YES NO

If request approved, explain action taken to complete request: \_\_\_\_\_

\_\_\_\_\_

If request denied, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Signature of Assistant Director/  
Director of Schools

\_\_\_\_\_  
\*Date of Completion

*\*Note: Signature and date shall only be filled out by employee if request for alteration of transcript is approved and the alteration has been completed.*

# Oneida Special School District

## Testing Program

4.700.1

### 1SYSTEM-LEVEL ADMINISTRATION

2System Testing Coordinator shall be responsible for the following when administering the district-wide  
3testing program:

- 4 1. Comply with all testing guidelines established by the State of Tennessee, test publisher, and  
5 school district;
- 6
- 7 2. Follow the security protocols as outlined by the Department of Education/vendor;
- 8
- 9 3. Ensure that all building testing coordinators comply with all testing guidelines established by  
10 the state of Tennessee, test publisher, and school system;
- 11
- 12 4. Inform each building testing coordinator of his/her responsibilities and train each to follow all  
13 testing security protocols, board policy, and test administration procedures;
- 14
- 15 5. Train each building testing coordinator on the implementation of procedural accommodations  
16 used during the administering of tests;
- 17
- 18 6. Require building testing coordinators to carefully adhere to all test administration directions  
19 and accommodation instructions, following appropriate schedules and time limits;
- 20
- 21 7. Develop school testing schedules along with building testing coordinators;
- 22
- 23 8. Ensure that all students in a grade level within a school adhere to the same test schedule with  
24 the exception of students who are taking makeup tests or require special accommodations  
25 (same subject at the same time on the same day);  
26
- 27 9. Notify media and appropriate local officials (i.e. local law enforcement agencies, vendors) of  
28 testing schedule to prevent test disruptions;
- 29

- 30 10. Take all necessary precautions to safeguard the tests and test materials;  
31
- 32 11. Establish a restricted, secure storage area (centrally-located locked room that is inaccessible to  
33 unauthorized persons) for test materials at the system level and ensure that secure areas are  
34 designated at each school;  
35
- 36 12. Restrict handling of test materials to authorized personnel at all times;  
37
- 38 13. Implement check-in, check-out, and quantity verification procedures for all test materials at the  
39 system level;  
40
- 41 14. Implement guidelines to prohibit all personnel from obtaining knowledge of test items or  
42 passage content before, during, and after testing;  
43
- 44 15. Ensure that test items are not reproduced, duplicated, or paraphrased in any way, for any  
45 reason, by any person. Standard copyright laws must be maintained at all times;
- 47 16. Require test administrators to remain with the students and be observant and non-disruptive  
48 throughout the testing session;
- 50 17. Monitor to ensure schools are following testing schedule and local test security plan;
- 52 18. Assist building testing coordinators with problems or emergencies during testing;
- 54 19. Immediately report a potential breach of test security to the Testing Coordinator, Oneida Board  
55 of Education, 423-569-8912.;
- 57 20. Lead all investigations of local test security incidents;
- 59 21. Document and report all test security breaches on the Breach of Testing Security Report form;  
60 and
- 62 22. Maintain security of tests and data files at all times during the regional scanning process.

### 63 BUILDING-LEVEL ADMINISTRATION

64 Build level Testing Coordinator/School Principal shall be responsible for the following when  
65 administering the district-wide testing program:

- 66 1. Comply with all testing guidelines established by the Department of Education, test publisher,  
67 and school system;
- 69 2. Ensure that test administrators comply with all testing guidelines established by the State of  
70 Tennessee, test publisher, and school system;
- 71
- 72 3. Inform each test administrator of their responsibilities;  
73
- 74 4. Train each test administrator (and proctors, if available) on all testing security protocols, board  
75 policy, and test administration procedures;  
76
- 77 5. Train each test administrator on the implementation of procedural modifications used during  
78 test administrations;  
79
- 80 6. Require test administrators to carefully adhere to all test administration directions and  
81 accommodation instructions, following appropriate schedules and time limits;  
82
- 83 7. Develop school-wide testing schedule along with system testing coordinator;  
84
- 85 8. Ensure that all students in each grade level adhere to the same test schedule with the exception  
86 of students who are taking makeup tests or require special accommodations (same subject at the  
87 same time on the same day);  
88
- 89 9. Coordinate with school principal and other staff, as appropriate, to ensure that the test window  
90 is free of disruptions (field trips, assemblies, building/grounds maintenance, visitors, etc.);  
91
- 92 10. Coordinate with school principal and appropriate others to ensure that each test setting is free  
93 of disruptions (announcements, bells, lunch schedule, etc.);  
94
- 95 11. Disseminate test schedule to school personnel and parents/guardians;  
96
- 97 12. Take all necessary precautions to safeguard the tests and test materials;

- 98
- 99 13. Establish a restricted, secure storage area (centrally-located locked room that is inaccessible to  
100 unauthorized persons) for test materials at the school level;  
101
- 102 14. Restrict handling of test materials to authorized personnel at all times;  
103
- 104 15. Count test materials before and after each test session;  
105
- 106 16. Distribute test materials immediately prior to each test administration and collect immediately  
107 after each test administration;  
108
- 109 17. Implement check-in, check-out, and quantity verification procedures for all test materials at the  
110 school level and for each test session;  
111
- 112 18. Require test administrator signature before and after each test session;  
113
- 114 19. Implement policies and procedures to prohibit all personnel from obtaining knowledge of test  
115 items or passage content before, during, and after testing;  
116
- 117 20. Ensure that test items are not reproduced, duplicated, or paraphrased in any way, for any  
118 reason, by any person. Standard copyright laws shall be maintained at all times;  
119
- 120 21. Ensure that test items, specific excerpts from the test, or paraphrased portions of the test are not  
121 used to create instructional activities, study guides, or classroom resources;  
122
- 123 22. Prohibit discussion of the test content or specific test items with students, parents, or  
124 professional colleagues;  
125
- 126 23. Create a secure, yet positive, environment for testing;  
127
- 128 24. Ensure that all instructional or reference materials are concealed or removed in each test setting  
129 and common area;  
130

- 131 25. Ensure student seating is arranged appropriately so that opportunities for student cheating are  
132 minimized;  
133
- 134 26. Require test administrators to remain with students and be observant and non-disruptive  
135 throughout the testing session;  
136
- 137 27. Ensure that students respond to test without assistance from anyone;  
138
- 139 28. Prohibit coaching students in any way during testing;  
140
- 141 29. Prohibit reading test items and passages by anyone other than the students being tested, unless  
142 indicated in test instructions or accommodations;  
143
- 144 30. Conduct spot checks during testing;  
145
- 146 31. Assist test administrators with emergencies during testing;
- 148 32. Ensure make-up testing (for students who were absent during any part of the test) is  
149 administered in a secure setting and within the confines of the system testing window;
- 151 33. Maintain confidentiality of student-specific accountability demographic information and test  
152 results at all times;
- 154 34. Immediately report a potential breach of test security to the system testing coordinator; and
- 156 35. Document and report all test security breaches to System Testing Coordinator.

157 **CLASSROOM-LEVEL ADMINISTRATION**

158 Classroom Teacher or Staff member assigned to that area shall be responsible for the following when  
159 administering the district-wide testing program:

- 160 1. Comply with all testing guidelines established by the State of Tennessee, test publisher, and  
161 school system;
- 163 2. Create a secure, yet positive, environment for testing;

164

165 3. Conceal or remove all instructional or reference materials in the test setting that are related to  
166 the content area being assessed, such as maps, posters, student samples, bulletin board items,  
167 familiar study aids such as graphic organizers, models, or number lines that relate to subject  
168 content;

170 4. Arrange student seating appropriately so that opportunities for student cheating are minimized;

172 5. Turn off all electronic communication devices (cell phones, pagers, PDAs, etc.) in the test  
173 setting;

175 6. Post a "DO NOT DISTURB" sign at the entrance of the testing site;

177 7. Review plan for distribution and collection of test materials with students;

178

179 8. Remain with students and be observant and non-disruptive throughout the testing session;

181 9. Ensure that students respond to test without assistance from anyone;

183 10. Refrain from coaching students in any way during testing;

185 11. Take all necessary precautions to safeguard the tests and test materials;

187 12. Retrieve test materials from building testing coordinator immediately prior to each test session  
188 and return test materials immediately after each test session;

190 13. Count and confirm all test materials before and after each test session;

192 14. Ensure that test items are not reproduced, duplicated, or paraphrased in any way, for any  
193 reason, by any person. Standard copyright laws must be maintained at all times;

194

195 15. Refrain from using test items, specific excerpts from the test, or paraphrased portions of the test  
196 to create instructional activities, study guides, or classroom resources;



- 198 16. Refrain from reading, reviewing, or analyzing test items or passages at any time before, during,  
199 or after testing, unless indicated in test instructions or accommodations;
- 201 17. Refrain from any discussion of test content or specific test items with students, parents, or  
202 professional colleagues;
- 204 18. Administer tests to all eligible students;
- 206 19. Confirm that each student is the person named on the answer document for every testing  
207 session;
- 208
- 209 20. Ensure each student receives the same answer document and the same test booklet for each  
210 testing session;  
211
- 212 21. Carefully adhere to all test administration directions and accommodation instructions,  
213 following appropriate schedules and time limits;
- 214
- 215 22. Follow school-wide test schedule established by building testing coordinator;
- 217 23. Administer tests according to the directions as outlined by the Department of  
218 Education/vendor;
- 220 24. Administer the test observing all time limits and start/stop commands;
- 222 25. Document beginning and ending of any disruption or temporary absence and modify test  
223 session stopping time for affected student(s) accordingly;
- 225 26. Ensure that the need for test modifications is documented and that modifications are limited to  
226 the specific need;
- 228 27. Ensure proper calculator use, making sure that calculators are cleared before and after  
229 administration of each test;
- 230

231 28. Maintain confidentiality of student-specific accountability demographic information and test  
232 results at all times; and

234 29. Immediately report a potential breach of test security to the building testing coordinator.

235 Proctors shall serve as additional monitors to help the test administrator assure that testing occurs in a  
236 fair and ethical manner.

# Oneida Special School District

## Embargoed Data

**4.701.1**

1Data provided by the Department of Education to school districts during the review period shall be  
2under a disclosure embargo for the length of the review period. School districts shall have at least ten  
3(10) business days to review and verify the following accountability data files.

4During the review period, the data is under an active disclosure embargo, and the school district shall  
5not include embargoed data in public discussions, presentations, or reports during that time.

6Embargoed data may be shared with the following school personnel for the purpose of the accuracy of  
7the data:

8Administrators, Supervisors, Assistant Director and Director of Schools will receive the embargoed  
9data.

10However, the selected group of school personnel shall not share embargoed data with external parties.

# Oneida Special School District

## Request for Exemption

4.801.1

1Parent(s)/guardian(s) may request that a student not be required to read a book, use certain materials,  
2or participate in an activity. Fill out the request for exemption from the required use of books,  
3materials, or participation in an activity below and submit to the office of the principal.

4I, \_\_\_\_\_, hereby request that my child,  
5\_\_\_\_\_, be excused from reading/using the  
6book/materials titled \_\_\_\_\_ in \_\_\_\_\_ grade  
7at \_\_\_\_\_ (school).

8Reason(s) for this request:

9\_\_\_\_\_

10\_\_\_\_\_

11\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

# Oneida Special School District

## Pledge of Allegiance

**4.806.1**

1The following procedures shall be followed by each teacher who has students present at the beginning  
2of the school day:

- 3 1. The Pledge will be given during the first period or homeroom if it opens the school day.  
4 Students may choose whether to participate.
- 6 2. The teacher may lead the Pledge or permit a student volunteer to lead it.
- 8 3. Students and teachers shall stand at attention, face the flag, and place their right hands over  
9 their hearts. If a flag is not available, the group should face the front of the room.
- 11 4. Hats or caps shall always be removed during the Pledge.
- 13 5. Students who object to participating shall remain silent during the Pledge.