

R. T. Fisher School

Student Handbook

2025 - 2026

ATTENDANCE INFORMATION

ARRIVAL TO SCHOOL:

All students are required to ride a pre-assigned Sumner County School bus to R. T. Fisher School. If a student misses the bus, the parent(s) should bring the student to school and the student will receive zero a.m. bus points. Students arriving late to school must enter through the front entrance with their parent(s). Immediately upon entering the building, please sign in at the LobbyGuard kiosk. No student will be admitted to the school before 7:15 a.m.. Students that arrive at school between 7:15 a.m. and 7:30 a.m. will be escorted to the gymnasium for morning searches. In order for students that arrive after 7:30 a.m. to meet morning search requirements, the student must be in the gymnasium before the first class is dismissed from the gymnasium.

Students will receive a.m. and p.m. bus points. Each count as one point individually, for a total of two points. This will incentivize attendance while on consecutive days for late arrival or early dismissal.

ATTENDANCE POLICY:

Sumner County Schools recognizes that good attendance at school is fundamental to student learning. Attendance is a crucial factor in student achievement. Therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

The Compulsory School Attendance Law in Tennessee requires children to attend school each day.

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardians of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences must be accompanied by a parent or medical doctor's note. Excused absences shall include:

- Personal illness/injury;
- Illness of immediate family member;
- Death in family;

- Extreme weather conditions;
- Religious observances;
- Absences related to family military deployment;
- Summons, subpoena, or court order, or
- Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Appeal Procedure for Unexcused Absences

The initial appeal shall be to the building principal or designee. If not resolved at the building level, the parent can request in writing an appeal to the Attendance Office at the Sumner County Board of Education. The appeal will be heard by the Appeals Committee consisting of Director of Schools Designee, an Attendance personnel representative and a principal/assistant principal representative. The burden of proof rests on the student or guardian. The appeal process for determining unexcused absences is ancillary to a truancy decision rendered by a juvenile court judge as described in T.C.A. 49-6-3010.

A principal may verify absences for the following:

- Approved school activity that is school sponsored and school supervised
- Extenuating circumstances on a case-by-case basis

Tardies: Any student not in the classroom when the class begins is tardy. Excessive tardies will be referred to the attendance department for review. A tardy is only excused by a doctor's note or school staff.

Unexcused Early Dismissals: For any student that is dismissed from school without a valid reason, the absence will be considered an unexcused early dismissal. A doctor's note excuses the early dismissal. A parent note may only be used to excuse a full day of absence.

Upon the first day of returning to school, it is the student's responsibility in middle and high school and the parent's responsibility in elementary school to make contact with the teacher(s) regarding make-up work. During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of the absence.

Progressive Truancy Interventions (per board policy)

Tier 1- (3 unexcused)	Three (3) unexcused absences = phone call from Attendance Clerk to obtain parent note or valid excuse. Five (5) unexcused absences will trigger an invitation for Attendance Contract meeting – completed by administrator, parent, and student.
Tier 2 (7 unexcused)	Triggered at seven (7) unexcused absences, SART (School Attendance Review Team) will complete Individual Assessment on student. Based on the Assessment, Interventions may include: Referrals for school counselor, community resources, McKinney Vento students referred to Student Support Counselor, tutoring, referral to Family Resource Center or creation of Student Health Plan with the nurse. SART (School Attendance Review Team) consists of at least the Administrator, Counselor, Teacher(s), and School Nurse.
Tier 3 (10 unexcused)	Progressive Assurance Statement signed by Administrator, Truancy Referral and previous Tier documentation is sent to attendance office. Assigned Truancy Officer implements interventions. If non-compliant: Assigned to DART (District Attendance Review Team) or Juvenile Court Truancy Petition filed.

CONSECUTIVE DAYS:

If students have appointments in the morning they should return to school when the appointment is completed. Verified or excused absences before 10:30am will allow the student to continue their progress through the level system. If students have appointments in the afternoon they must stay until at least 1:00pm and provide a verified or excused absence in order to continue their progress on the level system. The student must still achieve the required percentage of points to earn their day.

EARLY DISMISSAL:

During the school day, all students are expected to remain in the school building from the time they arrive on school grounds until the end of school. It is the responsibility of every student who leaves school early to have their parent(s) sign them out. Students must leave through the front entrance and must leave the campus immediately upon being dismissed. If a student returns to school after having checked out, he/she must sign in and be accompanied by their parent(s), and the student will then be searched before returning to their regular schedule.

COUNSELOR - PRINCIPAL CONFERENCES:

A student who is in a conference with a counselor or the principal during class time will be escorted to and from their assigned class. Parents or students who wish to meet with counselors should make an appointment in advance.

REQUEST FOR MAKEUP WORK:

The office will provide make-up work once a student has missed more than two (2) consecutive days. Make-up work must be requested through the front office no later than 9:30 a.m. on the day the work is to be picked up. Work will not be available on the same day if the request is received after 9:30 a.m.. This will give teachers adequate time to prepare the materials. Work can be picked up in the main office after 1:30 p.m. If make-up work is not picked up, it is the responsibility of the student to work with their teacher(s) to make-up the missed assignments.

RETURNING FROM AN ABSENCE:

When returning to school after an absence, students must present a note from their parent(s) for excused absences to the attendance clerk upon arrival.

Notes from parent/guardian should include the following:

1. Student's name
2. The reason for the absence(s) or acknowledgement of the absence(s)
3. The date(s) of the absence(s)
4. Parent(s) or guardian(s) signature and phone number

DISCIPLINE INFORMATION

ALCOHOL AND DRUG ABUSE:

PURPOSE

The purpose of our alcohol and drug abuse policy is to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug-Free” community.

DEFINITIONS

1. **Alcoholic beverage** includes alcohol, spirits, liquor, wine or beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.
2. **Illegal drugs** include controlled substances, prescriptions not intended for the possessor or user, over-the-counter substances, substances used as intoxicating inhalant, or any substance which is portrayed as one of the above.
3. **Use** shall mean the introduction of illegal drugs or alcoholic beverages into the body in any manner or the indication of action or behavior that such introduction has taken place.
4. **Possession** will mean either having illegal drugs, drug paraphernalia, or alcoholic beverages on the person, or in the immediate vicinity of the person or among the student’s personal possession including but not limited to lockers, car etc.

POLICY

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug-Free” community, the Sumner County Board of Education’s plan for dealing with alcohol and drugs shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered “High-risk” to agencies and other sources of appropriate help; and
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of Tennessee State guidelines, the Director of Schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities.
3. Implementing the relevant portions of the Drug-Free Act by:
 - a) Informing all students in grades seven (7) through twelve (12) of its provisions;
 - b) Distributing to all students a pamphlet from the Department of Safety describing the laws;
 - c) Including the teaching of its components of the law in the annual pre-school year in-service training for teachers and principals; and
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events.

Students will not use, possess, distribute, or be under the influence of illegal drugs, drug paraphernalia, or alcoholic beverages 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.

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

Upon receiving information that a student is suspected of violating this policy, the principal of the school shall be notified as soon as feasible. If it is determined that Sumner County Board of Education policy has been violated, the principal or appropriate designee shall notify the student’s parent/guardian and, if necessary, the appropriate law enforcement agencies, as soon as feasible, and the student shall be subject to suspension for such policy violation.

The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis as detailed in Board Policy JCCC. Certain offenses may be eligible for appeal to the full Board of Education.

BOTTOM LINE OFFENSES:

A bottom-line offense is a verbal or physical action by a student who threatens the safety of others or school property or negatively affects the efficient operation of the school. These include but are not limited to:

- Assault (verbal and physical)
- Illegal items and substances, including cigarettes/lighters/vapes
- Leaving class/campus without permission
- Out of area
- Property destruction
- Sexual harassment
- Total disrespect

Bottom line offenses usually result in consequences such as level suspensions, ISS, or OSS depending on the circumstances of the offense.

BUS CONDUCT:

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students shall follow all reasonable instructions pertaining to conduct and safety that are given by the bus driver or appropriate adult on the school bus.

A student may be denied the privilege of riding the bus if determined by the principal that the student's behavior is such as to cause disruption on the bus or when the student disobeys state or local rules and regulations pertaining to student transportation. Parents must provide transportation to and from school if their child is denied transportation because of suspension.

To ensure the safety of each child, all students assigned to R. T. Fisher School are required to ride the designated school bus assigned by Sumner County Schools. The bus stops are at centralized locations in each geographic area in Sumner County. You will be contacted by the bus driver prior to your child starting at R. T. Fisher School about the exact pick-up and drop-off location and the times.

Bus Stop Procedures:

Students and parent(s) will observe the following procedures at the central drop off/pick-up locations:

- Be at the assigned bus stop five minutes before the bus is scheduled to arrive
- The parent or designee must accompany their student(s) at the bus stop at drop off and pick-up for all students. A bus driver must be able to see the adult or designee so that the appropriate identification can be made. Drivers will only release students at their designated bus stops
- A bus will wait no longer than 2 minutes at any stop for late students. If a bus is delayed, it can

still only allow two additional waiting minutes for each stop

- Wait at the bus stop in a safe place (12 feet away from the road)
- Stay on your side of the road until the bus comes
- Line up in an orderly fashion and wait for the bus to come to a complete stop before boarding. Do not crowd or push

Seating Procedure:

Upon entry to the bus, students should go immediately to their assigned seat without crowding, shoving or disturbing others. There may be times when seats are shared with others. Students should always be seated when the bus is moving, sit facing the front of the bus, and remain seated until the bus comes to a complete stop and the driver opens the door.

Bus stop location or time questions?

Contact the Supervisor of Student Transportation at (615) 452-1520 or Janet Jacobs at R.T. Fisher (615)451-6558

DAMAGE TO SCHOOL OR STUDENT PROPERTY:

Any damage or destruction to school property will result in immediate disciplinary action. Please remember that this costs everyone money and often the loss in usage of the damaged item. In addition to the punishment, the student will be required to pay for repairing or replacing the damaged item.

DISRESPECTFUL CONDUCT:

In order to build an effective school, we must have confidence in and respect for our faculty and staff. Please remember to be respectful and courteous to all teachers, substitutes, staff, and visitors. Disrespect (this would include negative comments, mumbling under the breath, etc.) will be considered a severe infraction of school policy.

DRESSING AND GROOMING:

R. T. Fisher School expects our students to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of our school. The personal appearance of students should conform to the uniform policy of the school, promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of R. T. Fisher School. The principal reserves the right to amend any provisions based on what is deemed to be in the best interest of the student(s) or the educational program. Due to these factors, students at R. T. Fisher School must abide by the following policy.

Pants: Must wear full-length khaki dress pants
No decorations or lacing on the pants
Must fit appropriately
No holes
Must have loops to hold a belt
No elastic or cloth bands or drawstrings above belt loops
Must not have cargo pockets or additional pockets
No patch pockets/no cutting off patch pockets
Pockets must pull out
Must not have additional zipper(s)
Must be worn above the waist
No gym shorts, leggings, compression or thermal underpants under khaki pants
No multiple layers under khaki pants
Must be fastened with button
Belt must not have metal in or on fabric except for buckle
Belt buckle must not be solid (Tongue and loop style) No designer
Belt should be either brown or black
Belt should fit appropriately without a long end free

Shirts: Must wear full-length navy blue polo shirts, which can be tucked into pants (Light blue is not acceptable)
May be short or long sleeved
Must have an extended collar
Must be ¾ button down
Must not be compression
Must not have any writing on shirts
Small brand logos are allowed. If there is an issue, the administration will address it.
Must be long enough to stay tucked into pants
T-shirts may be worn underneath polo, but they must be white or cream color; no writing allowed
Thermal shirts or long sleeved t-shirts may be worn; white, cream, navy, black or gray color is acceptable – no writing or buttons
Must not wear sweatshirts

Shoes: Students must wear shoes that are appropriate for physical conditioning. (Athletic shoes)
Shoes should have covered heels and toes
Must not have straps, buckles or metal-toes
No boots, hiking shoes, cowboy boots, nor designer shoes
Shoelaces must not have writing on them or designs
Must wear solid white, black, or gray socks only.
(Heel and toe can have color)

Miscellaneous: Students must not wear or bring accessories that hinder the searches or educational environment of the school
All tattoos or markings involving gangs, profanity, or nudity must be appropriately covered throughout the entire school day
Basic make-up is allowed
No jewelry/spacers or watches of any kind may be worn.
No purses, wallets, backpacks, satchels, or carrying devices are allowed.
No money should be carried except to pay for prescribed activities
Any monies will be collected upon arrival
Students may bring a house key, but no key rings of any kind are allowed
Fingernails must be of an appropriate length and a natural color
No fake nails
Hair should not be so extreme as to disrupt the educational program. This includes extreme differences in color, shade, and tone.
Hair should be of a natural or original color.
Hair must be appropriately groomed and kept above the student's eyes, worn in a style that does not obstruct the view of the student's face.
Students must pull hair back in a ponytail, which should be secured and cannot be off to the side.
No buns
Afros, afro puffs, braids, cornrows, locs, and twists are permitted
Elastic hair ties and headbands must be black, brown, clear, navy blue, or white
Elastic headbands must be no more than two inches in width
No hair accessories, such as bobby pins, barrettes, ribbons, etc.
Hydrocolloid patches must be invisible/clear

DISCRIMINATION/HARASSMENT:

Harassment of any individual will result in disciplinary action. Any incident should be reported to the principal, counselor, or teacher. The nature of the punishment will be determined by the severity of the harassment with possible referral to the local police department and the Sumner County Board of Education.

ELECTRONIC DEVICES:

Personal electronic devices such as CD players, iPods, personal computers, cell phones, I-Watches, etc. are not allowed at R. T. Fisher School. A student in violation of this policy will have the device confiscated and is subject to additional disciplinary action. Board policy CR.

FIGHTING:

Harmonious relationships should be developed among all students at R. T. Fisher School. Students who seek help with problems in personal relationships before a fight occurs will find a positive response from the school. Please inform your teacher or counselor of any potential problems. This will help avoid major problems and will protect both you and other students. Any matters reported will be handled discreetly and in your best interest.

If a student is threatened or attacked, he may need to use reasonable force to defend himself but not in excess of the amount necessary to prevent the attack. Students who choose to incite or resort to violence to solve problems with other students will be dealt with in a swift and severe manner. The nature of the punishment will be determined by the degree of involvement on the part of the individual students. Fight promoters (those students who encourage fighting by gossiping, etc.) will be severely disciplined.

FIRE ALARMS:

Fire alarms are placed in the school building for the safety of students and are not under any circumstances to be falsely pulled. Any student guilty of pulling any fire alarm will be immediately given appropriate consequences and reported to the State Fire Marshal's Office.

FOOD/DRINK/GUM:

In an effort to protect the cleanliness of R.T. Fisher School, gum is not permissible. Treats or snacks provided by staff must be eaten inside the classroom and can not be taken into the hallway or to the next class.

HANDS OFF:

R.T. Fisher School adheres to a hands-off policy. Physical contact is not appropriate at school and does not promote

an environment in keeping with our philosophy and goals
No touching of any kind between students.

HONOR CODE POLICY:

All students are expected to produce their own, original work. Violations of this policy include:

1. Taking information of any form into a test situation for the purpose of responding to test items.
2. Plagiarism: "The submission of another person's words or ideas as one's own. This includes not just verbatim copying of an author's work but also paraphrasing from that work without giving appropriate reference to the original source." This applies to the use of Artificial Intelligence.
3. Copying work of others when the copied material is to count as a part of the semester grade.
4. Relaying test information to others in or out of class.
5. Taking test questions (complete tests, answer keys, teacher's edition) to provide assistance in later test situations.
6. Selling or buying papers.

If a teacher suspects a student of cheating to earn a grade, then the teacher shall consider an alternative test or measure. Unless a teacher has absolute proof of cheating, the student shall be given the benefit of an alternative measurement or test. When a teacher has absolute proof of cheating, the student will receive a "0" for the work and the parent will be notified. Further disciplinary action may be required by the principal. Stealing a teacher's test or key is a theft and will be dealt with accordingly. In addition, students are expected to always tell the truth when dealing with faculty, administrators, and staff. Board Policy IHA

IN-SCHOOL SUSPENSION:

Students may be assigned to in-school suspension (ISS) for a designated number of days. Students who are assigned to ISS will be escorted to the appropriate ISS room. Students will be expected to continue regular classroom assignments while serving ISS. Once a student is assigned ISS, he/she must earn his/her way out of ISS by conforming to written guidelines. Students are evaluated each session while in ISS for being respectful, being responsible, and being safe. Students will not be allowed to return to their regular schedule until all work is completed and they have earned the appropriate points. A student in ISS will be counted present at school. If a student does not earn their day in ISS for 3 consecutive days, the student will receive 1 day of Out-of-School Suspension(OSS). Upon return from OSS, the student will be reassigned to ISS and the 3 days are reset. Students who are assigned to ISS after the start of lunch will be in ISS for the next school day.

LEAVING THE BUILDING:

At no time should a student be outside the building without adult supervision.

LEVEL SUSPENSION:

Level suspension is when a student will stay on the level they are currently on and level privileges are decreased to group member privileges. Along with bottom line violations, consistently not earning points for an extended time period, failure to complete assignments, unexcused absences, etc. can also result in a level suspension. Level suspensions will vary in length but will be at least one (1) day. If a student is on their consecutive days, then the level suspension assignment must also be earned consecutively. Students can continue to progress through the individual level while on level suspension. Level privileges will be restored when the student completes the restoration plan as prescribed by the principal.

CAFETERIA:

Students will be escorted to and from the cafeteria by their teachers. Breakfast and lunch are available through the school. Outside food is not allowed except as allowed through the level privilege system. Students are expected to display appropriate behavior in the cafeteria. The following rules should be followed:

1. No more than three students in the breakfast/lunch line at a time
2. Do not cut in line
3. No talking in the serving areas
4. Do not get up from table unless given permission
5. Dispose of trash in waste cans
 - a. Do not take food, drinks, or products outside of the cafeteria

PROFANITY:

Profanity or vulgarity will not be tolerated in classrooms, hallways, at any school activity, or on campus. Language used to convey a lewd, profane, or vulgar statement will not be tolerated whether in verbal or written form.

RESTRICTED ITEMS:

Students are not allowed to bring any items unless it is specifically permitted by the principal. Any items found will be confiscated and returned only to the parent or guardian. The school does not assume responsibility for any personal property which has been confiscated. Any property not properly retrieved by the end of the school year will be donated to local organizations.

SEARCH OF PERSONS AND CONTAINERS:

All students at R. T. Fisher are searched upon their arrival at school. In addition, the principal, or his designee, having reasonable cause for a search may search any student, place, or thing on school property or in the actual or constructive possession of any student during any organized activity. This may include off campus, buses, if he receives information which would cause a reasonable belief that the search will lead to the discovery of:

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

A student may be subject to additional physical search (with a witness). A student's pocket or other container may be required to be emptied as the result of a search, or because of information received from a teacher, staff member, or other student if such action is reasonable to the principal.

1. A particular student has violated school policy;
2. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students
4. The primary purpose of the search is not to collect evidence for a criminal prosecution.

A principal or his designee, or both such persons, may search any vehicle parked or otherwise located on school property if there is probable cause to believe that the vehicle contains a dangerous weapon or drugs or contains evidence of a violation of school rules or regulations which endangers or has endangered the health or safety of any member of the student body. Board Policy JCAB.

STEALING:

Any student who commits or attempts to commit a theft or breaking and entering at school will be punished severely and may be referred to the local police department. Stolen or lost property should be reported to a faculty or staff member promptly.

SUPPLIES:

All school supplies will be provided by R. T. Fisher School. Misuse of school supplies will be addressed through the level and school discipline system.

SUSPENSION:

The principal or his designee may suspend any student from attendance at school or any school-related activity on or off-campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such students from attendance at school (in-school suspension), for a period of one (1) to ten (10) days, for good and sufficient reasons.

TOBACCO:

Students shall not use or possess tobacco in any form (including smokeless tobacco, vapes, and/or nicotine patches) while on school property, attending or participating in a school-sponsored event, while on school buses to and from school, or on school buses to and from school-sponsored events.

WEAPONS OR DANGEROUS INSTRUMENTS:

The Sumner County Board of Education has zero tolerance for weapons. Any student found to have brought a weapon to school or is found in possession of a weapon on school property shall be immediately removed from the general student population and shall be suspended from attending Sumner County schools for a minimum period of one (1) calendar year. The Director of Schools may modify the suspension requirements on a case-by-case basis. The Director must report each case to the Board at its next regular meeting. When appropriate, criminal charges will be brought against the student and parents or legal guardian.

When a student is determined to be a special education student, an IEP-Team meeting, which shall include the Director or his designee, will be called to determine the appropriate disciplinary action.

Any student who brings to school or who is found in possession, on school property or at any school-sponsored activity on or off campus, of any weapon or dangerous instrument will be immediately removed from the general student population. Within five (5) school days, a disciplinary committee shall recommend the disposition, including suspension, of the student. The Director of Schools may modify the recommendations on a case-by-case basis. The Director must report each case to the Board at its next regular meeting.

Toy weapons or facsimiles will not be permitted on school grounds. Students who possess toy weapons or facsimiles of weapons including water guns will be suspended as

determined by the principal. The principal shall report his/her action to the Director. Depending on the circumstance, the principal may refer a student possessing a toy weapon or facsimile including a water gun to the disciplinary committee (see item #15 below) for disposition as determined by the committee.

DEFINITIONS OF WEAPONS

1. Knives;
2. Box cutters;
3. Razor blades;
4. Clubs or police batons;
5. Paintball guns;
6. Pellet guns;
7. BB guns;
8. Brass knuckles;
9. Chains;
10. Ice picks;
11. Spiked wristbands or collars;
12. Any object used in such a manner that could cause bodily harm or inflict damage to property;
13. Any explosive device including but not limited to all fireworks;
14. Any firearms; and
15. Any item which could be perceived to be a dangerous instrument such as a toy or non-working device.

This list is not all-inclusive; therefore the principal shall use discretion in ascertaining whether an object is a weapon as defined in this policy. Board Policy JCBF.

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 suspension for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis. Zero-tolerance acts include:

1. Students who bring, use, are under the influence of, or found in possession of a drug, drug paraphernalia, or a dangerous weapon onto a school bus, on school property, or at any school event or activity on or off campus;
2. Any student who, while on a school bus, on school property, or while attending any school event or activity on or off campus
 - b. Uses or is under the influence of a drug; alcohol, or illegal substance, or
 - c. Possesses a drug, drug paraphernalia, alcohol, an illegal substance, or dangerous weapon; or
 - d. Assaults or threatens to assault a teacher, student, or any other person.

GENERAL INFORMATION

ACCESS TO STUDENTS:

Under the law, school officials are required to remain neutral in their contacts with parents who are separated or divorced. The faculty and staff at R. T. Fisher School are committed to preserving the emotional well-being of each student and to protecting him or her from undue emotional stress when separated/divorced parents cannot agree on school related issues. Under ordinary circumstances, both the custodial and non-custodial parent has equal access to the student's school records. Both parents are granted equal status relative to the education of their child.

In some cases, a court decree may be issued that limits or restricts a parent's rights in educational matters. Please be advised that the Sumner County Board of Education will grant equal parent access to school records (and to eligible children) unless a court order is provided specifying any special conditions, which may exist. It is the responsibility of the parent to provide to the school principal the court order if one exists.

ACCIDENTS:

In the event of an accident, immediately report to a faculty or staff member what has occurred. First aid supplies are kept in the clinic for minor injuries.

CARE OF PEOPLE AND PROPERTY:

Emergencies: R. T. Fisher School has a comprehensive emergency plan which will be practiced and reviewed annually. Basic contingencies include the following:

1. In drills requiring students to exit the building (fire, bomb threat, etc.), everyone should move quietly and quickly to the designated exits, move away from the building, and report to the rear activity field.
2. In severe weather (high winds, tornado, etc.) drills, everyone should report to the hallways and assume the safety position per directions given.
3. In the event of a lock-down, everyone (student, employees, and guests) should remain in place. If you are in a hallway, enter the nearest classroom and remain there until told to do otherwise. Your safety and the safety of others may depend on your responding as directed during a lock-down.

BUILDING AND GROUNDS:

Members of R. T. Fisher School understand that the appearance of the school building and grounds is a matter of personal and school pride. Common sense tells us that trash belongs in trash cans, that food should be eaten in designated areas, and that graffiti is unacceptable. Vandalism is grounds for disciplinary action. Help us send the right message about our school to the community and our guests.

COMMUNICABLE DISEASES:

The school nurse must be notified of any communicable diseases. This will help us meet the needs of all students and help prevent the spread of any diseases. Any disclosure will not be made public and will be kept as confidential as possible. Board policy JGCC.

GRADING INFORMATION:

A standards-based or numeric grade report will be made to the parents of all elementary, middle, and high school students each nine-week period of both semesters. Written progress reports on standardized forms will be provided to the parents of all students at the midpoint of each nine-week reporting period. The method for reporting to parents will be prescribed by the school system.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

The parents of elementary students who receive a standards-based report card will see each subject area divided into a list of skills and knowledge that students are responsible for learning. The marks on a standards based report card will be as follows:

- 3 On-Track/Mastery
- 2 Approaching the Standard
- 1 = Below expectations of the standard

Incomplete grades must be made up within five (5) school days after the end of the grading period. Any exception to this rule must be approved by the principal. Any work not completed by the end of the grading period will be averaged as zero (0) when computing the final grade. Board policy IHA.

MEDICATIONS:

All students must have the prescription or non-prescription medication form completed before the school can administer medication(s) to the student. The prescription medication form is to be completed and signed by the physician and the parent/guardian. No medication(s) will be given without the properly completed and signed form. All medications must be kept in the clinic. Never send medicine of any type to school with a child.

Additional information:

- Forms will not carry over from one school year to the next. A new medication form must be completed each school year.
- Any change in medication must be accompanied by a new form with the changes noted. The physician must sign the new form.
- All medications must be brought to the school in the pharmacy labeled bottle with the student's name and instructions. This bottle must match the physician's order. Bottles must be unopened when first brought to the school.
- All unused medications will only be returned to the parent/guardian/parent's adult designee. If medication is not picked up within one week (5 school days) of the request being made, or the medication is being discontinued then the medication will be discarded. No medication will be stored over the summer; medications left at the end of the school year will be discarded after dismissal on the last full day of instruction – May 23rd, 2023.

MESSAGES:

As a general rule, the office will relay only emergency messages from a parent or guardian after approval by the principal. An emergency is an illness or death in the family.

NON-DISCRIMINATION POLICY:

Sumner County Schools and R. T. Fisher School does not discriminate on the basis of sex, race, national origin, or handicap in its educational program or activities. Inquiries should be directed to Craig Ott at the Sumner County Board of Education at 451-5200.

OFFICE PHONE USAGE:

In order to preserve valuable instructional time, student phone calls are not allowed.

PUBLICATIONS RIGHTS:

In a positive effort to reflect our school community, R.T. Fisher School reserves the right to publish student names, pictures, and work-products on the internet and through other media. Permission and release of R. T. Fisher School from liability resulting from or connected

with publication of such work and information is assumed granted unless the school receives written notification to the contrary by the legal parent or guardian.

Several companies have contracts which require that we give them the mailing addresses of our students. A written request from parent(s) or guardian(s) to the principal will delete your child's name from any such lists.

PUBLICATIONS - SOLICITATIONS:

No publications may be produced or distributed and no solicitations for money are allowed .

STUDENT ILLNESS/INFORMATION:

If a student becomes ill, he/she will be escorted to the clinic. Students may not leave the school for any reason without checking out through the office. In addition, students should not go to the restroom to stay. Under the following circumstances the parent/guardian will be required to pick his/her child up from school.

- Acute pain, which distracts from the student's ability to perform in class.
- Vomiting
- Diarrhea
- Temperature greater than 100.4
- Nose-bleed (Uncontrolled after ten (10) minutes)
- Possible communicable disease
- Open draining sores/wounds
- Severe allergic reactions/asthma (May have epi-pens/inhalers at school with doctor's order)
- Abnormal blood pressure
- Other as deemed necessary by the school nurse
- In addition, if your child is diabetic, the school should be provided with doctor's orders addressing the following:
 - Interventions for hypo/hyperglycemia
 - Special needs for exercise, diet, blood glucose monitoring
 - High blood glucose readings, high ketones
 - Insulin at school
 - Glucagon injections for emergencies

STUDENT RECORDS:

Parents and/or guardians are provided the opportunity to inspect student educational records. Correction of items in the record which are thought to be inaccurate, misleading, or in violation of the student's rights may be requested as well as a hearing. If necessary, a complaint may be filed with the appropriate federal or state officials when the school district violates laws and regulations relative to student records. Please notify the office if you wish to inspect your records, and we will make an appointment. A copy of the Sumner County Board of Education policy relative to this issue is available upon request.

TEXTBOOKS:

Students are issued textbooks for their use, and the student is responsible for the book issued. Students are not to mark or damage the books in any way, and the numbers are not to be changed. In order to obtain a second book, payment must be received for the first book.

TRIPS OR CONVENTION POLICY:

The principal must approve all school or school-related trips. Before the trip or convention, the student must make satisfactory arrangements with his/her teachers concerning make-up work. It will be the responsibility of the student to check with each teacher concerning make-up work. If a student is assigned ISS or OSS at the same time as the trip, he/she will not be allowed to participate in the trip. Students on school-sponsored activities are subject to all school rules.

VISITORS:

Sumner County Schools encourages parents and other citizens of the community to visit schools for the purpose

of keeping informed of school programs and services, and also for the purpose of showing support for school activities. Students, however, may not bring visitors on campus during a school day at R. T. Fisher School unless authorized by the principal.

All visitors, including parents, will report to the school office when entering the building and sign in using our visitor kiosk. A valid identification is required to sign in for official business or to sign out a student. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his designee. Guest passes providing visible guest identification shall be issued for all persons other than students and employees of the school in order to clearly identify the visitor as a guest and distinguish the visitor as a non-school employee or staff member. Any visitor present during the school day must only visit with the individual he or she is designated to be visiting and shall not abuse the privilege by approaching, unsolicited, other students during the visit.

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into R. T. Fisher School during the hours of student instruction except students assigned, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises. The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the school, disturbing the teachers or children on the premises, or on the premises for the purpose of committing an illegal act. Law enforcement officials may be called if the situation warrants such measures.

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Brandi Ulbelhor
504 Supervisor
695 East Main Street
Gallatin, TN 37066
(615) 451-5231

Julie Daniels
ADA Coordinator
695 East Main Street
Gallatin, TN 37066
(615) 451-5423

Katie Brown & Craig Ott
Title VI and Title IX Coordinator
695 East Main Street
Gallatin, TN 37066
(615) 451-5222