

Rogersville City School

Handbook for Parents and Students



EVERY CHILD MATTERS

2024-2025

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A Message from the Administration...

Welcome to Rogersville City School. Your educational journey is about to begin. You have the opportunity to travel paths that have already been blazed by a staff, school board, and students that have excelled and established a set of high standards. We encourage you to join us and to add to the excellent standards that have been established in academics, athletics, the arts, and citizenship.

We encourage everyone to read this handbook carefully. While it is not intended to be a complete listing of rules and regulations, it will serve as a guide to the expectations and services that have been previously established by outstanding former students and staff.

May this year be rewarding and fulfilling in meeting the needs of all involved.

Sincerely,

RCS Administration

MOTTO

“EVERY CHILD MATTERS”

MISSION STATEMENT

“To provide a learning community that challenges ALL students to realize his/her greatest potential.”

VISION

The Rogersville City School District produces a student-centered, academically-enriched program and collaborates with families and the local community to challenge learners and promote excellence for all.

BELIEF STATEMENT

1. All students can learn, and all students have individual learning styles and rates of progression.
2. All students have individual intellectual, emotional, physical, and social needs.
3. Family and community stakeholders' support is vital for all students and should be encouraged.
4. A child's education is the joint responsibility of the school, the family, and the community.
5. All members of the school community should display a positive, respectful, and caring attitude.
6. Quality instruction is vital for optimum student achievement.
7. Every student has the right to learn; every teacher has the right to teach without disruptions and distractions.
8. Various types of assessments provide a broad view of students' individual progress.
9. Various methods of internal and external communication, including electronic, written, and verbal, must be utilized to effectively maintain dialogue with parents, students, staff, and the local community.
10. The academic needs of our students are constantly changing; and as educators, we must continually search for and implement proven, innovative methods to effectively educate all students to the highest degree possible.
11. We believe data driven and shared decision making should be a norm for the school system.
12. We believe that a child's health directly impacts his/her ability to learn.
13. We believe technology literacy is a vital component of instruction that enables students to become successful citizens in a dynamic global economy of the 21st century.

RCS POLICIES & PROCEDURES

Enrollment

Entrance Into School Immunization Policy

No child will be admitted to a public or private school in this state, irrespective of grade of transfer, who has not been immunized or is not in the process of being immunized. Students are to be in accordance with the Tennessee Department of Health immunization schedule against Poliomyelitis, Diphtheria, Mumps, Hepatitis B, Tetanus, Pertussis, Red Measles (Rubeola), and German Measles (Rubella). At the discretion of a school board, a child who has not received the appropriate total of doses of DTP and polio vaccines may enter school. However, a child may remain in school ONLY if he/she is in the active process of completing his/her immunizations not later than one month after enrollment. Any student whose immunization record is not current and is not in the active process of getting immunizations will not be allowed to attend school. Any exemptions must fall under the Tennessee Immunization Law.

Proof of Age Affidavit

Proof of age is required of all pupils. A pupil entering Pre-K, Kindergarten, or a student entering by transfer from another school must present an official means of age verification at the time of enrollment. **THE CHILD MUST ENROLL UNDER THE FULL LEGAL NAME.**

Proof of Residence

Proof of Residence will be required semi-annually for all students. (Each Semester - August and January and upon change of residence.) Rogersville City School has assumed the responsibility for investigating questionable addresses. This effort is supported by state law that allows for both the collection of tuition for the entire period a fraudulent address is used and collection of the costs of any legal action required. To comply with the residency requirements, the custodial parent or legal guardian must reside in the city. Frequently, a claim is made that a student lives in the city with someone else. This is not acceptable unless the person with whom they are staying obtains legal authority for the student. If you move out of the city during the school year and you want to continue sending your child to Rogersville City School, you must fill out a tuition application. If the application is approved, you must pay tuition effective the day you move. Tuition will be charged for the balance of the school year. Proof of residence upon moving is required.

Enrollment of Non-resident Students

The Rogersville City Board of Education will permit students residing outside the corporate limits of the city to enroll at the school under the following conditions:

1. Tuition students may attend the city school on space availability.
2. Tuition applications will be accepted from students currently attending the Rogersville City Schools beginning the first Monday of May. These applications are to be made through the school office. Applications for new tuition students, grades 1-8, will be accepted beginning June 1—July 31. These applications are to be made through the school office.
3. Tuition is set by the Board of Education and can be reviewed annually and is subject to change.
4. Tuition students, or parents of tuition students, who fail to follow school policy and procedures may be asked to terminate their attendance in Rogersville City School. Each case requires that the principal notify the parents in writing of the time termination is to become effective.
5. Any tuition student that has chronic absenteeism, (absent 10% or more), the previous school year, will be denied enrollment the following school year.
6. Tuition students must comply with the Tennessee Compulsory Attendance Law.
7. Tennessee Law: Any parent/custodian who enrolls an out-of-district student in a school and fraudulently represents the address for the domicile for enrollment purposes is liable for restitution to the school district for an amount equal to the local per pupil expenditure for the district. Restitution shall be cumulative for each year the child has been fraudulently enrolled. The statute of limitations for actions by the school district will be 6 years. Amends 49-6-3003 TCA.

Tuition

ROGERSVILLE CITY SCHOOL

TUITION RATES

In County Tuition:	One Child	\$250.00 per year
	Two Children	\$300.00 per year
	Three Children	\$350.00 per year
	Four Children	\$400.00 per year
	Five Children	\$450.00 per year

Out-of-County Tuition:

One Child	\$1,000.00 per year
Two Children	\$1,400.00 per year
Three Children	\$1,750.00 per year
Four Children	\$2,050.00 per year
Five Children	\$2,300.00 per year

PAYMENT PLANS: Entire amount due on or before Friday, July 26, 2024, 2:30 pm.
OR One-half due on or before Friday, July 26, 2024, 2:30 pm;
second-half due on or before Wednesday, January 8, 2025, 2:30 pm.

A late charge of \$50.00 will be assessed if payment is not made by the times stated on the above dates.

LEGAL RESIDENCE DEFINED:

A child shall be considered a city resident only if his/her primary custodial parent/legal guardian are residents in the corporate limits of the Town of Rogersville, (Proof must be provided yearly.)

Academics

Skyward Family Access

Studies show when schools and families work together to support learning, children do better in school. Rogersville City School continues to strengthen the important home/school partnership by providing parents with information that they need to help their students be successful.

Rogersville City School will provide parents/guardians with access to essential information about their students' work at school. RCS families will now be able to access information regarding their students' progress through the Internet. We use a student management program called Skyward that includes a Family Access Portal. When you log-in, you (as a parent or guardian) will have access to information about all of the students for which you are associated.

Student Information, attendance records, class schedules, assignments, grades, discipline, and other information can be viewed through the Family Access Portal. You will also be contacted by phone, text, and/or email when your child is absent any time during the school day. Parents/Guardians will have the option(s) to choose how they wish to be contacted, or update information (phone numbers, address, etc) once logged in.

Schools may also post announcements to Family Access. By using the Skyward Family Access Portal, the Rogersville City School District provides an online communication tool which can help you as a parent or guardian stay current with your students' progress. From an Internet connection at home, the workplace, your Smartphone, or any public library, you can view up-to-date information about student attendance and grades.

Students will have access to view their information online, as well. They will have a separate username and password than what parents/guardians have. You will receive a document with login information. Please go to www.rcschool.net and click on SKYWARD FAMILY ACCESS. You will be directed to the Skyward login page where you will enter your username and password. If you have not received your login information, please contact RCS at 272-7651.

*****IT IS IMPORTANT ALL CONTACT INFORMATION (PHONE NUMBERS, EMAIL, ETC.), ARE ALWAYS CURRENT. THIS INFORMATION IS EXTREMELY IMPORTANT IN KEEPING YOU INFORMED OF ANY CHANGES/UPDATES WITH YOUR CHILD'S HEALTH, ASSIGNMENTS, SCHEDULE CHANGES, ATTENDANCE, OR ANYTIME YOU MAY NEED TO BE CONTACTED. THIS INFORMATION SHOULD BE CURRENT IN SKYWARD, WITH YOUR TEACHER(S), AND IN THE FRONT OFFICE.*****

Report Cards

Report cards will be given at the end of each nine weeks. Parents are asked to sign and return these as soon as possible. Questions or concerns about grades or student progress can be discussed by calling the office to schedule an appointment with your child's teacher.

Grading Scales

Kindergarten and 1st Grade	2nd Grade
80 - 100 = Satisfactory	90 - 100 = A
70 - 79 = Needs Improvement	80 - 89= B
Below 70 = Unsatisfactory	70 - 79 = C
	60 - 69= D
	Below 60 = F

3rd Grade – 8th Grade

93-100	A
85-92	B
75-84	C
70-74	D
0-69	F

Testing

Rogersville City School Testing Calendar/Information 2024-2025

Required State Assessments 2024-2025

Assessment Name	Administration	Administration Window
TCAP grades 3-8 (grades 3-5 Social Studies is paused)	Spring	April 18 - May 6
TCAP-Alt Grades 3-11 (MSAA & Science/Social Studies)	Spring	March 12 - April 29 (tentative)
ACCESS for ELs	Spring	February 14 - April 1

Testing Information

Tennessee Public Chapter 892 requires that local assessment calendars include pertinent information about each assessment. The following information is for the Rogersville City School System. More information regarding state assessments may be found at:

<http://tn.gov/education/assessment>

TNReady: ELA, Math, Science and *Social Studies (State Required)

Grades 3-8

Dates: April 12 - May 6, 2025 (Testing Window)

Purpose: Used to measure student mastery and growth in reading/language arts, mathematics, social studies and science over the course of a school year

Parents Informed: Individual Student Reports will be released to parents during the fall of the next school year.

All assessments will be Paper/Pencil

WIDA ACCESS - English Language Learners (ELL) Test (State Required)

Grades K - 12

Dates: February 16 – March 26, 2025 (Testing Window)

Applicable Federal/State Law: The Individuals with Disabilities Education Act of 2004 (IDEA) requires states to develop and implement alternate assessments for students with significant cognitive disabilities who cannot participate in state and districtwide assessments, even with accommodations.

WIDA created the Alternate ACCESS for ELLs to meet federal accountability requirements and to provide educators with a measure sensitive to English language proficiency growth of ELS.

Purpose: Administered to English Learners to evaluate English proficiency

Parents Informed: No grades given. Results shared with parents at the start of the following school year.

MSAA & TCAP ALT. (State Required)

Grades 3 - 8

Dates: March 15 – April 30, 2025 (Testing Window)

Applicable Federal/State Law: Administered to students with the most severe cognitive disabilities to measure academic achievement against modified, more accessible academic standards

Purpose: to measure academic achievement against modified, more accessible academic standards

Parents Informed: Results shared with parents at the start of the following school year.

Progress Monitoring: AIMSWeb

Grades: K – 8

Dates: Beginning in September and continuing every two weeks. Benchmark assessments will occur in August, January, and May during the 2024-2025 school year.

Purpose: Used to determine if intervention plans are working to narrow learning gaps for students. If a student is not progressing, changes are made to the instructional support plan.

Parents Informed: Parents receive notification of progress or regression after each data team meeting that occurs every 4 ½ weeks.

Promotion and Retention

Please be advised that in all cases the determination of whether a pupil is promoted or retained in a grade to which he/she is assigned is made by appropriate school officials, not parents. The law clearly authorizes the Local Board “through its officers and employees” to assign children not only to schools but also to “grades, classes, or courses of study within the school” (T.C.A. 49-6-3101 (f) 49-6-3102, et seq.). The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally. Before a student is retained, the parents shall be informed by February 1st in writing and shall be requested to participate in a conference during the month of February.

School-Issued Textbooks/Laptops/Calculators

Students are responsible for textbooks/laptops/calculators which are issued to them. When these items are collected, they should reflect normal use. Students will be charged for abuse or loss of the above items in accordance with the nature of the damage. An acceptable use policy and contract will be issued to all students prior to being issued a laptop/device. Refer to the Acceptable Use Policy and Technology Agreement for additional details.

Attendance

RCS Board Policy No: 6.2000

(<https://tsba.net/rogersville-board-of-education-policy-manual/#board-operations>)

Student Attendance Expectations

The Rogersville City Board of Education believes that attendance and punctuality are key factors in achievement; therefore, ALL students are expected to be present each day school is in session.

Absences

Absences shall be classified as excused, parental note, or unexcused as determined by the principal or his/her designee. **Students who accrue 20 excused or unexcused absences in an academic year shall be subject to retention.**

Exclusions

Students participating in school-sponsored activities, whether on-or off campus, shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed, and teacher-supervised.

Excused Absences

Excused absences shall include:

1. Medical (Doctor, Dentist, Psychiatrist, or other medical professional). Only dates specified on the note will be excused as medical. If medical notes appear to be excessive, this may result in referral of the student to the Attendance Review Committee for further review.
2. Legal (Court, Attorney, Attendance Review Committee, etc....),
3. Death in the immediate family; (Immediate family shall include; parent/guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other member of the family which resides in the student's household.)
4. Religious observances

5. A one day absence for students whose parent or guardian is leaving for active military duty, and a one day absence for students whose parent or guardian is returning from active military duty.
6. Circumstances, which in the judgment of the principal creates emergencies over which the student has no control.

Parent Note Absences

Parent Note absences shall include:

1. Personal illness
2. Serious illness of immediate family member, (Immediate family shall include; parent/guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other member of the family which resides in the student's household.)
3. Family emergencies
4. Checking out early (before 11:25 a.m.) or signing in late (after 11:25 a.m.) without excused absence documentation will count as 1 full parent note. Students must be present the majority (3 hours 31 minutes) of each day to be counted present for that day.
5. Circumstances deemed an emergency, over which the student has no control, can be excused by the principal (principal discretion.)

Students will be allowed eight (8) days Parental Note absence for the 2024-2025 school year.

Parental Note absence above the limit of eight (8) days will be unexcused. Additionally, all absences that do not fall within the excusable or parental note categories, or absences which are not verified with a note, will be unexcused.

Make-up Work

Students will be allowed to make up all work missed unless suspended. Arranging to make up work missed is the responsibility of the student. Parents are encouraged to request their child's make-up work when absent. Make-up work must be requested upon return from the absence and turned in according to the number of days absent (one day per day absent is allowed to turn in make-up work). A zero (0) will be recorded for all work a student fails to make up within

time allotted. Please email your child's homeroom teacher or contact the office by 10:00 AM to request make up work.

Request for Pre-Arranged Absences:

Absences for other reasons than the above may be excused at the discretion of the principal if proper documentation (form in office) is presented for consideration at least ten (10) days in advance (a phone call is not sufficient). If approved with the principal's signature, the form is taken by the student to all of his/hers classes for the teacher's signature prior to the absence. This will allow the student to stay current with his/her academics; furthermore, parent notes will be used for the absences requested. If parent notes are unavailable, the principal will consider the following: overall attendance rate (96% or higher), strong academic records, work habits of the student, nature of the absence, disciplinary record, etc. Current and prior year's history will also be used when considering the request. All requests are approved on a case-by-case basis.

Early Dismissals:

ALL students **must** be signed out in the office by the parent/guardian or emergency designee. Verification of identity may be required. The sign-out sheet should be completely filled out and signed by the responsible person. All requests should be in note form signed by the parent/guardian with the following information: student's full legal name, daytime phone number where the parent can be reached for verification, and time to be dismissed. All requests will be verified. Requests for early dismissal will not be accepted by phone if the identity of the person calling cannot be verified. Early dismissals less than half of the school day will be counted as unexcused until a note is presented from a doctor, dentist, or other legal person. Early dismissals more than half a day will be counted as an excused parent note (if available). These procedures will allow the school to avoid unnecessary interruptions, and help insure the safety of your son/daughter. **Students leaving school early will be given a daily attendance code of L (excused left early) or M (unexcused left early) depending on the documentation presented in each period the child is absent on the particular day.**

Late Arrivals:

Students arriving late to school must sign in at the office. ALL students **must** be accompanied by their parent/guardian for safety reasons. Students should present a note to the office or the parent may sign the student in on the designated sign-in sheet. All parent sign-ins will be counted as parental notes (if they meet the guidelines for a parental note) unless a doctor, dentist, or legal note is presented. **Students entering school late will be given a daily attendance code of R (unexcused tardy) or T (excused tardy) depending on the documentation presented in each period the child is absent on the particular day.**

Excellent/Perfect Attendance

- **Excellent Attendance** for recognition by the school and system will be defined as: A student will have been present at least half of the state minimum school day for every school day during the 2024-2025 school year and will have missed **less than seven (7) hours cumulative** (sign-ins and sign-outs).
- **Perfect Attendance** for recognition by the school and system will be defined as: A student will have been present 7 hours every school day, and will have missed **zero (0)** time of school throughout the 2024-2025 school year.

All students who meet the above criteria for the entire school year will receive a certificate, along with other gifts of accomplishment from Rogersville City School recognizing this achievement.

Excessive Unexcused Tardies/Early Dismissals

The instructional day at RCS is seven hours. In order to make the most of instructional time, it is necessary that students be in class and ready to work when the homeroom bell rings. Students arriving after 7:55 are considered tardy and must check into the office. Some examples of unexcused tardies are: overslept, just late, traffic, brother was sick, flat tire, transportation problems, etc. Tardies will be reviewed on a monthly basis by administration and addressed with parents as needed. The number of unexcused tardies/early dismissals (in any combination) during the current semester will result in the following discipline procedures:

1. **First Tardy-** Warning
2. **Second Tardy-** Warning
3. **Third Tardy-** Parent Contact
4. **Fourth Tardy-** Administrative Parent Contact
5. **Fifth Tardy-** Administrative Parent Conference
6. **Sixth Tardy-** Referred to Administrative Attendance Supervisor

Semester 1–August 5, 2024–January 7, 2025

Semester 2 – January 8, 2025- May 23, 2025

Five (5) unexcused late arrivals (unexcused enters), unexcused early dismissals (unexcused lefts), or any combination thereof may equal one (1) day's unexcused absence for truancy purposes. When a student accumulates 3 unexcused absences, the 3-Tier Truancy Intervention Program will be initiated (T.C.A. 49-6-3009).

Grievance Procedure for Attendance

If a parent/guardian feels he/she has been granted an unexcused absence, tardy, or early dismissal unjustly, he/she shall first discuss the matter with the principal. If the unexcused absence in question is not resolved, the parent has the right to appeal through the Director of Schools.

Chronic Absenteeism

Chronic absenteeism will be a part of district and school accountability for RCS. The measure will be called the Chronically Out-of-School Indicator. This indicator will be based on what research calls chronic absenteeism, which is **defined as a student missing 10 percent or more (approximately 18 days) of the days the student is enrolled-for any reason, including excused absences and out-of-school suspensions**. Excessive absences from school represent lost instructional time for a student. The department of education encourages districts and schools to carefully review attendance data throughout the school year to ensure supports are in place to maximize learning time for all students.

In order to be successful in addressing chronic absenteeism, it is important that we view attendance as more than a legal or compliance issue and try to understand what factors may be contributing to a student's absences. Furthermore, we can best serve students by viewing attendance as an opportunity to learn and chronic absences as an indication of barriers or conditions that are limiting that opportunity. Throughout the school year, you will receive letters if your child is missing 10% or more of school, and possibly be required to attend meetings to discuss absences. A child who misses an average of two (2) days per month, or eighteen (18) days per school year will be considered chronically absent. Please visit <https://www.tn.gov/education/student-support/chronic-absenteeism.html> for more information.

Truancy

Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major portion of any class, study hall, or activity during the school day for which the student is scheduled without appropriate permission or documentation. **For truancy purposes, five unexcused tardies (check-ins or check-outs) will count as one unexcused absence.** Additionally, per Tennessee Code Annotated 49-6-3007, a student who misses a total of five (5) or more unexcused days per school year will be considered truant.

Any student who accumulates two (2) unexcused absences will receive a warning letter from the school. Skyward will be checked daily to see if any letters were generated, and if so, those letters will be mailed that day. The letter will state that if the student accumulates a 3rd unexcused absence, the parent and child will be required to attend a

meeting at the school. It will also state that upon receiving five (5) unexcused absences, the child is considered truant and may be referred to juvenile court.

Rogersville City School recognizes that an excessive amount of absences, excused or unexcused, will cause a student to become behind academically. Therefore, students who are on track to become chronically absent for the school year may also be required to go through this plan.

Truancy Prevention

- Per T.C.A. 49-6-3009, once a student accumulates three (3) unexcused absences, a student will be required to enter a 3-Tier Progressive Intervention Program to avoid truancy. This program is designed to promote and maintain acceptable attendance, and to ensure the academic success of each student. This program is also designed to use the Hawkins County Juvenile Court system as a last resort in avoiding truancy. Any student with at least 5 unexcused absences and refusal to participate in the truancy intervention program by parent/guardian may be petitioned to court.

RCS 3-Tiered Progressive Truancy Intervention Plan

The 3-Tier Progressive Truancy Intervention program for Rogersville City School will be as follows:

Tier 1

Tier 1 begins when a student accumulates 3 unexcused absences. The principal or his/her designee will conduct the conference with the parent(s) and/or student, if age appropriate. During the conference, the Tier 1 paperwork will be completed, and a plan will be developed and implemented for the student. A document will be sent home if the parent is unavailable for the meeting. A student could be placed in Tier 2 if there are 5 or more unexcused absences at the time of the meeting.

Tier 2

If the Tier 1 Intervention Plan is unsuccessful, the student has 5 or more unexcused absences, or in the child's best interest in Tier 1 meeting, Tier 2 is initiated. The school will schedule a conference with the parent to formulate a plan in hopes of avoiding any further unexcused absences. Preferably, the conference will be in person. An administrator will conduct the Tier 2 conference. The principal/designee will determine what supports are available for the family (if needed), and he/she would discuss the value of education with the family. Any unused parent notes or any doctors' notes may be accepted at this time, even if it is past the allowable 5 days to turn in a note. Additional measures will be added to the plan developed in Tier 1. These additional measures may include conferences with the school counselor, conferences with school health coordinator, and/or check-in/check-out with a teacher. All Tier 2 paperwork must be completed. The administrator will inform parent(s) the next unexcused absence will trigger Tier 3. The child is considered truant and may be referred to juvenile court.

Tier 3

Tier 3 meetings will be conducted by the Rogersville City School Attendance Supervisor. Meetings will be held at the Juvenile Courtroom at the Justice Center in Rogersville, or in the school conference room. Meeting notices requiring the student and parent to appear at the Tier 3 meeting will be mailed ten (10) calendar days prior to said meeting. A parent/guardian failing to attend this meeting or making other arrangements will be subject to a petition to juvenile court. Those in attendance may also be: teacher, school nurse, guidance counselor, or school health coordinator. The attendance policies of the Rogersville City Board of Education and the reasons for the student's unexcused absenteeism will be discussed at this meeting. Additional resources may be added to the intervention plan, or continuation of Tier 2 intervention strategies.

Students will be placed on probation at the conclusion of the meeting. Students will automatically be petitioned to juvenile court if they miss additional unexcused absences in the current school year. If a student receives special education or 504 services a manifestation meeting must occur prior to the court date.

Once a student enters Tier 1, Tier 2, or Tier 3 of the Truancy Intervention Program, he/she will remain in this program for the remainder of the school year.

Attendance Law: TCA 49-6-3001, 49-6-3007, 49-6-3009

49-6-3001. School age – Entrance – Attendance – Withdrawal. (excerpt)

(c) (1) Every parent, guardian or legal custodian residing within this state having control or charge of any child between six (6) years of age and seventeen (17) years of age, both inclusive, shall cause such child or children to attend public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided.

The LEA in which a transfer student seeks to enroll may require disclosure and copies of the student's records in accordance with the Family Education Rights and Privacy Act, including, but not limited to, disciplinary records from educational agencies where the student was previously enrolled.

(The compulsory attendance law also applies to five year old children once they have attended school for six weeks. "[A] child may be withdrawn within six (6) weeks of initial enrollment without penalty." TCA 49-6-3007(g).)

49-6-3007. List of students - Reports of attendance - Enforcement of compulsory attendance - List of truant students

(a) By the beginning of each school year, the director of schools shall furnish, or cause to be furnished through the attendance supervisor, to the principal of each school a list of students who will attend the school together with the names of the students' parents or guardians. The lists must be taken from the census enumeration on file in the office of the director of schools or from any other available and reliable source.

(b) After the opening of school, each principal of a public school must report to the director of schools the names of all students on the list furnished to the principal who have not appeared for enrollment.

(c) A principal or head of school of a public, nonpublic, or church-related school must report to the director of schools of the LEA in which the school is located the names, ages, and residences of all students in attendance at the school within thirty (30) days after the beginning of the school year. The principal or head of school of a public, nonpublic, or church-related school must make other reports of attendance in the school, including transfers of students, as may be required by the local board of education, the state board of education, or the department of education. Notwithstanding subsection (f), this subsection (c) applies to any student less than six (6) years of age who is enrolled in kindergarten in any school to which this subsection (c) is applicable.

(d) All public, nonpublic, and church-related schools shall keep daily reports of attendance, verified by the teacher making the record, that shall be open to inspection at all reasonable times by the director of schools of the LEA in which the school is located, or the director's duly authorized representative.

Notwithstanding subsection (f), this subsection (d) applies to any child less than six (6) years of age who is enrolled in kindergarten in any school to which this subsection (d) is applicable.

(e)(1) By the beginning of each school year, the principal or head of school of a public, nonpublic, or church-related school shall give written notice to the parent, guardian, or person having control of a student subject to compulsory attendance that the parent, guardian, or other person having control of the student must monitor the student's school attendance and require the student to attend school. The written notice must inform the parent, guardian, or other person having control of a student that a student who accumulates five (5) days of unexcused absences during the school year is subject to the LEA's progressive truancy interventions and that continued unexcused absences may result in a referral to juvenile court. The five (5) days of unexcused absences need not be five (5) consecutive days of unexcused absences.

(2) The principal of a public school must report promptly to the director of schools, or to the attendance supervisor, the names of all students who have withdrawn from school or who have accumulated three (3) days of unexcused absences. Upon a student's accumulation of three (3) days of unexcused absences, the director of schools or the attendance supervisor may serve, or cause to be served, upon the parent, guardian, or other person having control of a child subject to compulsory attendance who is unlawfully absent from school, written notice that the child's attendance at school is required by law.

(3) Additionally, the principal of a public school must report promptly to the director of schools, or to the attendance supervisor, the names of all students who have withdrawn from school or who have accumulated five (5) days of unexcused absences. Each successive accumulation of five (5) days of unexcused absences by a student must also be reported.

(4)(A) When a student accumulates five (5) days of unexcused absences, the director of schools or attendance supervisor shall serve, or cause to be served, upon the parent, guardian, or other person having control of a child subject to compulsory attendance who is unlawfully absent from school written notice that the child's attendance at school is required by law. The director of schools or attendance supervisor shall send a new notice after each successive accumulation of five (5) unexcused absences.

(B) After the child has accumulated five (5) unexcused absences, and after given adequate time, as determined by director of schools or attendance supervisor,

the child's parent, guardian, or other person having control of the child has failed to turn in documentation to excuse those absences, the director of schools or attendance supervisor shall implement the truancy intervention requirements of the second tier of the progressive truancy plan as described in § 49-6-3009.

(C) This section does not prohibit a local board of education from adopting a progressive truancy plan that allows the LEA to take intervention actions before those required in this subsection (e). Such actions may include any of the truancy intervention actions required for the second or third tier of the LEA's progressive truancy plan.

(f) Except as otherwise provided by § 49-6-3001 or § 49-6-3005, this section is applicable to a child less than six (6) years of age and the child's parent, guardian, or other person having control of a child, when such person has enrolled the child in a public school; provided, that a child may be withdrawn within six (6) weeks of initial enrollment without penalty.

(g) For the purposes of this part, for recording and coding student absences from school because of disciplinary actions, the following definitions apply:

(1) "Expulsion" means removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively constitute expulsion. The LEA is not eligible to receive funding for an expelled student;

(2) "Remand" means assignment to an alternative school. The student so assigned shall be included in average daily attendance and average daily membership and shall continue to be counted as present for funding purposes. The department of education shall establish a set of codes to be used for reporting reasons that students are remanded to an alternative school; and

(3) "Suspension" means dismissal for any reason from attendance at school not exceeding ten (10) consecutive days. Multiple suspensions shall not run consecutively, nor shall multiple suspensions be applied to avoid expulsion from school. The LEA remains eligible to receive funding for a suspended student.

(h)(1)(A) An LEA may enter into an agreement with the local law enforcement agency serving the LEA's area and the appropriate local government in that area to assist in the enforcement of compulsory attendance upon complying with the following conditions:

(i) Creation by the local board of education of an advisory council to assist the board in formulating the agreement. The board must include representatives of teachers, parents, administrators, and other community representatives;

(ii) Receipt of input from neighborhood groups and other interested parties; and (iii) At least one (1) public hearing on the proposed agreement prior to its adoption by the board.

(B) The agreement must provide for:

- (i) Training teachers, principals, social workers, and other school personnel concerning truancy issues;
- (ii) Training of involved law enforcement personnel in the truancy law, including categories of students to which the law does not apply, such as nonpublic school students or home school students; and
- (iii) Safeguards to protect students from discriminatory or selective enforcement and to protect the civil rights of students and parents.

(C) If an LEA enters into an agreement, then every public school principal or teacher employed by the LEA must report promptly to the director of schools, or the director's designated representative, the names of all students who accumulated five (5) days of unexcused absences and continue to report each subsequent unexcused absence. The five (5) days of unexcused absences need not be five (5) consecutive days of unexcused absences.

(2) If a student accumulates five (5) days of unexcused absences, the director of schools shall serve, or cause to be served, upon the parent, guardian, or other person having control of the student written notice that the student's attendance at school is required. The notice must inform the parent, guardian, or other person having control of the student of this subsection (h).

(3) Under the agreement, and for purposes of this section and § 37-1-102(b)(32)(A), a student who accumulates three (3) days of unexcused absences may be deemed habitually truant.

(4) The director of schools or the director's representative may issue a list of truant students to the local law enforcement agency for the purpose of allowing the law enforcement agency to take the student into temporary custody when the student is found away from the school premises, without adequate excuse, during school hours, in a public place, in any public or private conveyance, or in any place of business open to the public, unless accompanied by a parent, guardian, or other person having control of the student. The agreement shall specify that the law enforcement officer's sole function is to deliver the student to:

- (A)** The parent, guardian, or other person having control of the student;
- (B)** The principal of the school in which the student is enrolled;
- (C)** A truancy center established by the LEA; or

- (D)** The juvenile court, if the juvenile court and the local law enforcement agency have entered into a local interagency agreement.
- (5)** The powers conferred under such agreements may be exercised without warrant and without subsequent legal proceedings.
- (6)** This subsection (h) does not apply to students enrolled in nonpublic schools, home schools under § 49-6-3050, or church-related schools under § 49-50-801.
- (7)** Upon issuance of a standing order by the juvenile court, LEA officials shall be allowed to release student record information to local law enforcement agencies and to juvenile justice system officials to assist the officials in effectively serving the student whose record is released. Officials and authorities receiving the information shall not disclose the information to any other party without prior written consent of the parent. Release of a student record must comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g), § 10-7-504, and other relevant state and federal privacy laws.

49-6-3009. Educational neglect - Progressive truancy intervention plans - Referral to juvenile court

- (a)** Any parent, guardian, or other person who has control of a child, and who violates this part commits educational neglect, which is a Class C misdemeanor.
- (b)** Each day's unlawful absence constitutes a separate offense.
- (c)** A director of schools or attendance supervisor shall devise and recommend, and the local board of education shall adopt, a progressive truancy plan that implements tiers of intervention for students who violate compulsory attendance requirements prior to the filing of a truancy petition or a criminal prosecution for educational neglect. These interventions must be designed to address student conduct related to truancy in the school setting and minimize the need for referrals to juvenile court.
- (d)** Progressive truancy plans adopted by local boards of education pursuant to subsection (c) must be applied prior to referral to juvenile court as described in § 49-6-3007(e)(1). Beginning with the 2022-2023 school year, progressive truancy plans must include a first tier of truancy prevention that is applicable to all enrolled students, and a second and third tier of truancy intervention required for students who have accumulated a minimum of five (5) days of unexcused absences. Beginning with the 2021-2022 school year, progressive truancy plans must meet the following requirements:
- (1)** Tier one of the progressive truancy plan must include schoolwide, prevention-oriented supports;
 - (2)** Tier two must be implemented upon a student's accumulation of five (5) unexcused absences, as specified in the LEA's progressive truancy plan, and must include, at a minimum:

- (A) A conference with the student and the parent, guardian, or other person having control of the student;
 - (B) A resulting attendance contract to be signed by the student, the parent, guardian, or other person having control of the student, and an attendance supervisor or designee. The contract must include:
 - (i) A specific description of the school's attendance expectations for the student;
 - (ii) The period for which the contract is in effect; and
 - (iii) Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court;
 - (C) Regularly scheduled follow-up meetings, which may be with the student and the parent, guardian, or other person having control of the student to discuss the student's progress;
 - (D) An individualized assessment by a school employee of the reasons a student has been absent from school; and
 - (E) If necessary, referral of the child to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems; and
- (3) Tier three must be implemented if the truancy interventions under tier two are unsuccessful. Tier three may consist of one (1) or more of the following:
- (A) School-based community services;
 - (B) Participation in a school-based restorative justice program;
 - (C) Referral to a school-based teen court; or
 - (D) Saturday or after-school courses designed to improve attendance and behavior.
 - (e) In-school suspension or out-of-school suspension must not be used as part of the progressive truancy plans adopted by schools for unexcused absence from class or school.
 - (f)
 - (1) Notwithstanding subsections (d) and (g), if any tier of progressive truancy intervention is unsuccessful with a student and the school can document that the student's parent or guardian is unwilling to cooperate with the truancy intervention requirements outlined in the progressive truancy plan, then the director of schools, or the director's designee, may report the student's absences to the appropriate judge pursuant to subsection (g) without first having to implement subsequent intervention tiers, if any.
 - (2) For purposes of this subsection (f), evidence of a parent's or guardian's unwillingness to cooperate with the truancy intervention requirements outlined in the progressive truancy plan includes, but is not limited to, a parent's or guardian's failure or refusal, on multiple occasions, to attend conferences, return telephone calls, attend follow-up meetings, enter into an attendance contract, or actively

participate in any of the tiers of truancy intervention outlined in subsection (d) or in the local board of education's progressive truancy plan.

- (g) If an LEA has applied a progressive truancy plan that complies with subsection (d) and interventions under the plan have failed to meaningfully address the student's school attendance, the director of schools, after written notice to the parent, guardian, or other person having control of the student, shall report the student who is unlawfully absent from school to the appropriate judge having juvenile jurisdiction in that county. Each case must be dealt with in such manner as the judge may determine to be in the best interest of the student, consistent with §§ 37-1-132, 37-1-168, and 37-1-169. In the event a student in kindergarten through grade twelve (K-12) is adjudicated to be unruly because the student has accumulated five (5) days or more of unexcused absences during any school year, the judge may assess a fine of up to fifty dollars (\$50.00) or five (5) hours of community service, in the discretion of the judge, against the parent or legal guardian of the student.
- (h) Each referral to juvenile court for conduct described in subsection (g) and § 49-6-3007(h)
- (4)(D) must be accompanied by a statement from the student's school certifying that:

- (1) The school applied the progressive truancy interventions of the progressive truancy plan adopted under subsection (d) for the student; and
 - (2) The progressive truancy interventions failed to meaningfully address the student's school attendance.
- (i) A court shall dismiss a complaint or referral made by an LEA under this section that is not made in compliance with subsection (h).
- (j) Notwithstanding any other law, each LEA having previously adopted an effective progressive truancy intervention program that substantially conforms to this section may present the intervention program to the commissioner of education for approval in lieu of strict compliance with this section. If the commissioner does not approve the intervention plan, the LEA shall modify the plan according to the commissioner's recommendations and resubmit the revised plan for approval by the commissioner.
- (k) Each head of school of a nonpublic or church-related school shall recommend, and the governing board of the school shall adopt, a policy addressing compulsory attendance and truancy that describes the interventions that the school will employ for violations of the compulsory attendance laws. The policy shall provide that the director of schools or the attendance supervisor in the LEA where the student's home of record is located will be notified in the event that a student at a nonpublic or church-related school is expelled or withdraws from school.

- (I) Parents, guardians, or other persons having control of a student who is required to attend remedial instruction under § 49-6-3021 commit educational neglect, as defined in subsection (a), if the student is truant from the instruction.
- (m) For purposes of this section, all references to "intervention," "truancy intervention," or "progressive truancy intervention" are deemed references to the truancy interventions of the second and third tiers of a progressive truancy plan.

Behavior

STUDENT BEHAVIOR, DISCIPLINE, AND CODE OF CONDUCT

Student Behavior

Students are encouraged to adhere to a common sense code of conduct in grades 5-8. Students should recognize the need for acceptable behavior to ensure that we protect the rights of others, encourage safety within our building, and promote a proper atmosphere in school. All teachers have been requested to be on the alert for any student behavior which is in violation of school regulations. All school rules apply to any school sanctioned activity regardless of the location of the activity, time of day, or day of the week. Violations to the conduct code can lead to detention or community service, in school suspension (ISS), out of school suspension (OSS), alternative program placement, or expulsion depending on the severity of the violation as defined in the Discipline System.

Faculty/Substitute/Staff Authority

Each member of the faculty has not only the authority, but also the responsibility to enforce all school policies. Failure to comply with a teacher/substitute/staff member's request will result in strict disciplinary measures being taken.

Discipline System

The authority to establish a disciplinary system is derived from the state law. Pursuant to the authority granted to it by the State of Tennessee, the Rogersville City Board of Education has prescribed standards of conduct and behavior for all pupils as a condition of their right to attend the public school. The Rogersville City Board of Education, through its authority to delegate power, has vested in the school administration at the elementary/middle school the implementation of rules and regulations governing conduct.

In a discipline system, the behavior that is expected of the student is clearly communicated to him/her and his/her parents at the beginning of the school year. The responsibilities of the classroom teachers and the administration are likewise clearly defined at the beginning of the year. There is nothing in the system which is not in the best interest of each student and the learning environment.

In summary, the discipline system attempts to establish a climate at our elementary/middle school indicative of an academic facility, well-disciplined, and concentrating on academic tasks. The system requires that students, teachers, administrators, staff members, substitutes, and parents cooperate and communicate to maintain this atmosphere.

Discipline Plans

There are two major components of the discipline system at our elementary/middle school. The first component concerns the individual classroom plans which will be constructed and implemented by each teacher with the support and cooperation of the administration. The second component concerns the school-wide plan which covers not only the classroom, but also the campus, the cafeteria, the hallway, and any other area. The following pages explain the discipline policies, discuss the behaviors expected of elementary/middle school students, list the offenses resulting in disciplinary action, and indicate clearly and unequivocally the consequences to be received by those students who choose not to follow the rules.

Administrative Discipline System

The guiding principle of this or any other good system of school and classroom management is that its primary purpose is not to punish, but to teach and encourage students to accept responsibility for their actions and decisions and to regard the rights of others with as much reverence as their own. The Discipline system is based on the proposition that teachers have a right to teach and students have a right to learn.

The purpose of this plan is to establish a clear and consistent hierarchy of consequences to enable the administration to deal promptly and fairly with the students who violate school rules. It is also the purpose of this discipline plan to establish a safe and orderly school environment in which the rights of all students are protected and the efforts of the teachers to maintain order and teach students are supported. The hierarchy of consequences ranges from the less severe to the more severe, ultimately reaching the point where expulsion is recommended. It is the philosophy of the faculty and administration that although expulsion from school is a matter with serious and often lasting implications for the student and his family, it is a step which circumstances necessarily dictate either because of the severe nature of the offenses committed or because of the habitual nature of the violations committed by the student.

Before the administrative discipline system will take effect, the student will have to be referred to an administrator. Most referrals come from teacher/staff/substitutes as a result of a violation of their classroom discipline plan or school wide rules.

If a student is suspended, expelled, or remanded to alternative school for more than 10 days, he/she has the option to appeal to the STUDENT DISCIPLINARY HEARING AUTHORITY. Students who wish to appeal should inform a school administrator within five calendar days of the discipline action. Students may also appeal directly to the Rogersville City Director of School.

DISCIPLINARY ACTION

Once the administrator determines that the student has committed an offense, the following action will be taken:

The administrator will assign a punishment depending upon the point value of the infraction and upon the accumulation of points from previous infractions.

Discipline will be assigned depending on point value.

School and/or Bus Infractions ;Consequence

5-35 points/School Infractions:Warning, detention, community service; Bus Infractions: 1 -3 days bus suspension.

40-70 points/School Infractions: 1 – 5 days ISS Bus Infractions: 3 -5 days bus suspension.

75-149 points/School Infractions: a. 1-5 days OSS B. Discipline Review Meeting takes place* Bus Infractions: Possible loss of bus service.

+150 points/School Infractions: 30 days minimum Alternative program placement. Bus Infractions: No transportation privileges while attending the Alternative program and/or possible bus suspension for the remainder of the school year.

DISCIPLINE ACTION DEFINITIONS

- Detention: A period of time defined by the school to be served in a designated room with a designated staff member.
- Community Service: Cleaning portions of the school building or grounds under the supervision of a designated staff member.
- ISS (In-School Suspension): Students assigned to ISS will meet in a designated classroom with a designated staff member. Students assigned to ISS will remain seated with no talking permitted. Students must have textbooks and paper/pencil for work. Students will complete their regular class assignments. Students will eat separately from other students. Failure to serve ISS or to follow ISS rules may result in extended time in ISS or assignment to the alternative program. ISS is operative Monday through Friday. Assigned students must report to ISS at the beginning of the school day and remain there until the school day ends.
- OSS (out of school suspension for a period of 1-10 school days): Students who receive OSS may not loiter or appear on school property or at any school function (home or away). The student will not be allowed to make up missed work or tests and will subsequently receive zeros for any grades taken during the suspension time frame.
- Expulsion: Out of School suspension for a period of more than ten (10) consecutive school days. Students who are expelled may not loiter or appear on school property or at any school function (home or away).
- Corporal Punishment: Corporal punishment shall not be used as a disciplinary measure in any school.
- Rogersville City Alternative Program: This program is located in a classroom inside of Rogersville City School.
 - Students are placed in the alternative program once they amass 150 discipline infraction points, commit a zero tolerance offense and if approved by appeal by the Director of

Schools. Students are placed in the alternative program for a minimum of 30 school days for their first placement and for the remainder of the school year for the second placement. There is no early release from alternative program for good behavior.

- Students placed in the alternative program are subject to a stricter set of rules and a more restrictive dress code.

- Rogersville City School does not provide transportation for alternative program students. Parents/Guardians are responsible for transportation to and from the alternative program.

- *RCBOE Policy states that, "Attendance in the alternative program shall be mandatory." Refusal to attend the alternative program will result in unexcused absences and referral to Juvenile Court. Students attending the Rogersville City Alternative Program must adhere to all rules and regulations stated in the Rogersville City School handbook.

- A remanded student who drops to another system, homeschool, or online institution will be required to serve the remainder of the remanded tenure at the alternative program upon re-enrolling in Rogersville City School. Students who have fully completed their remand tenure at another alternative placement may be eligible for re-enrollment at their homeschool.

- Students who are remanded to the alternative program may not loiter or appear on school property or at any school function (home or away).

***DISCIPLINE REVIEW (75 point) MEETING:** The discipline review team consists of administrators, student, parents, teachers, and the IEP team if applicable. The Alternative Program rules will be reviewed; Student is placed on school probation; A student behavior plan is developed and implemented. All due efforts will be made to contact parents/guardians before the meeting takes place. If parents cannot be contacted, the discipline review meeting will still take place with the student. Parents/Guardians will be notified of the outcome of the meeting. (1 TCA 49-6-3401)

****150 (+) points** Students are placed in the Rogersville City Alternative Program for a minimum of 30 school days. Once the alternative program placement has been determined, the student and his/her parent/guardian must attend an intake meeting at the alternative program. The Alternative Program paperwork will be completed at this meeting. The days between the initial notification of alternative program placement and the intake meeting are treated as days of suspension. Failure to attend the intake meeting will result in unexcused absences. Five (5) unexcused absences will lead to the initiation of truancy proceedings.

A student can be remanded to the Alternative Program prior to accumulating 150 points if that student is deemed a safety risk by the building level administrator.

Once the initial placement is completed, the student returns to their regular classroom. If the student then earns an additional 50 points (minimum), the students may be assigned to the alternative program for the remainder of the school year (principal's discretion).

BEHAVIOR INFRACTIONS

The following will result in disciplinary action by the administration. Severity of the offense and assignment of point value will be at the discretion of the school administration. This list of violations is not all inclusive.

LEVEL I (5 point infractions)

1. Distribution of materials unauthorized by the administration (candy sales, fliers, etc.).
2. Improper use of a pass.
3. Littering and cafeteria clean-up infractions.
4. Throwing food.
5. Dress code violations.
6. Eating/drinking in undesignated areas including the bus.
7. Locker misuse/failure to stay in assigned locker.
8. Possession of TV remotes, laser pointers, etc. Use of I-Pods, MP3 players, CD players, headphones, and handheld gaming devices without appropriate permission. The school is not responsible when/if these items are lost or stolen.
9. Class Tardies 1-5.
10. Excessive noise on the bus.
11. Leaving a seat or standing without permission on the bus.
12. Opening bus windows past the safety line.

LEVEL II (up to a 20 point infraction depending on severity of the event and administrator's discretion)

1. Violation of classroom rules (above the classroom assertive discipline plan).
2. The use of obscene/profane language and/or gestures, or possession of unacceptable materials.
3. Failure to do disciplinary assignment for classroom discipline and/or Level 1 detention
4. Willful destruction of property (plus restitution)
5. Deliberate failure to attend classes after reporting to school (without leaving school grounds)
6. Failure to sign in when tardy or sign out when leaving school early
7. Being in an unauthorized area of the building or grounds.
8. Violation of the tardy limit (6+).
9. Relationship violations.
10. Riding an unassigned bus.
11. Riding or attempting to ride any bus during a bus suspension.
12. Hanging out of the bus window.

LEVEL III (up to a 40 point infraction depending on severity of the event and administrator's discretion)

1. Falsification of parental permission, doctor or dentist excuses, or school records (forgery). Forgery is a crime and may result in referral to local law enforcement officials.
2. An illegal walkout from a class or building.
3. Running or hiding from an administrator or faculty member in order to avoid punishment.
4. Violation of the tobacco / tobacco paraphernalia policy including electronic cigarettes and paraphernalia (smoking class may be required, as well as a juvenile court appearance).
5. Horseplay/Mischief.
6. Vandalism (plus restitution)

7. Holding on or attempting to hold on to any portion of the exterior of the bus or any “Danger Zone” infringement.
8. Any offense committed on any bus outside of regular transportation to and from school; or offense committed at extracurricular event/off school grounds (i.e. activity, field trip, ball games, etc.).
9. Throwing or shooting any object.
10. Disrespect / Insubordination to a teacher, member of the staff, or a bus driver.
11. Refusal to surrender a cell phone when requested by a school official.
12. Other technology violations

LEVEL IV (up to a 75 point infraction depending upon severity of the infraction and principal's discretion)

1. Fighting / instigation of fighting.
2. Threatening, bullying, intimidating, blackmailing, or hazing any person (See Rogersville City School Policy)
3. Threats (all threats against another person or a group of people will be taken seriously whether oral, written, or electronic in mode of delivery).
4. Gross immorality and/or sexual harassment
5. Falsely pulling a fire alarm or setting off an Automated External Defibrillator (AED) alarm.
Pulling a fire alarm is a crime and may result in referral to local and/or federal law enforcement officials.
6. Gambling
7. Extortion
8. Violation of the Internet Acceptable Use policy
9. Violation of medicine policy
10. Leaving school grounds without authorization whether or not the school day has begun
11. Acts of discrimination are strictly prohibited

Level V (80 – 150 points.....principal's discretion)

1. Commission of a crime (other than Zero Tolerance)
2. Stealing / breaking and entering
3. Two or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school.
4. Assault / Aggravated assault
5. Possession or use of alcohol / possession or use of over-the-counter substances for intoxicating, mood altering, or mind altering effects
6. Possession or use of imitation or look-a-like firearm (BB, Air soft, Nerf, Pellet, etc.)
7. Abuse or misuse of prescribed medication
8. Gang activity

ZERO TOLERANCE OFFENSES (BOARD POLICY)

In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student that is found to have violated this policy shall be subject to expulsion from Rogersville City School for a period of not less than one (1) calendar year.

The Director of Schools may allow another individual or entity to carry out a preliminary information gathering function and prepare a recommendation. Following this process, the Director of School shall have the authority to modify the expulsion requirement on a case-by-case basis.

For the purpose of this policy the term “expulsion” shall mean the removal of a student for a designated time from Rogersville City School. This policy shall include any student while on a school bus, on school property, or while attending any school event or activity.

All appeals concerning zero tolerance offenses must be submitted in writing to the Director of School. If the Director of School decides to allow a student charged with a zero tolerance offense to attend the alternative program, then attendance shall be mandatory. If a student is allowed to attend the Rogersville City Alternative Program, he/she will be excluded from all school activities.

Zero Tolerance acts are as follows:

1. A student who possesses, handles, transmits, uses or attempts 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 a school-sponsored activity, function or event. (TCA 39-17-1301, TCA 39-17-1309, and TCA 49-6-4216)
2. A student who brings or possesses a firearm (18 U.S.C. 921 and TCA 49-6-3401)
3. A student under the influence of, or in possession of, an illegal drug, controlled substance, imitation or look-alike drug, synthetic drug, or drug paraphernalia (TCA 39-17-402, TCA 39-17-423, TCA 49-6-3401, and TCA 49-6-4216)
4. A student who intentionally smells or inhales the fumes from any glue, paint, gasoline, aerosol, chlorofluorocarbon gas or other substance containing a solvent having the property of releasing the toxic vapors or fumes for the purpose of causing an intoxicating, mood altering, or mind altering effect. (TCA 39-17-422 and TCA 49-6-4216)
5. A student who threatens to assault any teacher, principal, administrator, any other employee of an LEA, or school resource officer.
6. Any student who commits aggravated assault or commits assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school or school resource officer. (TCA 39-13-102 and TCA 39-13-101(a)(1))

MISCELLANEOUS BEHAVIORS/INFRACTIONS

Student Alcohol and Drug Testing

According to Rogersville City School Board Policy, students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for

drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
 2. A search of lockers produced evidence of the presence of drugs and/or alcohol;
 3. A search of persona and containers produced evidence of the presence of drugs and/or alcohol;
 4. A search of vehicles produced presence of drugs and/or alcohol;
 5. Through observation or other reasonable information reported by a teacher, staff member, or other student that a student is using drugs and/or alcohol on school property.
- In the case of positive results of the analysis, the principal shall suspend the student and refer the matter to the disciplinary hearing authority for further action. 1 (TCA 49-6-4213)

Alcohol/"Over the Counter" Substances

No student shall use, knowingly possess, or be under the influence of an alcoholic beverage of any kind on school property or at school activities before, during, or after school hours. No student shall knowingly use "over the counter" substances of any kind for the purpose of altering behavior, mood, or appearance or possess "over the counter" substances of any kind with the intent of distributing or selling to other individuals before, during, or after school hours at any time. The first offense will result in alternative program placement for 30 school days or ten (10) days OSS (principal's discretion); the second offense will result in remand to the alternative program for the remainder of the school year.

Automated External Defibrillator (AED)

Rogersville City School has Automated External Defibrillators (AEDs) available in the school. AEDs are used to shock the heart following sudden cardiac arrest. The AED is available for the faculty, students, and community groups using the school. Expected defibrillator users will receive training in CPR/AED consistent with American Heart Association (AHA) guidelines. This equipment is very expensive. Should a student or adult damage the AED, whether intentional or unintentional, this will result in the responsible party(s) being liable for repair or replacement of the AED. If the damage is intentional, the responsible party(s) will be referred to local authorities in addition to the cost of repair or replacement.

Bomb Threats

Bomb threats are considered to be a felony and will result in reporting the person or persons to the local authorities. This could result in five (5) to ten (10) years in prison. Substantiated bomb threats will result in a one (1) calendar year expulsion. All appeals regarding expulsion may be referred to the Student Disciplinary Hearing Authority.

Bus Rider Rules

All school rules apply on the bus. Students will also observe additional bus rules. Please be aware that riding the bus is a privilege not a right. Student transportation is a privilege extended to Rogersville City students. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district.

This may be done in order to provide a SAFE environment for other students on the bus. Drivers must demand that their full attention be given to driving the bus.

Be Responsible

- Be obedient to the driver and obey all bus rules
- Avoid excessive noise
- Ride only in your assigned seat
- Provide a written request from your parent/guardian regarding alternative locations/transportations
- Leave food, drink, and gum off the bus
- Be on time
- Ride only your assigned bus.
- Do not ride or attempt to ride any bus during a bus suspension

Use Respect

- Provide assistance to peers when needed and is appropriate
- Keep hands, feet, and objects to yourself
- Report any offenses to the driver or principal
- Follow instructions of bus duty personnel
- Talk using appropriate tone, volume, and word choice
- Avoid confrontations

Stay Safe

- Stay focused when walking to and from the bus
- Walk on the sidewalk, away from the road
- Remain seated at all times
- Keep hands, feet, and objects to self while waiting on the bus
- Walk in single file line
- Keep hands, feet, head, and objects inside the bus
- Wait until the bus comes to a full stop before attempting to enter or exit
- Only exit the bus when directed by the driver or bus duty personnel
- Students who ride buses which stop at other schools to exchange passengers must remain on the bus if they do not have to change buses Students, who must change buses, will remain on the first bus until such time as the transition bus arrives and the bus duty personnel signals for them to change buses
- Wait until the driver signals you across the road and check traffic first
- Open windows to the safety line only

Bus Incident/Conduct Reports

This form will provide a record of infractions occurring while a student is on the bus. All infractions that pose a threat to the safety of our students will be documented and copies will be forwarded to the parent/guardian, school administrator, and the transportation supervisor. When, in the opinion of the driver, there has been an infraction of rules/misconduct by a student, the

driver shall first attempt and document on-the-bus informal discipline procedures. (i.e. assigning seats, individual conferences, verbal warnings).

Bus Suspension

Students who are suspended from riding the bus are still expected to attend school, except in the case of zero tolerance offenses or in cases where school administrators also suspend the student from school. In the case of bus suspension, parents are expected and required to transport their children to school. Failure to attend school during bus suspension may result in a petition to appear before the Truancy Board and/or petition to Juvenile Court. **Students assigned to the Alternative Program ARE NOT allowed to ride the bus. Parents are responsible for transportation to/from the alternative program.

Riding the bus is an extension of the school day. Zero tolerance behaviors, bullying, and harassment issues will be dealt with immediately. Law enforcement may be called if necessary.

Cell Phones (Board Policy)

The Attorney general of Tennessee states that “a school has the authority to confiscate a cell phone when the cell phone has been determined to be an unauthorized item in the school rules. The disciplinary action is cumulative so that repeat or persistent violations of the policy result in enhanced disciplinary action. Further, a student’s due process rights are ensured with notification of the cell phone policy.”

Cell Phones

Students’ cell phones and other electronic devices (including smart watches) are to be turned off and not visible upon a student’s arrival to school (upon entering the school building) until the end of the student’s school day. Students are required to store their cell phone and other electronic devices in their backpack, purse, or similar personal carry-all in the off mode unless under the direct supervision of school personnel. Cell phone use is not permitted between classes. For emergency purposes, land-line telephones are available in the administrative offices of the school. Use of cameras on personal communication devices is strictly prohibited on school property or at school events, including restrooms or locker rooms. A student in violation of this policy is subject to disciplinary action. Cell phones may be confiscated if this rule is violated. See Confiscation of Items below. Refusal to immediately surrender the entire cell phone (including battery, SIM card, etc.) will result in disciplinary action and possible referral to law enforcement officials.

Confiscation of Items

Items that are prohibited by school policy or are used in violation of school rules will be confiscated by school officials. The school assumes no responsibility for the safekeeping of these items. Refusal to relinquish a cell phone or any item or device will be treated as an act of insubordination as defined under the Student Code of Conduct. If a cell phone is used for illegal

or immoral acts it will be kept for police/school evidence. Upon reasonable suspicion specific portions of a cell phone may be searched if those portions could contain evidence of a violation of school rules or policy.

1st offense: Warning and explanation of the policy. Parent contact.

2nd offense: The item will be confiscated and the parent/guardian must pick it up at his/her convenience. The student will have one day of lunch detention.

3rd offense: When a student has a third offense during the current semester, the item will be confiscated and the parent/guardian must pick it up at his/her convenience. The student will have one day of after school detention.

4th offense: When a student has a fourth offense during the current semester, the item will be confiscated and the parent/guardian must pick it up at his/her convenience. The student will have one day of in-school suspension. Student cannot bring device back to school.

5th offense: When a student has a fifth offense during the current semester, the item will be confiscated and the parent/guardian must pick it up at his/her convenience. The student will have one day of out of school suspension or possibly be placed in the alternative setting. Student cannot bring device back to school.

Cheating

Cheating shall be defined as one or more of the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's test, examination, composition, quiz, homework, book report, or term paper.
3. To plagiarize: plagiarism means using another person's idea, expression, or words without giving the original author credit.
4. To prepare for cheating in advance. Such actions involve: (1) having in your possession a copy of a test to be given or having been given by a teacher, (2) using the test or notes during a test or examination, and (3) talking while taking quizzes, tests, or examinations.
5. To fail to follow test procedures or instructions announced by a teacher such as no talking, no turning around in the seat, raise hand to ask questions, etc.

When a teacher determines to his/her satisfaction that an act of cheating has taken place, he/she will give the student a zero ("0").

Extortion

Threatening other students or extorting money or property from them is prohibited. Extreme disciplinary action will be imposed upon those who attempt this action. Students who are victims of such acts are asked and encouraged to report to teachers or to the office so that definite action can be taken. This is the only way to ensure that incidents will not be repeated and that all such acts may be curtailed. Extortion is a criminal act and the commission of a crime other

than zero tolerance. Extortion may result in referral to local law enforcement officials. Extortion is a Level IV infraction.

Fighting

Fighting is defined as an exchange of physical blows such as hitting, slapping, pushing, shoving, etc. Students who do not fight back will not be subject to punishment. Those students should report the incident immediately to an administrator or teacher. Students who attack other students without provocation may be subject to more severe punishment when/if the attacked student does not fight back. Students who instigate fights, but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight) submit themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report that to a teacher or an administrator. Teachers should report incidents of intimidation or harassment to the administration.

Students should not take matters into their own hands, but should allow an administrator to handle the situation. If, during the course of a fair and thorough investigation, it is found that a student is acting in self-defense under reasonable belief that they may have been facing the threat of imminent danger of death or serious bodily injury, which the student honestly believed to be real at that time, then, at the principal's recommendation, the student may not face any disciplinary action.

Fireworks

Fireworks of any type are illegal and dangerous. Possession or firing of fireworks is cause for suspension and referral to authorities. Possession or firing of fireworks is a commission of a crime other than zero tolerance (Level V Offense).

Gambling

Gambling of any kind is not permitted in school. Flipping or matching coins, rolling dice for money, or any other form of gambling will not be permitted. Teachers will confiscate any money or material and refer students involved to the office. Repeated violations will be cause for suspension or expulsion. Gambling is a Level IV infraction.

Hazing

Hazing of any student is prohibited. No initiations may be held outside of school organizations' regular meetings. Initiations held 48 within meetings must be approved by the advisor and the administration. Any initiation which involves the slightest element of physical danger or poor taste will not be permitted. Hazing is a Level IV infraction.

Search

School administration may search any student, locker, car, and/or purse/book bag if there is any reason to believe the student may possess any illegal drugs, alcohol, fireworks, weapons, other dangerous substances/objects, other items that violate school policy, or stolen property. Parents and local law enforcement agencies will be notified if school officials find illegal material.

Stealing/Breaking and Entering

Any student who commits or attempts to commit a theft, or to break and enter a school will be suspended, put on probation, and required to pay for stolen or damaged articles. Theft includes stealing school property from faculty, school employees, or other students. Breaking and entering includes the school building, lockers, locked rooms, or other areas prohibited to you because of time or specific reasons. Stolen or lost property should be reported to the office promptly. Vandalism to school property or vending machines will result in suspension or expulsion and payment of cost of damages to equipment. Stealing/Breaking and entering is the commission of a crime other than zero tolerance. This is a Level V Offense.

Tobacco

- The use or possession of tobacco, including smokeless tobacco products, electronic cigarettes and associated paraphernalia by students will not be permitted anywhere on the school grounds or in buildings.
- The use or possession of tobacco in any form will not be permitted on county provided transportation.
- Possession or use of lighters or matches will not be permitted on school grounds, in buildings, or on county provided transportation.

State law has been revised so that it is a violation for anyone under the age of 18 to use or be in possession of tobacco. Violators may be cited to court (TCA 39-15-407-413). According to the 1999 Tennessee Tobacco Law, violators may be fined from \$10 - \$50, and may also be sentenced to perform up to 50 hours of community service. Violators may be required to attend tobacco/smoking classes. Use of and possession of tobacco is a Level III offense.

DRESS CODE

Student dress must be such that it ensures a safe learning environment and minimized distractions. With these principles in mind, the dress code is in effect from arrival on campus until school is dismissed. School issued uniforms may be worn during school approved events during the school day.

The minimum standards for acceptable clothing are as follows:

- Any apparel or dress that causes a substantial disruption to the learning environment or educational process is not permitted.
- Any apparel or dress that advertises or promotes products or activity prohibited by law or by the Board of Education is prohibited.

- Clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment are not permitted.
- Pajamas are not permitted (unless a special day has been designed for grades K-4).
- Skin is to be completely covered from midriff to mid-thigh. Skin must be completely covered from midriff to mid-thigh when wearing garments with rips or holes.
- Pants, shorts, etc. must be worn at the waist. A visible lack of undergarments is not permitted.
- Leggings, jeggings, and other compression-style garments may be worn so long as they are covered by a nontransparent top garment that reaches midpoint of the thigh or below.
- Tank tops, spaghetti straps are not permitted unless otherwise covered by a non-transparent top garment. Sleeve openings on shirts must not reveal any portion of the breast or side below the arm.
- A student's hair must not cause a disruption to the educational environment.
- Any apparel or dress that is dangerous to the health or safety of students or the lawful, peaceful operation of the school is not permitted.
- Trench coats are not allowed.
- Non-religious headgear is not to be worn in the building. This includes caps, visors, or hoodies.
- Students are not allowed to wear industrial or pet chains/collars.
- Any type of clothing, apparel or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted.
- Shoes are required.
- Sunglasses cannot be worn in the building.
- Body jewelry worn shall not create a distraction to the educational environment nor pose a health or safety risk to any student.

**It is the discretion of the administration as to what is appropriate for the learning environment. Any student wearing attire that creates a substantial disruption to the learning environment will be reported to the administrator and may be sent home to change. Repeated offenses will result in disciplinary action.

Health and Safety

Clinic

RCS has a clinic staffed by a registered nurse. The clinic is open daily from 7:15 a.m. to 3:00 p.m. The nurse handles accidents or illnesses that happen during the school day. She will dispense medications that are needed during school hours. Students reporting to the clinic must have a clinic form signed by their teacher. Phone calls will be made to parents by RN's when deemed medically necessary.

It is the policy of the Board of Education that all medication, prescription and non-prescription be administered according to the following guidelines:

1. Medicine must be brought to school by a parent. (**STUDENTS ARE NOT ALLOWED TO BRING MEDICINE.**)

2. Written instructions signed by a physician will be required for all prescription medications and will include the child's name, name of medication, purpose of medication, dosage, time to be administered, and termination date for administering the medication. Written instructions signed by parents will be required for all over the counter medications.
3. Medication will be kept in a safe-guarded location and any unused medication will be returned to the parent or guardian only.

Coordinated School Health

The Coordinated School Health Initiative has been adopted at RCS to provide the students the opportunity to develop life skills that promote their health as well as increase their academic achievements. Each year RCS will be offering health screenings free of charge to all students in the appropriate grade levels. Trained school personnel and trained volunteers will perform various screenings such as: vision and hearing exams, blood pressure and scoliosis checks, and recording of heights and weights. Parents are notified if health problems are discovered during these checks. The complete RCS wellness policy can be viewed at the RCS school website.

Emergency and Disaster Plan

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

Student Discrimination, Harassment, Bullying, and Intimidation

Student discrimination will not be tolerated. Discrimination/harassment are defined as conduct, advances, gestures or words whether written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interferes with the student's work or educational opportunities; or
2. Creates an intimidating, hostile or offensive learning environment or;
3. Implies that submission to such conduct is made an explicit or implicit term of receiving grades or credit;
4. Implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

In compliance with TCA Sec. 49-6-1015, it is a violation for any student to bully, intimidate or create a hostile education environment for another student.

Bullying and intimidation are defined as follows:

1. A type of aggression in which the behavior is intended to harm or disturb, the behavior occurs repeatedly over time, and there is an imbalance of power, with a more powerful person or group attacking a less powerful one.
2. Persistent aggressive behavior directed towards a particular victim who cannot retaliate effectively.
3. A form of habitual aggressive behavior that is hurtful and deliberate.
4. Bullying can be physical, verbal, or relational. Examples include:
 - a. Physical—pushing, kicking, hitting, pinching, and any other form of violence or threats.
 - b. Verbal—name calling, sarcasm, spreading rumors, persistent teasing.
 - c. Emotional—excluding, tormenting, ridiculing or humiliating
 - d. Racial—racial taunts, graffiti
 - e. Rude gestures
 - f. Unwanted sexual or physical contact
 - g. Abusive comments.

Conflict vs. Bullying: What's the difference?

CONFLICT	BULLYING
Disagreement or argument in which both sides express their views	Goal is to hurt, harm, or humiliate
Equal power between those involved	Person bullying has more power*
Generally stop behavior when they realize it is hurting someone	Continue behavior when they realize it is hurting someone

*“Power” can mean the person bullying is older, bigger, stronger, or more popular.

Sexual harassment is:

1. Any form of sexual attention that is unwelcome.
2. A form of sexual discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

Hostile environment:

Unwelcome conduct that is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in a program or activity.

Student Responsibilities:

1. I will not harass or bully other students.
2. I will try to help students who are harassed or bullied.
3. I will make it a point to include ALL students who are being left out.
4. When I know someone is being harassed or bullied, I will tell a teacher or an adult.

Reporting Harassment

Anyone can report harassment or bullying to the complaint managers.

Female Complaint Manager: Taylor Wolfe, Guidance Counselor

Male Complaint Manager: David Hartsook

Allegations of discrimination/harassment shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints, and Grievances 6.305) Consequences will be dependent upon the outcome of the harassment or bullying investigation. Consequences will include an educational and/or disciplinary action.

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

School Nutrition Program

The goal of our School Nutrition Program is to provide nutritious, high quality, safe food in a safe pleasant environment at an economical cost for students, staff and visitors.

The cafeteria staff and your fellow students will appreciate your cooperation in:

1. Staying in your place in line.
2. Using good manners.
3. Depositing litter in trash cans.
4. Leaving the table and floor around your seat in clean condition for others.
5. Not taking food or drinks out of the cafeteria.

ALL RCS CHILDREN ARE ELIGIBLE TO EAT BREAKFAST AND LUNCH AT NO CHARGE FOR THE 2024-2025 SCHOOL YEAR.

Well-balanced, nutritious breakfasts and lunches are served each day and are available to students, staff, and visitors. No food from commercial establishments may be brought into the cafeteria by students or adults during breakfast and lunch serving times. Milk is included with all lunches.

Meal Components

Offer vs. Serve means that several choices are offered each day. Students must select at least three different choices; one of which must be a fruit or vegetable.

A La Carte Items

Extra food and drink items may be available for students purchasing a school lunch or bringing a lunch from home. Prices for these items will be posted in the cafeteria. Students with charges may not purchase a la carte items.

Menus

Menus for school meals are carefully planned each month in advance. Menus are posted on the website, in local newspapers, announced each morning on the local radio

station. Occasionally menu changes must be made due to food availability and delivery problems.

Visitors

Visitors may have lunch with students for birthdays, holidays or other special events approved through administration. Visitors for lunch must be 18 years old or older unless accompanied by an adult and must check in at the office upon arrival. Students from other schools will not be allowed to eat with siblings/students unless accompanied by an adult.

Commercial Restaurant Food/Soft Drinks

Students, parents, and visitors **may not** bring meals/beverages from commercial restaurants into the school or cafeteria.

Transportation

Bus Transportation

Student transportation is a privilege extended to students who qualify. Students who do not obey the State and Hawkins County regulations governing student transportation may have their transportation privileges revoked by the school district.

Students are assigned to a specific bus and must ride the bus to which they are assigned. Students will be allowed off the bus only at school, home and designated locations. **Any emergency request to ride a different bus MUST be made in writing by the parent/guardian and submitted to the school office. Students will not be allowed on a different bus without the form being completed by the school office.**

Students should be aware of pick-up points of their bus. Route information is provided at the Hawkins County Bus Shop (272-7135). Parents should have their child at the designated pick-up point and ready for boarding before the bus arrives.

When referred by the driver, the principal or his/her designee handles discipline problems. Students/parents/guardians will be financially responsible for any damage to a school bus caused by students.

1st Bus Referral – Warning

2nd Bus Referral – 2 Day Bus Suspension

3rd Bus Referral – 5 Day Bus Suspension – meeting with student, guardian, administration, and bus driver (student will not be allowed to ride the bus until meeting is held)

4th Bus Referral – 10 Day Bus Suspension

5th Bus Referral – Removal from bus for remainder of school year

In some situations and depending on severity of bus referral, students may move to more severe consequences than what is listed.

General Bus Safety

- Students should be at Bus Stop five (5) minutes before the bus arrives.

- Walk far enough in front of the bus that the bus driver can see you and know exactly where you are. Never walk behind the bus.
- Wait for the bus driver to signal before crossing a street.
- Walk away from and stay clear of the bus when exiting.
- If a child drops something under the bus or it blows under the bus, **ALWAYS** ask bus driver to help you.
- Someone **MUST** be at home to receive the child as they exit the bus.
- Open the emergency door only when there is an emergency.
- Stay out of the roadway while waiting for and loading the bus.
- Inform the bus driver when problems occur on the bus.

Traffic, Drop-off, and Pick-Up

Individuals are asked to exercise caution while driving on or near campus. Please do not block the roads or park behind the diagonally parked cars on Rogers Street. We ask that you be patient and cooperate when you are dropping off or picking up your child/children. Take special notice of areas marked "NO PARKING" and NO "U" TURNS.

**NEW TENNESSEE "HANDS-FREE LAW" MAKES IT ILLEGAL TO
HOLD A CELL PHONE AND DRIVE A VEHICLE.**

Morning Student Drop-Off

- (Option 1) Behind the New Gym

Parents please use the left hand lane of Reid Terry Dr. and drive around to the back of the building and drop your student off at the back of the new gym. (Sidewalk/canopy drop off) To keep traffic moving, please drive on as soon as your child is safely on the sidewalk area. Please do not pass buses loading or unloading

(Option 2) Enter at the main lobby door on Rogers St.

- Parents please come up Harmon Dr. and drop your student off on the sidewalk located on the right side of your vehicle.
- An RCS staff member will be located at the crosswalk at the end of Harmon Dr., to assist students crossing the street.

Afternoon Student Pick-up

All car riders and bus riders will be picked up at the back of the building, **PLEASE DO NOT WAIT IN THE LOBBY FOR YOUR CHILD.** Parents wishing to pick up students at the Depot may park in that area and wait for students to be escorted to Broadway for car loading. Business owners ask that you do not block their parking areas as you await your child.

ABSOLUTELY NO PARKING AT OLD MILL SQUARE (HAGOOD EYE CARE Parking lot and adjacent businesses in the area)

Students that are car riders must be picked up by 3:10 at (Depot and Broadway) or 3:30 behind the building. Parents who struggle with this expectation may be asked by administration to make other transportation arrangements for their children.

Walking

Parents who wish for their child/children to walk home after school must sign a consent form and return it to their child's homeroom teacher. The administration will check the address to ensure there is a safe walking path from campus to the address. Students are ONLY allowed to walk to the address listed on their walking form. (All changes must be approved by the office.) Students who fail to comply with the procedures for walkers will lose their privilege and parents will be required to make other arrangements.

Parking

We have added additional spaces for visitor parking. These spaces are not to be used for morning student drop-off or afternoon pick-up.

***PLEASE HELP US TO KEEP YOUR CHILDREN SAFE
BY FOLLOWING ALL PICK-UP AND DROP-OFF RULES.***

Communication

SKYLERT

All parents are required to enroll in Skylert. It is an instant notification system that alerts parents when school may have weather related or emergency notifications. Please be sure to keep your Skylert phone information up to date. If you need assistance, please contact the school office at 272-7651.

EMERGENCY SCHOOL CLOSING

During the winter, schools are sometimes closed or open on a delayed schedule. Rogersville City School is an independent system and not part of the Hawkins County School System. Parents should listen to local radio WRGS, watch WCYB-TV (Channel 5), watch WJHL-TV (Channel 11) or log on to the school web site at www.rcschool.net for more information concerning school closing or delay. Additionally, information is sent through SchoolMessenger and Skyward. If the weather turns bad during the school day the Director of Schools may close the school. Parents are requested not to call the school, rather tune in to radio/television for official information. Forms will be sent home at the beginning of the school year for specific instructions from parents. The office will keep a file with specific parent instructions as to what each child is to do when school closes early.

Additional Policies and Procedures

CHANGE OF ADDRESS, PHONE NUMBER, AND OTHER VITAL INFORMATION

Please report any change of address, phone number, emergency phone numbers, work location and work numbers to the school immediately. Also, if there are any changes in the persons who are allowed to pick up your child, please report these to the office immediately. It is important that the office has an emergency number for your child; this will prevent any delays in contacting you in case of emergency. Proof of residence upon moving is required.

CHILD CUSTODY

In custody cases, the school MUST have a copy of the court order or current parenting plan. Parents should notify the teacher in writing when they are sending someone to pick up their child. These people should be informed that they may be asked to provide

identification. This is to prevent a child from being released to an unauthorized person. Please let the office know if there are possible problems at school. Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records including but not limited to the student's cumulative folder and the student's special educational file, if applicable.

STUDENT ARRIVAL

NO STUDENT SHOULD BE IN THE BUILDING BEFORE 7:20 A.M. After arriving on the school grounds, students are to report to their homeroom. Students will not be allowed in the hallways. **NO STUDENT SHOULD BE IN THE BUILDING IN THE AFTERNOON AFTER 3:30 P.M. UNLESS REQUESTED BY A TEACHER OR PARTICIPATING IN A SUPERVISED ACTIVITY.**

EARLY DISMISSAL

If a student must leave school early for a doctor's appointment or for any other reason, the parent/guardian must check the student out on a form in the office and state the reason. Doctor notes should be sent to the school office following all appointments. Excessive early dismissals without adequate excuse will follow **Tardy or Early Dismissal procedures on page 15.**

REQUESTING MAKE-UP WORK

When your child is absent and you would like their assignments, please leave a message for the homeroom teacher no later than 10:00 a.m. Assignments may be picked up in the office after 2:55 p.m. The student is responsible for contacting teachers for make-up work and assignments missed immediately upon returning to school. You may also email your child's teacher for homework assignments.

STUDENT MESSAGES

Cut off time for parents to leave messages for student arrangement changes after school must be made by 2:00 p.m., unless it is an emergency, through the school office.

PARENT VOLUNTEERS/VISITORS

Volunteers and visitors must be cleared through our RAPTOR security system.

ELEVATORS

Only those students with physical disability sufficient to prevent safe use of the stairways are permitted to use the elevators. Students whose disabilities prevent them

from carrying books and other necessary articles may be accompanied on the elevators by another student to provide assistance.

SCHOOL TELEPHONE

The school telephone is for business. Only emergency messages will be delivered. Students will not be called to the phone. Parent/guardian and child should plan ahead in order to avoid unnecessary calls from the school by students.

BAND

Band classes are offered to students in grades 5-8.

CHEERLEADERS

Sixth, seventh and eighth grade cheerleaders are selected by a point system comprised of outside judges' evaluations, grade point average, teacher evaluations, and coaches' evaluations. They represent RCS at athletic events and outside activities as warranted. They shall be subject to all rules and regulations of the Cheerleading Constitution and athletic department of Rogersville City School.

SCHOOL COUNSELOR

Guidance services are provided to help each student with educational, social, vocational, and personal development. The counselor is in her office daily. Conferences with students receive the counselor's first consideration and are scheduled whenever needed. Students wishing to see the counselor may make a self-referral by getting a form from their teacher. Referrals may also be made by parents, teachers or staff. Referrals may also be submitted electronically via the School Counselor page on the RCS website

LIBRARY MEDIA CENTER INFORMATION

Grades K-4 visit the library once a week for 45 minutes.

Classes in grades 5-8 visit the library three days per week (45 min. class) for four and one half weeks, twice a year.

The library is open for student check in/check out all day long with teacher permission.

Library books may be kept for one week.

Each student is allowed to check out two books at a time.

A book may be renewed. An overdue book means a student cannot check out another book until the overdue book is returned or renewed.

If a book is lost or damaged, payment toward a new book is requested from parents. A student cannot check out another book until the lost or damaged book is paid in full.

Report cards are held at the end of the year until lost or damaged books are returned or paid in full.

All library books must be returned when a student withdraws from RCS.

LOST AND FOUND

Students' clothing and belongings that are labeled with their name makes it possible for easy identification and return. Students who find lost articles are asked to take them to the lost and found where the owner can claim them. Articles turned in and not claimed will be donated to charity at the end of each nine week period.

ITEMS TO LEAVE AT HOME

Students will not be permitted to have cameras, fidget spinners, electronic games or toys, cell phones, smart watches, laser pointers, magazines and books about weapons or violence, or any other device or material that may interfere with the educational process or the safety of others. Expensive personal items that could be easily lost or stolen are discouraged. Items stolen or broken are not the responsibility of RCS faculty and staff. Students are not to bring items to sell or trade (candy, gum, trading cards, etc.). Faculty and staff may confiscate any such item. Items will be returned at the discretion of the school.

DAMAGE OF SCHOOL PROPERTY

A student who damages school property must pay the replacement or repair costs. (This includes laptops, Ipads, computers, and calculators.)

CHEWING GUM

Chewing gum of any type is prohibited in order to protect classroom equipment, carpet and the general appearance of our school.

SUBSTITUTES/EDUCATIONAL ASSISTANTS

Substitute teachers and educational assistants are to be shown the same respect as regular classroom teachers.

PARTIES DURING SCHOOL

Rogersville City Board Policy allows one homeroom party per year. This party is scheduled on Valentine's Day. (Please refer to the Wellness Policy.) No other homeroom parties are to be scheduled.

Any food items (including snacks) must be store-bought.

DELIVERY OF PERSONAL GIFT ITEMS

With the large number of students in our school, delivery of personal gift items to individuals becomes disruptive to the teaching/learning process. If you choose to bring or have delivery of these items students will be notified of delivery and pick up will be in the office at the end of the school day. Valentine deliveries will be kept in the lobby and delivered between 2:30-2:55. Please be sure your child's name, homeroom and grade are on all delivery items. **NO GLASS VASES OR BALLOONS MAY BE DELIVERED TO RCS.**

For safety reasons all items must be unbreakable.

FIELD TRIPS

School conduct rules apply to all school-sponsored field trips. Only students who have exhibited that they are responsible students at school will be allowed to go on field trips. A responsible student is one who demonstrates appropriate attitude and behavior, is punctual with a good attendance record, and is in good academic standing. Students may be excluded from a field trip due to academic, behavioral, tardies, and attendance problems.

Federal Projects and Legal Notices

NONDISCRIMINATION NOTICE POLICY

The Rogersville City School System does not discriminate in employment or admission on the basis of race, color, sex, age, national origin, religion, disability, or age in its programs and activities and provides equal access to the Boy Scouts and their designated youth groups.

The Rogersville City School System complies with the provisions of Title VI and Title VII of the Civil Rights of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

Dr. Karen Davis-Beggs is the Title VI, Title VII, Title IX and Special Education Coordinator for the Rogersville City School System. Our school counselor is the 504 Compliance Officer.

Appeals shall be filed through:

Director of Schools

Rogersville City School

116 Broadway

Rogersville, Tennessee 37857

Phone (423) 272-7651 - Fax (423) 272-7790

CHILD FIND

Local school systems provide services for special needs children and young adults, ages 3 to 8th grade, who reside within the system's district.

If you have or know children who are currently not being served, please contact:

Karen Davis-Beggs, Special Education Director

Rogersville City Schools

116 Broadway

Rogersville, TN 37857

272-7651

RCS Child Find Program

Provides information and intervention for children and young adults ages 3 to 21 who have exceptional educational needs.

Purpose

The purpose of the child find is to locate and evaluate children who are suspected of having a disability. If it is determined that the disability interferes with learning, special education and/or related services may be recommended. Related services may include but are not limited to Speech Therapy,

Language Therapy, Occupational Therapy, and Physical Therapy

Who May Refer Children?

Referrals for screening may be made by parents, teachers, physicians, public service agencies, or other concerned individuals

programs and to identify the child's strengths and needs.

Step 3: Once eligibility has been established, an individualized program is planned by an IEP (Individual Educational Program) Team, which includes the parent/guardian of the child.

What Is The Child Find Process?

Step 1: A screening process may occur to determine the possibility of delays in the development of the child.

Step 2: An evaluation may occur to assess eligibility for preschool special education

Educational intervention may continue when the child enters school, and may be maintained through the age of 21, depending on the child.

Eligibility Areas

- Autism
- Deaf-Blindness
- Deafness
- Developmental Delay
- Emotional Disturbance
- Functional Delay
- Hearing Impairments
- Intellectual Disability
- Intellectually Gifted
- Multiple Disabilities
- Orthopedic/Physical Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech Impairment
- Language Impairment
- Traumatic Brain Injury
- Visual Impairment

Gifted Child Find

Intellectual giftedness is found throughout diverse populations and crosses all economic and cultural boundaries. Early identification and intervention are often required to meet the unique needs of these children.

Do you know a student who

- Is usually eager to learn
- Is a creative thinker
- Can easily transfer knowledge to new situations
- Shows unusual empathy for people and concern for social issues

Facts

Research shows that 3-5 percent of our population possesses many of these exceptional traits. These children should be nurtured and their education enhanced for their own benefit and the advancement of humankind.

Definition

“Intellectually Gifted” means a child whose intellectual abilities and potential for achievement are so outstanding the child’s educational performance is adversely affected.

“Adverse affect” means the general curriculum alone is inadequate to appropriately meet the student’s educational needs

Referral Process

Anyone, including the parent(s), guardian, or community professionals may refer a student for screening and possible evaluation.

A screening team of educational professionals considers screening information, previous evaluations, and teacher/parent input to determine if a comprehensive evaluation is needed. The team’s decision is

based on multiple data sources.

An assessment team will determine the types of assessment needed. All procedural safeguards are followed to ensure evaluation procedures are non-discriminatory.

Services for Gifted Students

Special Services are often required to meet the unique needs of gifted children. A team of professionals and the child’s parent(s) plan the student’s educational program based on the assessment information obtained through the evaluation process.

ANNUAL FERPA NOTICE

Rogersville City School forwards education records to other agencies or institutions that have requested the records and in which a student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.

Parents/Guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the LEA to comply with the requirements of FERPA.

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

<http://ed.gov>

34 C.F.R. 99.34

Tennessee Comptroller Office of Open Records

<https://comptroller.tn.gov/office-functions/open-records-counsel.html>

STUDENT RECORD NOTICE OF PRIVACY RIGHTS

This notice informs parents and eligible students (those 18 and older) of their rights concerning education records maintained by the Rogersville City School District. The rights include those of access to the records, opportunity to challenge such records, limitations on disclosure and provisions to file a complaint with the Department of Education. These rights are explained in the Family Educational Rights and Privacy Act of 1974. (FERPA) The laws and regulations require school systems such as Rogersville City to:

- Provide parents and eligible students the opportunity to inspect and review educational records completed within 45 days of the receipt of the request.)
- Provide parents and eligible students the opportunity to challenge the contents of the record when they believe it contains information that is inaccurate, misleading or an invasion of the student's right to privacy. This does not apply to grades. Limit disclosure of information from the student's record to those who have written consent of the parent or eligible student, or to officials specifically permitted under the law (such as Rogersville City School officials), to those of other schools in which the student seeks to enroll; and under certain conditions and for specific purposes to local, state, and federal officials.

Legal Reference:

1. USCA 20-1232g (HEW Reg.-Title 456-99.01 through 45-99.76)
2. TCA 10-7-506

SEARCH AND SEIZURE

School policy on the search of student lockers should be within the following legal framework:

- A. Students should be informed in advance of a search that school authorities have equal access to lockers.
- B. The district's ownership of lockers does not in and of itself remove a student's expectation of privacy.
- C. Students should be informed when locker assignments are made of conditions governing the use of school lockers.

DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for which the student may be subject to penalties of suspension or expulsion.

1. Due process is afforded to students in serious disciplinary case of:
 - a. suspension (more than 10 days)
 - b. expulsion
 - c. statements removed from the student's records, and
 - d. clearing one's reputation.

2. Due process procedures will be printed and distributed to all students and parents and will comply with all State and Federal laws.
 - a. Prior to any suspension, the school principal or designee shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusation.
 - b. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
 - c. Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the pupil.
 - d. Any parent(s) or legal guardian(s) of a pupil suspended for more than 10 days shall have the right to appeal to the office of the Director of Schools.

EDUCATION FOR HOMELESS CHILDREN AND YOUTH

If you have any questions regarding Education of Homeless Children and Youth please contact:

District Homeless Liaison:

Karen Davis-Beggs

(423) 272-7651 extension 1008

beggsk@rcschool.net

ESSA Title IX: McKinney-Vento Act

Education for Homeless Children and Youth Program

The Education for Homeless Children and Youth (EHCY) program, authorized under the Title VII-B of the McKinney-Vento Act, was reauthorized in Dec. 2015 by the Every Student Succeeds Act (ESSA).

All school districts are required to provide needed services to homeless children. The department receives funding for the program through the federal McKinney-Vento Homeless Education Grant Program and distributes grants competitively to LEAs that

have developed programs that document effective collaboration among school districts and service providers to ensure that homeless children in that district receive needed services.

The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school with a strong emphasis on the importance of school stability for homeless children and youths. Changing schools multiple times significantly impedes a student's academic and social growth. Therefore, the McKinney-Vento Act calls for school districts to maintain students in their school of origin to promote school stability and greater educational outcomes overall, unless it is not in the student's best interest.

Under Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act, § 725, homeless children and youths means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children (as defined in § 1309 of the ESSA) who qualify as homeless because they are living in circumstances described in this definition.

If you need further assistance, call the National center for Homeless Education at the toll-free helpline number: 1-800-308-2145

Parent Right to Dispute

http://tn.gov/assets/entities/education/attachments/cmp_mckinney-vento_dispute_resolution_process.pdf

PROCEDURE FOR IDENTIFYING IMMIGRANT STUDENTS

All schools' registrar staff shall follow these procedures when identifying/enrolling possible immigrant students.

Identify students who meet the definition of "immigrant" by asking the following questions from the state's home language survey during enrollment:

- In what country was your child born?
- When did your child first attend a school in the United States? (Kindergarten – 8th Grade) In addition to the home language survey, this information can also be collected through proof of age and school records.

Note: We do require proof of age as part of the enrollment process. Although many immigrant students are English language learners, this is not always the case. Students who meet the Title III definition of "immigrant" must be reported regardless of their primary language or language proficiency level.

Immigrant students will be immediately admitted into school and enrolled appropriately by the school data manager/designee with proper coding for immigrant status.

***ELL Program guide is used to train administrators and front office personnel on appropriate processes for enrolling potential immigrant students.

Local Area Contact: Karen Davis-Beggs 423-272-7651 ext. 1008

Migrant Students

According to the TDOE, a student is eligible for migrant benefits if he/she is between the ages of 3 – 21 AND is without a HS/GED diploma, AND has moved within the preceding 36 months from across school district lines (county or state) AND has parents/guardians in seasonal or temporary employment in agriculture, dairy and fishing AND has an economic necessity.

If you feel your child meets all of these requirements, please contact Karen Davis-Beggs at

423-272-7651.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways: It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate.

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations.
2. Mental and psychological problems are potentially embarrassing to the student and his/her family.
3. Sex behaviors and attitudes.
4. Illegal, anti-social, self-incriminating and demeaning behavior.
5. Critical appraisals or other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. Parents have the opportunity to remove their child from certain school activities if so desired. For a complete list of school clubs or activities, please contact the school.

For additional information or technical assistance, you may call 1-800-872-5327. Individuals who use TTY may call the Federal Information Relay Service on 1-800-877-8339. Or you may contact ED at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202**

CIVIL RIGHTS

Compliance Manager--David Hartsook, Principal

Office for Civil Rights: Refers to the U.S. Department of Education Office for Civil Rights. Also referred to as OCR. OCR has the specific authority to investigate and enforce 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.

SECTION 504

Rogersville City School complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all students who are interested in educational programs and/or extra-curricular school activities.

Section 504 provides that “No otherwise qualified individual with a disability in the United States...solely by reason of his or her disability, be excluded in the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Rogersville City School has designated the School Counselor to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973.

TITLE III – INSTRUCTION OF ENGLISH LANGUAGE LEARNERS (Federal Programs)

The purpose of this program is to provide services to those students that have a primary language other than English. Currently, Rogersville City School provides services to English Language Learners through instruction by our certified ELL teacher that is fluent in the four domains of the English language (reading, writing, speaking, and listening). For more information regarding services to our English Language Learners (ELL) please visit the Federal Programs staff page or contact the school.

RIGHTS OF CHILDREN WITH DISABILITIES, PARENT RESPONSIBILITIES, AND RESOURCES

Tennessee Department of Education Contact Information:

Legal Services Division

Division of Special Education, Tennessee Department of Education

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710 James Robertson Parkway
Andrew Johnson Tower, 7th Floor
Nashville, TN 37243-0380
Phone: 615-741-2851
Fax: 615-532-9412

East Tennessee Regional Resource Center

2763 Island Home Blvd.
Knoxville, TN 37290
Phone: 865-594-5691
Fax: 865-594-8909

Child Advocacy Group Contact Information

The ARC of Tennessee
<https://thearc.org/chapter/the-arc-of-tennessee/>
Phone 615-248-5878 - Toll Free 1-800-835-7077
Email: info@thearctn.org

Support and Training for Exceptional Parents (STEP)

<http://www.tnstep.org/>
East Tennessee: 423-639-2464

Tennessee Protection and Advocacy (TP&A)

<http://www.tpinc.org/>

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1-800-287-9636 (Toll Free) or 615-298-1080

Tennessee Voices for Children

<http://www.tnvoices.org/main.htm>

East Tennessee: (Knoxville Area)

Telephone: 865-609-2490

Fax: 865-609-2543

CASA for Kids

<http://casa4kidsinc.org/>

310 Shelby Street, Kingsport, Tennessee 37660

info@casa4kidsinc.org

423.247.1171

For a more extensive list visit the Tennessee Disability Services—Disability Pathfinder Database: <http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>.

NOTICE TO PARENTS, TEACHERS, AND EMPLOYEES

The AHERA (Asbestos Hazardous Emergency Response Act) Management Plan for the Rogersville City School System is on file in the finance office and available for public inspection upon request. Periodic surveillance activities, re-inspections, and trainings are scheduled in accordance with the asbestos management plan. AHERA 763.84g2

COVER KIDS HEALTH INSURANCE INFORMATION

Cover Kids offers free health coverage for children who do not have insurance.

<https://www.tn.gov/coverkids/coverkids/application.html>

or

Call 1-800-318-2596

TITLE IX GRIEVANCE PROCEDURES

Rogersville City School is in compliance with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. 1681et. Seq., and its implementing regulations, 34 C.F.R. Part 106. Title IX prohibits discrimination on the basis of sex in education programs or activities by recipients of federal financial assistance.

Rogersville City School has adopted and disseminated a nondiscrimination policy and designated staff members to coordinate its efforts to comply with Title IX. Grievance procedures are in place to address complaints of discrimination on the basis of sex in educational programs. If you have questions or concerns regarding the application of Title IX and its implementing regulations, please contact: Karen Davis-Beggs (Title IX coordinator).

Title IX Decision Makers- David Hartsook/Shane Bailey

Filing a Complaint

Any student of this school district who wishes to file a discrimination or harassment grievance against another student or an employee of the district may file a written complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform the complaint manager. The complaint should include the following information:

1. Identity of the alleged victim and person accused;
2. Location, date, time and circumstances surrounding the alleged incident;

3. Description of what happened;
4. Identity of witnesses; and
5. Any other evidence available.

Female Complaint Manager: Taylor Wolfe, School Counselor.

Male Complaint Manager: David Hartsook, Principal

EVERY STUDENT SUCCEEDS ACT

<https://www.pta.org/home/advocacy/federal-legislation/Every-Student-Succeeds-Act-ESSA>

Rogersville City School receives federal funds under the Every Student Succeeds Act of 2015 to assist with a variety of components of the education program. The specific areas that Rogersville receives funds include the following:

- **Title I, Part A– Improving Academic Achievement for the Disadvantaged**
 - As school-wide Title I schools, each Title I school in the Rogersville City School System receives additional federal funding to supplement our instructional programs. Our Teacher Assistants, working under the direction of classroom teachers, are valuable resources in our focus on reading and mathematics instruction. Parent involvement is critical to the success of our children. As meetings are scheduled at our school, please make plans to attend and participate as often as possible. For more information on how Title I enhances Rogersville City Schools' instructional programs, call Karen Davis-Beggs at 423-272-7651.

How Title I Supplements RCS Instructional Programs

- Instructional Programs
- Personnel including additional Teachers and Paraprofessionals – Teacher Assistants
- Professional Development Opportunities
- Instructional Equipment to support Instructional Programs

- Supplies and Materials to support Instructional Programs
- Parent Involvement Opportunities

These programs are provided by the Rogersville City School System and supplemented by the Title I Program. The Title I Program and the Rogersville City School Board of Education affirm they do not discriminate against individuals on the basis of race, color, national origin, sex, handicapping condition or age.

- **Title II, Part A– Teacher and Principal training and recruiting**

RCS annually writes a proposal for the use of these funds that must be approved by the Tennessee Department of Education. This department also has the responsibility to monitor each of the projects for compliance with the ESSA legislation.

ESSA requires that school systems annually notify parents of certain rights and responsibilities they have under the legislation.

- **Parent Involvement**

RCS values contributions that parents make to the overall educational program. The opportunity for parental involvement is particularly critical in Title I schools where parents are requested to assist with the planning of the overall program and are invited to learn about programs at annual Title I meetings.

- **Assessment Results**

Assessment results are shared with parents at the first parent/teacher conference. Additional information regarding assessment results may be obtained by contacting your child's homeroom teacher.

- **Limited English Proficient Outreach**

The system annually conducts a search for students that could benefit from the Limited English Proficient outreach service. Students are assessed regarding their English proficiency and an appropriate program is planned. Any parent of a Limited English Student that needs assistance in the interpretation of school

forms should contact the school office. Assistance will be provided by the English as a Second Language Teacher or other appropriate personnel.

- **Parents Rights to Request Information on a Teacher's Qualifications**

As a part of the ESSA Act of 2015, school systems are required to notify parents of children in schools receiving Title I funds of their rights to request information on the professional qualifications of their child's teacher(s). All teachers at RCS are properly certified to teach in the school system and are highly qualified. To request information regarding the qualifications of your child's teacher, a written request should be submitted to Rhonda S. Winstead, Principal, 116 Broadway, Rogersville, TN. 37857. Information regarding certification may also be obtained from the Tennessee Department of Education's website at www.state.tn.us/education.

- **Release of Directory Information To Military Recruiters**

The ESSA legislation requires school systems to release to military recruiters the same directory information that high schools normally make available to institutions of higher learning. Parents of children in high school can request that their child's name, address, and telephone number not be released to a military recruiter without prior written consent.

- **Safe Schools**

RCS strongly believes that children learn best in a safe and drug free environment. ESSA allows parents to exercise a school choice option if their child attends a school defined by the state as a "persistently dangerous" school. RCS is classified as a "safe" school.

- **Unsafe School Choice**

As required under ESSA, and the Tennessee State Board of Education's Unsafe School Choice Policy, parents shall be notified immediately if their child is a victim of a violent crime, as defined in TCA 40-38-111. Any child that is a victim of such a crime has the right to attend another grade appropriate public school in the district. In situations where only one school is available, the system will attempt to facilitate a transfer to a school in another district; however, such transfer is not required.

- **Homeless Education**

ESSA added to the existing McKinney-Vento Homeless Act to expand upon those who qualify for services under the act, ensuring that appropriate educational services are delivered to children experiencing homelessness. If you believe that you may be living in homeless circumstances, you should contact Karen Davis-Beggs, at 272-7651.

- **Paraprofessionals Requirements**

All RCS paraprofessionals who work directly with students meet specific guidelines set forth under ESSA. Each assistant must have two years of college credits or pass the ParaPro exam.

- **Crisis Management**

RCS has a crisis management plan to be used in times of crisis. The details of the plan are to be distributed to all staff members and appropriate training conducted in the implementation of the plan.

Rogersville City Board of Education

STUDENT DIRECTORY INFORMATION

DENIAL FORM

Parental Rights Regarding Student Directory Information

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records, including directory information. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Unless the *parent* or guardian notifies the Rogersville City Board of Education School District within 10 calendar days after the first day of school, **consent is implied** for the Rogersville City Board of Education to release directory information.

Implied consent includes the release of student directory information, or for non-directory information such as student work, for use in the following ways:

1. On the Rogersville City Board of Education's website:
 - a. The web site may include the student's first name only. Personal information such as home address, phone number, or names of family members will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used.
 - b. Schoolwork may include, but is not limited to, art, written papers, class projects, and computer projects.
 - c. In material printed by the school or the Rogersville City Board of Education or printed by publishers outside the Rogersville City Board of Education:
 - i. Printed material may include a child's full name.
 - ii. Printed material may include, but is not limited to, school directories, yearbooks, programs, brochures, newspaper articles, and print advertisements.
 - d. In videos produced and broadcast by the Rogersville City Board of Education or produced and broadcast by news organizations and others who receive approval from the Rogersville City Board of Education.

**PLEASE RETURN THIS FORM SIGNED ONLY IF YOU DO NOT WISH
YOUR CHILD'S NAME/PICTURE TO BE PRINTED IN THE SCHOOL
YEARBOOK, HONOR ROLL, ETC.**

I **DO NOT** give permission for directory information on my child to be published by the Rogersville City Board of Education or to be released to any other publisher outside the

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Rogersville City Board of Education. This Student Directory Denial Form does not include the denial of military requests for student directory information. Please complete the Student Directory Military Denial Form to deny military officials from requesting directory information about your child.

Parent/Guardian Signature

Date

Student's Name _____ Grade _____

Home Address _____

Home Phone _____

Handbook Acknowledgement

YOU MUST SIGN AND RETURN THIS FORM

My child and I have read and discussed the information contained in the Rogersville City School Student Handbook for the 2024-2025 school year. I understand that any questions I may have will be answered by the administration upon my request.

Parent's Signature

Date