

**JOHNSON COUNTY
SCHOOLS
STUDENT-PARENT
HANDBOOK
2021-2022**



"Have A Positive Productive Year!"

DR. MISHELLE SIMCOX

This handbook is provided to help students and parents gain a better understanding of the Johnson County Schools' mission, procedures, policies, and expectations. This handbook is not intended to be a complete listing of every guideline, but rather a general outline of policies and procedures to help establish a safe and enjoyable school environment for students, staff, and parents.

All Johnson County students and their parents are asked to read and review the contents of this handbook, sign all blue signature sheets located in the center of this booklet, detach the sheets, and return the signed sheets to the student's homeroom teacher. The handbook should then be kept with the student or the parent for future reference. It is hoped that by reading the information in this handbook, students and parents will better understand and appreciate the efforts being taken to provide a quality education for all Johnson County students.

Should you have questions about this handbook or any of Johnson County Schools' procedures and policies, please contact Dr. Emogene South, Supervisor of Evaluation and Student Services at Johnson County Schools Central Office or by phone at 727-2640 or by email at esouth@jocoed.net.

All feedback concerning our handbook will be appreciated.

DIRECTOR OF SCHOOLS

Dr. Mischelle Simcox

PRINCIPALS AND ASSISTANT PRINCIPALS

Doe Elementary School

Mr. Mark Hagaman

Laurel Elementary School

Dr. Brenda Eggers

Mountain City Elementary School

Ms. Gay Triplett

Ms. Mary Ann Robinson, AP

Roan Creek Elementary School

Dr. Cheri Long

Ms. Angie Long, AP

Johnson County Middle School

Ms. Teresa Stansberry

Ms. Mechelle Arney, AP

Johnson County High School

Mr. Leon Henley

Mr. Marcus Dunham, AP

Ms. Christi Gentry, AP

Following the Chain of Command in Resolving School Problems

Communication between parents and the staff of Johnson County Schools is integral to the success of our students and our school programs. We want to hear from parents whenever there are questions or concerns. Please contact the appropriate staff member immediately; do not wait until the situation worsens. The quicker the issue is addressed, the quicker it can be resolved. Whenever parents have concerns, Johnson County Schools personnel are committed to resolving issues in a timely and respectful fashion.

Sometimes it can be difficult to know who to contact with a concern, but it is most beneficial to observe the following Chain of Command steps:

1. The first step is to contact the individual closest to the situation. If the issue involves a teacher or coach, please go directly to that person first to ask questions and to express your concerns. Typically, the problem can be resolved most effectively at the source of the issue.
2. Should the problem fail to be resolved at the first level, you should take your issue to the staff member's immediate supervisor. That typically would be the assistant principal or principal at the school.
3. Should the problem fail to be resolved at the school level, you should take your issue to the appropriate district supervisor at the Johnson County Schools Central Office. Please review the "Who Do I Call?" list on page 56 in this handbook to determine the appropriate supervisor.
4. If the issue is still not resolved, you should contact the Director of Schools, Dr. Mischelle Simcox.
5. If the first four steps fail, you should bring your unresolved concern to the Board of Education.

Please follow these Chain of Command steps to increase communication and to effectively resolve any concerns related to school matters.

GENERAL INFORMATION

MISSION STATEMENT

Johnson County Schools will educate all students in a safe, positive environment that enables students to develop and pursue lifelong learning goals.

STUDENT GOALS

In order to establish an environment conducive to learning for each student, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities;
2. To protect and observe the legal rights of students;
3. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment which provides positive encouragement from frequent success;
4. To provide an environment in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
5. To deal with students in matters of discipline in a fair and constructive manner;
6. To provide for the safety, health and welfare of students; and
7. To promote faithful attendance and good work.

STUDENT INFORMATION

Parents are asked to complete information forms concerning the student's personal data and medical information. Students are required to have emergency medical information on file in the school office. Updated information must be provided each year. Changes in a student's address, telephone, medical history, and other pertinent information should be reported to the school office immediately as it occurs. Keeping school personnel informed will prevent an emergency situation from turning into a crisis. In addition, information needed for students during emergency early dismissals must be included on the information card.

PARENT INVOLVEMENT AND VISITORS

Parents and visitors are welcomed in all Johnson County Schools. For safety and to avoid interruption of classroom instruction, all parents and visitors must enter and exit through the school's main entrance and report to the school office immediately upon arrival. Visitor badges are mandatory for traveling in the building, and will be issued after presenting a photo ID and being screened through the RAPTOR background system. A parent or visitor is not allowed to go directly to a classroom without a visitor badge. Students are not allowed to open locked doors for visitors. No student may leave a classroom with a parent or guardian without a message from office personnel to the classroom teacher. Students with permission to leave school before dismissal time must be signed out through the office by a parent or guardian or person authorized in writing by the parent.

All parking at schools must be in appropriate spaces. Handicapped spaces, roads, and fire lanes must not be blocked.

Parents are encouraged to have conferences with teachers. To avoid interruption of classroom instruction, parents are requested to contact the teacher in advance to schedule a time for a conference. Conferences can be scheduled before or after school, during planning periods, or on Parent-Teacher Conference Days.

The Johnson County Board of Education Parent Involvement Policy and the Johnson County Family-Community Involvement Plan are on the school system website at www.jcoed.net. Parents are encouraged to volunteer at school and to be active participants in all school activities. Please check with your child's principal about school policies for volunteering and visiting in classrooms.

CUSTODY

School personnel are required by law to honor all custody agreements that have been decreed through legal proceedings. The parent/guardian must provide the school principal with any legal documents pertaining to joint or sole custody rights. School personnel have no legal means of prohibiting an estranged parent from seeing or picking up his or her child unless official documentation has been provided to the school office.

SPECIAL STUDENT SERVICES

Parents of students with special needs in any of the following categories should contact the principal for additional information: homeless, migrant, limited English proficiency, social services, special physical or medical needs, special education, 504, etc.

SCHOOL COUNSELORS

Every school in Johnson County has school counseling services, either part-time or full-time based on student enrollment. School counselors provide a variety of services and activities for students and parents, such as:

- 1.Orientation to the school and school programs
- 2.Preventative and developmental counseling and guidance
- 3.Student referrals
- 4.Educational and occupational information
- 5.Conflict resolution

If you have questions, please contact the counselor assigned to your child's school.

SUSPECTED CHILD ABUSE AND NEGLECT

Any school district employee who suspects that a student has been or is being abused has a legal responsibility to report the information directly to the school's Child Abuse Coordinator, law enforcement, and the Tennessee Department of Children's Services (DCS). District employees shall keep all information regarding any suspected child abuse confidential in accordance with state law. School personnel shall not provide any information relevant to the suspected child abuse to the child's parent/guardian unless: (1) it is required by federal law or regulations; (2) the parent/guardian is not considered the alleged perpetrator or in any way complicit; and (3) the notification is done in conjunction with the Department of Children's Services

GIFTED CHILD FIND

Gifted eligibility is defined by the Tennessee Department of Education as a student whose intellectual abilities and potential for achievement are so outstanding that special provisions are required to meet his/her educational needs. The Tennessee Department of Education's criteria for gifted eligibility is based on evaluation in each of the following areas:

1. Academic Achievement
2. Creative Thinking
3. Academic Performance
4. Cognition/Intelligence

For questions, please call the Special Education Supervisor at 727-2640.

PARENT INSPECTION OF INSTRUCTIONAL MATERIALS

Parents/guardians have the right to inspect all instructional materials, to include all teaching materials and teaching aids used in the classroom.

Parent Permission for School-Related Photographs and Video/Audio Recordings

Students may be photographed and/or video/audio recorded during the school year for school –related activities, such as:

- Photographs with names and commentary for the purpose of student recognition:
 - * in school bulletin boards
 - * In *The Tomahawk* or area newspapers
 - * on school and district websites
 - * on school and district social media

- School yearbooks

- Programs for activities, such as concerts, plays, talent shows, etc.

- Individual or group photographs on system and/or school websites without identification of individual students.

If you do not want Johnson County Schools to use these photos/recordings you must notify your child’s school in writing by September 1, 2021.

FEES/FINES

Fee and fine information are sent home at the beginning of the school year. All financial obligations must be paid or report cards may be withheld at the end of the year. Diplomas will be held for JCHS graduates who have not taken care of financial obligations. The damaging, destroying or taking without permission of public or private property is subject to punishment and fine. Parents are responsible for payment and repair.

NO CHARGE FOR SCHOOL BREAKFAST & LUNCH

A nutritious breakfast and lunch are available to all students daily at no charge. All students, including those who bring a meal from home, will eat in the school cafeteria. Parents are welcomed to make advance arrangements to eat with their child in the cafeteria on special occasions.

MINUTE OF SILENCE

In accordance with state law, each school day will begin with a minute of silence. During this time, there is no movement in classrooms or in hallways. Students in route in the school building should stop and recognize the minute of silence as a special time of day. Parents and visitors in the building are asked to honor this time also as an example for the students.

PLEDGE OF ALLEGIANCE

In accordance with state law, every class will participate in the recitation of the Pledge of Allegiance on a daily basis. Students will stand and recite the Pledge of Allegiance while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. No student will be compelled to recite the Pledge of Allegiance if the student or the student's parent/guardian objects on religious, philosophical or other grounds to the student participating in such exercise. Students who are thus exempt from recitation of the pledge shall remain quietly standing and shall make no display that disrupts or detracts others who are reciting the pledge.

TOBACCO FREE SCHOOLS

There should be no use or possession of tobacco products in any form, including electronic cigarettes, smokeless tobacco/vapors and associated paraphernalia, on school premises, on school sponsored activities, or in school vehicles. Violations can result in disciplinary action and/or court referral. All schools are tobacco-free.

STUDENT ATTENDANCE

Johnson County School System appreciates parental support in maintaining high expectations for student attendance. Student attendance is a key factor in student achievement. The Attendance Supervisor oversees the entire attendance program for all Johnson County Schools. The Attendance Supervisor ensures that all school age children are enrolled and regularly attending school, and will be glad to answer any questions you may have about the attendance procedures.

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

1. Personal illness as documented by a medical excuse
2. Illness of an immediate family member
3. Death in the family
4. Religious observances as defined by state regulations
5. Pregnancy
6. School sponsored or school endorsed activities (must be school planned, school-directed, and teacher supervised)
7. Summons, subpoena, or court order as documented by written verification from appropriate court authority
8. Extreme weather conditions
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control

Any documentation pertaining to a student's absence must be given to the respective school within ten (10) days after the absence. Although a parent note may be used for documentation, it will not be considered an excused absence.

Make-up Work

Students are fully expected to make work missed while they were absent. Immediately upon returning to school, the student must contact their teacher(s) concerning arrangements for make-up work. A parent/guardian may request make-up work prior to the student returning to school by calling the respective school office.

Each day of absence affords one day of make-up work opportunity. Students have a maximum of five (5) days to make up work missed due to the absence(s). However, the period of time allotted to make up the work may be extended by the teacher. Please note, that students may expect to do more paperwork than those in attendance because it is necessary to make-up for missed classroom experiences.

Military

A one-day excused absence is provided for students when their parent/guardian is deployed into active military service. Also, a one-day excused absence is provided for students when the parent/guardian returns from active military service.

Truancy

Tennessee Code Annotated 49-63007 states that any child attending public school who has five (5) unexcused absences during a school year is considered truant and in violation of the said law. The accumulation of 5 unexcused absences will result in the implementation of a Progressive Truancy Intervention Plan. This Progressive Truancy Intervention Plan consists of three tiers:

Tier 1: shall apply to all students within the district and include school wide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to, the following:

- * Monitor attendance data
- * Clarify attendance expectations and goals
- * Establish a positive and engaging school culture
- * Educate and engage students and families
- * Recognize good and improved attendance

Tier 2 : shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent (s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
 - A. A specific description of the school's attendance expectations for the student;
 - B. The period for which the contract is effective; and
 - C. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly schedule follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing the reason a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier 3 : shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of the following interventions:

- * Truancy Review Board
- * Saturday School (if applicable)
- * After-school classes
- * Case assigned to school social worker
- * Referral for services (DCS, FCIP)

The interventions shall address student's needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

JCHS Attendance Requirements for Course Credit

JCHS is expected to maintain a 95% attendance rate, so each JCHS student shall be expected to maintain a 95% attendance rate. A 95% attendance rate is maintained by missing no more than 4 days in a course. A JCHS student who has accumulated more than 4 total absences (excused and/or unexcused) in a course during a semester shall receive no credit for the course. Parents may appeal the loss of credit for absence due to the student's hospitalization. JCHS students who lose credit in a course due to more than 4 absences may make-up course credit in before/after-school enrichment, and/or Saturday School prior to the final exam for the course.

Chronic Absenteeism

Some absences are unavoidable due to illness and other circumstances. But when students miss too much school, regardless of the reason, it can cause them to fall behind academically. Your child is less likely to succeed if he/she is chronically absent. Chronically absent is defined as missing 10% or more of the number of days that school is in session. Missing 16 or more days (excused or unexcused) over the course of an entire school year means that your child has been chronically absent for the school year. Absences add up quickly; missing two days of school each month results in chronic absenteeism. You will be notified if your child becomes chronically absent.

Research on chronic absenteeism shows:

*Students chronically absent in kindergarten and first grade are much less likely to read at grade level by the end of third grade.

*By sixth grade, chronic absenteeism is a proven early warning sign for students at risk of dropping out of school.

*By ninth grade, attendance can predict graduation rates even better than eighth grade test scores.

Clearly, regular school attendance matters, so let's work together to ensure that your child does not fall behind in school and get discouraged. Here are a few practical tips to help support regular school attendance:

*Set a regular bedtime for your child that will provide at least eight hours of sleep.

*Establish a morning routine with a set wake-up time.

*Lay out clothes and organize backpacks the night before.

*Make it a rule for your child to go to school every day unless truly sick.

*Avoid scheduling trips and routine doctor appointments when school is in session/

*Talk to the teacher and/or counselor if your child is feeling anxious about going to school.

*Have a back-up plan for getting to school in case of car trouble, missed bus, etc.

The official Attendance policy 6.200 can be found on the jcoed.net website under board policies.

If you have any questions about attendance or truancy, please contact the Attendance Supervisor at 727-2640

SAFETY

BUILDING SAFETY

The Johnson County Board of Education strives to provide a safe learning environment for all students. District guidelines will be followed at all sites. Visitors must be buzzed in to enter at all schools. Visitors must report immediately to the office present a photo ID and be screened through the RAPTOR system prior to receiving an official visitors badge. Closed circuit video/audio cameras throughout the school/administrative buildings are used solely to promote order, safety, and security for students, staff, and property.

CONDUCT

Students should conduct themselves in a safe and respectful manner for a positive learning environment for everyone. Any misconduct and/or disruption to the educational process will be referred to the principal and dealt with swiftly, fairly and consistently. All disciplinary offenses are documented and kept on file.

DISASTER DRILLS

Safety requirements established by the State Department of Education mandate that all schools conduct disaster drills so students will be well prepared in the event of an emergency. These drills include fire drills, tornado drills, and lock-down drills. Drill procedures with illustrations will be displayed throughout the building.

SCHOOL CLOSINGS AND DELAYS

The Director of Schools is authorized to cancel school, delay the opening of school or close school after students have arrived in the event of weather-related emergencies or hazardous road conditions. When the Director of Schools determines road conditions are too dangerous for buses, notification to the public will be made through public announcements by local radio and television stations. In addition, all parents/guardians and school staff will receive school closing and delay announcements through automated telephone calls and email. The Johnson County Schools' website will also have information concerning a change in schedule. The website address is www.joccoed.net. Announcements will be made at the earliest possible time. In the event that school is canceled, all school activities for the day and evening usually will be canceled. This includes activities such as PTA meetings, ball games and trips. To avoid

confusion for your child, please have emergency plans in place in case schools have an unexpected early dismissal.

UNSAFE SCHOOL CHOICE POLICY

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Dr. Mischelle Simcox at 423-727-2640.

STUDENT DISCIPLINARY HEARING AUTHORITY (DHA)

Upon appeal by the parents or administration, a Disciplinary Hearing Authority (DHA) will conduct hearings for students who have been suspended from school. The DHA may take the following disciplinary actions:

1. Affirm the decision of the school principal;
2. Order removal of the suspension unconditionally;
3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
4. Remand the student to alternative placement; or
5. Suspend the student for a specified time.

For additional information about DHA and alternative placement, please review the following Johnson County Board of Education Policies:

Student Disciplinary Hearing Authority Policy 6.317

Alternative School Programs Policy 6.319

Discipline

Student rights and responsibilities

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment.
2. Be treated with dignity, afforded due process, and extended protection against unreasonable search and seizure.
3. Expect that the school will be a safe place.
4. Have an appropriate environment conducive to learning.
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities.
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board.
2. Respect the human dignity and worth of every other individual.
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. Study and maintain the best possible level of individual academic achievement.
5. Be punctual and present in the regular school program.
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain or improve the school environment, respect property rights, both public and private, and exercise care while using school facilities.
8. Refrain from behavior that would lead to physical or emotional harm to one's self or others.
9. Avoid actions that cause disruption to the educational process.
10. Respect the authority of school administrators, teachers, and other authorized personnel who have responsibility for maintaining discipline in the school and at school-sponsored activities.
11. Obey the law and school rules forbidding the possession and/or use of alcohol, illegal drugs and other unauthorized substances.

CONDUCT

A student should not use violence, force, coercion, intimidation, passive resistance, or any other conduct which causes the disruption, interference, or obstruction of any school purpose while on school property, in school vehicles, or at any school-sponsored activity, function, or event whether on or off campus. Nor shall a student incite or encourage other students to engage in such conduct,

During the school day and in all school-related activities, the care, safety, and security of all students are the most important considerations for administrators and teachers. This is a responsibility required by the legal doctrine of "*in loco parentis*" * which means that administrators and teachers have the rights and powers of parents while children are in their custody.

* in the place of a parent

CORPORAL PUNISHMENT

Corporal punishment is a legally acceptable form of discipline in Tennessee. When paddling is determined to be an appropriate punishment for a student's actions, it will be administered in a reasonable and moderate fashion in the presence of an administrator. Corporal punishment will be administered, witnessed and documented under the provision of legal statute and Board Policy.

Because of the physical nature of corporal punishment, parents or guardians may object to this form of discipline; to request alternate forms of punishment for misbehavior or violation of school rules, parents or guardians must provide notification of their decision to the school principal. In the center of this booklet is a Corporal Punishment form to either consent or deny this form of punishment for their child. ***This form must be signed and returned to the school.***

CODE OF BEHAVIOR AND DISCIPLINE

Education cannot proceed effectively without good, consistent discipline. Discipline is the training of the mind and character in order to improve the quality of life. Discipline provides the orderly conduct needed to operate the school.

Students are expected to behave in a mannerly and cooperative way to promote their educational, social, and emotional development. Students who do not comply with the accepted conduct standards will be disciplined in accordance with the Johnson County Board of Education's policies and Tennessee Code Annotated —TCA.

INTERROGATIONS, SEARCHES, AND SEIZURES

Searches and interrogations by a principal or a designee are permissible according to Johnson County School Board Policy 6.303 and Tennessee Code Annotated 49-6-4205. Any principal or designee having reasonable suspicion may search any student, place, or thing on school property or in the actual constructive possession of any student during any organized school activity on campus, including buses, if information is received that would cause belief that the search will lead to the discovery of:

1. Evidence of any violation of the law.
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct.
3. Any object or substance, because of its presence, presents an immediate danger or harm to any person.

The school lockers and storage areas are the property of the school system, and students using these areas do not have the right of privacy in the lockers/storage areas or contents thereof. Whenever necessary, searches may be made of individuals, lockers, vehicles, and other personal property. To facilitate a search that is found to be necessary of students, school visitors, containers or packages, metal detectors and other devices may be used to indicate the presence of dangerous weapons, drugs, or drug paraphernalia. When deemed necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used to determine areas to be searched. It is the duty of a school principal to report to the appropriate law enforcement officer any student who is reasonably suspected of possessing a dangerous weapon or drugs on school grounds or within any school structure as a result of a search or other information. Anything found in the course of the search that is evidence of a violation of the law or student conduct standards may be seized. Dangerous weapons or drugs located by a principal or staff member during a search will be turned over to the appropriate law enforcement officer for proper disposal.

DRESS CODE

Students shall dress and groom in a clean, neat, and modest manner in order not to distract or interfere with the operation of the school. Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment. You may refer to the school handbook for the specific dress requirements for your school.

ATTACKS/THREATS AGAINST OTHER PERSONS

Students who perpetrate physical or verbal attacks on other students, teachers, or staff members will be subject to severe punishment.

All threats against other students, teachers, or staff members will be taken seriously and punishment will be appropriately administered.

BULLYING

Bullying is defined as a verbal or non-verbal expression of an intent to humiliate, do harm or act out violently against someone. The act of bullying can be spoken, written, symbolic, or physical. Bullying is a misuse of power which tends to be repetitive in nature. Any form of bullying is unacceptable. See Board Policy 6.304. Bullying is taken seriously and punishment will be appropriately administered. Parents should inform the school principal immediately if bullying is suspected, and the parent/student will be given a complaint form to complete to assist in the investigation.

DRUGS/ALCOHOL/INHALANTS

Students will not possess, transmit, or use the following in school buildings or on school grounds at any time, or in school vehicles, or off the school grounds at school sponsored activities, functions, or events:

1. Any controlled substance or a substance which is represented to be a controlled substance and which is substantially similar in color, shape, size, markings, or lack of markings to controlled substances as classified in the law and as amended from time to time.
2. Alcoholic beverages (all types, including but not limited to liquor, beer, wine).
3. Inhalants, including but not limited to glue, paint, gasoline, aerosols, or any solvent having the property of releasing toxic vapors.
4. Synthetic drugs that are used or intended for use in an abusive and/or intoxicating fashion and substances that “look like” a controlled substance are prohibited. In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance.

Students who unlawfully possess any narcotic, stimulant, prescription drug or other controlled substance are subject to suspension for one (1) year.

STUDENT WARNING: DO NOT take possession of any questionable substance. A student should immediately report any findings to the first available school employee.

WEAPONS

Students will not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at any school sponsored activities. Students are further forbidden to use or threaten to use any instrument in a manner which renders the item dangerous or with intent to do harm. Students are also forbidden to use any instruments or substances such as chemicals, scissors, razors, or compasses when they are used or attempted to be used in a manner which renders the item dangerous or with the intent to do harm. Students who are found to have violated this policy are subject to suspension for one (1) year.

TOBACCO PRODUCTS

Students shall not use or have in their possession tobacco products in any form on school premises, on school sponsored activities, or in school vehicles. Violations can result in suspension from school and/or court referral. All schools are tobacco-free. Please read Tobacco-Free School information on page 8.

CARE OF SCHOOL PROPERTY

Students are expected to help maintain the school environment, preserve school property, and exercise care while using school facilities. Any student who takes anything, public or private, without permission is in the wrong and will be subject to punishment and fines. Students or the parents/guardians of students who destroy, deface, damage, or lose school property shall be responsible for the cost of replacing or repairing such materials or equipment. This applies to textbooks, buildings, facilities, and equipment.

SUSPENSION

Suspension means dismissal from school grounds, school activities, and school related activities at any location, or riding a school vehicle for the term stated on the due process form. A school principal is authorized to suspend a student from one to ten days from attendance at school or any school related activity or from riding a school bus for good and sufficient reasons, including:

1. Willful and persistent violation of the rules of the school.
2. Immoral, disreputable conduct, including vulgar or profane language.
3. Violence or threatened violence against any student or school staff.
4. Willful or malicious damage to school property or property of any person attending or assigned to the school.
5. Inciting, advising or counseling others to commit serious offenses.
6. Possession or use of any firearm as defined in Tennessee Code Annotated 39-17-2302 on school property.
7. Possession or use of a dangerous weapon as defined in Tennessee Code Annotated 39-17-1301 on school property.
8. Assaulting a principal or teacher with vulgar, obscene, or threatening language.
9. Unlawful use or possession of barbitol or legend drugs, as defined in Tennessee Code Annotated 53-10-101.
10. Engaging in behavior that disrupts a class or school sponsored activity.
11. Drinking, possession of, or distributing an alcoholic beverage.
12. Theft, extortion, or gambling on school property.
13. Marking, defacing or destroying school property.
14. Use or possession of tobacco products on school grounds, at school-sponsored activities or on a school bus.
15. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process.
16. Any other conduct prejudicial to good order and discipline in any public school.

ZERO-TOLERANCE BEHAVIOR– TCA 49-6-4216

To help ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in the following behaviors will be subject to certain and severe disciplinary actions that may include suspension for a period of not less than one (1) calendar year:

1. Any student who brings drugs, drug paraphernalia, synthetic or look-alike drugs, or a dangerous weapon onto a school bus, onto school property, or to any school event or activity
2. Any student who while on a school bus, or school property, or while attending any school event or activity is under the influence of a drug or possesses a drug, synthetic drug, drug paraphernalia or dangerous weapon: or
3. Any student who assaults or threatens a teacher or any other school employee.

In any case of suspension, parents, when possible, will be notified immediately by phone. A copy of the suspension papers will be given to or mailed to the parents or guardians.

JUVENILE OFFENDER ACT—TCA 49-6-451;TITLE 55, CHAPTER 10, PART 7

When a student between the ages of 13 to 18 years engages in and is convicted of such prohibited conduct as possession, use, sale, consumption of any alcoholic beverage, wine, beer, or any controlled substance, or involving the possession or carrying of a weapon on school property, the student/offender can be issued a denial or suspension of driving privileges until age 18 by the Tennessee Department of Safety—Driver Control Division.

REASONABLE FORCE– TCA 49-6-4107

School employees are authorized by state law to use reasonable force when necessary to correct or restrain an uncooperative student or to prevent bodily harm or death to another person.

STUDENT CLUBS AND ORGANIZATIONS– TCA 49-6-1031

Schools will notify parents of all clubs and organizations available to students. Parents may prohibit their child from participating in particular clubs and organizations by providing written notification to the school.

Student Records

The Johnson County School System, as required by Public Law 93-80 as amended, is required to notify parents or guardians annually of information relative to student records maintained by the system. A list of the student records maintained by the Johnson County School System follows:

| Type of Records Maintained | Location | Person Responsible |
|--|--|---------------------------------|
| Active Cumulative Records: Health, Attendance, Scholarship | Local School | Principal |
| Cumulative Records of Drop-Outs, Transfers & Graduates | Johnson County Dept. of Educ. 211 N. Church Street Mountain City, TN 37683 | Director |
| Minor Disciplinary Records | Local School | Principal |
| Serious disciplinary action or expulsions requiring board action | Johnson County Dept. of Educ. 211 N. Church Street Mountain City, TN 37683 | Director |
| Special Education Records | Johnson County Dept. of Educ. 211 N. Church Street Mountain City, TN 37683 | Supervisor of Special Education |
| Guidance | Guidance Office of Local School | Guidance Counselor |

Note: A cumulative record is maintained for every student. Other records, as listed above, may exist for some students.

Parents of students and eligible students (18 years of age or enrolled in a post-secondary school) may inspect and review the student's education records upon written request. This inspection procedure must be completed within forty-five days from receipt of request. Up to three copies of the transcripts will be provided free of charge. A charge of \$1.00 per transcript will be charged in excess of three copies. A charge of .25 cents per page will be made for copies of all other records.

A parent or eligible student may challenge the accuracy and content of a record. To do this, the parent or student should make a written request to the person responsible for the record (see chart). If this person denies the request, the parent or student may appeal to

the Director of Schools who will within thirty days schedule a hearing before a panel consisting of the superintendent, the appropriate instructional supervisor, and the principal. If this panel denies the request, the parent or student may appeal to the Board of Education which will schedule a hearing within thirty days.

All student records are confidential and can be accessed only by parents or guardians, eligible students and authorized school officials for legitimate educational purposes. Information from student records may be released without written consent from the parents or eligible students in the following circumstances:

- To comply with a judicial order or lawfully issued subpoena, the school system will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure.
- To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address and age of the child, the name and address of the person responsible for the care of the child, and facts required in the report.
- When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school system.
- When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted.
- To appropriate officials if the parents claim the student as a dependent as defined by the Internal Revenue Code of 1954.
- To accrediting organizations to carry out their accrediting functions.
- When a student seeks or intends to enroll in another school district or a post-secondary school. Parents of students or eligible students have a right to obtain copies of records transferred under this provision.
- To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid and to enforce financial aid agreements.
- To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the students or to other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.

Family Educational Rights and Privacy Act (FERPA)

Model Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Johnson County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Johnson County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Johnson County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The school yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Johnson County Schools to disclose directory information from your child's education records without your prior written consent, you must notify your child's school in writing by Sept. 1, 2021. Johnson County Schools has designated the following information as directory information:

- | | |
|-------------------------|--|
| * Student's Name | * Participation in officially recognized activities & sports |
| * Address | * Weight & height of members of athletic teams |
| * Telephone Listing | * Degrees, honors & awards received |
| * E-Mail Address | * The most recent educational agency or institution attended |
| * Photograph | * Major field of study |
| * Dates of Attendance | |
| * Date & Place of Birth | |
| * Grade level | |

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

COLLECTION OF INDIVIDUAL STUDENT BIOMETRIC DATA

Effective July 1, 2014, school districts are required to receive written consent from parents or guardians (or students, if over the age of 18) before the collection of individual student biometric data.

SURVEYS, ANALYSES AND EVALUATIONS OF STUDENTS

Effective July 1, 2014, school districts must permit review of any surveys, analyses or evaluations of students and to allow parents to opt their children out of such surveys, analyses or evaluations.

Discrimination

The Office of Civil Rights
US Dept. of Education
P.O. Box 2048,03-3010
Atlanta, Georgia 30301-2048

Title VI Coordinator
Tenn. Dept. of Education
615-532-6238

Dr. Stephen Long and Paula Norton, Title VI Coordinators
Johnson County Schools
211 N. Church Street
Mountain City, TN 37683
(423) 727-2640

In Compliance with Title VI and the Civil Rights Act of 1964, The Johnson County School System **prohibits** the following discriminatory practices:

1. Preventing a person from enrolling in a school, class, or extracurricular school activity based on race, color, or national origin.
2. Arbitrarily placing a student in a school or class with the intent of separating the student from the general population of students because of the student's race, color, or natural origin.
3. Setting higher standards or requirements as a prerequisite before allowing minorities to enroll in a school, class, or activity.
4. Unequally applying disciplinary action based on a student's race, color, or national origin.
5. Failing to provide the necessary language assistance to allow limited English proficient students the same opportunity to learn as English proficient students.
6. Administering tests or other evaluative measures, which by design or by grading do not allow minority students the same opportunity to present a true measure of their abilities.
7. Providing advice or guidance to minority students with the intent to direct minority students away from schools, classes, or educational activities based on their race, color, or national origin.
8. Providing instructional and related services to minority students which are inferior to those provided to non-minority students.

The Johnson County School System affirms that it will comply with Title VI of the Civil Rights Act of 1964. Title VI states:

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial assistance.

Anyone who believes that the school system has discriminated against them or another individual may file a complaint. The complaint can be sent to any of the above addresses.

Johnson County Board of Education

| | | | |
|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in April | Descriptor Term: Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying | Descriptor Code: 6.304 | Issued Date: 01/10/13 |
| | | Rescinds: 6.304 | Issued: 11/10/11 |

1 The Johnson County Board of Education has determined that a safe, civil, and supportive environment
 2 in school is necessary for students to learn and achieve high academic standards. In order to maintain
 3 that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other
 4 victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹
 5

6 This policy shall be disseminated annually to all school staff, students, and parents. This policy shall
 7 cover employees, employees' behaviors, students and students' behaviors while on school property, at
 8 any school-sponsored activity, on school-provided equipment or transportation, or at any official school
 9 bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy
 10 is in effect if the conduct is directed specifically at a student or students and has the effect of creating a
 11 hostile educational environment or otherwise creating a substantial disruption to the education environment
 12 or learning process.
 13

14 Building administrators are responsible for educating and training their respective staff and students as
 15 to the definition and recognition of violations of this policy.
 16

17 **DEFINITIONS**

18
 19 *Bullying/Intimidation/Harassment* - An act that substantially interferes with a student's educational
 20 benefits, opportunities, or performance, and the act has the effect of:

- 21 • Physically harming a student or damaging a student's property;
- 22 • Knowingly placing a student or students in reasonable fear of physical harm to the
- 23 student or damage to the student's property;
- 24 • Causing emotional distress to a student or students; or
- 25 • Creating a hostile educational environment.
- 26

27
 28 *Bullying, intimidation, or harassment* may also be unwelcome conduct based on a protected class (race,
 29 nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and
 30 creates a hostile environment.
 31

32 *Cyber-bullying* - A form of bullying undertaken through the use of electronic devices. Electronic devices
 33 include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices,
 34 text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.
 35

36 *Hazing* - An intentional or reckless act by a student or group of students that is directed against any
 37 other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or
 38 coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees
 39 of the school district shall not encourage, permit, condone or tolerate hazing activities.³
 40

41 "Hazing" does not include customary athletic events or similar contest or competitions and is limited

1 to those actions taken and situations created in connection with initiation into or affiliation with any
2 organization.

3
4 **COMPLAINTS AND INVESTIGATIONS**

5
6 Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher,
7 counselor or building administrator.² All school employees are required to report alleged violations of
8 this policy to the principal/designee. All other members of the school community, including students,
9 parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

10
11 While reports may be made anonymously, an individual's need for confidentiality must be balanced with
12 obligations to cooperate with police investigations or legal proceedings, to provide due process to the
13 accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and
14 the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with
15 a need to know.

16
17 The principal/designee at each school shall be responsible for investigating and resolving complaints.
18 The principal/designee is responsible for determining whether an alleged act constitutes a violation of this
19 policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- 20
21 • It places the student in reasonable fear or harm for the student's person or property;
22
23 • It has a substantially detrimental effect on the student's physical or mental health;
24
25 • It has the effect of substantially interfering with the student's academic performance; or
26
27 • It has the effect of substantially interfering with the student's ability to participate in or
28 benefit from the services, activities, or privileges provided by a school.

29
30 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and
31 complete investigation of each alleged incident. Within the parameters of the federal Family Educational
32 Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be
33 delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

34
35 **RESPONSE AND PREVENTION**

36
37 School administrators shall consider the nature and circumstances of the incident, the age of the violator,
38 the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to
39 properly respond to each situation.

40
41 A substantiated charge against an employee shall result in disciplinary action up to and including ter-
42 mination. A substantiated charge against a student may result in corrective or disciplinary action up to
43 and including suspension.

44
45 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal
46 Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in ac-
47 cordance with disciplinary policies and procedures.
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REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA § 49-6-1016.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Legal References:

1. TCA 49-6-1016
2. Title IX (20 U.S.C. §§ 1681-1686)
3. TCA 49-2-120

Cross References:

- Appeals To & Appearances Before the Board 1.608
- Staff-Student Relations 5.610
- Student Complaints and Grievances 6.305

| Johnson County Board of Education | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in April | Descriptor Term: Student Concerns, Complaints, and Grievances | Descriptor Code: 6.305 | Issued Date: 08/09/18 |
| | | Rescinds: 6.305 | Issued: 06/13/02 |

1 STUDENT CONCERNS AND COMPLAINTS

2 Decisions made by school personnel — such as assistants, teachers, or assistant principals — which
3 students believe are unfair or in violation of pertinent policies of the Board or individual school rules
4 may be appealed to the school principal or a designated representative. To appeal, students will contact
5 the principal's office in their school and provide their name, the issue and the reason for their appeal on
6 a printed form available at the school office within two days. The appeal will usually be decided
7 confidentially and promptly, preferably within five (5) school days.

8 However, if the principal does not make a decision within five (5) school days following the date of
9 complaint, students or parents may appeal at that time by contacting the director of schools/designee at
10 the central office. The information provided should include the student's name, the school and a
11 description of the problem.

12 An investigation and decision will be made within two (2) school days and communicated to the school
13 principal and student by telephone. A written copy of the decision also will be sent to the student and
14 the principal.

15 DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

16 *Filing a Complaint* — Any student of this school district who wishes to file a discrimination/harassment
17 grievance against another student or an employee of the district may file a written or oral (recorded, if
18 possible) complaint with a complaint manager.¹ Students may also report an allegation of discrimination/
19 harassment to any teacher or other adult employed in the school who shall inform a complaint manager
20 of the allegation. The complaint should include the following information:

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

26 *Investigation* — Within twenty-four hours of receiving the student's complaint, the complaint manager
27 shall notify the complaining student's parent/guardian and the principal who shall inform the director of
28 schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a
29 non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview
30 shall take place within five (5) days from the time the complaint was first made. If no parent/guardian
31 attends the interview, another adult, mutually agreed upon by the student and the complaint manager,
32 shall attend and may serve as the student's advocate. After a complete investigation, if the allegations

1 are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The
 2 complaint and identity of the complainant will not be disclosed except (1) as required by law or this
 3 policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A
 4 school representative will meet with and advise the complainant regarding the findings, and whether
 5 corrective measures and/or disciplinary action were taken. The investigation and response to the
 6 complainant will be completed within thirty (30) school days. Copies of the report will be sent to the
 7 student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the
 8 complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director
 9 of schools shall keep the Board informed of all complaints.

10 *Decision and Appeal* — If the complainant is not in agreement with the findings of fact as reported by
 11 the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The
 12 director of schools will review the investigation, make any corrective action deemed necessary and
 13 provide a written response to the complainant. If the complainant is not in agreement with the director
 14 of schools' findings of fact, appeal may be made to the Board of Education within five (5) work days.
 15 The Board shall, within thirty (30) days from the date the appeal was received, review the investigation
 16 and the actions of the director of schools and may support, amend or overturn the actions based upon
 17 review and report their decision in writing to the complainant.

18 **APPOINTING COMPLAINT MANAGERS**

19 The director of schools shall appoint at least two complaint managers, one of each gender for each school.
 20 The Federal Rights Coordinator may serve as a complaint manager. The names, addresses, and telephone
 21 numbers of the current complaint managers are:

| | | |
|----|-------------------------|-------------------------|
| 22 | Paula Norton | Dr. Stephen Long |
| 23 | 211 N. Church St. | 211 N. Church St. |
| 24 | Mountain City, TN 37683 | Mountain City, TN 37683 |
| 25 | 423/727-2640 | 423/727-2640 |

26 This policy shall be published in the parent/student handbook distributed annually to every student.
 27 Building administrators are responsible for educating and training their respective staff and students as
 28 to the definition and recognition of discrimination/harassment.

Legal References

1. Title IX, Education Amendment of 1972, 20 U.S.C.
 §1681, et seq.

Cross References

Appeals To & Appearances Before the Board 1.404
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304

NON-DISCRIMINATION ON THE BASIS OF HANDICAP OR DISABILITY

NON-DISCRIMINATION

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, handicap, national origin and race.

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

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

COORDINATOR

The Board shall appoint Section 504, Title VI, and Title IX Coordinators to be responsible for coordinating the efforts of the Johnson County Board of Education in compliance with Section 504, Title VI, and Title IX. The coordinators shall annually undertake to identify and locate every qualified handicapped person of appropriate age residing in the jurisdiction of the Board who is not receiving a public education.

COMPLAINT PROCEDURE

- A. The purpose of this grievance procedure is to provide for prompt and equitable resolution of complaints alleging any action prohibited by Section 504, Title VI, and Title IX or regulations enacted thereto.
- B. A person who alleges that the Board is in violation of Section 504, Title VI or Title IX may file a complaint. The complaint can be oral or in writing and state in detail the basis for the complaint.

Within twenty (20) calendar days of filing the complaint, the coordinator shall commence a hearing regarding the complaint. The complaining party shall have the right to be present, to offer testimony and other evidence, to present witnesses in his/her behalf, to cross-examine witnesses, to be represented by counsel and such other rights as are required by due process of law. The coordinator shall issue a decision regarding the complaint within twenty (20) calendar days of the date of adjournment of the hearing. In the event the coordinator is unable to conduct the hearing, the Director (or in his/her absence or inability to act, the Board of Education) shall appoint a substitute to conduct the hearing and render a decision. The time limitations of this grievance procedure may be waived for good cause by the individual assigned to conduct the hearing.

- C. In the event the complaining party is dissatisfied with the decision rendered regarding the complaint, review of the complaint may be obtained by filing a request for review with the Director. The request for review must be in writing and set out in detail the reasons for dissatisfaction with the previous decision. Within twenty (20) days of the filing of the request for review, the Director shall commence a de novo hearing, affording the same rights to the complaining party as in the previous hearing. The complaining party shall be given at least seven days notice of the date, time, and place of the hearing. The Director shall issue a final decision within twenty (20) calendar days of the date of adjournment of the hearing. In the event the Director is unable to conduct the hearing, the Director (or in his/her absence or inability to act, the Board) shall appoint a substitute to conduct the hearing.

STUDENTS

- A. An individualized education service plan shall be designed for each student covered by Section 504. This plan shall be designed to meet individual educational needs of the handicapped student as adequately as the needs of a non-handicapped student are met. Such services shall be without cost to the student or to his/her parents or guardians.

- B. In interpreting evaluation data and in making placement decisions for students, a conference shall be held of persons knowledgeable about the child, the meaning of relevant evaluation data, and the placement of options. The parent shall be notified of and invited to attend such conferences. The persons attending the conference shall draw upon and carefully consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior and shall document in writing that this has been done. The persons attending this conference shall design an educational plan and shall make such notes regarding the plan as appropriate. Placement decisions for students under Section 504 shall provide for the education of students with persons who are not handicapped to the maximum extent appropriate to the needs of the handicapped student.
- C. Tests and other evaluation materials and the administration of such tests and evaluation materials shall meet the requirements of the regulation enacted pursuant to Section 504.
- D. The grievance procedure set out above shall serve as the system of procedural safeguards regarding the identification, evaluation or placement of persons who, because of handicap, need or are believed to need special instruction or related services. In such cases, the parent or guardian may request to examine relevant records of the student.

NOTICE

A copy of 34 C.F.R. Part 104, Subpart D regulations or, in lieu thereof, other materials which notify the recipient of the Board's duties under C.F.R. Part 104, Subpart D, shall be given annually to the parents or guardians of all minor handicapped students and to both the student and parents or guardians of students who have attained the age or majority.

Paula Norton, Section 504 Coordinator Stephen Long, Title IX Coordinator

Paula Norton & Stephen Long, Title VI Coordinators

Johnson County Schools
211 North Church Street
Mountain City, TN 37683 (423) 727-2640

Tennessee Department of Education

Contact Information

Answers to many questions and much more helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting www.tn.gov

Legal Services Division

Division of Special Education, Tennessee Department of Education

710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, TN 37243-0380
615-741-2851
Fax—615-253-5567 or 615-532-9412

East Tennessee Regional Resource Center
2763 Island Home Blvd.
Knoxville, TN 37290
865-594-5691
Fax—865-594-8909

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organization are listed below:

THE ARC of Washington County

www.arcwc.org

110 East Mountcastle Drive
Johnson City, TN 37601

Phone: 423-928-9362 Toll-Free State Office Phone: 1-800-835-7077

Fax: 423-928-7431 E-Mail: kim@arcwc.org

Support and Training for Exceptional Parents (STEP)

www.tnstep.org

712 Professional Plaza
Greeneville, TN 37745 423-639-2464
E-Mail: Karen.harrison@tnstep.org

Disability Rights Tennessee

www.disabilityrightstn.org

9050 Executive Park Drive, Suite 101-B
Knoxville, TN 37923
800-342-1660
865-670-2944
fax 865-470-7028

Tennessee Voices for Children

www.tnvoices.org

P.O. Box 20847
Knoxville, TN 37940
865-523-0701
fax 865-523-0705

Johnson County Health Department

715 West Main Street
Mountain City, TN 37683
423-727-9731

The Johnson County Health Department provides EPSDT (Early Periodic Screening Diagnosis & Treatment) physical exams for TennCare recipients ages 0-21; dental services for children ages 3-21; immunizations for all ages; and WIC services which include counseling and vouchers for nutritious foods to pregnant, postpartum & breast-feeding women, infants and children ages 0-5 who have documented medical or nutrition needs and who meet income guidelines. Please call for more information.

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list, visit the Tennessee Disability Services — Disability Pathfinder Database @ <http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

On the web-page, select your county and the service you desire from the drop-down list and click submit.

PARENTAL NOTIFICATION
Under the Elementary and Secondary
Education Act (ESEA)

The Elementary and Secondary Education Act (ESEA) as amended in Dec. 2015 by the Every Student Succeeds Act (ESSA) makes it clear that Congress expects local educational agencies (LEAs) and schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and, to the extent practicable, in a language that the parents can understand. Listed below are some of these required notices that must be made to parents by school districts or individual public schools.

Teacher Qualifications and Highly Effective Teachers

At the beginning of each year, an LEA shall notify parents that they may request, and the LEA will provide, information regarding whether professionals are highly effective, including the qualifications of the student's teachers and paraprofessionals. This includes information about whether the student's teacher:

- 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- 2) is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- 3) is teaching in the field of discipline not of the certification of the teacher; and
- 4) is teaching alongside paraprofessionals and, if so, the paraprofessional's qualifications [ESSA § 1112(e)(1)(A)].

Student Privacy

Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal student information for the purpose of marketing or selling that information;
- administration of surveys containing request for certain types of sensitive information; and
- any nonemergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of student.

A district must develop and adopt policies regarding the rights of parents to inspect:

- ◆ third-party surveys before they are administered or distributed to students;
- ◆ measures to protect student privacy when surveys ask for certain sensitive information;
- ◆ any instructional materials;
- ◆ administration of physical examinations or screening of students;
- ◆ collection, disclosure, or use of personal information from students for the purpose of marketing or selling that information; and
- ◆ the parental right to inspect any instrument used to collect personal information before it is distributed to students.

Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies [20 U.S.C. 1232g].

Public Release of Student Directory Information

Under the Family Education Rights and Privacy Act (FERPA), an LEA must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as “directory information,” includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent’s right to request that the information not be disclosed without prior written consent.

Additionally, ESSA requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent’s request not to disclose such information without written consent [§8025].

A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and ESSA. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so [20 U.S.C. 1232g] [ESEA §8025].

Military Recruiter Access to Student Information

Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child’s name, address, and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests [ESEA §8528(a)(2)(B)].

Parent and Family Engagement

A district receiving Title I funds must develop jointly with, agree on with, and distribute to, parents and family members of participating children a written district-level parent and family engagement policy. Each school served under Title I must also develop jointly with, agree on with, and distribute to, parents and family members of participating children a written school-level parent and family engagement policy. If an individual school or district has a parent and family engagement policy that applies to all, it may amend the policy to meet the requirements under the ESEA [ESEA Title I, Part A, §1116(a)(2)] [20 U.S.C. §6318(b); (c)].

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school [ESEA Title I, Part A, §1116(b)(1)].

Schools must:

- ◆ hold at least one annual meeting for Title I parents;
- ◆ offer a flexible number of meetings;
- ◆ involve parents and families in an ongoing manner in the planning, review, and improvement of Title I programs;
- ◆ provide Title I parents and families with timely information about the programs, a description and explanation of the curriculum, forms of academic assessment and expected levels of student proficiency;
- ◆ if requested, provide opportunities for regular meetings to discuss decisions related to the education of their children; and
- ◆ develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement [ESEA Title I, Part A, §1116(c)].

Report Cards on Statewide Academic Assessment

Each school district that receives Title I, Part A funds must prepare and disseminate an annual report card. Generally, the state or district must include on its report card information about public schools related to student achievement, accountability, teacher qualifications and other required information, as well as any other information that the state or district deems relevant.

These report cards must be concise and presented in an understandable and uniform format accessible to persons with disabilities and, to the extent practicable, provided in a language that parents can understand. In Tennessee, **these requirements are met through the state's report card** [ESEA Title I, Part A, §1111(h)(1) and (h)(2)].

Achievement on State Assessment

All schools must provide to parents, teachers, and principals the individual student interpretive, descriptive, and diagnostic reports, which allow specific academic needs to be understood and addressed, and include information on the student's achievement on academic assessments aligned with state academic achievement standards [ESEA §1111(b)(2)(B)(x)].

National Assessment of Education Progress

Districts, schools, and students may voluntarily participate in the National Assessment of Educational Progress (NAEP). Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment, and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access all assessment data (except personally identifiable information), questions, and current assessment instruments [ESEA Title VI, Part C, §411(c)(1); (d)(1)–(2)].

Schoolwide Programs

An eligible school operating a schoolwide program shall make the comprehensive plan available to the LEA, parents, and the public. The information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand [20 U.S.C. §6314][ESEA Title I, Part A, §1114].

English Learner Programs

A school district that uses federal funds to provide a language instruction education program for English learners must no later than 30 days after the beginning of the school year inform the parents of each child identified for participation or participating in such a program:

- ◆ the reasons for the identification of the child as an English learner;
- ◆ the child's level of English proficiency;
- ◆ how that level was determined and the status of the child's academic achievement;
- ◆ methods of instruction used in the program in which their child is participating and methods of instruction used in other available programs;
- ◆ how the program will meet the educational strengths and needs of their child;
- ◆ how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;

- ◆ the specific exit requirements for the program;
- ◆ in the case of a child with a disability, how the program meets the child's IEP objectives; and
- ◆ information about parental rights detailing the right of parents to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another available program or method of instruction.

For a child not identified as an English learner prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program *[ESEA Title I, Part A, §1112]*.

Homeless Children

To be eligible for McKinney-Vento funds, the school must provide written notice at the time any child seeks enrollment in the school, and at least twice annually while the child is enrolled in the school, to the parent or guardian or unaccompanied youth that, shall be signed by the parent or guardian or unaccompanied youth; that sets forth the general rights provided; and specifically states:

- ◆ the choice of schools homeless children are eligible to attend;
- ◆ that no homeless child is required to attend a separate school for homeless children;
- ◆ that homeless children shall be provided comparable services, including transportation services, educational services, and meals; and
- ◆ that homeless children should not be stigmatized by school personnel.

If the district sends a homeless child to a school other than the school of origin or the school requested by the parent or guardian, the district must provide the parents a written explanation for, including notice of the right to appeal, the decision. The information must also be provided whenever a dispute arises over school selection *[ESSA Title IX, Part C, §722(g)(3)(B)]*.

Each LEA liaison for homeless children and youth shall ensure the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children *[ESSA Title IX, Part C, §722(g)(6)(A)(iv)]*.

Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under the McKinney-Vento Act, such as schools, family shelters, and soup kitchens *[ESSA Title X, Part C, §722(g)(6)(A)(v)]*.

21st Century Community Learning Centers

A program or activity funded as part of a 21st Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward achieving its goal of providing high-quality opportunities for academic enrichment. The results of evaluations shall be made available to the public upon request, with public notice of such availability provided [ESEA §4205(b)(2)].

Waiver Request

If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESEA, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice [20 U.S.C. §7861(b)(3)(B)] [ESEA Title IX, Part D, §8401(b)(3)(B)(ii)].

Acceptable Use Policy

Terms and Conditions for Technology/Internet Use (Student)

Johnson County Schools has access to computers, networks, and the Internet. This technology is the most effective way we have found for introducing students to the global nature of information. It allows users to find, synthesize and share information in a variety of unique ways.

The Internet has evolved because groups of individuals have chosen to network their computers in order to share information. A small minority have made objectionable materials available over the Internet. Johnson County Schools will take every precaution to restrict access to this information. However, an industrious user may discover information not acceptable for school use. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may obtain unsuitable material. Disciplinary action will be taken against users found sending or acquiring objectionable material over the Internet or developing objectionable material on school equipment.

Please remember the following:

- Never write or share your password.
- Never tamper with technology equipment that does not belong to you.
- All network communication must be polite, kind, and free from inappropriate language.
- Electronic mail is not guaranteed to be private.
- Personal work and electronic mail shall be deleted regularly. File server space is limited.
- Personal addresses, phone numbers, and financial information shall not be included in network communication.
- No attempt to tamper with other people's data or to gain unauthorized access to accounts or files on the networks, including the Internet is permitted.
- Johnson County Schools does not own the copyright on any of its software and, except for a single copy for backup purposes or unless authorized by the copyright owner/s, does not have the right to reproduce it.
- If you are unsure about any use of the network on Internet, ask the system administrator.
- Johnson County Schools does not condone and specifically forbids the unauthorized duplication of software.
- Abide by copyright law.
- Understand that computer, network and Internet use at Johnson County Schools is a privilege and not a right and that the use of this privilege may be revoked at any time for any reason.
- As a condition of use of the computers, networks and Internet, students will abide by the Terms and Conditions for Technology/Internet Use at Johnson County Schools, and by any future terms or conditions that may be developed. Disciplinary action will be taken if there is abuse of computer, network or Internet privileges.
- According to the U.S. copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copied and criminal penalties, including fines up to \$250,000 per works copied, and imprisonment up to 5 years per title copied.

BUS POLICY & RULES

Safety is the first concern of the Johnson County School System for students transported on Johnson County school buses. The driver's attention must be focused on operating the vehicle safely. It is vital that all parents impress upon their children the importance of proper behavior on the bus.

It is mandatory that students abide not only by the rules that are listed in the following "Student Conduct on Bus Policy", but students must also obey any rule that may be established by the bus driver and the principal for the purpose of safety or discipline. **Parents and students must read the "Student Conduct on Bus Policy" on the next page, and then sign and return the blue form located in the center of this handbook to the homeroom teacher.**

A student will be ineligible for bus transportation when behavior is such as to cause problems on a school bus, or when a student disobeys state or local rules and regulations pertaining to pupil transportation as determined by the principal.

Students are encouraged to participate in the bus transportation provided by the school system. Typically students who are transported by a school bus have fewer tardies and early dismissal problems.

For student safety, parents will be given instructions concerning drop off and pick up procedures for students who are car riders. There will also be specific arrival procedures and dismissal procedures that car riders should follow. If a student's mode of transportation changes, the student should bring a note from the parent stating that the student is to go home by the other specified means.

Transportation on assigned school buses is provided for students. Students are expected to behave in a safe and respectful manner on buses and at bus stops. Students who violate bus safety rules will lose the privilege of riding the bus.

Johnson County Board of Education
Board Policy—Bus Conduct(6.308)

In order to maintain safe and secure conditions and atmosphere, no person shall enter onto a school bus except for students assigned to that bus or parents of students or other persons with lawful and valid business on the bus.¹

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus, must have written parental permission and the approval of the principal or his/her designee.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

Use of Video Cameras/Audio Recordings

Video cameras and audio recordings may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board Policy and regulations governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to video/audio recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with the law. Video/audio surveillance shall be used only to promote the order, safety and security of students, staff and property.

The Director of Schools is required to develop procedures governing the use of video/audio cameras in accordance with the provisions of the law and established Board policies.

Legal Reference:

TCA 49-6-2008

Cross References:

Student transportation Management 3.400

Discipline Procedures 6.313

Student Records 6.600-604

Scheduling and Routing 3.401

Suspension 6.316

| Johnson County Board of Education | | | |
|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in October | Descriptor Term: Student Transportation Management | Descriptor Code: 3.400 | Issued Date: 04/12/18 |
| | | Rescinds: 3.400 | Issued: 06/13/02 |

General

The director of schools shall contract annually or as otherwise authorized by the board with the bus supervisor to provide student transportation services.¹

Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.²

All accidents, regardless of the damage involved, must be reported to the transportation supervisor, including incidents in which any part of the bus contacts any other object or vehicle.

The director of schools shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.

RESPONSIBILITIES OF TRANSPORTATION DEPARTMENT

1. Each school bus and all related equipment shall be maintained in condition to operate safely at all times during the school year and shall conform to specifications as set forth by the State Board of Education¹ and National Highway Traffic Safety Administration.
2. Each bus driver shall obey all applicable state rules and regulations.
3. Bus Supervisor shall have on file in the director of schools' office a current statement of liability and property damage insurance coverage.
4. Bus Supervisor must specify for the director of schools' approval of the name of all designated drivers including approved substitute drivers.
5. Bus Supervisor shall submit to the director of schools the result of every approved bus driver's latest physical examination.
6. Each bus driver shall file with the department an accurate record of the names of all students transported on his/her bus and the school to which each student is transported.

7. Participate fully in the complaint process as outlined below.
8. Comply with recordkeeping requirements as outlined below. This includes the responsibility to furnish the transportation supervisor with all necessary records on a regular basis.

TRANSPORTATION SUPERVISOR³

The director of schools shall appoint a transportation supervisor for the system. He/she shall be responsible for the monitoring and oversight of transportation services for the district.

The transportation supervisor shall complete a student transportation management training program upon appointment. Every year the transportation supervisor shall complete a minimum of four (4) hours of training annually.

The director of schools shall ensure that training is completed and provide the state department of education with appropriate documentation.

COMPLAINT PROCESS⁴

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; and
2. Forms may be submitted in person, via phone, mail, or email. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the Transportation Supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and

4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook and district website.

RECORDKEEPING⁵

The transportation supervisor shall be responsible for the collection and maintenance of the following records:

1. Bus maintenance and inspections forms;
2. Bus driver credentials, including required background checks, health records, and performance reviews;
3. Driver training records, Accident/Incident reports; and
4. Complaints received and any records related to the investigation and complaints.

| Legal References | Cross References |
|---|------------------------------|
| TCA 49-6-2109; TRR/MS 0520-01-05 Public Acts of 2017, Chapter No. 289(1)(d)(3) Public Acts of 2017, Chapter No. 289(1)(a)-(c) Public Acts of 2017, Chapter No. 289(1)(d)(2) Public Acts of 2017, Chapter No. 289(1)(d)(5) | Bus Safety and Conduct 6.308 |

ADMISSIONS REQUIREMENTS FOR JOHNSON COUNTY SCHOOLS

1. Pupils entering kindergarten must be five years of age on or before August 15.
2. To enroll in Johnson County Schools, documentation will be requested of all pupils entering the Johnson County School System. If a student is unable to provide documentation, alternate forms of identification may be used for enrollment purposes. No matter what documentation is provided, all students will be enrolled immediately in the district. If additional assistance is needed please contact Angie Wills, Federal Programs Supervisor, at 423-727-2640.

Documentation May Include:

Official Birth Certificate or Alternative Documentation:

School officials may request documentation to show that a student falls within the school district's minimum and maximum age requirements. School districts typically accept a variety of documents for this purpose, such as a religious, hospital, or physician's certificate showing date of birth; an entry in a family bible; an adoption record; an affidavit from a parent; a birth certificate; or previously verified school records.

Although a school district might request documents such as those listed above to verify your child's age, a school district may not prevent or discourage your child from enrolling in or attending school because he or she lacks a birth certificate or has records that indicate a foreign place of birth, such as a foreign birth certificate.

Proper immunizations:

We cannot accept immunization records from doctor's offices. Immunizations must be on the State Health Department Form. Transfer students from out-of-state must obtain a Tennessee Immunization Record from the Health Department. Proof of immunization is required from all students entering school unless they meet one of the following exemptions: conflict with religious practices, written statement from the child's doctor excusing the child from immunizations, unable to produce immunization records due to being homeless, and a physician certifies that administration of the immunization would be in any manner harmful to the child involved.

Physical examination:

If entering kindergarten, the student physical must be no older than first day of school from last school year. Students transferring from other school systems whose cumulative file lacks a documented physical, must have a physical. We will honor all physicals completed after the age of five, with proof of the examination: TN Blue Medical Entry form, signature from MD on the bottom of State Immunization Form, or prescription note from physician. Students will be allowed to remain in school while awaiting the physical. However, the appointment must be made within 10 days of enrollment. Parents must show a copy of the appointment. If the parent fails to obtain the physical, the school will take further action as deemed appropriate by the principal;

Social Security Card:

The school district may not prevent your child from enrolling in or attending school if you choose not to provide your child's social security number. If you choose to provide a copy of the card will be made. Some school districts request a student's social security number during enrollment to use as a student identification number. If a school district requests a student's social security number, it must (1) inform you and your child that providing it is voluntary and that refusing to provide it will not bar your child from enrolling in or attend-

Johnson County Schools
Department of School Health Services
Student Medication Procedures

The needs of children who require medication during school hours to maintain and support their continued presence in school must be met according to policy in a safe and prudent manner. **Medication must be brought to school by a responsible adult and may not be transported by the student on the bus.**

PRESCRIPTION MEDICATION: The school medication policy requires any student receiving prescription medication at school to meet the following criteria: a doctor's order for prescription medication (renewed yearly), signed parental consent for the medication to be administered at school by school personnel, and an appropriately labeled pharmacy bottle that includes student's name, date, medication, dosage, strength, directions for use, frequency, duration, mode of administration, and expiration date.

OVER-THE-COUNTER MEDICATION: Please ensure the medication form is properly completed and returned at the beginning of the school year in order to prevent any confusion and delays in providing care for your child.

The following guidelines must be followed for over-the-counter (OTC) medication:

1. OTC medications must be brought to the school by a responsible adult in **new, unopened** containers and labeled with **student name**.
2. OTC medications must be accompanied by written permission from the parent/guardian and must include home/work numbers for verification and clarification. Also, parents must sign the medication form to include non-prescription medications.
3. OTC medications will be administered according to the manufacturer's recommendations on the label. (Labels are written in support of clinical testing to provide for safe administration of medication). Therefore, do not send extra-strength formulas unless it is age appropriate. **Any medicine sent to school in a zip-lock bag will not be given.**
4. Please notify the school nurse of any medications administered at home prior to school hours to ensure the appropriate separation of time between medications to avoid possible overdosing and toxic levels.
5. Inhalers may be kept under lock in the classroom if needed. Students carrying inhalers must have an individual contract signed with the school nurse. Epi-pens may also be carried with competent students with appropriate forms on file. Parents must provide Epi-pens for their child with known allergies. Students who experience episodes of anaphylaxis on more than one occasion at school shall not be permitted back at school until the parent provides an Epi-pen for school.

Disposal of old or unused medicines

It shall be the responsibility of the parent to pick-up any remaining or unused medication at the end of the school year. Any medication remaining at the school at the end of the school year shall be properly disposed.

MENINGOCOCCAL VACCINES

WHAT YOU NEED TO KNOW

1. What is meningococcal vaccine?

Two meningococcal vaccines are available in the U.S.:

- Meningococcal polysaccharide vaccine (MPSV4) has been available since the 1970s.
- Meningococcal conjugate vaccine (MCV4) was licensed in 2005.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. Meningococcal vaccines cannot prevent all types of the disease. But they do protect many.

2. Meningococcal Vaccine:

People who might become sick should get the vaccine. Both vaccines work well, and protect about 90% of those who get it. MCV4 is expected to give better, longer-lasting protection. MCV4 should also be better at preventing the disease from spreading from person to person. Meningococcal disease is a serious illness, caused by a bacteria. It is a leading cause of bacterial meningitis in children 2-18 years old in the United States. Meningitis is an infection of fluid surrounding the brain and the spinal cord. Meningococcal disease also causes blood infections. About 1,200 people get meningococcal disease each year in the U.S. 10-15% of these people die, in spite of treatment with antibiotics. Of those who live, another 11-19% lose their arms or legs, become deaf, have problems with their nervous systems, become mentally disabled, or suffer seizures or strokes. Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people with certain medical conditions, such as lack of a spleen. College freshmen who live in dormitories have an increased risk of getting meningococcal disease. Meningococcal infections can be treated with drugs such as penicillin. Still, about one out of every ten people who get the disease dies from it, and many others are affected for life. This is why *preventing* the disease through use of meningococcal vaccine is important for people at highest risk.

3. Who should get Meningococcal vaccine and why?

ROUTINE VACCINATIONS: Two doses of MCV4 are recommended for children aged 11-18 years (the first dose at 11-12 years, with a booster dose at 16. Adolescents in this age group with HIV infection should get three doses (2 doses 2 months apart at 11-12 years, plus a booster at 16. If the first dose (or series) is not given until age 13-15, the booster should be given between 16-18. If the first dose (or series) is given after the 16th birthday, a booster is not needed.

OTHER PEOPLE AT RISK: college freshmen living in dorms, microbiologists who are routinely exposed to meningococcal bacteria, US military recruits, anyone with an immune system disorder, and anyone who might have been exposed to meningitis during an outbreak.

MCV4 is the preferred vaccine for people 11-55 years of age in these risk groups, but MPSV4 can be used if MCV4 is not available. MPSV4 should be used for children 2-10 years old, and adults over 55, who are at risk.

4. Some people should not get meningococcal vaccine or should wait:
 - Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of either meningococcal vaccine should not get another dose.
 - Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine. Tell your doctor if you have any severe allergies.
 - Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your doctor or nurse. People with a mild illness can usually get the vaccine.
 - Anyone who has ever had Guillain-Barré Syndrome should talk with their doctor before getting MCV4.
 - Meningococcal vaccines may be given to pregnant women. However, MCV4 is a new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed.
 - Meningococcal vaccines may be given at the same time as other vaccines.

5. What are the risks from meningococcal vaccines?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small. Mild problems: Up to about half of people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given. If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4. A small percentage of people who receive the vaccine develop a fever. Severe problems: Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare. A serious nervous system disorder called Guillain- Barré Syndrome (or GBS) has been reported among some people who received MCV4. This happens so rarely that it is currently not possible to tell if the vaccine might be a factor. Even if it is, the risk is very small.

6. What if there is a moderate or severe reaction? What should I look for?

Any unusual condition, such as a high fever or behavior changes. Signs of a serious allergic reaction can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat or dizziness.

7. What should I do?
 - Call a doctor, or get the person to a doctor right away.
 - Tell your doctor what happened, the date and time it happened, and when the vaccination was given.
 - Ask your doctor, nurse, or health department to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form. Or you can file this report through the VAERS web site at www.vaers.org, or by calling 1-800-822-7967. *VAERS does not provide medical advice.*

7. How can I learn more?
- Ask your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information.
 - Call your local or state health department.
 - Contact the Centers for Disease Control and Prevention (CDC):
 - Call 1-800-232-4636 (1-800-CDC-INFO)
 - Visit CDC's National Immunization Program website at www.cdc.gov/nip
 - Visit CDC's meningococcal disease website at www.cdc.gov/ncidod/dbmd/disease_info/meningococcal_g.htm
 - Visit CDC's Travelers' Health website at www.cdc.gov/travel
- department of health and human services Centers for Disease Control and Prevention Meningococcal 11/16/06 Vaccine Information Statement (Interim)

HEALTH UPDATE FOR PARENTS 2021-2022 SCHOOL YEAR

FLU VACCINATIONS

Johnson County School District is partnering again this fall with the Johnson County Health Department to provide flu vaccines to our students in grades K-12. This year all age groups will qualify to receive FLUMIST (unless contraindicated) regardless of insurance type., and Blue Cross-Blue Shield can be billed.

ANY HEALTH ISSUES WITH EXPOSURE TO LIVE FLU VIRUS

If your child has any health issues that would cause him/her to be compromised if exposed to others receiving the live flu vaccine, please contact Wendy Henley at 727-2640 in August so we can plan appropriately and make any necessary accommodations during our flu clinic.

SCHOOL-BASED CLINICS & TELEMEDICINE PROGRAM

Please complete and return the eMD Patient Registration form and the eMD Anywhere Student Health Questionnaire form located in the center of this handbook so that your child will be eligible to receive medical services through the eMD school-based clinics and telemedicine. More information about this program is provided on page 49 in this handbook. If you have questions about this program, please call your child's school nurse or our Health Services Coordinator, Wendy Henley, FNP at 727-2640.

Student Health Issues

Dear Parent/Guardian:

You don't want your child to miss school; but neither do you want to send a sick child to school and endanger his or her health and other children as well. When should your child stay home from school? Here are a few guidelines you might wish to follow:

A runny nose is the way many children respond to pollen, dust, chalk or simply a change of season. If it isn't a common cold, then it's an allergy and allergies aren't contagious. Don't keep the child home.

A bad cough or cold symptoms can indicate a severe cold, bronchitis, flu, or even pneumonia. Some children suffer one cold after another all winter long and a run-of-the-mill cold should not be a reason to miss school. But if your child is not acting right, has difficulty breathing or is becoming dehydrated it could be serious. Check with your physician right away.

Diarrhea and vomiting make children very uncomfortable, and being near a bathroom becomes a top priority. If your child has repeated episodes of diarrhea and vomiting, accompanied by fever, a rash, or general weakness, consult your physician and keep your child out of school until the illness passes. However, a single episode of diarrhea or even vomiting unaccompanied by any other symptoms may not be reason enough for the child to miss school. But please make sure we know how to reach you or another responsible adult during the day, in case the symptoms worsen.

Fever is an important symptom; when it occurs along with a sore throat, an earache, nausea, listlessness, or a rash, your child may have something very contagious. Most pediatricians advise parents to keep children home during the course of a fever (100 or higher), and for an additional 24 hours after the fever has passed. Please do not give your child Tylenol or Motrin for a fever and send them to school.

Strep throat and scarlet fever are two highly contagious conditions caused by a streptococcal (bacterial) infection. They usually arrive with a sore throat and high fever. Some 12 to 48 hours after the onset of scarlet fever, a rash will appear. A child with either strep throat or scarlet fever should be kept home and treated with antibiotics as prescribed by the physician. After 24 hours on an antibiotic, a child is no longer contagious and may, with the physician's permission, return to school. It is very important that the child finish all antibiotics prescribed by the physician.

Chicken pox, a viral disease, is not life threatening to children, but is very uncomfortable and extremely contagious. If your child has a fever, is itching, and begins to have pink or red spots (with "water" centers) on the back, chest, and/or face, the chances are good it is chicken pox. Please notify the school if your child has chicken pox. Keep your child home until all spots have a crust or scab over them.

Conjunctivitis or pink eye is highly contagious and uncomfortable, so take heed when your child complains of an eye or eyes burning, itching and/or has drainage from one or both eyes. This can be either bacterial or viral. It is best to take your child to their physician for diagnosis and treatment. The child can return to school when it is okay by the physician.

Head lice is another concern of parents and school. Head lice is very contagious and can spread easily from one person to another. Please check your child's hair as a part of their bath or shower routine. Don't panic if you find nits or lice. Call your school for advice. If the school determines that a child has nits or lice, the parent will be contacted and given a letter that explains how to treat the problem. Follow the instructions in the letter and call your school nurse with any questions. The child will be given a one-day excused absence for treatment of head lice. Chronic or persistent problems will be referred to Truancy Review Board or other available resources.

For skin infections that are weeping and cannot be covered, you need to seek medical treatment for proper diagnosis. We recommend proper hygiene techniques and thorough hand washing practices to control the spread of infections.

The medical information form is very important for you to complete and return promptly. If your child requires medical care while at school and we cannot locate a parent or guardian, we can take this form with us to the emergency room. This will provide the physician treating your child with his/her medical history.

Please make sure your emergency numbers and pickup lists are kept up to date. Notify your school when phone numbers change. It is very difficult on the child and staff when a parent/guardian is needed and cannot be contacted.

Ear infections, unless properly treated, can cause permanent hearing damage. Here again, you should follow the 24 hour rule for fever and antibiotic therapy.

Please feel free to contact me about any school or student health concerns.

Thank you,
Wendy Henley, FNP
Health Services Coordinator

CoverKids: Free Comprehensive Health Insurance for Tennessee's Children

CoverKids offers free health coverage to uninsured children in families with yearly earnings within 250 percent of the federal poverty level, which is \$55,875 per year for a family of four. The comprehensive plan covers all aspects of a child's health, including doctor visits, check-ups, prescriptions, hospitalization and physician services, mental health services, routine eye exams, glaucoma testing, eyeglasses & contacts, dental cleanings, x-rays and dental treatment. Children must be age 18 or under, a Tennessee resident, a US citizen or qualified legal alien, be uninsured for at least three months, and have a household income within 250% of the federal poverty level. Visit www.coverkids.com to apply online, or call 1-866-620-8864 to request an application.

Johnson County Schools School-Based Clinics & Telemedicine Enrollment

In partnership with Johnson County Schools, eMD will provide a limited range of medical services for our students, faculty and staff through an onsite eMD Nurse Practitioner via a Telemedicine Station. eMD can provide medical services for your child similar to a regular office visit, accepting most insurance types for the medical services provided. The goal of this program is to provide immediate access to medical care similar to that of an urgent care clinic. This program is not intended to replace your primary physician, and should be considered a supplemental medical care service. If your child does not have a primary care physician, eMD can provide primary care services or assist in locating a pediatric provider in your area.

This is how the medical services will work for children enrolled in the service:

When the school nurse identifies an illness that requires medical attention, the nurse will notify the parent/guardian and offer the option of arranging an in-person visit or a telemedicine visit with the Nurse Practitioner. Prior to medical evaluation, the school nurse will make reasonable attempts to notify the student's parent/guardian with the contact information on file. If the school nurse is unable to make contact and the appropriate forms are on file, the school nurse will determine whether to proceed with treatment based on your child's symptoms and medical complaints.

As the parent/legal guardian of a student, you give permission for your child to utilize this program by: 1) signing the registration form to authorize your child's participation, 2) providing a copy of the front and back of the insurance card, and 3) returning the completed registration form and the eMD Anywhere Student Health Questionnaire.

You and your child will greatly enjoy the expertise and compassionate care of Sharon W. Smith, Board Certified Family Nurse Practitioner (FNP-BC). Mrs. Smith works closely with each school nurse to provide medical services, both in person and via a mobile telemedicine station that is established in each school-based clinic. Parents/guardians have the option of being present for your child's school-based medical services. If you are unable to participate, you will receive timely follow-up communication regarding your child's medical evaluation and treatment.

If you have any questions regarding this program or need assistance completing the required forms, please contact your child's school nurse or call our Health Services Coordinator, Wendy Henley, FNP at 727-2640.



TENnder CARE

- Check In * Check Up * Check Back
- TENNESSEE'S EPSDT PROGRAM
 - What is TENnderCARE?
 - It's a program of check-ups and health services for children on TennCare.
 - "Children" means Babies, Teens and Young Adults (under age 21).
 - Schedule a free TENnderCARE visit today—
 - Call your doctor, Johnson County Health Department (727-9731) or MCO to make an appointment!

If you have any questions, please Call the Family

Assistance Service Center at 1-866-311-4287

We do not allow unfair treatment in TennCare. No one is treated in a different way because of race, color, birthplace, language, sex, age, religion or disability.

Para mayor información, llame a la Centro do Servicio para la Ayuda a la Familia al 1-866-311-4287

Johnson County Schools Wellness Policy

NUTRITION GUIDELINES FOR ALL FOODS ON CAMPUS

During the school day, all foods and beverages sold to students shall adhere to all federal and state guidelines, the State Board of Education's Minimum Nutritional Standards for Individual Food Items Sold or Offered for Sale to Pupils in Pre K – 8th grade, and local regulations and guidelines, as well as the current Dietary Guidelines for Americans. This includes vending, concessions, a la carte sales, school stores, and fundraising. Packed lunches from home are allowed in the school cafeteria. Carbonated beverages or other foods, such as restaurant foods are not allowed in the school cafeteria.

Johnson County Schools Party and Snack Policy

Please allow your class to choose one item from each category for class parties.

- * Two parties are allowed per year for Holidays.
- * Please celebrate once a month for all birthdays that are in that particular month unless parent would like to provide the treats in place of snack for their child's particular day. Arrangements should be made with the teacher in advance so he/she can notify parents not to send snacks.
- * No carbonated beverages are allowed.

The following categories and food items were chosen by each school and compiled by the Johnson County Wellness Committee. All foods need to be prepackaged to comply with the food safety requirements.

Sweets---Choose one---Cupcakes, ice cream, cookies, brownies, snack cakes, donuts, fruit sorbet, frozen yogurt, muffins, Popsicles.

Crunchy---Choose one--Potato chips, popcorn, crackers/cheese, chex mix, cheese twists, nachos, pretzels, pizza, nuts, sunflower seeds, graham crackers, animal crackers, trail mix and soft pretzels.

Beverages---Choose One--Bottled water, flavored water, 100% fruit juice, CapriSun, Gatorade, Sunny D., fruit punch, lemonade, hot chocolate, milk, and apple cider.

Fruit/Vegetables--- Choose one --Fruit tray w/dip, vegetable tray w/dip, peanut butter/celery, fruit kabobs, fruit pizza and dried fruit.

2021-2022 School Nutrition Program

Mrs. Kathy McCulloch, School Nutrition Director

School Nutrition Program Office: 727-2657

Menus are available on the Johnson County Schools web site at www.jocoed.net. Johnson County School System offers healthy, nutritious meals each day. Poor nutrition and lack of physical activity are not only root causes of obesity, but they are also factors associated with lower academic achievement. Studies demonstrate that when children's basic nutritional and fitness needs are met, they attain higher achievement levels. Families and schools have critical roles in helping students learn and practice healthy eating habits, and in providing the knowledge, motivation, and skills children need for lifelong physical activity.

1. School breakfast and lunch meals are available each day for your child to eat at no charge through CEP (Community Eligibility Provision).
2. The student's cafeteria pin number will be given to the student when the student is registered in Johnson County School System. At the keypad in the cafeteria, the student enters the pin number and presses ENTER. Students keep the same pin number until they graduate.
3. Meals are offer vs. serve, but students must take at least 1/2 cup of fruit or vegetable. Students may select 3, 4 or 5 items. Choices are: one serving of meat, one serving of fruit or 2-3 servings of vegetables, a serving of bread, and a serving of milk. Extra items that may be purchased are:

vegetable/fruit .75
juice .50
water .50/1.00/1.25
ice cream .75
sandwiches/pizza 1.50
chips .50
mini rice krispy treat .25
cookie .50
4. Parents/guardians of students who have food allergies are required to complete a food allergy form. Forms are available in the center of this handbook.

Johnson County School System is an equal opportunity provider.

COMMUNITY ELIGIBILITY PROVISION FOR 2021-2022 SCHOOL NUTRITION

Parents and Guardians,

We are pleased to announce that Johnson County School System is implementing an option available to select schools in Tennessee that participate in the National School Lunch and School Breakfast Programs. It is called the Community Eligibility Provision (CEP) and it began in school year 2014-2015.

What does CEP mean for my children who attend Johnson County Schools?

In a CEP school, all students receive a nutritious breakfast and lunch at no cost, regardless of family income.

What if my child changes schools?

Your child is eligible for free meals at the school where he/she is currently enrolled. If he/she eats meals at or transfers to a non-CEP school system during the 2021-2022 school year, you may be responsible for meal charges.

What if I have additional questions?

If you have additional questions, please call the School Nutrition Office at 727-2657.

NOTICE OF STUDENT EQUAL ACCESS (LIMITED PUBLIC FORUM) POLICY 4.802

Schools may allow students to form clubs or groups that meet before, during and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of the proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings. No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity. No student can be compelled to attend or participate in a meeting under this policy. A student or group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date. The principal shall approve the meeting if he/she determines that: the meeting is voluntary and student-initiated; there is no sponsorship of the meeting or its content by the school, the Board, or its employees; the meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings; employees of the district are to be present in a non-participatory monitoring capacity (however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee); and non-school persons will not direct, control or regularly attend.

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that: the forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject; there is an appropriate method of selecting student speakers which is based on neutral criteria; and student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use. To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position or expression of the Board and its employees.

WHO DO I CALL?

If you have questions about your child's school procedures, please contact the school. For other questions, please call 727-2640 (or the number listed) and ask for the person specified below:

| | |
|--------------------------------|----------------------------|
| After-School/Child Care | Lorie Plank |
| Athletics: | Dr. Stephen Long |
| Attendance: | Edna Miller |
| Bullying/Harassment: | Edna Miller |
| Bus Transportation: | Dr. Stephen Long |
| Career-Technical / Vocational: | Herbie Adams |
| Elementary School: | Angie Wills |
| ESL and Migrant Programs: | Dr. Allen Diggs |
| Food Service: | Kathy McCulloch (727-2657) |
| Foster Care: | Angie Wills |
| Head Start/Pre-K: | Lorie Plank |
| Health/Nursing: | Wendy Henley |
| Homebound/Home School: | Edna Miller |
| Homeless: | Angie Wills |
| Middle School/High School: | Dr. Stephen Long |
| RTI (Response to Intervention) | Dr. Emogene South |
| Safety: | Herbie Adams |
| Section 504: | Paula Norton |
| Special Education: | Paula Norton |
| Student-Parent Handbook: | Dr. Emogene South |
| Technology: | Robert Sutherland |
| Testing: | Dr. Stephen Long |
| Title I: | Angie Wills |