Robertson County Schools

Student Handbook
2021-2022

Robertson County Board of Education
800 M.S. Couts Blvd
Springfield, Tennessee 37172
(615) 384-5588
http://www.rcstn.net/

FOREWORD

This Student Handbook is intended to inform students and parents of some of the Robertson County School System's Policies that pertain directly to students. This is not an inclusive list of all policies. The Board of Education's policies are available in each school library within the System and on the System's Internet Website (http://www.rcstn.net/). School policies and procedures are set forth in the Robertson County Handbook; however, individual schools may include additional policies and procedures that pertain only to those schools
(Refer to your student's school handbook).

MISSION STATEMENT

To ensure each student is prepared to succeed in life.

VISION STATEMENT

Robertson County Schools will enable all students to reach and exceed high academic and career standards while empowering them to succeed in a technologically advanced and culturally diverse society.

STATEMENT OF NON-DISCRIMINATION

The Robertson County School System does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status, in training, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Acts of 1997 and 2004.

CAREER AND TECHNICAL EDUCATION NON-DISCRIMINATION

The Career and Technical Education Department of Robertson County Schools offers classes to all students regardless of race, color, national origin, gender, age, disability, religion, or marital status. Students with limited or lack of skill in speaking and writing English are eligible for admission in all CTE programs. For information concerning CTE activities in accordance with Title VI of the Civil Rights Act of 1964 (34 CFR, Part 100, Appendix B, IV(O)), Title IX of the Educational Amendments of 1972, 34 CFR 106.8(b), Title II of the Americans with Disabilities Act of 1990, 28 CFR, 35.107(a), Age Discrimination Act of 1975, Section 110.25(b), Section 504 of the Rehabilitation Act of 1973, Subpart D (104.32)(a) and (b), Federal Register Vol. 44, No. 56, 3/21/79- Guideline IV(O) contact Title IX coordinator, Beth Batson, at 384-5588 or by mail at 800 M.S. Couts Blvd, Springfield, TN 37172.

Please See Board Policy 6.3401 Below

Any person wishing to file a complaint concerning issues of discrimination should first contact their school administration for procedures and forms. Additional information may be obtained by visiting our district's website at http://www.rcstn.net/ or by contacting Beth Batson @ beth.batson@rcstn.net or (615) 384-5588.

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s). The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.[3] These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.
All employees shall receive training on complying with this policy and federal law.

TITLE IX COORDINATOR

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.
Any individual may contact the Title IX Coordinator at any time using the information below:

Title: Human Resources Supervisor
Mailing address: 800 M. S. Couts Blvd, Springfield, TN 37172
Phone number: 615-384-5588
Email: beth.batson@rcstn.net

DEFINITIONS

"Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
"Respondent" is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual harassment" is conduct on the basis of sex that satisfies one or more of the following:

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

"Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision.

The measures offered to the complainant and the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

GRIEVANCE PROCESS

Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.

While the school district will respect the confidentiality of the complainant and the respondent as much as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall be consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action.

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed. If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process. The Title IX Coordinator shall keep the Director of Schools informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.

Complaints

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall immediately report such information to the Title IX Coordinator, however, nothing in this policy requires a complainant to either report or file a formal complaint within a certain timeframe. If the complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate notification shall be made per the board policy on reporting child abuse.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;
3. Inform the parties that they may have an advisor present during any subsequent meetings; and
4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.

Investigations

The Human Resources Supervisor and the Student Services Director shall serve as the investigators and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48) hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

All investigations shall be completed within twenty (20) calendar days from the receipt of the initial complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation has not been completed.

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;
4. Provide the parties with the same opportunities to have others present during any grievance proceeding;
5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
    a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act, the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

Determination of Responsibility

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The preponderance of the evidence standard shall be used in making this determination.

The Assistant Director of Schools shall chair a committee of 2 (two) supervisors who act as the decision-makers. He/she shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

The decision-makers shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal.

A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion. A substantiated charge against an employee shall result in disciplinary action up to and including termination.

After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

APPEALS

Either party may appeal from a determination of responsibility based on a procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time of the determination that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX Coordinator within ten (10) days of a determination of responsibility.

Upon receipt of an appeal, the Title IX Coordinator shall:

1. Provide all information to the Director of Schools, who serves as the appeals hearing officer, within five (5) days of receipt of the appeal; and
2. Notify the parties in writing.

During the appeal process, the parties shall have a reasonable, equal opportunity to submit written statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided simultaneously to both parties.

RETALIATION

Retaliation against any person who makes a report or complaint or assists, participates, or refuses to participate in any investigation of an act alleged in this policy is prohibited.

SCHOOL NUTRITION STATEMENT OF NON-DISCRIMINATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and

employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20540-9410; (2) fax: (202) 690-7442; or (3) email: : program.intake@usda.gov. This institution is an equal opportunity provider.

SECTION 504 PROCEDURES

In compliance with state and federal law, Robertson County Schools will identify, evaluate, and provide access to appropriate educational services to any student eligible under Section 504. Eligible students must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. For further information on the evaluation procedures and provision of services, please contact your school's 504 coordinator.

CHANGES TO THIS NOTICE

We reserve the right to revise or change this document and the policies herein. The current policies and procedures are posted on the system's website and include the effective date.

Robertson County Schools is following the guidelines set forth by the State Department of Education and The CDC.

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SYSTEM LEADERSHIP

Director of Schools ……..……..……..Chris Causey
Beverly Corbin, Executive Administrative Assistant
Sherri Wilson, Receptionist
Ariane Overby, Administrative Assistant

Assistant Director of Schools…….....……MelanieDickerson
Donna Trice, Administrative Assistant

BOARD OF EDUCATION

District 1 …….……..Allan Heard

District 2 ……..……..……....TBD

District 3 ……..……..…….. Jeff White

District 4 …….…….....Scott Rice

District 5 ……..……..... Stephen Ayers

District 6 ……..…… Connie Hogan, Chairman

SYSTEM ADMINISTRATION (Unless otherwise noted, all phone numbers are 615-384-5588)

Athletic Director…….……..……..Pat Brown

Budget and Finance …….……..…..Sheila Clinard, Finance Coordinator
Melissa Arms, Benefits Coordinator
Wenda Hallum, Purchasing/Bookkeeping Coordinator
Della Jones, Purchasing

Buildings and Grounds ……....…Jimmy Finch, Supervisor
Darlene Davis, Administrative Assistant
615-384-0213

Career and Technical Education ……..…..…Mark Gregory, Supervisor
Will Elliott, Coordinator

Coordinated School Health Services……..…Dawn Callas, Coordinator

Elementary Education ……..…Melanie Dickerson, Supervisor
Angel Williams, Coordinator
Vicki Young, Administrative Assistant

Family Resource Center/ Diversity Coordinator ……Danielle Frazier

Federal Programs ……..……Emily Hollingsworth, Supervisor
Kelly Whyte, Federal Programs Coordinator
Deborah Nance, Title III Coordinator
Danielle Kaminsky, ESSER Grant Coordinator
Pam Stewart, Part-Time Administrative Assistant
Lester Woodard, Administrative Assistant

Gifted Coordinator……Paula Kiggans

Human Resources .....…….. Beth Batson, Supervisor
Annette Weeks, Coordinator, Certified
Monica Dorris, Coordinator, Classified
Amber Bell, Administrative Assistant

Elementary and Middle Grades Education.....Michelé Galluzzi, Supervisor

Preforming & Visual Arts Coordinator……...J.R. Baker

Public Information Officer.....Jim Bellis

Safety…… Donna Rae Dorris

Secondary Education …….…..... Bob Pruitt, Supervisor

School Nursing Services ……..……..……..…..…Amber Hester, Coordinator
Annette Suell, Administrative Assistant

Special Education ……..……...……..Misti Swindle, Supervisor

Angie Adams, Special Education Coordinator
Alishia Gilmore , Special Education Coordinator
Jenea Jackson, Transition Coordinator
Kelly Monfette, Administrative Assistant

School Nutrition ……Patsi Gregory, Supervisor
Robert Swieder, Field Manager
Tracy Jones, Administrative Assistant
Brooke Stiles, Administrative Assistant
Amy Castle, Administrative Assistant

Student Services/Records……. …… Teresa Leavitt, Supervisor
Cathy Watkins, Administrative Assistant
Donna Fryer, Administrative Assistant- Records

System Data……Lewis Walling, Supervisor
Melinda Thompson, EIS Coordinator
Christy Bundy, Administrative Assistant

Technology……..……..……..James Marshall, Supervisor
Sherri Traughber, Administrative Assistant
Robin Couts, Instructional Coordinator

Textbooks, Materials and Media ……..……..…Ginny Britt, Coordinator
Sheila Pennington, Administrative Assistant
615-384-0238

Transportation/Safety…..……..... Joshua A. Hinerman, Director
Joan Whitt, HR Coordinator
Jesse Castillo Translator/Safety Coordinator
Brooks Spencer, Routing Coordinator
Julie Braswell, Operations Coordinator
Mike Whitney, Service Manager
Jason Gray, Dispatcher
615-384-4555

Webmaster……..……..Stephen Hudak

SCHOOL LISTINGS AND PRINCIPALS

Bransford Elementary School (Pre K)……..……..…..615-384-4313
Jill Reeves, Principal

Cheatham Park Elementary School (Grades 3 – 5)…….....615-384-0232
Theresa Chandler, Principal
Tiffany Green, Assistant Principal

Coopertown Elementary School (Grades Pre K – 3)…….615-384-7642
Tiffany Hyde, Principal
Kristie Vertrees, Assistant Principal

Coopertown Middle School (Grades 4 - 8) …….....615-382-4166
Amy West, Principal
Kevin White, Assistant Principal

Crestview Elementary School (Grades K-5)…….615-382-2222
Lori Smith, Principal
January Finch, Assistant Principal
Larae Johnson, Assistant Principal

East Robertson Elementary School (Grades Pre K – 5) …….…....615-654-3874
Cory Willoughby, Principal
Kecia Young, Assistant Principal

East Robertson High School (Grades 6 – 12) ……...…615-654-2191
Mary Cook, Principal
Jeff Chatman, Assistant Principal
Holly Michie, Assistant Principal

Greenbrier Elementary School (Grades Pre K – 5)……..…....…615-643-4529
Brooke Callis, Principal
Jennifer Hayes, Assistant Principal

Greenbrier Middle School (Grades 6 – 8) …….....615-643-7823
Kathy Carroll, Principal
Scott Woodall, Assistant Principal

Greenbrier High School (Grades 9 –12)……...…615-643-4526
Katie Osborne, Principal
Steve Freeland, Assistant Principal
Tracey Raines, Assistant Principal

Jo Byrns Elementary School (Grades Pre K –5) …….…….…...…615-696-0533
Megan Keyes, Principal
Alisa Holmes, Assistant Principal

Jo Byrns High School (Grades 6 - 12) …….....……615-696-2251
Jeff Haines, Principal
Chesley Trelstad, Assistant Principal
Michael Cumberledge, Assistant Principal

Krisle Elementary School (Grades Pre K - 5)……...……...……615-384-2596
Amanda Miglore, Principal
Danielle Holden, Assistant Principal

Robert F. Woodall Elementary School (Grades Pre K – 2) ……..….615-672-777
Dinah Maupin, Principal
Patricia Appleby, Assistant Principal

Robertson County Phoenix Academy ……...……..615-382-2328
Cody Capps, Principal of Behavior Interventions
Mary Jo Holmes, Principal of Academics…….....…….615-382-8920

Springfield Middle School (Grades 6 - 8) ……615-384-4821
Grant Bell, Principal
Warren Corbin, Assistant Principal
TBD, Assistant Principal

Springfield High School (Grades 9 –12)…….……..…615-384-3516
Larry Staggs, Principal
Angie Inman, Assistant Principal
Casey Khun, Assistant Principal
Chris Tucker, Assistant Principal

Watauga Elementary School (Grades K - 5) ……...……615-859-5252
Kelley Armstrong, Principal
Amanda Ralph, Assistant Principal

Westside Elementary School (Grades K-2) ……..615-384-8495
Michelle Darnell, Principal
Michelle Barnett, Assistant Principal

White House Heritage Elementary School (Grades 3 - 6) ……....615-672-4595
Cecilia Earheart, Principal
Amy Shapton, Assistant Principal

White House Heritage High School (Grades 7 - 12) ……...…..…615-672-0311
Kim Hass, Principal
Stephen Owens, Assistant Principal
Emily Thompson, Assistant Principal

Robertson County Schools
Approved 2021-22 Calendar
Approved 12/9/2019; Revision Approved 1/11/2021

JULY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST
20 DAYS

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2: Admin Day
(6 hours)
– No Students
3: PD/Admin Day
(3 hours PD/
3 hours admin)
– No Students
4: ½ Student Day
(full day for teachers)

SEPTEMBER
20 DAYS

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3: Q1 Prog Reports
6: Labor Day
– Schools Closed
20: PD Day (6 hours)
– No Students

*Parent Conferences to be held from 4:00-7:30 on a date at the school's discretion from Sept. 7-Oct. 8

OCTOBER
16 DAYS
Q1: 46 DAYS

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11-15: Fall Break
– Schools Closed
22: Q1 Report Cards

NOVEMBER
18 DAYS

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1: PD/Admin Day
(3 hours PD/
3 hours admin)
– No Students
12: Q2 Prog Reports
24-26: Thanksgiving
– Schools Closed

DECEMBER
13 DAYS
Q2: 41 DAYS
S1: 87 DAYS

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17: ½ Day for
students & staff
20-31: Winter Break
– Schools Closed

JANUARY
18 DAYS

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3: Winter Break
4: PD/Admin Day
(3 hours PD/
3 hours admin)
– No Students
7: Q2 Report Cards
17: MLK, Jr. Day
– Schools Closed

FEBRUARY
18 DAYS

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

4: Q3 Prog Reports
21: Presidents' Day
– Schools Closed
28: PD/Admin Day
(3 hours PD/
3 hours admin)
– No Students

MARCH
18 DAYS
Q3: 45 DAYS

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

*Parent Conferences to be held from 4:00-7:30 on a date at the school's discretion from Feb. 7-Mar. 11

14-18: Spring Break
– Schools Closed
25: Q3 Report Cards

APRIL
20 DAYS

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15: Good Friday
– Schools Closed
22: Q4 Prog Reports

MAY
18 DAYS
Q4: 47 DAYS
S2: 92 DAYS
Y1: 179 DAYS+1 SP=180

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

25: Report Card Day
– ½ Day for
students & staff
30: Memorial Day

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Q1 Q2 Q3 Q4 *Includes 18 hours of PD *Uses 1 stockpiled day; 12 days remain
Parent-Teacher Conferences to be held from 4:00-7:30 once each semester; dates determined by each school within window
Admin Days Professional Development Days System Holiday Progress Reports/Report Cards Abbreviated Days (½ Days)

CODE OF BEHAVIOR

The Robertson County Board of Education is required by state law to make and adopt rules setting forth standards of conduct and behavior that must be met by all pupils. Each school, in accordance with Board policies, shall also develop a code of behavior and discipline that is appropriate for that school. The following regulations apply to any student who is on school property, on a school bus, in attendance at any school-sponsored activity. Additionally, the regulations apply to any student whose conduct has a direct and immediate effect on maintaining order and discipline in the schools. You and your student agree to follow all COVID-19 guidelines set by the district. Failure to follow the guidelines could result in disciplinary action and/or removal from school.

Robertson County Schools is following the guidelines set forth by the State Department of Education and the CDC.

Rights and Responsibilities

The Board expects all school staff, students, and parents to assume the responsibility for appropriate behaviors in school.

Each student has the right to:

- Have the opportunity for a free education in the most appropriate learning environment;
- Be secure in person, papers and effects against unreasonable searches and seizure;
- Expect that school will be a safe place;
- Have an appropriate environment, conducive to learning;
- Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities; and
- Be fully informed on school rules and regulations.

Each student has the responsibility to:

- Know and adhere to reasonable and established rules/regulations;
- Respect the human dignity and worth of every other individual;
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- Study and maintain the best possible academic achievement;
- Be punctual and present in the regular school program;
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
- Maintain and/or improve the school environment, preserve school and private property, and exercise care when using facilities;
- Refrain from behavior which would lead to harm or which disrupts the educational process;
- Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
- Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
- Possess on school grounds only those materials that are acceptable under the

law, and to accept the consequences for articles stored or held in one's locker, bags, vehicles, or person.

Procedural Due Process

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense.

For minor offenses where the classroom teacher takes corrective measures, no formal procedure is required. The teacher will make an inquiry into the incident to ensure that the offender is accurately identified, that he/she understands the nature of the offense, and that he/she knows the consequences of the offense for which he/she is accused.

In case of severe offenses where there is a possibility of suspension or legal action, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. The principal shall investigate the incident prior to administering discipline.

If the principal determines that the offense is of such nature that the student's suspension should exceed ten days, he/she shall refer the case to the Disciplinary Hearing Authority.

INTERROGATIONS AND SEARCHES

Interrogations by School Personnel

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely, or evasively or refusing to answer a question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s)/guardian(s).

School personnel have a duty to report any reasonable suspicion that a student is carrying, or has carried, a weapon or is violating or has violated, a provision of the Tennessee Drug Control Act to the principal/designee. If the principal/designee is unavailable and the offense was committed on school property, the suspicion shall be reported to the appropriate authorities

Interrogations by the Police Department

If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours, on school grounds, and/or during school activities. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), and the principal or his/her designee shall be present during the interrogation. The use of policewomen or female staff members is desirable in the interrogation of female students.

Police-initiated Interrogations

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation and inform him/her of the probable cause to investigate. The principal shall make reasonable effort to notify the parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal or his/her designee shall be present during the interrogation.

Searches by School Personnel

Any principal/designee having reasonable suspicion may search any student, place, package or container, or thing on school property. Such objects may be in the actual or constructive possession of the student while on school property or during any organized school activity, including while riding any school owned vehicle. Such searches may be conducted if the principal/designee receives information which would cause a reasonable suspicion that the search will lead to the discovery of:

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

All lockers or other storage areas provided for student use on school premises remain the property of the system and are provided for the use of students, are subject to inspection, and may be accessed for maintenance, or search.

A student may be subject to a physical search, or a student's pocket, purse, or other container may be required to be emptied because of the results of a locker search, or because of information received which seems reasonable to the principal.

School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

Searches by the Police Department

The principal may request the assistance of a school resource officer or the police to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises; or

2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

Student Complaints and Grievances

Student complaints and grievances shall first be made to the teacher, then to the principal/designee. If not resolved, the matter may then be appealed to the Director of Schools/Designee, then ultimately to the Board of Education. Forms for the reporting of such grievances are maintained in the office of each school.

ROBERTSON COUNTY SCHOOLS BULLYING, HAZING AND HARASSMENT PROCEDURE

The Robertson County Schools Bullying, Hazing, and Harassment Procedure will be disseminated annually to all school staff, students, and parents via the Robertson County Student Handbook and/or website. This policy is in effect while students are on school property, at any school sponsored activity, on school provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. Cyber-bullying is bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to telephones, cellular phones, or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, websites, or fake profiles.

Bullying is conduct that meets one or more of the following criteria:

1. Is an act directed at one or more students that is intended to harm or embarrass;
2. Is repeated over time; and
3. Involves an imbalance of physical, emotional or social power.

Bullying can be conducted verbally or in writing (teasing, name calling, taunting, threatening to cause harm) socially/relationally (hurting someone's reputation or relationship), or physically (hurting someone or their possessions).

Hazing is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situation created in connection with initiation or affiliation with any organization.

Reporting and Investigations

The policy requires the principal and /or principal's designee, at each school to be responsible for investigating and resolving complaints alleging violation of this policy. They are responsible for determining whether an alleged act constitutes a violation of this policy. They shall conduct a prompt, thorough, and complete investigation of each alleged incident. Once determined through investigation that the policy has been violated, a report on the investigation will be delivered to the parents of the complainant and accused student(s) and to the Director of Schools (within the parameters of the Federal Family Educational Rights, and Privacy Act (FERPA) at 20 U.S.C.§ 1232g). Documentation of all alleged violations of the bullying policy will be kept for historic reference.

All school employees are required to report alleged violations of this policy to the principal and/or principal's designee. All other members of the school community including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously; however, such complaints may affect the school's ability to issue formal disciplinary action.

Preventions and Intervention Response

Consequences and appropriate remedial for anyone who commits one or more acts of harassment, bullying, or other acts of violent behavior may range from the development of a behavior plan up to and including suspension or expulsion, as set forth in the Robertson County Board of Education's approved code of conduct. School administrators shall consider the nature and circumstances of the incident, the age and maturity of the student, the degree of harm, previous incidences or pattern of behavior, or any other factors as appropriate to properly respond to each situation. Consequences for a student who commits an act of harassment, bullying or other act of violent behavior shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of conduct.

Reprisal, Retaliation, and False Accusations

The Robertson County Board of Education prohibits reprisal or retaliation against any person who reports or assists in any investigation of an act alleged in this policy. It prohibits any person from falsely accusing another of having committed an act of harassment or bullying as means of reprisal or retaliation. The consequences of appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

District Contact: Teresa Leavitt, Supervisor of Student Services
Phone: 615-384-5588 Email: teresa.leavitt@rcstn.net
Website: http://www.rcstn.net/departments/student_services

Sexual Harassment of Students

Sexual harassment activity toward any student by an employee or another student will not be tolerated. Sexual harassment is defined as conduct, advances, gestures or words of a sexual 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 an explicit or implicit term of receiving grades; or
4. Implies that submission to or rejection of such conduct will be used as a basis of determining the student's grades and/or participation in an activity.

Victims of sexual harassment shall report these conditions to the appropriate school official. Confidentiality will be maintained, and no reprisals or retaliation will occur as a result of good faith reporting of charges.

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The principal/designee shall be responsible for investigating the complaint. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Director of Schools and, ultimately, to the Board.

Racial Harassment

Racial harassment activity toward any student by an employee or another student will not be tolerated. Racial harassment may include:

1. Oral/written statements having racially demeaning implications; or
2. Gestures or conduct rooted in racial prejudice, or factors or considerations that signal contempt toward others of any race; or
3. Evidence, suggestion or implication that racial factors may be considered as a basis for academic or personnel decisions.

Any person who alleges racial harassment by a staff member or student may complain directly to a principal or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting racial harassment will not reflect upon the individual's status nor will it affect future employment, grades, or assignments.

The right to confidentiality, both complainant and of the accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when the conduct has occurred.

Student Conduct

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any employee shall have the authority to control the conduct of any student while under the supervision of the system. This authority shall extend to all school activities, including all games and public performances of athletic teams or other groups, trips and excursions. Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or at any school-sponsored activity, function or event, whether on or off campus. Neither shall he/she urge other students to engage in such conduct.

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent upon the severity of the offense and the offender's prior record, age and appropriate accommodation to meet individual differences. The protections of IDEA and Section 504 are required and will be followed for all identified eligible students.

Use of Tobacco

The use and possession of tobacco products, electronic cigarettes, or tobacco paraphernalia by students is prohibited in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on

or off school grounds.

State law states that law enforcement officials may issue a juvenile court citation for students under 18 who unlawfully possess tobacco products and/or electronic cigarettes. At the time of issuance of the citation, the officer or school official shall seize the tobacco product. In addition, the following actions will be taken:

1st offense	ISS, warning, and a letter explaining the violation
2nd offense	1 day suspension
3rd and subsequent offenses	2 day suspension

Alcohol and Drug Use

Students will not possess, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings or on schools grounds, school vehicles, or at any school-sponsored activity at any time whether on or off school campus.

Students will not market or distribute any substance that is represented to be or is substantially similar in color, shape, size or markings to a controlled substance.

Upon information that a student is suspected of violating this policy, the principal/designee shall be notified immediately. If it is determined that the policy has been violated the principal/designee shall notify the parent and appropriate law enforcement officials. The student shall be suspended to the Disciplinary Hearing Authority and be subject to a one calendar year suspension.

Reporting Unsafe Operation of a School Bus

If you observe a Robertson County School Bus being operated in an unsafe manner, please report unsafe behavior to the Supervisor of Transportation by calling 615-382-4680.

Bus Conduct

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

The principal/designee of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal/designee determines that the behavior is such as to cause disruption on the bus or if s/he disobeys state or local rules pertaining to transportation.

Any student who gets off the bus at any point between the pick-up point and the school must present the bus driver with a note of authorization from the parent and signed by the principal/designee of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written permission from the parent and approval of the principal/designee.

Bus Rules

Safe and dependable pupil transportation requires constant team effort from all those involved in the process. It is of great concern that each child is safe every day.

1. **ON TIME** — In order that drivers may meet their schedules, students must be at the proper location for boarding the bus on time. Running to the bus presents added danger. Students should be at their stop prior to their scheduled bus pickup time.
2. **WAITING** — All students must stay well clear of traffic lanes while waiting for the bus. Running, fighting, or shoving will not be allowed.
3. **COURTEOUS** — Each student who rides a school bus is expected to demonstrate a courteous and cooperative manner to all personnel.
4. **GOOD ORDER** — Students must maintain reasonable order so that the driver may be alert for any traffic hazards, signals, or emergency vehicles.
5. **REMAIN SEATED** — All students are to be seated and remain seated for the total trip. The drivers are encouraged to assign seats to students to maintain order and safety.

6. **PROPER DESTINATION** Students must ride to their proper destination. To get off elsewhere, the student will give the driver a dated note signed by the parent and the principal/designee.

7. **NO EATING** Eating is not allowed on the bus. Drinks (soft drinks, coffee, orange juice, milk, etc.) are not allowed to be opened or consumed on the bus. The system may occasionally provide water for students during hot months.

8. **KEEP INSIDE** No student is to put his/her head, hands, or arms outside the bus window.

9. **DEPARTING BUS** If students must cross the road after getting off the bus, they shall walk across approximately twelve (12) feet in front of the bus, making sure traffic has stopped in both directions, and then cross upon a signal from the driver. Students should never walk behind the bus.

10. **STAY CLEAR** Students must never play about the bus when getting on and off. Horseplay getting on and off the bus can be extremely dangerous. Students shall remain out of the Danger Zone at all times for safety.

11. **ELIGIBILITY** A student shall become ineligible for pupil transportation when his/her behavior is such as to cause dissension on a school bus or when he/she disobeys state or local rules and regulations pertaining to student transportation. School Transportation services are a privilege and may be revoked if safety violations occur.

12. **RESPONSIBILITY** It is the personal responsibility of the student and his/her parent(s)/guardian(s) to maintain eligibility to ride the bus.

13. **PAY FOR DAMAGE** Students who are known to inflict damages to the bus will pay the cost of repairs. This may be part of the principal's disciplinary action. Failure to pay for the cost of repairs may affect bus riding privileges.

14. **PRINCIPAL IN CHARGE** The principal of the school which the student attends is in charge of students' behavior on the bus just as in the classroom. Drivers will report to the principal students who need correction. The Transportation Supervisor may make recommendations to principals regarding disciplinary action.

15. **DISCIPLINE** The principal of the school will administer discipline for inappropriate behavior as required. This discipline may include suspension from school. When suspended from the bus, a student is suspended from all buses.

16. **RAILROAD CROSSING** Students must reduce the noise level and assist the driver in listening and looking in order for a safe crossing.

17. **PRE-K BOARDING** Pre-K students always board and unload the bus first to facilitate sign-on/sign off and ensure student safety.

18. **PARENT RESPONSIBILITY AT BUS STOPS**

Although we are committed to the safety of students on the bus and at the bus stop, there are situations that require your assistance and participation in order to enhance child safety. Students are under the control of the parent/guardian walking to and from the bus stop.

19. **BUSES EQUIPPED WITH SAFETY BELTS**

If a school bus is equipped with safety belts, students must wear them; students who do not properly equip their seat belts are subject to disciplinary action.

Weapons and Dangerous Instruments

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles, or off school grounds at a school-sponsored event.

Upon information that a student is suspected of violating this policy, the principal shall notify the student's parent and the appropriate law enforcement officials as required by law. Any weapon or instrument that is deemed to be hazardous, including laser pointers, shall be immediately confiscated.

Instruments, including tools and clips and unaltered nail files, used solely for the preparation of food, instruction and maintenance must be approved by the principal and used under the direct supervision of the teacher.

The Board of Education identifies the following items to be a hazard to the safety of the school population and a detriment to a positive educational environment. The board prohibits the possession of these items. After inquiry and obtaining the facts of the accusations, the principal shall take appropriate action. [References are made to FL - Federal Law; SL - State Law; or CO – Central Office Policy.]

Items and Consequences

The disciplinary infractions listed below will result in suspension to the Disciplinary Hearing Authority (DHA) and subject to expulsion for one calendar year:

Firearms (as defined by the Gun-Free School Act) – FL
Possession of other Weapons - SL
Threatened Use / Use of any Weapon - CO
Toy Guns (Used in a Threatening Manner) – CO

The disciplinary infractions listed below will result in the following:

Knives (Possession - Less Than 4") – CO
Grades K-3
1st offense - in school suspension (ISS) and notification of parent
2nd offense - out of school suspension (OSS)
3rd offense - suspension to the DHA

*Be advised, it is a violation of rules to possess a knife of ANY size on school grounds or at school events.

Toy Guns (Possession)
Grades K-3
1st offense – confiscation and parent conference
2nd offense - in school suspension (ISS)
3rd offense - out of school suspension (OSS)

Knives (Possession - Less Than 4") – CO
Toy Guns (Possession)
Grades 4-12
1st offense - in school suspension (ISS) and notification of parent
2nd offense - out of school suspension (OSS)
3rd offense - suspension to the DHA

Ammunition, Fireworks and Explosives - Possession of – CO
Grades K-3
1st offense – confiscation and parent conference
2nd offense - in school suspension (ISS)
Grades 4-12
1st offense - in school suspension (ISS)
2nd offense - out of school suspension (OSS)
Maximum – out of school suspension (OSS)

Ammunition, Fireworks And Explosives – Use - CO
Grade K-3
1st offense - Confiscation and parent conference
2nd offense – in school suspension (ISS)
3rd offense - suspension to the DHA
Grades 4-12
Minimum - in school suspension (ISS) and notification of parent
Maximum - suspension to the DHA

Dress Code Policy 6.310

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school, during the school day and any school events on school property. Any clothing that exposes underwear or body parts is prohibited. Specific guidelines appropriate for each level of school (elementary, middle, junior high and senior high) may be developed but include the following areas:

1. No head coverings, except for religious head coverings
2. No bare midriff, revealing necklines, tube tops, tank tops, or see through tops
3. Appropriate length of shorts and skirts
4. Clothing that exposes underwear or body parts in an indecent manner is prohibited.
5. No sagging pants
6. No attire promoting alcohol, tobacco, or drugs
7. No dusters or trench coats
8. No clothing containing advertising for objectionable causes or offensive language
9. No facial piercings, earrings only
10. All gang symbols and clothing are prohibited
11. Shoes/sandals must be worn at all times (tied/fastened)
12. Outer clothing which resembles lounge wear, pajamas, or underwear is prohibited
13. No spikes, chains, or other items that cause a safety concern

When a student is attired in a manner that violates the school dress code or is likely to cause disruption or interference with the operation of the school, the teacher and/or principal shall take appropriate action.

Admission Requirements

Parents of newly enrolling students must present:

- Long form birth certificate or officially accepted evidence of date of birth at the time of registration
- Evidence of current medical examination
- Evidence of required immunizations on a Tennessee Certificate
- Proofs of residence

If a student is experiencing homelessness or is an unaccompanied minor, contact Jenni Duskey, Homeless Liaison (615-382-3609).

Students must reside with the custodial parent, court appointed legal guardian, or properly delegated adult as provided for in T. C. A. 34-6-301 - 34-6-310. Both the parent(s)/guardian(s) and the designated caregiver must reside in the State of Tennessee and the caregiver must reside in Robertson County.

Delegation of authority - "Parent" defined. –(a)

(1) A parent or parents of a minor child may delegate to any adult person residing in this state temporary care-giving authority regarding the minor child when hardship prevents the parent or parents from caring for the child. This authority may be delegated without the approval of a court by executing in writing a power of attorney for care of a minor child on a form provided by the department of children's services. Hardships may include but are not limited to:

(A) The serious illness or incarceration of a parent or legal guardian;
(B) The physical or mental condition of the parent or legal guardian or the child is such that care, and supervision of the child cannot be provided; or
(C) The loss or inhabitability of the child's home as the result of a natural disaster.

(2) A local education agency (LEA) is not required to enroll a student with a power of attorney stating a hardship other than one (1) of the three (3) specifically stated in subdivisions (a)(1)(A)-(C). The LEA may, however, enroll a student with a properly executed power of attorney for other hardships on a case by case basis. Additional documentation may be requested.

(b) The power of attorney for care of the minor child shall be signed and acknowledged before a notary public by the parent.

(c) For purposes of this part the term "parent' includes a legal guardian or legal custodian of the minor child. [Acts 2003, ch. 71§ 1; 2004, ch. 521, §1.] All POAs must be revisited annually.

Admission of Suspended or Expelled Students

The Board may deny admission of any student who has been suspended or expelled from another in-state school system, even though the student changes residence. Enrolled students may be dismissed if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.

Compulsory Attendance

Attendance is a key factor in student achievement and students are expected to be present each day school is in session. The State requires all children between the ages of 6 and 17, inclusively, to attend school. A child entering kindergarten shall be no less than 5 on or before August 15. No child shall be eligible to enter first grade without having attended an approved kindergarten program. A child entering a special education program shall be no less than three years of age.

Absences from School and Attendance

Absences shall be classified as either excused or unexcused by the Principal/Designee.

Excused absences may include, but not be limited to:

(1) illness of student; after three (3) consecutive days, or repeated absences, a note from a physician may be required;
(2) illness of an immediate family member which requires the student's help at home;
(3) death of a family member;
(4) extreme weather conditions;
(5) religious observances;
(6) college visits;
(7) pregnancy;
(8) School sponsored or school endorsed activities;
(9) Summons, subpoena, or court order;
(10) circumstances, in the judgment of the principal/designee, created by emergencies over which the student has no control.

Schools may require an official verification of any appointment prior to excusing the absence. Schools may limit the number of excused absences for appointments.

Unexcused absences shall include but are not limited to:

(1) car trouble;
(2) personal business (e.g. cleaning house, shopping, babysitting, errands, hair appointment, work in the private sector).

In order to receive any attendance credit, including credit toward perfect attendance, a student must be present for the majority of the school day in accordance with State Attendance Accounting policies.

Reasons for absences or tardiness and requests for early dismissals before the close of school must be requested by the custodial parent or guardian or those authorized by the parent/guardian to request release. Students participating in school-sponsored activities whether on or off campus shall not be counted absent.

All missed class work or tests may be made up. Reasonable effort must be made, and ample opportunities must be provided by school personnel. Grades may reflect less than full credit. (Exceptions include pre-announced tests and term assignments that will be due upon return.) School work and tests missed for suspensions may be required to be made up.

Students may be denied the privilege of making up work missed as a result of an unexcused absence or suspension. All schools will review students' attendance and refer students to the Student Services Supervisor.

An accumulation of **8** unexcused tardies/early dismissals will equal **1** unexcused day, which will contribute to the number of unexcused days that trigger truancy interventions. Such absences may result in referral to Juvenile Court.

Chronic Absenteeism

While only unexcused absences accumulate for truancy purposes, the Robertson County Schools firmly believe in the importance of regular school attendance and recognize the role attendance plays in student success. As such, all student absences must be investigated and verified. School attendance is an essential dimension of overall student success. School attendance for children ages 6 to 17 inclusive is mandated by state law (TCA 49-6-3001) and penalties will apply for truant children (TCA 49-6-3007).

Release During School Hours

The following procedures will be observed with regard to dismissal:

1. No student will leave school prior to regular dismissal hours except with the approval of the principal and parent. Elementary students will be permitted to leave school prior to regular dismissal only in the company of a parent, guardian, employee, police officer, court officer, or a person designated by the parent in writing
2. No student will be sent from school to perform an errand or act as a messenger.
3. When dental/medical appointments cannot be scheduled outside school hours, a parent/guardian must send a signed, written request for dismissal or call for the student in person. Schools may require an official verification of the appointment prior to excusing the absence.
4. Students will be released only upon the written request of the custodial parent/guardian or to those authorized by the parent/guardian.
5. Schools shall not permit a change in the physical custody of a child unless the person seeking custody presents a certified copy of a court order and gives reasonable advance notice.
6. High School students may be released for jobs and training centers outside their home school only when it is a part of an approved program.

Acceptable Use Policy

I understand that, as a Computer & Internet user, I am responsible for my actions and that I am responsible to act considerately and appropriately, in accordance with the following rules. When using any Robertson County Schools Technology Resources or a personal device on district property, including computers and the Internet:

* I will not send, display, download or receive offensive and obscene messages, pictures, videos and/or music. * I will not use inappropriately explicit language. * I will not violate copyright laws. * I will not use Facebook, Twitter, Instagram or any other social media sites except when related to classroom instruction. * I will not attempt to hack, bypass or infiltrate any computer, network system, or web-filtering system. * I will not attempt to enter administrative network areas or other network areas not related to specific classroom instruction. * I will not sexually harass, insult, embarrass, stalk or cyber-bully others. (see Board policy 6.304) * I will not intentionally damage or vandalize computers, computer systems, computer networks, software or any other district owned equipment. * I will not use technological systems for a private gain or any commercial purpose. * I will not use other users' passwords, nor will I share my password with others.

* I will not attempt to access another user's private files, phone or e-mail messages, for this will be considered theft. * I will not intentionally misuse resources provided by the school system. * I will not disregard internet safety practices. Children's Internet Protection Act (CIPA) * I will not use a personal technological device during the school day, unless it is being used for an academic purpose with permission from a faculty member in a designated area. * I will not load software not specifically licensed to Robertson County Schools. * I will not use a third-party Internet provider while on school property (personal hotspot/personal data plan). * I will not attach non-approved devices to the school network (personal router, etc.).

Safety instruction – Students will be given appropriate instruction in Internet safety, security, appropriate online behavior and cyberbullying awareness.

All data including e-mail communications stored or transmitted on school system computers shall be monitored. Students have no expectation of privacy with regard to such data.

I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Robertson County Schools Technology Resources, including the Internet.

* Loss of access to Internet, access to other electronic media, and/or use of computers or other technology resources

* Additional disciplinary action to be determined at the school or district level in line with existing practice regarding inappropriate language or behavior

* Legal action, when applicable

Sanctions listed above may also apply when activity away from school is harmful to or involves other students/staff and/or causes a disruption with regular school business.

The information above is an overview of Board Policy #4.406. You can review the entire board policy at http://rcstn.net/board_of_education/policies/table_of_contents/. Board policy will be enforced in all Robertson County Schools.

If a student is part of a 1:1 laptop program, student/parent understands that they are responsible for equipment that is school issued including all accessories. This equipment is treated the same as textbooks issued according to board policy (Student Fees and Fines 6.709, Care of School Property 6.311). An optional protection plan can be purchased. This protection plan covers accidental damage and theft. This plan does not cover negligence.

Driver's License

Any student 15 or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver license denial or revocation. A student is academically deficient if s/he has not earned two (2) credits (block schedule) each semester. A student shall be deemed deficient in attendance when s/he drops out of school or has ten (10) consecutive or fifteen (15) days total of unexcused absences during a semester. T.C.A. 49-6-3014

Emergency Closing

The Board authorizes the Director of Schools to close schools in the event of hazardous weather or any other emergency that presents a threat to the safety of students, staff members, or school property. As soon as the decision to close schools is made, the Director of Schools will notify the local public media and request that an announcement be made. In addition, the SchoolMessenger system will be implemented. Parents are requested to maintain up-to-date telephone numbers for the SchoolMessenger system. In the event of a school evacuation, please listen to SchoolMessenger for instructions on the reunification (student pick-up) site; do not go to the school that has been evacuated.

Storm Warning Dismissal

Students may not be released to parent(s)/guardian(s) while the immediate area of the school is under a warning. Parents who arrive during an active warning will be encouraged to remain in a safe place within the school. Students who drive will not be dismissed until the warning has been expired. Students may be held beyond regular dismissal time if there is an active weather warning at the time of dismissal. Students who are on buses at the time of a weather warning will seek shelter at the first available facility.

Medications

No school official/teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be present, only the trained principal/designee will administer the medication in compliance with the following regulations:

All Medications must be:

1. Stored in a locked box/cabinet in a secure area:
2. Brought to school by a responsible adult in a properly labeled pharmacy container (prescription), or unopened bottle (over the counter).
3. Accompanied by written permission from the parent/guardian.

Emergency Medication:

1. Epi-pens and glucagon injections may be kept with the student. Students carrying epi-pens must have a physician's order stating they are capable of using the epi-pen without supervision. This physician's order must be accompanied by written permission from the parent/guardian.
2. Inhalers and glucagon injections may be kept with the student if there is parent permission and a physician's order on file with the school nurse. The student must be responsible for carrying the inhaler and/or glucagon injection.

Over-The-Counter Medicines:

1. Must be brought to school in a new, unopened container and labeled with the student's name and reason medication is needed.
2. Shall be administered according to the manufacturer's recommendation;
3. Aspirin/aspirin containing products will not be administered without a physician's order.
4. Herbals, vitamins, and essential oils will not be administered at school.

Prescriptions:

1. All prescription medications require a physician's order.
2. Prescription narcotic pain medications will not be given at school.
3. Medications prescribed 3 times per day should be given at home (before school, after school, and at bedtime).

Stock Medication/Supplies:

1. A limited amount of stock medical supplies (gauze, latex free bandages, isopropyl alcohol, hydrocortisone, peroxide, calamine lotion, wound cleanser, petroleum jelly, etc.) are maintained in nursing clinics for use with our students.
2. If you do not wish your student to be treated with such items, please provide notice to the building principal in writing.
3. No stock medications are kept in school clinics. All medications must be provided by the parents along with correct documentation.

Honor Rolls and Awards

Honor Rolls may be published for students in grades 4-12. In order to qualify for the "A" honor roll, a student must receive an "A" in each subject attempted during the grading period. In order to qualify for the "A-B" honor roll, a student must receive at least a "B" in each subject attempted during the grading period. Parents may make a written request that their student's name not be included.

Class Ranking

Senior class ranking is calculated at the end of the 3rd nine weeks of high school.

Graduation

All other in Robertson County, including those entering Springfield High for the 2019-2020 school year, will be required to complete 26 credits on the block schedule. Students must meet all graduation requirements in order to participate in any

graduation ceremony. The school system will sponsor graduation exercises two times per year during winter and spring. Should a student be found to be deficient in terms of attendance or behavior, s/he may be denied the privilege of participating in graduation exercises.

Honor Graduates

Any student who completes all requirements for a regular diploma with a minimum grade point average of 3.5 shall be designated a graduate with "Honors".

Graduate with Distinction

Students will be recognized as graduating with "Distinction" by attaining a 3.0 average AND completing at least one of the following: earn a nationally recognized industry certification; participate in at least one of the Governor's Schools; participate in one of the state's All-State musical organizations; be selected as a National Merit Finalist or Semi-Finalist; attain a score of 31 or higher composite score on the ACT; attain a score of 3 or higher on at least two advanced placement exams; successfully complete the International Baccalaureate Diploma Program; or earn 12 or more semester hours of transcript postsecondary credit.

Graduate with State Honors

Any student who scores at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT shall graduate with "State Honors." Students achieving such will be recognized at their individual commencements.

Tennessee Promise

The Tennessee Promise is only open to graduating high school seniors. It offers free tuition for five consecutive semesters of community college. There are several steps and requirements that must be completed by specified dates in order to remain eligible for the program:

- Students must complete the application at www.tnpromise.gov by the November 2020 deadline. Check with your guidance counselor.
- Submit a FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov by February 2021.
- Attend two mandatory meetings as scheduled in the Spring 2021.
- Make application to a Tennessee community college or Tennessee College of Applied Technology (TCAT).
- Meet and maintain the grade point average requirement of the community college or technical college to which you are applying.
- Complete eight hours of community service before enrolling in community college and maintain that level of service each term they are enrolled in the program.
- Start college in the first fall semester after you graduate from high school. Once enrolled, you must take at least 12 hours of classes each semester you are enrolled.

For more information, contact your school counselor and visit www.tnpromise.gov.

Tennessee Scholars

The Tennessee Scholars curriculum gives students the greatest number of options to pursue academic excellence, to enter post-secondary education, the military, or the workforce. The benefits for graduating as a Tennessee Scholar are: full tuition to any Tennessee College of Applied Technology and scholarships to many two year and four year Tennessee postsecondary schools. It guarantees increased job potential, recognition, and rewards. The Scholars designation is recognized on job applications in more than twenty states.

Students must meet all Tennessee Diploma Project academic requirements and the following workforce development skill requirements:

- 80 hours of Volunteer Service to the Community (See website for non-approved Volunteer hours).
- Maintain a "C" Average minimum in all Tennessee Scholars courses.
- 95% Attendance Required. (Cannot miss more than 36 total days in 4 years of high school)
- No out-of-school suspensions

For more information, contact your school counselor or visit www.tennesseescholars.org.

Early Graduation

Students who will meet all graduation requirements at the end of the first semester of their senior year may apply for early graduation status. Application will be made on the appropriate forms and submitted per established guidelines.

Students approved for early graduation status will be awarded their diploma and be officially graduated at the end of the first semester as part of a school sponsored graduation exercise. Upon graduation, these students are no longer eligible for participation in school-sponsored activities; such activities include but are not limited to: athletic programs, extracurricular activities, baccalaureate, prom, and second term graduation.

Grading System

Conduct grades shall be based upon criteria developed within each school and shall be: E - Excellent S - Satisfactory U – Unsatisfactory

In grades 1-12, the following scale is used:

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

TNReady/EOC grades have a percentage impact on final grades as required in state law.

Visitors to the school

Except on occasions, such as school programs, athletic events, open house or public events, **ALL VISITORS MUST** report to the office when entering the school and sign in with the front desk. Authorization to visit in the building will be determined by the principal/designee.

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the school grounds or into the buildings during hours of student instruction except students, the staff, parents of students, and other persons with lawful and valid business on school premises.

The principal/designee has the authority to exclude from the school premises any persons disrupting the educational programs, disturbing the teachers or students, or on the premises for the purpose of committing an illegal act. The principal/designee shall engage law enforcement officials when s/he believes the situation warrants such measures. Requests by students to bring visitors to school must be submitted and approved by the principal. In general, visitors are not allowed to observe in classrooms.

Student Vehicles

Students who ride bicycles or drive motor vehicles to school must leave them parked in designated areas until the end of the school day, unless permission is obtained from the principal/designee. Parking regulations for each school will be developed. Vehicles parked on school property by students or visitors are subject to be searched for drugs, drug paraphernalia, dangerous weapons and/or other prohibited items.

Safety

Only students assigned to the school, parents of students, and other persons with lawful and valid business on the school premises shall enter the grounds or buildings during the hours of student instruction.

The principal/designee shall secure assistance from law enforcement officials when deemed necessary to maintain order or security during the school day or during any activities of the school.

Care of School Property

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities or property. School property is defined as buildings, buses, books, equipment, materials or any other item under the jurisdiction of the Board.

Any student found to be responsible for the loss or damage of school property may be held liable for replacement or fine. Failure to pay the fine imposed within a reasonable time may result in:

1. Refusal to issue any additional textbooks until restitution is made; or
2. Withholding of all grade cards, diplomas, certificates or transcripts until restitution is made.

School Nutrition Program

Childhood is an important time to establish lifelong healthy eating habits. Healthy school meals and nutrition education will be available to all children as an important part of their education. In addition to meal service, other foods and beverages sold on the school campus will meet federal and state nutrition standards as directed by Robertson County Wellness Policies.

Applications for no cost or reduced-cost meals may be obtained from schools at any time during the school year and are available on-line on the county website. Students who participate in reduced-cost meals will not be distinguished in any way from students who pay regular prices.

Robertson County School Board Policy 3.501 states that a student may charge meals, not to exceed five meals; a parent must be contacted when a student is denied a charge and sustenance must be provided. An alternative meal is given when the charge policy is exceeded. Such a meal includes a cheese sandwich, a vegetable, a fruit, and a milk.

School breakfast and lunch prices for the 2021-2022 school year are as follows:

	Breakfast	Lunch
Elementary School	$-0-	$ 2.25
Middle School	$-0-	$ 2.50
High School	$-0-	$ 2.75
Student – Reduced	$-0-	$-0-
Staff Member	$ 2.25	$ 3.50
Visitor Adult	$ 2.50	$ 4.00
Visitor Child	$1.75	$ 3.00

Schools who are members of the Community Eligibility Provision allow students in those schools to eat breakfast and lunch at no cost. Please consult your school for membership status.

Student Records -- Annual Notification or Rights/ Privacy Rights

The student's parent/guardian or the eligible student has the right to:

1. Inspect and review the education record.
2. Seek correction of items in the records which are believed to be inaccurate, misleading or in violation of the student's rights.
3. File a complaint with the appropriate officials when the System violates laws and regulations relative to records.
4. Obtain a copy of such records at a minimal expense.
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law, or where the System has designated certain information as "directory information".

Directory Information

Statistical information not identified with a particular student may be released to any person, agency, or the public. Directory information includes: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent or previous educational agency or institution attended by the student.

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.

Parents/Guardians of students or eligible students have 2 weeks after this notification to advise the system in writing of items they designate not to be used.

Student Assignment

Students are expected to attend the school to which they are assigned by virtue of their residence. Legal residence is defined as the place of regular lodging by the parent/guardian.

Students are enrolled in school on a temporary basis pending verification of enrollment documents.

If at any time students are found to be in violation of enrollment guidelines, the parent/guardian will be notified by the school administrator. The parent/guardian will withdraw the child and enroll in the appropriate school of zone.

Out of Zone

Parents may make application to enroll their children in another school in the school system provided they meet the guidelines listed in Board Policy. If requests are approved, the parent must arrange transportation to and from that respective school. Requests must be made annually in writing to the Supervisor of Student Services on the approved request form.

All transfers are provisional based on a periodic review of enrollment data and continued efforts to reduce segregation. No transfers will be granted (in county or out of county) where the cumulative effect will reduce desegregation in the sending or receiving school.

Personal Communication and Electronic Devices

Students in grades 6 – 12 may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls. Such devices include but are not limited to: wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. At no time shall a student operate a cellular device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy right of another person. Violation of this policy may result in confiscation of the device and other disciplinary actions.

At no time shall the school be responsible for preventing theft, loss or damage to devices brought onto school property.

Students can use personally owned devices in the classroom for education purposes only, and this must be done under the direct supervision of the teacher.

1st offense—Confiscation of device; return in 3 school days or 10 dollar fine.
2nd offense—Confiscation of device; return in 5 school days or 20 dollar fine.
3rd offense—Confiscation of device; return in 10 school days or at end of grading period, whichever is longer, or 30 dollar fine.
4th offense—Confiscation of device; return at end of semester or 40 dollar fine.
Subsequent offenses will be treated under 4th offense guidance and may result in more serious discipline.

Discipline Procedures

The following misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

In all cases where disciplinary action is taken, appropriate investigation and due process procedures must be followed. When appropriate, parents and law enforcement officials will be notified.

LEVEL ONE

The principal of each school, working with the teaching staff, shall be responsible for the development and implementation of a code of discipline to deal with minor misbehaviors on the part of the student that ***impede orderly classroom procedures or interfere with orderly operation of the school/bus.*** These misbehaviors can usually be handled by individual staff members. These misbehaviors may include, but are not limited to, classroom disturbances, violation of the hands off policy (keep hands, feet, and objects to oneself), classroom tardies, cheating, lying, use of vulgar language, harassment, dress code violations, failure to do assignments, failure to carry out directions, disrespect to staff or teacher, and other conduct warranting discipline.

Appropriate disciplinary options at the school level may include: verbal reprimand, special assignments, restricted activities, counseling, withdrawal of privileges, issuance of demerits, strict supervised study, detention, or in-school suspension.

LEVEL I bus behaviors that occur when the bus is not in motion and/or which occur infrequently shall be addressed by the driver. Bus behaviors may include, but are not limited to, pushing, cutting line, clowning, failure to sit in appropriate seat, fussing, talking loudly, lying, use of vulgar language, unnecessary movement in the seat and annoying others. Appropriate disciplinary options may include: verbal reprimand, short-term assignments to seat, demerits, phone call or note to parents or removal of privileges (talking with friends, seat selection, toys, music). Documentation of Level I bus incidents requiring disciplinary action should be kept by the driver for future reference.

LEVEL TWO

Include misbehaviors whose ***frequency or seriousness tend to disrupt the learning climate of the school or behaviors that do not represent a direct threat to health and safety but do require administrative action at school or on the bus.*** Level II behaviors should be referred to the principal/designee when other corrective efforts are unsuccessful. These misbehaviors may include, but are not limited to, a continuation of the unmodified Level I behaviors, school or class tardies, school or class truancy, using forged notes or excuses, disruptive behavior, harassment, disrespect to a teacher or staff, and use or possession of tobacco products/e-cigarettes/vaping paraphernalia. Bus behaviors may include: persistent Level I behaviors, yelling from the windows, obscene gestures, and disrespect.

Appropriate disciplinary actions may include, but are not limited to: schedule change, modified probation, behavior modification, social probation, peer counseling, referral to an outside agency, long-term seat assignment, suspension from bus in the morning(s) or afternoon(s), in-school suspension, detention, suspension from school-sponsored activities, suspension from riding the bus, or out-of school suspension.

LEVEL THREE

Include misbehaviors which are ***acts directly against persons or property, but whose consequences do not seriously endanger the health or safety of others in the school or on the bus.*** These behaviors include but are not limited to: a continuation of unmodified Level One or Level Two behaviors, fighting (simple), vandalism (minor), stealing, harassment, abusive language, disrespect to teacher or staff, threats to others, and leaving school/campus without permission. Level Three bus behaviors include, but are not limited to: unmodified Level One and Level Two behaviors, repeatedly moving around the bus while it is in motion, sticking hands or objects out of the window, throwing objects from the bus, tripping others, physical or verbal aggression, simple fighting, causing emotional outbursts of others, jumping from the bus, opening the door without permission, tearing or cutting seats, drawing or writing on seats or walls, carving on seats or walls, destroying another student's property, obscene gestures, comments or recitations, cursing, name calling or harassment.

Appropriate disciplinary actions may include but are not limited to: in-school suspension, detention, restitution for loss, damaged, or stolen property, social adjustment classes, out of school suspension not to exceed ten (10) days or suspension from the bus

LEVEL FOUR

Include ***acts which result in violence to another's person or property, or which pose a threat to the safety of others or are so serious they usually require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Disciplinary Hearing Authority.*** These behaviors may include, but are not limited to: unmodified Level One, Two or Three behaviors, vandalism(excess of $100), consensual sexual contact, bomb threat, theft/possession/sale of stolen property (excess of $200), arson, harassment, fights (major, causing injury), assault and verbal assault, possession/use/transfer of dangerous weapons (which include but are not limited to firearms and knives with blades greater than four inches)*, assault/battery*, possession/use/transfer of unauthorized substances(including alcohol, marijuana, stimulant drugs, prescription medication not prescribed to the student, or drug paraphernalia)*, and credible threat delivered via electronic means to cause bodily injury or death to another student or school employee that disrupts activities at school*.

Any occurrence of Level Four behaviors must be reported to the school administration. The minimum disciplinary action by the school's administration is suspension to the Disciplinary Hearing Authority. Infractions marked with an asterisk(*) are subject to expulsion or remand for a period of not less than a calendar year.

DISCIPLINARY MEASURES

Detention--Students may be detained before or after the school day as a means of disciplinary action. The following guidelines shall be followed:

1. The student will be given at least one (1) day notice.
2. Parents will be informed before the detention takes place.
3. Students in detention will be under the supervision of certified staff members.
4. Detention will not be required for more than one and one-half hours after the official closing of the school day without parent permission but may be administered several days in succession or on Saturday.
5. Teachers must have the approval of the principal before detaining a student.

In-School Suspension (ISS)

Any principal or assistant principal may suspend any pupil from attendance in a specific class, classes, or school-sponsored activity without suspending such student from attendance at school. Good and sufficient reasons for such in-school suspension shall include but are not limited to:

1. Adversely affecting the safety and well-being of other pupils.
2. Disrupting a class or school-sponsored activity.
3. Being prejudicial to good order and discipline occurring in class, during school-sponsored activities, on the school bus, or on the school campus.

Students given ISS in excess of one (1) day from class shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area specified for study. Personnel responsible for ISS will see that each student is supervised at all times and has textbooks and class work assignments from his/her regular teachers. Students given ISS shall be required to complete academic assignments and shall receive credit for work completed. ISS personnel shall provide assistance as needed for students to successfully complete that assigned work.

Corporal Punishment

Corporal punishment is not used in the Robertson County School System.

STUDENT SUSPENSIONS

Reasons for Suspensions -- Any Principal or Assistant Principal may suspend any student from attendance at school, including its sponsored activities, or from riding a school bus for good and sufficient reasons including but not limited to:

- Willful and persistent violation of the rules of school or truancy.
- Immoral or disreputable conduct, including vulgar or profane language.
- Violence or threatened violence against the person or any personnel attending or assigned to any school
- Willful or malicious damage to real or personal property of the school or the property of any person attending or assigned to the school.
- Inciting, advertising, or counseling of others to engage in any of these acts.
- Possession of a pistol, gun, or firearm on school property.
- Possession of a knife.
- Assaulting a principal/teacher with vulgar, obscene, or threatening language.
- Unlawful use/possession of barbital or schedule drugs (TCA 53-10-101).
- Engaging in behavior that disrupts a class or school-sponsored activity.
- Any other conduct prejudicial to good order or discipline in any school.
- Off-campus criminal behavior that results in the student being legally

charged with a felony when the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

Days school is closed do not count as suspension days.

Procedures for In-School Suspension (ISS) and Out-of School Suspension (OSS)

Unless the student's continued presence in the school, class or activity presents immediate danger to the student or other persons or property, no Principal shall suspend any student until that student has been advised of the nature of the misconduct, questioned about the incident, and allowed to give an explanation.

Upon suspension of any student (including ISS in excess of one (1) day), an immediate attempt shall be made to contact the parent to inform him/her of the suspension. The student shall not be sent home before the end of the school day unless contact has been made.

Upon suspension of any student, other than for ISS of one day or less, the principal shall, within 24 hours, notify the parent and the Director of Schools of (1) the length, (2) the cause, and (3) the conditions for readmission which may include, at the request of either party, a meeting with the parent, student and principal.

If the suspension is to exceed five (5) days, but is no more than ten (10) days, the principal shall request a meeting with the parent and student within the first five (5) days following the issuance of the suspension and shall develop and implement a plan for correcting the behavior. At the time of this meeting, whether attended or not by the parent/guardian and the student, the Principal shall determine the length of the suspension (up to ten (10) days total) and the conditions for readmission.

If at the time of the suspension, the principal/designee determines that an offense has been committed which in the judgment of the principal/designee would justify a suspension for more than ten (10) days, s/he shall immediately suspend the student to the Disciplinary Hearing Authority. After the hearing, the Disciplinary Hearing Authority may:

1. Order the removal of the suspension.
2. Order the removal of the suspension upon terms and conditions it deems reasonable.
3. Assign the student to an Alternative Program.
4. Suspend a student for a specified period of time.
5. Recommend expulsion to the Board of Education.

The Disciplinary Hearing Authority (DHA) shall make a written record of the proceedings. The student, parent, or Principal, may, within five days of the decision, request an appeal of the decision of the DHA. After a review, the Board may affirm the decision of the DHA, modify the decision, or grant a hearing before the Board. After the hearing, the Board may affirm the decision, modify the decision, including imposing a more severe penalty than that of the DHA.

If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal/designee. Students under suspension from one school in the System cannot enter another school, nor attend school-sponsored activities/events in the System.

Zero-Tolerance Behavior

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in the following behaviors will be subject to a suspension for a period of not less than one calendar year. The Director of Schools shall have the authority to modify the suspension requirement on a case-by-case basis.

Zero-tolerance acts as defined by Law or Board of Education Policy:

- Possession/use/transfer of illegal substances, including alcohol, marijuana, stimulant drugs, prescription medication not prescribed to the student, or drug paraphernalia.
- Assault, threatening to assault, or committing aggravated assault upon any student, teacher, or system employee.
- Possession/use/transfer of dangerous weapons.
- Unauthorized possession of a firearm as defined in 18 USC 921.
- Who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention.

Robertson County Online Learning Experience

The Robertson County Online Learning Experiences (ROLE) office exists to offer students personalized, online learning opportunities. Please contact Mary Jo Holmes at 615-382-8920 for more information. ROLE is comprised of the following programs:

- The Focus Program

- Credit Recovery
- Alternate Credit
- Robertson County Virtual School

Robertson County Virtual School

The Virtual School is an online learning opportunity for Robertson County students in grades 3-12 who are not experiencing success in a traditional school setting. Students should be on track for graduation and free of substantial credit deficiencies. Since a great deal of learning will be self-directed, students must be eager to learn and motivated to do so. To schedule an eligibility screening, please contact RCVS at 615-382-8920.

Alternative School (RCPA)

The Board operates an Alternative School Program for students in grades 4 -12 who have been suspended or expelled from regular school programs. Attendance in the Alternative School shall be mandatory, and students attending an alternative school shall provide their own transportation. Only district level action may determine placement in the Alternative School Program. The Robertson County School System honors the alternative school assignments of other districts.

PROGRAMS AND SERVICES

Robertson County Schools are proud to offer a variety of programs and services to meet a diversity of student needs. For more information about any of these programs, please call 384-5588.

- Academic Competitions
- Alternative School Program
- Athletic Programs
- Career and Technical Programs
- Child Nutrition Program
- Clubs and Organizations
- Correspondence Courses
- Counseling Services
- Cover Kids
- Dual and Joint Enrollment
- Family Resource Center
- Fine Arts Program
- Health Services
- Pre-Kindergarten Program
- RISE (Gifted Education)
- ROLE (RC Online Learning Experiences)
- Special Education Services
- Student Transportation
- Summer School
- Tennessee Scholars
- Title I Parenting Center
- Virtual School
- Well-Child

SCHOOL SYSTEM GENERAL INFORMATION

Up-to-date information about the Robertson County School System can be found by visiting the school system website: **https://www.rcstn.net/**

SCHOOLMESSENGER

SchoolMessenger is a telephone notification program that has been made available to Robertson County Schools by Community Bank and Trust and NorthCrest Medical Center. SchoolMessenger is a web-based program and it has the capacity to make more than 500,000 phone call attempts and deliver 200,000 messages an hour. If you have children in the school system you can be kept up-to-date on any school event from scheduling to emergencies. ***Please make sure your telephone number is up-to-date in the school's office.***

STUDENT HOMEWORK HELP

Robertson County is proud to be in partnership with the Homework Hotline program. Homework Hotline provides one-on-one free tutoring by phone to Middle Tennessee students and parents. With Homework Hotline, students tackle new concepts, complete challenging assignments, and gain academic skills. Homework Hotline helps students achieve and thrive – one assignment at a time. Students who get the help they seek return to school better prepared and less discouraged.

Bilingual assistance is available in several languages. This program is free thanks to the program's sponsor. Robertson County Schools students may obtain homework help in any subject by calling the toll free number at 1-888-868-5777 or 615-298-6636 on Monday through Thursday from 5:00 pm - 8:00 pm or you can email questions to director@homeworkhotline.info.

PARENT / SCHOOL LIAISON

The Office for the Parent/School Liaison and Homeless Liaison is located at Bransford Elementary School, 700 Bransford Drive, Springfield, Tennessee. The office number is 615-382-3609. Mrs. Jenni Dusky (Jennifer.dusky@rcstn.net) is the Parent/ School Liaison for Robertson County Schools. She can also be reached by cell at 615-289-6945. The Parent/School Liaison assists with academic, attendance, and home needs of students/families. Resources for food, clothing, shelter, health, or other types of relief are provided by the Parent Center.

HOMELESS LIAISON

McKinney – Vento Education Assistance Act – Children who lack a fixed, regular and adequate nighttime residence have specific rights under the McKinney – Vento Education Assistance Act. The Homeless Liaison is Mrs. Sarah Evans, sarah.evans@rcstn.net. You can contact her at 615-382-3609 or 615-487-0546, for additional information

FAMILY RESOURCE CENTER

The mission of the Family Resource Center is to help individuals identify and overcome barriers that impede the fulfillment of their goals, to promote the development of strong families, to assist in the preservation of family units, and to break the cycle of at-risk behaviors.

The Family Resource Center is a non-threatening referral agency that matches the problems individuals are experiencing with a community-based agency or a direct service offered by the Family Resource Center. Referrals to the Family Resource Center can be made by any individual, and the referral process is free. The Family Resource Center provides access to programs and workshops such as parenting support and stress management classes. These programs and workshops serve students, parents and the community. The Family Resource Center is located at 700 Bransford Drive, Springfield Tennessee. Danielle Frazier is the Director and can be reached at 615-382-3104, 615-487-9888 or danielle.frazier@rcstn.net.

SCHOOL NURSING SERVICES

The major objective of School Nursing Services is to protect and promote the health of students. Verification of physicals/immunizations, assessment of sick and injured students, performance of procedures, and assisting with medications are just a small portion of the services School Nurses provide daily. School Nursing services are conducted based on Tennessee State Laws, Guidelines for Health Care Professionals in the School Setting, and Board/Departmental Policies. Healthy children learn better! School Nurses are doing their part and thank you for doing yours!

Robertson County Schools' Suicide Protocol is available from the School Nursing Office upon request.

This department is located at 800 M.S. Couts Blvd, Springfield, TN. You may reach Amber Hester, RN, Coordinator, at 615-382-3606 or by email at amber.hester@rcstn.net.

COORDINATED SCHOOL HEALTH

Coordinated School Health is an effective system designed to connect health (physical, emotional, and social) with education. This model consists of eight inter-related components. This approach constitutes a systems change by improving students' health and their capacity to learn through personal responsibility, and the support of families, communities and school.

Screenings

Robertson County students have the opportunity for various health screenings including vision, hearing, dental, body mass index, scoliosis, and blood pressure. Students in Kindergarten, 2nd, 4th, 6th, 8th, and 10th grades will be offered a hearing, vision, blood pressure, and height/weight (Body Mass Index) screening. A color vision screening will be offered to those students in 2nd grade. In addition, those students in 6th grade will be offered a screening for scoliosis. Parents will only be notified of their student's screening results if they are found to be outside of normal limits.

Please contact Coordinated School Health Coordinator, Dawn Callas, at dawn.callas@rcstn.net or 615-384-0512 with further questions.

Student Wellness Policy

The Board recognizes the link between student wellness and academic achievement. In order to promote overall wellness for our students, a Student Wellness Policy (policy number 6.402) has been created. This policy can be found on the county website under Board Policies. This policy states than an advisory council shall be established to serve as a resource to school sites for implementing policies. The School Health Advisory Council consists of individuals representing the school and community, including parents, students, teachers, school administrators, school board members, health professionals, school food service representatives, and members of the public. Notice of all Advisory Council meetings will be posted on the county website, and all stake holders are invited to attend meetings. Please contact

Coordinated School Health Coordinator, Dawn Callas, at dawn.callas@rcstn.net or 615-384-0512 with questions.

Notification of Family Life Education

Your student has the opportunity to participate in valuable age-appropriate programs presented at school that will be offered during the school year that address abstinence based family life education (teen pregnancy and STD/HIV prevention). This student handbook serves only as NOTIFICATION of the potential programs. A parent permission form will be sent home prior to all program opportunities. All program content follows the guidelines and requirements set forth in the Family Life Domain of the TN Health Education Standards as required by the TN State Board of Education. According to state law, SB3310, Family Life Education is required. You have the right to review any and all program materials prior to the implementation. Please contact the individual agencies and request to review their curriculum. Contact information for each agency will be on the provided parent permission form.

Please contact Coordinated School Health Coordinator, Dawn Callas, at dawn.callas@rcstn.net or 615-384-0512, with any further questions.

PHOTO / VIDEO

On occasion, students may be videotaped or photographed while participating in instructional programs or school activities. Over the course of the year, children's names and/or photos may be used or published in District publications or in local newspapers or other media or letters relating to school activities. If parents elect for students to be excluded, they must provide written documentation to the building Principal. Due to confidentiality, video recordings remain the property of the school system and are not to be shared / copied for the public.

Parents may photograph or video their own student, but photos or videos of other students or school personnel are prohibited without prior written notice from parents or guardians.

SURVEYS

On occasion, students in Robertson County Schools may be asked to participate in various surveys. The Principal will notify parents of the time and place where they may review these surveys. A permission form will be sent home with all students prior to completion of surveys.

EVERY STUDENT SUCCEEDS ACT

The Every Student Succeeds Act provides information to parents regarding students, parents and schools.

- Parents have the right to request information about the professional qualifications of teachers and paraprofessionals who instruct their child.
- Parents have the right to be notified if a district employs a teacher for over four weeks who does not meet the highly qualified requirements.
- The local school system is implementing a plan to ensure that all Robertson County teachers and paraprofessionals meet the requirements defining "highly qualified."
- Parents have the right to request that their child's name, address and telephone number not be released to a military recruiter without prior written consent.
- Parents may access complete information on the ESSA Act on the internet at www.ed.gov/esea.

For additional information please contact the Robertson County Board of Education at 615-384-5588.

High Intellectual Potential

Definition for Intellectually Gifted

"Intellectually Gifted" means a child whose intellectual abilities, creativity, and potential for achievement are so outstanding that the child's needs exceed differentiated general education programing, adversely affects educational performance, and requires specifically designed instruction or support services. Children from all populations (e.g., all cultural, racial, and ethnic groups, English Learners, all economic strata, twice exceptional, etc.) can be found to possess these abilities. Children identified as intellectually gifted are exempted from the discipline procedures at 34.C.F.R. 300.530-537. Children with a dual diagnosis that includes intellectually gifted must be considered as children with a disability and may not be exempted from the discipline procedures at 34 C.R.F. 300.530-537.

"Adverse affect" means the general curriculum alone is inadequate to appropriately meet the student's educational needs.

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 children. The State of Tennessee and Local Education Agencies are committed to providing equitable and appropriate assessment for all students.

Do you know a student who?

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

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

Assessment Criteria

Eligibility for services as a gifted student is based on evaluation in each of the following component areas:

- Educational Performance/Achievement
- Creativity/Characteristics
- Cognitive/Intelligence

Eligibility Criteria

In addition to meeting assessment criteria, a student must demonstrate a need for services beyond what is provided in the general education curriculum.

The Referral Process

Anyone, including the parent(s), guardian, or community professional 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.

If you know of a child with these outstanding abilities and characteristics and would like to refer him/her for gifted evaluation, please contact your school's gifted teacher or the Gifted Coordinator at the County Office at any time.

Robertson County Schools Family Engagement Plan – Robertson County Schools developed the following standards of family engagement to help accomplish our mission to ensure each student is prepared to succeed in life.

- The school district will establish opportunities for families to actively engage in the district's mission and strategic goals.
- The school will establish opportunities for families to actively support its mission and goals.
- The teacher will establish opportunities for families to actively engage in supporting their children's education.
- The family will support the learning of its members and the efforts of the school system to provide a quality education to all students.
- Handbooks, newsletters, report cards and other communications are easy to understand and translated to the degree practicable.

The complete Family Engagement Plan may be accessed at http://www.rcstn.net/departments/federal_programs/family_engagement_plan/ or a paper copy may be obtained at your child's school. This plan is to be reviewed annually by parents and educators.

Unsafe School Choice Policy – Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a crime as defined under T.C.A. 40-38-111(g), or the attempt to commit one of these offenses as defined under T.C.A. 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting the Office of Student Services at 615-384-5588.

Before/After School Care-

For more information, please contact the before/aftercare site.

Coopertown Elementary Eagle's Town	615-382-0920
Crestview Elementary Explorers	615-384-3105
Greenbrier Elementary Bobcat Buddies	615-643-1724
Robert F. Woodall Patriot Pals	615-672-8726
Watauga Elementary Ridgetoppers	615-859-0026
White House Heritage Elementary Patriot Friends	615-672-4682

PARENT RESOURCES

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are

many agencies and organizations that offer support, information, training and help in advocating for persons with disabilities in Tennessee. This information is provided as a service to individuals seeking additional avenues for help and information. Neither the Department of Education nor the Robertson County Board of Education intends this as an endorsement or recommendation for any individual, organization, or service represented on these pages.

The ARC of Tennessee
44 Vantage Way, Suite 550, Nashville, TN 37228
Web site: www.thearctn.org
Phone: 615-248-5878 toll free: 1-800-835-7077
Fax: 615-248-5879 Email: pcooper@thearctn.org

Family Focused Solutions
Pamela Taylor, Counselor
615-230-0125
615-547-5047

Robertson County Health Department
800 Brown Street, Springfield, TN 37172
615-384-4504

Robertson County Schools
800 MS Couts Boulevard, Springfield, TN 37172
www.rcstn.net
615-384-5588

Support and Training for Exceptional Parents (STEP)
712 Professional Plaza, Greenville, TN 37745
Web site: www.tnstep.org/

West Tennessee 901-756-4332 jenness.roth@tnstep.org
East Tennessee 423-639-2464 karen.harrison@tnstep.org
Middle Tennessee 615-463-2310 information @tnstep.org

Tennessee Protection and Advocacy (TP&A)
412 21st Avenue South, Nashville, TN 37212
Phone: 615-298-1080 Toll free 1-800-287-9636
Fax: 615-298-2046 TTY 615-298-2471

Tennessee Voices for Children
Web site: www.tnvoices.org
West Tennessee 731-660-6365 Fax: 731-660-6372
East Tennessee 865-609-2490 Fax: 865-609-2543
Middle Tennessee 615-269-7751 Fax: 615-269-8914
TN Toll free: 1- 800-670-9882

Legal Services Division
Division of Special Education
Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, TN 37243-2851
Fax: 615-223-5567 or 615-532-9412

Department of Children's Services-
To report abuse or neglect: 1-877-237-0004
This number is posted in each school building.

Robertson County Crisis Line- 877-652-3069
Project Aware is available 24 hours a day, 7 days a week

Robertson County Resource Directory
https://www.rcstn.net/q/2021_resource_directory/

National Suicide Prevention Hotline
800-273-8255

Tennessee Suicide Prevention Network- tspn.org
446 Metroplex Drive
Suite A224
Nashville, TN 37212
Phone: 615-297-1077
The Tennessee Suicide Prevention Network (TSPN) is the statewide public-private organization responsible for implementing the Tennessee Strategy for Suicide Prevention as defined by the 2001 National Strategy for Suicide Prevention.

Stopbullying.gov
This site has a wealth of information on bullying and anti-bullying resources.
Answers to many questions and other helpful information not found in this handbook may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting the web site: **www.tn.gov/education**

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