

# **Delk-Henson Intermediate School**

**“Developing Highly Impactful Students”**

**Robby Reasonover, Principal**

**425 South Horton Parkway**

**Chapel Hill, TN 37034**

**(931) 536-0491-Telephone**

**(931) 536-0494-Fax**

**Welcome!**

It's with great pleasure that I welcome you to Delk-Henson Intermediate School, home of the “Rockets”. This school is named after two inspiring educators who embody the qualities of class, pride, and tradition that the community of Chapel Hill proudly embraces. Dean Delk and Norman Henson are the models of love, concern, and compassion that every educator should have for all students.

The faculty and staff of Delk-Henson value each and every student and are committed to providing opportunities for students grow and excel. Our goal is to have a positive impact on our students that will go beyond their educational careers. You are going to find that Delk-Henson will carry on with many of the same goals and objectives for academics and behavior as Ms. Kirby and her staff at CHES, and DHIS is very thankful for the hard work they do to develop students.

It is an honor and a privilege to serve this community, and you are welcome to visit OUR school anytime. Through our partnership, we can make your child's experience a positive one.

Sincerely,

*Robby Reasonover*

**Robby Reasonover**

# DELK-HENSON INTERMEDIATE SCHOOL

## Mission Statement

The mission of Delk-Henson Intermediate School is to foster a nurturing learning environment that provides students with challenging opportunities for individual academic growth and promotes the development of essential character values such as responsibility, accountability, and respect for self, others, and community.

## Educational Philosophy

Delk-Henson Intermediate School is a 4,5,6 community school. Our aim is to provide **each** student with varied learning experiences which will prepare him/her for a pluralistic society. Therefore, our school cultivates the intellectual, social, moral, aesthetic, and physical qualities of individual students.

To prepare students for the challenges of an ever changing society, attention is given to providing a sound foundation of basic skills and knowledge that will enable the student to progress from level to level throughout the system and to enter secondary activities.

Each student is encouraged to develop responsibility, values, and respect for the rights of others. We encourage, in all courses of study, the ability to think and communicate critically, as well as creatively. To implement these goals, we believe that discipline is essential to the maintenance of a learning environment and to the personal growth of each student.

Since we are a community school, a tradition-rich environment has developed. A sense of mutual school-community belonging fosters school pride and nurtures academic success. **We feel there should be a free exchange of ideas among the principal, faculty, students, and community in implementing, expanding, and improving every facet of our school.**

## School Objectives

- To maintain a secure learning environment
- To develop a positive self-concept within each individual student
- To encourage respect for the rights of others and to reinforce character education
- To cultivate each student's academic, social, and moral leadership skills
- To prepare intermediate students for success in the upper grades by teaching and strengthening proficiency of the basic skills in math, language arts, written expression, the sciences, and physical education
- To encourage children to listen, to use time wisely, and to work independently in an orderly fashion
- To develop a program of testing and guidance that is adequate to guide students in making educational and vocational choices based on individual skills, needs, interests, and aptitudes
- To plan an instructional program which will prepare each student to succeed in his/her future educational or vocational choices
- To foster an appreciation of the fine arts
- To utilize a variety of available media
- To initiate and strengthen skills in logical judgment and independent decision making
- To create an understanding and appreciation for the founding principle of our country and its system of government, the Pledge of Allegiance and a moment of silence are to be observed daily.
- To promote interaction between school and community
- Implement our TSIPP objectives
- Improve state assessment scores
- To integrate technology into the classroom setting

## Main Objectives

The three main objectives of Delk-Henson Intermediate School are to insure: **(1) Academics, (2) Attendance, and (3) Accountability.**

To help each of you accomplish these objectives, the administration strongly suggests you follow these three simple rules:

**Be where you are supposed to be,  
Do what you are supposed to do,  
and Be there on time.**

## DAILY PROCEDURES

### Marshall County Elementary Attendance Policy 6.200

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The parent(s) or guardian(s) of an elementary student are expected to assume responsibility for the student's school attendance.

The attendance supervisor shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school-age children attend school.

### Absences

Absences shall be classified as either excused or unexcused as determined by the principal or assistant principal. Professional documentation shall be required.

Excused absences will be divided into three (3) categories:

**I. Medical Excuses:** Students must provide valid documentation for absences which details accurate dates of illness (this includes doctors, dentists, and/or health care agencies). Upon returning to school, a student has three (3) school days in which to submit a note. After three (3) days, the absence(s) will become permanently unexcused. It is recommended that doctor/dental appointments be made after school hours when possible.

**II. Personal Days:** Students will be allowed five (5) excused personal days per semester. These days will cover the following types of absences; however, proper documentation must be presented to the office in order for the absence to be excused:

**A. Personal illnesses, serious family illness for family emergency** - (a note from the student's parent/guardian or legal custodian will be required for the student's returning to school). The note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a student has three (3) school days in which to submit a note. After three (3) days, the absence(s) will become permanently unexcused.

### B. Deaths

1. In the family - One (1) day will be excused. Additional days will be excused at the discretion of the principal (program or death notice is required upon return to school)
2. Of others - The principal may excuse absences with appropriate documentation

**C. Religious Holidays/Retreats** - Religious holidays will be excused with proper documentation from the parent. Religious retreats must be pre-authorized by the principal with documentation from religious church/agency sponsoring the retreat.

**III. Extenuating Circumstances:** Absences involving extenuating or unusual circumstances would be pre-approved by the principal on a case-by-case basis.

**Remember: Any absence without a note is automatically an unexcused absence.**

**Out-of-School Suspension days are likewise unexcused absences.**

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed; and
6. Letters of absence are mailed to parents and to the Attendance Supervisor when a student has accumulated five (5) unexcused absences. Five (5) unexcused absences constitute truancy and will result in a petition filed with the juvenile court.

## **ELEMENTARY TARDY POLICY**

### **\*A tardy is defined as a late check in or an early check out from school**

After five (5) unexcused tardies, parents will receive written notice from school as a warning that further unexcused tardies will result in a summons to the Marshall County Schools Tardy Review Board. After a student reaches eight (8) unexcused tardies, parents will be summoned to appear before the Tardy Review Board. After a subsequent unexcused tardy, parents may be charged with Educational Neglect in the Marshall County Juvenile Court.

**A STUDENT IS CONSIDERED TARDY IF HE/SHE ARRIVES AFTER 7:45 A.M. THE TARDY STUDENT MUST BE BROUGHT TO THE SCHOOL OFFICE TO BE CHECKED IN BY AN ADULT BEFORE GOING TO HIS/HER CLASSROOM. STUDENTS WILL NOT BE PERMITTED TO CLASS WITHOUT A "TARDY SLIP" FROM THE OFFICE. DO NOT LET YOUR CHILD OUT OF THE CAR TO ENTER THE SCHOOL UNACCOMPANIED BY AN ADULT. THE STUDENT WILL NOT BE ALLOWED TO GO TO CLASS UNTIL PROPER ADMISSION PROCEDURES HAVE BEEN FOLLOWED.**

**Truancy** is defined as an unexcused absence for an entire school day, a major portion of the school day or any portion of any class, study hall or activity during the school day for which the student is scheduled.

### **Rules and Penalties**

1. If a student is absent from class, a parent or guardian must provide the principal's office with a written explanation of the child's absence within three (3) school days after the absence. Any absence for which a written explanation is not provided within three (3) days will be considered unexcused. The principal or his/her designee will determine if the absence is excused or unexcused.
2. Students who are 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)/guardian(s) of the student's absence. The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. In addition, the principal/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student's attendance. Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to determine the appropriate services needed to improve the student's attendance. The principal/designee shall document all communication attempts and refine the attendance plan as needed. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.
3. All missed class work or tests may be made up if the student makes the request immediately upon returning to school and if class time is not taken.
4. A request for make-up work made prior to the first bell must be provided by the teacher(s) by 3:00 P.M. of the same day.
5. Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed, and teacher-supervised.
6. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.
7. Early dismissals and tardies will be handled in the same manner as full day absences. Unexcused time accumulates on a minute by minute basis toward truancy.
8. The principal shall be responsible for notifying in writing the director of schools and the parents of the student of any action taken by the school.

9. If a student has an illness or hospitalization exceeding five (5) school days, the student, or his/her parent or guardian may apply to the Special Projects Supervisor for a “homebound” teacher to provide instruction.
10. Student attendance records will be given the same level of confidentiality as other student records. Only authorized school officials engaged in legitimate educational purposes may have access to the student information without the express consent of the parent or guardian.

### **Military Service of Parent/Guardian**

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent’s/guardian’s deployment. Students shall be permitted to make up schoolwork missed during these absences.

### **State-Mandated Tests**

Students who are absent the day of the scheduled state-mandated test must present a signed doctor’s excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam developed by the teacher that will count as 15% of the second semester course grade. Students who have an unexcused absence shall receive a failing grade on the state-mandated test which shall be averaged into their final grade at 15% of the second semester course grade.

### **Credit/Promotion Denial**

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion. However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

### **Morning Procedures**

Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session and arrive on time. The parents or guardians of intermediate students are expected to assume responsibility for the student’s school attendance. **The school day begins at 7:45 A.M. The building will not open, and children will not be supervised until 7:00 A.M. Please do not leave children unattended at Delk-Henson.** When dropping off car riders, **do not** park in the parking lot and walk your child across the street. Also, **do not** park in the parking lot and allow your child to walk alone across the street to enter the school. All car riders should enter the building through the front entrance or the fifth grade hallway. Car riders and bus riders that arrive prior to 7:45 A.M. will report to the playroom. Students will sit quietly in their designated grade areas. If a student plans to eat breakfast, he or she will report to the cafeteria upon arrival at school. **ALL** students will report to their classrooms at 7:45 A.M.

### **After School Dismissal**

**For the safety of your child, if there is a change in transportation, please send a note with your child. Please call the school office by 12:00 P.M. for emergency transportation changes *only*. Students will not be allowed to change buses unless it is an emergency.**

Bus riders will be dismissed at 2:45 P.M. from the rear of the building. Car riders and walkers will be dismissed at 2:45 P.M. from the front of the building **ONLY**, and must be picked up promptly. Parents with Delk-Henson students only will pick-up from the south end (main entrance). Parents who have CHES and Delk-Henson students will pick-up CHES student(s) first and then drive straight across to the north parking lot to pick up (5<sup>th</sup> grade hallway side).

**DO NOT** park in the parking lot and walk across to pick up your child or expect your child to be sent across the traffic to you. Pull in to the designated loading zone for pick up. Your child will not be dismissed until you are in the loading zone. Please remain in your car. If you need to speak with a teacher, please pick up your child first, then park in the visitors' lot, and wait until the loading area is cleared. For safety purposes do not allow your child to get out of the car once loaded.

Please make arrangements to pick up your child up by 3:00 P.M. Any child remaining at school after 3:00 P.M. will wait for their ride in the Delk-Henson lobby or office. The parents must park his or her car and come inside the school to pick up the child. Persistent disregard of this rule will be reported to the proper authority.

### **Early Dismissal**

We encourage you to try to schedule your child's appointments around school hours. If this is not possible, please come to the office to pick up your child. **Permission from the parent is needed if a person other than the parent is picking up the child. The parent or responsible party must sign the student out in the office. Please understand the safety measure and be prepared to show proper identification.**

### **School Closings**

In the event of severe weather or mechanical breakdown, the school may be closed, starting time delayed, or dismissed early. Any such circumstances will be announced over all local radio (WJMM-94.3 FM, WAXO-1220 AM) and television stations. If no report is heard, it may be assumed that school will be open on time.



**MARSHALL COUNTY  
GENERAL SESSIONS & JUVENILE COURT**

307 Marshall County Courthouse  
Lewisburg, Tennessee 37091-3374  
Phone (931) 270-8789  
Fax (931) 359-0543

**JUDGE LEE BUSSART**

Dear Parent or Guardian:

The Juvenile Court assists the Marshall County School System in enforcement of the Compulsory School Attendance Law. As a parent or guardian of a student under eighteen (18) years of age, you are responsible for the school attendance of your child(ren).

A child is considered truant after receiving five (5) unexcused absences. A truant child and his or her parent or guardian must appear before the Truancy Board. Failure to follow the Truancy Board's recommendation will result in an appearance before the Juvenile Court. Please carefully review the attendance policy to avoid court involvement.

I commonly advise parents and children that they must show up to succeed. If a child does not attend school, the child is more likely to fail. A child deserves every opportunity to succeed. Therefore, if a child is unlawfully truant, a parent should expect to be punished, including public service work or incarceration.

Thank you for your efforts in promoting school attendance in your family. I encourage your family to set a goal of perfect attendance this school year. With perfect attendance, you will afford your child every opportunity for success.

Best wishes to you and your family for a healthy and successful school year. Please feel free to contact the Youth Service Office for assistance at 359-4823.

Very truly yours,

  
Lee Bussart

# GRADING POLICY

— Progress reports will be issued every 4 1/2 weeks and report cards issued every 9 weeks. These reports should be signed and returned to school.

Judgment of the teacher and principal regarding progress in the mastery of essential competencies, special procedures for special students, flexible placement, attendance, conduct, previous retention, and grade level are factors considered before making a decision on promotion/retention.

In grades 3 through 8, each student's second semester grade will be determined by the final average of the 3<sup>rd</sup> and 4<sup>th</sup> 9-week final grades which determines a 2nd semester average. Once the second semester average has been calculated, the TCAP score will be included and calculated as 15% of the 2nd semester final grade for grades 3-8 in the subjects of mathematics, reading/LA, science and social studies. The 15% will be suspended for the 2015-2016 school year while the state transitions to the new TNReady standards and assessments.

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system for grades is as follows:

<b>A - Excellent 93-100</b>	<b>D - Poor 70-74</b>
<b>B - Good 85-92</b>	<b>F - Failure 69 or below</b>
<b>C - Average 75-84</b>	<b>I - Incomplete</b>

For each class the grades will be weighted by the following percentages:

<b>Homework/Class Participation</b>	<b>20%</b>
<b>Classwork/Quizzes</b>	<b>30%</b>
<b>Tests</b>	<b>50%</b>

## Physical Education, Music, and Art Grading Policy

Physical education, music, and art grades are determined on the basis of student participation, following directions, and discipline. Students should wear tennis type shoes to participate in physical education classes. A parent/doctor note is required to excuse your child from participation in physical education.

## Class Ranking

Honor roll students will be determined by standards approved by the Board. Students who meet these standards, and who do not request otherwise, will have their names submitted to the principal for release to the news media. The method of determining the Honor Roll will be uniform throughout the county. An "A" and a "B" Honor Roll will be named each grading period. If a student has a 93 and above in all subjects, he or she will be placed on the "A" Honor Roll. If a student has an 85 or above in every subject, he or she will be placed on the "B" Honor Roll. In grades 4-6, math, social studies, science, will be considered in determining Honor Roll students. For Honor Roll purposes, the English and spelling grades will be combined into one grade, with English counting 2/3 and spelling counting 1/3. The other four subjects will be counted once each. **MCSS Policy 4.602**

## Student Records/Use of Records

Authorized school officials will have access to and permit access to student education records for legitimate educational purposes. **MCSS Policy 6.603**

## Testing Programs

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to: 1. Assist in promoting accountability; 2. Determine the progress of students; 3. Assess the effectiveness of the instructional program and student learning; 4. Aid in counseling and guiding students in planning future education and other endeavors; 5. Analyze the

improvements needed in a given instructional area; 6. Assist in the screening of students with learning difficulties; 7. Assist in placing students in remedial programs; 8. Provide information for college entrance and placement; and 9. Assist in educational research by providing data.

The director of schools shall be responsible for planning and implementing the program, which includes: 1. Determining specific purposes for each test; 2. Selecting the appropriate test to be given; 3. Establishing procedures for administering the tests; 4. Making provision for interpreting and disseminating the results; 5. Maintaining testing information in a consistent and confidential manner; and 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.

Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science and social studies. Students who do not take the TCAP test will be given a zero. They may appeal to the director of schools, who will determine if there are extraordinary circumstances which would warrant a summative test be given at grade level on the tested areas. This will be determined on a case-by-case basis. Other tests may be given as requested by students, teachers or parents when approved by the principal. Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians. Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures. No later than July 31 of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include: 1. The name of the test; 2. The purpose and use of the test; 3. The grade or class in which the test will be administered; 4. The tentative date or dates that the test will be administered; and 5. The time and manner in which parents and students will be notified of the results of the test.

Beginning with the 2015-2016 school year and for school years thereafter, the testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis. **MCSS Policy 4.700**

## **STUDENT SERVICES**

### **Conferences**

Your child's teacher will be happy to arrange a conference with you at your request. Please contact the school between the hours of 8:00 A.M. and 2:00 P.M. to arrange a conference time that will be convenient for you and your child's teacher. County-wide conferences are scheduled for the week of October 8, 2015.

### **Field Trips**

The faculty and staff at Delk-Henson encourage field trips that are educationally sound. If your child is going on a field trip, notices will be sent home to be signed by the parent or guardian, returned to the school, and kept on file.

### **Moving**

Students will receive a withdrawal form and instructions from the school counselor. All textbooks and fines must be cleared before the student secures a transfer record to another school.

### **Child Custody**

Child custody is a decision of the court. A court document dated and signed by a judge, must be on file in the school office in order for us to restrict pickup or visitation by either parent.

## Parent/Legal Guardian Signatures

Any documents that require parent/guardian signatures must have the signature of the legal parent/guardian. Signatures of other family members or acquaintances will not be accepted.

## Information Forms

During registration of your child, you will be given an information sheet to complete. Having this information filled out completely and correctly is of utmost importance. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. **PLEASE UPDATE ANY CHANGES AS THEY OCCUR.**

## Illness at School

Melissa Hopkins serves as the school nurse at Delk-Henson. If your child becomes ill at school, she will contact the parent so that you can make immediate arrangements. If she cannot reach you, she will contact other emergency contact numbers that you have provided.

**Please keep phone numbers up to date. Please do not send sick children to school. If your child has a fever, please keep him/her at home. Children will be sent home from school if they have a fever of 100.5 or higher.** The student is expected to return to school after an absence, tardy, or early dismissal with either a parent note or a doctor's note explaining the absence, tardy, or early dismissal.

A student shall not possess any prescribed or over-the-counter medication at any time during the school day, at a school activity, or on school grounds. The purpose of administering medications in school is to help each student maintain an optimal state of health to enhance his or her education. Medications should be limited to those required during school hours and necessary to provide the student access to the educational program. This policy applies during the school day and at school-approved functions.

The intent of this policy is to limit the number of medications given in school yet assure safe administration of medications for those students who require them. A designated employee(s) will be assigned by each school administrator to assist in the self-administration by students of medications in school. Related in-service training will be provided. Tennessee Code Annotated 49-5-415 states that the Board may permit an employee "to assist in self administration (by students) of medication." Self-administration by the student with assistance of school staff shall be permitted under the following conditions:

1. The student must be competent to self-administer non-prescription or prescription medication with assistance;
2. The student's condition, for which the medication is authorized and/or prescribed, must be stable;
3. The self-administration of medication must be properly documented;
4. Guidelines, not inconsistent with this section, for the assistance in the self-administration of nonprescription and/or prescription medications by personnel in the school setting, developed by the Department of Education and approved by the Board of Nursing, must be followed;
5. The student's parent or guardian must give permission in writing for school personnel to assist with self-administration of medication. Such written permission shall be kept in the student's school records; and
6. Assistance with self-administration shall primarily include storage and timely distribution of medication.

When a student is determined by the school administrator and a health care professional (a school nurse or the student's physician) to be incompetent to self-administer medications, this team shall develop and implement an appropriate plan of administration of medication. In determining competency, consideration will be given to mental and physical abilities as well as chronological age.

It shall be the duty of the principal of the school to adhere to the following procedures for students requiring self-administration of medication at school. This must be done in order to insure their safety and to avoid adverse reaction and legal repercussion.

## Long Term Prescription Medications (In excess of two weeks)

1. Written orders must be provided by a physician, dentist, or nurse practitioner (Health Care Provider), that has the legal right to write a prescription, detailing the name of the drug, dosage and time medication is to be given. The *Administration of Medication Request Form* must be completed

by both the Health Care Provider and the parent or guardian of the student in order that the school may comply with the Health Care Provider's order. **2.** Medication must be transported to and from school in the original, pharmacy labeled container by a parent or responsible adult. **3.** The person responsible for assisting in administering the medication must read the doctor's orders to become familiar with proper administration, taking care to note the dosage and time as well as the potential benefits and side effects of the medication. All medications given must be recorded on the Medication Record. **4.** All medication must be kept in a secured area designated by the principal. **5.** Renewal or changes: a. All long-term medication must be renewed at the beginning of the new school year. b. Any change in medication or dosage during the school year requires new documentation. c. Changes in prescription medication shall have written authorization from the licensed prescriber and the parent. The change will be noted on the Medication Administration Form (MAR) without obliterating the previous information. Only a Registered Nurse or Licensed Practical Nurse employed by Marshall County Public Schools can make changes on the MAR. Changes can include but are not limited to: time, dose, addition, discontinuation, etc. **6.** All original medication orders must be kept in the school office file and copy given to the teacher responsible for the student when necessary. **7.** All medication documentation must be kept on file in the student's health record. **8.** At the end of the school year, the parent must remove the remaining or unused medication, or it will be disposed of in an appropriate manner. If the medication order changes during the school year, the parent must pick up remaining or unused medication. **9.** If a parent and physician agree that a student should self-medicate without assistance, (e.g. inhaler), this should be indicated on the *Administration of Medication Report Form*. **10.** T.C.A. 49-5-415 was amended that under certain circumstances students can carry and self-administer inhalers for asthma. The LEA must permit possession and self-administration of prescribed, metered dose, asthma-reliever inhaler by any student with asthma if the student's parent or guardian provides a written statement from the doctor that the student suffers from asthma and has been instructed in self-administration of a prescribed, metered dose, asthma-reliever inhaler. Items 1, 3, 5, 6, 7, 8 under "Long Term Prescription Medication" apply to inhalers.

#### **Short Term Prescription Medications (Up to two (2) weeks)**

In the event medication must be given during school hours, it must be sent in the original container (e.g. antibiotics) with a dosage spoon or cup and a signed note from the parent or guardian specifying student's name, dosage, and time to be given. Items 4, 5, 7, and 8 under "Long Term Prescription Medications" apply to short term prescription medications, also. Medications given must be recorded on the Medication Record.

#### **Over-The-Counter Medications (Non-Prescription):**

A student shall not possess any prescribed or over-the-counter medication at any time during the school day, at a school activity, or on school grounds. The school may assist in a student's self-administration of over-the-counter medications with the written permission of the parent/guardian. All non-prescription medication to be self-administered in school shall: **A.** Be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container; **B.** Require a written parental/guardian request, which shall include: a. Child's name b. Name and signature of parent/guardian c. Name of medication 1) dosage 2) route of administration 3) frequency and time of administration d. Discontinuation date e. Reason medication is needed f. Parents/guardian's phone number in case of emergency **C.** Medication must be transported to and from school by a parent or responsible adult and given to a designated Marshall County Public School employee. **D.** No homeopathic or herbal medications shall be self-administered with assistance at school. (These drugs are not standardized by the FDA.) **MCSS Policy 6.405**

#### **Head and Body Lice**

No student will be denied an education solely by reason of head lice infestation and his educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice and/or nits). A letter will be sent home by

the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment. Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice and/or nits). This evidence may include but not be limited to: (1) proof of treatment with a pediculicide product (head lice shampoo); and (2) satisfactory examination by a school health official.

Treatment and prevention procedures will be developed by the director of schools/designee/school nurse and distributed to all classroom teachers. Any subsequent incidents of head lice for that student during the school year will require submission of satisfactory evidence of treatment for head lice and be found free of nits by a school health official. A student will be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice and/or nits. All days in excess of the allowable period will be marked as unexcused and referred to the attendance supervisor at the proper time.

There will be random checks, and you will be asked to follow **Marshall County Board Policy 6.403**.



## Coordinated School Health Required Health Screenings



*“Promoting and providing all students with an opportunity  
to live and learn healthy lifestyle behaviors”*

The Marshall County School System Office of Coordinated School Health performs required health screenings annually to all students in grades, Pre-K, K, 2nd, 4th, 6th, 8th and Lifetime Wellness students, as mandated by the State of Tennessee. Parents/Guardians who do not want their child screened have the right to not have their child screened. Trained individuals will complete all screenings with strict adherence to confidentiality of each student screened in a private area. Parents/guardians will be notified of all screening results and provided with a referral, as mandated by the state, if the results of the child’s screening require a referral.

### Overview of Screening

**Vision-T.C.A. 49-6-5004.** — All students in grades PreK, K, 2, 4, 6 and 8 are screened annually.

**Hearing** — All students in grades PreK, K, 2, 4, 6 and 8 are screened annually.

**Blood Pressure** — All students in grades K, 2, 4, 6 and 8 and Lifetime Wellness students are screened annually.

**Body Mass Index (BMI) (Height and Weight)** — All students in grades K, 2, 4, 6 and 8 and Lifetime Wellness students are screened annually. This screening requires passive parental/guardian permission.

**Scoliosis** — Scoliosis screenings are provided for all students in 6th grade.  
Licensed professionals will conduct the scoliosis screening.

**Parents not wanting their child to participate in the health screening must write a letter stating that you do not want your child to participate in the screening no later than September 1st and send to:**

**Marshall County Schools  
Office of Coordinated School Health  
700 Jones Circle  
Lewisburg, TN 37091**

**Please note: If a letter stating that you do not want your child to participate in the screening is submitted it will apply to all portions of the screening process that your child is eligible to receive. No partial screenings will be given.**

Health Screenings are only given to students in grades PreK, K, 2nd, 4th, 6th, 8th and Lifetime Wellness Students of the current year.

## School Lunches

A nutritious breakfast/lunch will be prepared daily; therefore all students are encouraged to participate in the food program. Students can deposit money into their meal account on Monday and Friday. Payments can cover single days, a week, a month, etc. Parents may send one payment that covers both breakfast/lunch. Parents should not assume a bill will be sent after the meals are consumed. But if a notice is sent, the parent is expected to pay the next day. The computer will only accept charges up to five days. Juice and extra milk cannot be charged. Arrangements to pay the bill must be made before your child can eat in the cafeteria. After a week of charges has accumulated and the student is unable to pay the bill, the student should bring a lunch from home until the bill is paid. Breakfast/Lunch money should be paid directly to the cafeteria or sent in an envelope clearly identified with the student's name, the teacher's name, and the amount enclosed. If paying by check, the checks should be made for the amount deposited into the lunch account only and made out to Delk-Henson Cafeteria. The Marshall County School System will continue to use the online tracking and payment system (paypams.com) for school meals.

**Breakfast/Lunch money will be collected on Mondays and Fridays by the cafeteria cashier.** Any questions concerning a breakfast/lunch bill can be handled by calling the school cafeteria manager, Renee Freeman at (931) 536-0491.

**Students with milk allergies must provide a doctor's note stating this allergy. The student will then be allowed to receive juice instead of milk at no additional charge.**

If your child brings a lunch from home, he/she may purchase juice or milk (cannot be charged). Students will be permitted to bring their lunches from home and to purchase beverages and incidental items at school. Students will **NOT** be permitted to have lunches, breakfasts, or outside beverages brought from outside food service facilities to be consumed in the cafeteria.

Applications for free and reduced meals must be completed every year. A student who was on free or reduced price meals last year is expected to complete a new application this year.

Refunds to a student will only be made at the end of the school year if requested or at the time of a student withdrawing. A student can carry money over to the next year.

2015-2016 Prices: Lunches: 4-6 = \$2.35    Adults = \$3.25  
Breakfast:    K-12 = \$1.25    Adults = \$1.50  
Extra Milk: \$ .40    All other extras, as per cafeteria.

## Lockers

School lockers are the property of the Marshall County Board of Education. School lockers are subject to inspection by school officials at any time.

## Lost and Found

Articles which have been found should be taken to the office and library books to the librarian. Lost articles can be claimed by proper identification. Clearly mark your items with your name so that they can be returned to the appropriate owner.

## Telephone

The telephones in the office are for school business only. Students will not be called to the office to receive a telephone call, but messages will be delivered in **cases of emergency**.

## E-Mail between Teachers and Parents

Many teachers send home daily e-mails with homework assignments. These e-mails are sent to everyone who signs up to receive them. If you prefer that your e-mail address not be viewed by others who receive this mass email, you should not sign up for this service.

## Directory Information Procedure

Statistical information not identified with a particular student may be released to any person, agency, or the public.

“Directory Information” relating to a student includes the following: name, address, telephone listing, date, place of birth, major field of study, participation in officially recognized activities/sports, weight, height of members of athletic teams, dates of attendance, degrees, awards received, and the most recent or previous educational agency or institution attended by the student.

Within the first three weeks of each school year, the school district will notify parents and eligible students of the items it proposes to designate as “directory information.” For students enrolling after this notice is published, a list of the directory items will be given to the student’s parent(s) or eligible student at the time and place of enrollment.

After the parent(s) or eligible students have been notified, they will have two weeks to advise the school system in writing (a letter to the superintendent’s office) of any or all of the items they refuse to permit the school system to designate as directory information about that student. At the end of the two-week period, each student’s records will be appropriately marked by the records custodian to indicate the items the school system will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student’s parent(s) or the eligible student.

### **Dress Code**

According to the Marshall County Board of Education, The Board recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, the Board shall require that all students, grades K-12, exercise good taste with regard to their personal appearance. Attire which is considered disruptive to others or a risk to one’s health or safety is not appropriate. Clothing, personal items, or anything which can be offensive to others will not be tolerated.

**In grades K-6, parental guidance is of utmost importance in preparing students for the school day. Intermediate school administrators will contact the parents of children whom they deem to be inappropriately dressed. If the consultation with parents is unsuccessful, disciplinary measures will be taken as per this policy. MCSS Policy 6.310**

- \* All shirts must have shoulders and sleeves – no cleavage or midriffs.
- \* Shorts, skirts, dresses, and skorts must not be shorter than 4 inches above the knee.
- \* Bottom wear must be worn securely around the waist – no sagging.
- \* Clothing must be free of holes, rips or tears that show skin above the knee.
- \* Visible undergarments (bras, underwear, etc.) are not allowed.
- \* Shoes must be worn at all times. No cleats or rollers.
- \* Clothing must be size appropriate and worn in the manner it was designed to be worn.
- \* Jewelry must not be excessive and/or disruptive – such as chains, spikes, etc.
- \* Hats and caps are permitted but may only be worn outside the building except on special days.
- \* All students are required to wear their hair in a manner that is not considered unkempt, unclean, or impairing to vision. Hair should be within the spectrum that grows naturally. If deemed distracting, adjustments must be made.
- \* Clothing which can in any way be interpreted as being suggestive, obscene, or offensive is not permitted.

Schools may develop special dress days/special dress occasions for students at the discretion of the school administration (examples: cheerleaders, FFA, FHA, etc.). If a student cannot comply with the standardized dress code based on religious beliefs, his/her parent or guardian may write a letter explaining the situation to the director of schools, with a copy to the school principal. Each case will be dealt with on an individual basis. The Principal or designee will determine proper dress in cases not identified. **MCSS Policy 6.310.**

### **STUDENTS DRESSED INAPPROPRIATELY WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES AS OUTLINED BELOW:**

1st Offense: Warning, call parent for replacement clothing or correction by principal, i.e. rope, belt, string for trousers

2nd Offense: Two hours of detention, Parental Conference, replacement clothing or correction by principal, i.e. rope, belt, string for trousers.

3rd Offense: Defiance of Authority (refer to **MCSS Policy 6.313**)

### **Grievance Procedure**

Please discuss any concern first with the teacher. If further attention is needed, please discuss the issue with the administration. If the issue cannot be resolved within the school, contact the director of schools.

### **Special Services**

In addition to regular classroom experiences, students will have available to them the following special services:

Learning Disability (Resource)

504 Services

LRE Classes

Speech Therapy

Drug Awareness Classes

Guidance Services

Computer Classes

Title I

Gifted Classes

Physical Education Classes

Library Classes

Music Classes

Art Classes

### **Special Education Services Available in Marshall Co.**

All disabled students between the ages of three and twenty-one (inclusive) shall receive the benefit of a free appropriate public education. This provides the assurance that these students will be educated with non-disabled students to the maximum extent appropriate, and should be placed in separate or special classes only when the severity of the disabled is such that education in regular classes cannot be achieved satisfactorily. **MCSS Policy 6.500**

To access the referral process at your school, you should contact your child's classroom teacher, the school instructional facilitator, or administration. Decisions about a student's Individualized Education Program (IEP) must be developed at a meeting of the MULTIDISCIPLINARY TEAM. This team must include: The parent or guardian, student, if appropriate, a teacher who knows about the instructional needs of the student, a principal or his designee, specialist who understands and can explain the student's assessment which is a requirement at the first meeting, and any other specialist deemed appropriate.

### **Additional Educational Programs Available in Marshall Co.**

STEPS AHEAD - Preschool (ages 3-5) program for eligible students having an identified disability. (Oak Grove Elementary)

RESOURCE CLASSES - Special education teachers instructing disabled students in a "pull-out" remediation model or inclusion remediation model for math, reading and language arts instruction.

BEHAVIOR INTERVENTION AND TRAINING ELEMENTARY PROGRAM (BITE) - Students with severe behavioral/emotional concerns are enrolled in a separate program located at Westhills Elementary School. Behavior/Social Skills training, academic skills, vocational skills, counseling and community based job training are available.

MINDS-IN-MOTION - Identified gifted students are served at Delk-Henson for three hours each week for challenged enrichment. This gives bright students an opportunity to collaborate and coordinate with students who have similar interests.

HOMEBOUND SERVICES - Instruction can be provided to any student with a physical handicap, when a professional person (physician) licensed by the Board of healing Arts, certifies that the illness will necessitate the student's absence from school for a least (2) consecutive weeks. For three (3) hours per week the homebound teacher will provide instruction in the home or hospital at no cost to the parent.

### **Surveys of Students**

Surveys for research purposes shall be allowed by the Board when the project is viewed as contributory to greater understanding of the teaching-learning process, the project does not violate the

goals of the Board and the disruption of the regular school program is minimal. Surveys conducted for agencies, organizations or individuals must have the recommendation of the director of schools and the approval of the Board as to content and purpose. The director of schools shall develop administrative procedures for approving requests for conducting surveys. The requests shall outline what is to be done, who is to be involved and how the results will be used and distributed.

Parents shall have the right to inspect all instructional material that will be used for a survey, analysis or evaluation as part of a federal program. No student may without parental consent, take part in a survey, analysis, or evaluation that reveals information covering: 1. Political affiliations; 2. Potentially embarrassing psychological problems; 3. Sex behavior or attitudes; 4. Anti-social and demeaning behavior; 5. Critical appraisals of family members; 6. Legally privileged relationships; 7. Income; 8. Religious affiliations

### **Technology Information**

The Marshall County School System provides access to school computer network services to students to promote educational excellence by facilitating resource sharing, innovation, and communication. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Inappropriate use of language or threats, utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data may cause access privileges to be revoked, school disciplinary action to be taken, and/or appropriate legal action to be taken.

A written permission/agreement form which specifies acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations must be signed by the parent/legal guardian and by the student prior to a student being granted access to electronic media involving district technology resources. This document shall be kept on file as a legal, binding document. In order to protect the technology equipment in our school, student are not allowed to store or install software or data from any medium without written permission of the building level technology coordinator.

The Board supports the right of staff and students to have reasonable access to various information formats and believes it incumbent upon staff and students to use this privilege in an appropriate and responsible manner. **MCSS Policy 4.406**

## **PARENTS AND COMMUNITY**

### **Visitors**

**ALL VISITORS MUST SIGN IN AT THE OFFICE UPON ENTERING SCHOOL GROUNDS TO RECEIVE A VISITOR'S PASS. VISITOR PASSES MUST BE VISIBLE AT ALL TIMES. ALL VISITORS MUST SIGN OUT AND LEAVE PROMPTLY WHEN THEIR BUSINESS IS COMPLETED. THIS INSURES THAT THE NORMAL ROUTINE OF YOUR CHILD'S EDUCATION IS INTERRUPTED AS LITTLE AS POSSIBLE. THE FOLLOWING STEPS MUST BE OBSERVED: (1) SIGN IN, (2) RECEIVE PERMISSION FROM OFFICE PERSONNEL BEFORE CONTINUING, (3) RECEIVE VISITOR'S PASS, AND (4) SIGN OUT WHEN BUSINESS HAS BEEN COMPLETED.**

**Security measures have been implemented that involve allowing/restricting access to Marshall County School buildings. All visitors must show identification and state the reason for their visit at the security camera located at the front entrance.**

### **Parental Involvement**

Delk-Henson welcomes the parents and community of Chapel Hill onto our campus. We believe that a cooperative partnership between the home, school, and community is essential to the educational success of each child.

### **Community Involvement**

Delk-Henson Intermediate School is interested in involving the community in our program. We would like to create an active Parent Volunteer Program. If you would be interested in volunteering your time in any capacity, please contact the Delk-Henson Guidance Counselor, Mrs. Mignonne Sawyer at (931) 536-0491. Many of you have special talents and jobs that our students would enjoy hearing about.

If you would be willing to talk to a class at your convenience, please call the office or send your name, phone number, and interest on a sheet of paper by your child. Perhaps you know someone with a special talent or hobby; please list his/her name, interest, and phone number. We will keep this information on file for future use. It is important that we receive this information to help enrich our curriculum.

### **Y.O.U.T.H. First**

Y.O.U.T.H. First, “Your Opportunity to Unite Together and Help”, is our parent organization. It is dedicated to enhancing communication between parents, teachers, students, and the community focusing on Delk-Henson Intermediate School. Parents are encouraged to become a member of this organization. Meetings will be held throughout the school year.

The 2015-2016 Y.O.U.T.H. First Officers are as follows:

President- Shannon Krug	Vice-President- Robyn McCown
Secretary- Tonya Neal	Treasurer- Angie Bass
Public Relations/Membership- Denise Ledbetter	
4 <sup>th</sup> Teacher Rep – Jenefer Pate	
5 <sup>th</sup> Teacher Rep – Tara Stacey	
6 <sup>th</sup> Teacher Rep – Meredith Floyd	

### **Student Equal Access**

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date. The principal shall approve the meeting if he/she determines that: 1. The meeting is voluntary and student-initiated; 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees; 3. The meeting will not materially and substantially interfere with the orderly conduct of the school’s educational activities or conflict with other previously scheduled meetings; 4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and 5. Non-school persons will not direct, control or regularly attend.

### **SCHOOL SPONSORED EVENTS**

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student’s voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject; 2. There is an appropriate method of selecting student speakers which is based on neutral criteria; 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, incident or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student’s speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees. Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks. **MCSS Policy 4.802**

## STUDENT CONDUCT

### EACH STUDENT IS EXPECTED TO SHOW RESPECT TO ALL PERSONNEL.

Students who do not comply with the rules and regulations of Delk-Henson and the Marshall County Board of Education will be subject to in-school suspension, suspension from class or school, denial of the right to attend or participate in extra-curricular activities, or other appropriate action. Corporal punishment is another option as outlined in the *Marshall County School Board Policy Manual*.

#### Rules and General Suggestions to Students and Parents

1. Instruct your child never to converse with, never accept a gift from, and never get in a car with a stranger.
2. Gum or the use of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all of the school district's buildings, in all vehicles owned, leased, or operated by the district, and while participating in any class or activity in which a student/employee represents the school district. Smoking shall be prohibited in any public seating areas, including but not limited to bleachers used for sporting events, or public restrooms. **MCSS Policy 1.803**
3. Students will be disciplined for insolence, disrespect, or insubordination.
4. Any student who is diabetic, takes medication, has a heart condition, etc. should make the teacher aware of this condition at the beginning of the school year.
5. Inappropriate use of language will not be tolerated.
6. Students must have teacher's permission to leave playground or enter building during recess.
7. Your child should receive plenty of sleep each night to assure maximum learning capabilities.
8. Willful destruction of public property must be paid for by parents of pupils responsible, and disciplinary action may be taken.
9. Rowdy behavior (fighting, throwing rocks, running, pushing, shoving, yelling, slamming doors, etc.) will not be accepted.
10. Toys, video games, head sets and other non-academic items should not be brought to school.
11. Textbooks issued are the property of the Marshall County Board. They should be used with care and returned in good condition. Students will be responsible for reimbursement of books which are lost, stolen, or damaged. Students whose library books are lost, stolen, or damaged will be assessed replacement costs for the books.
12. Many, but not all, teachers send home daily e-mails with homework assignments and upcoming events. These e-mails are sent to everyone who signs up to receive the e-mail. If you prefer that your e-mail address not be viewed by others, you should not sign up for this service. If your child's teacher offers mass e-mailing of assignments and events, please be aware that your e-mail address may be viewed by others who receive the same e-mail.

#### Additional Guidelines

1. Baseball/Football/Trading cards, Silly Bands, or any other collectible items are prohibited.
2. No earphones, walkmans, CD/cassette players or personal entertainment devices (iPods, hand held gaming systems, etc) are allowed at school or school sponsored activities, unless authorized by school personnel.
3. The use of facility/playground areas after school hours must have approval from the Marshall County School Board.
4. Any/all non-academic items are prohibited, unless authorized by school personnel.

#### Rights and Responsibilities

The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school. Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;

3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
7. Refrain from behavior which would lead to physical or emotional harm or disrupt the educational process; and
8. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities. **MCSS Policy 6.301**

### **Bus Conduct**

When a student boards the bus, he/she becomes the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions governed by him/her shall be followed.

The Supervisor of Transportation 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 Supervisor of Transportation determines that his/ her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. Bus drivers will observe the following disciplinary procedure in dealing with student misbehavior.

Any student wishing to ride a bus other than his/her designated bus must have written permission of parent or guardian and the written approval of the principal or his/her designee which includes the name, address, and phone number of where the child is to be taken.

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

**All bus riders will receive a group explanation of this procedure and a copy of this policy.**

- (1) Group warning: All students will receive group warning of consequences.
- (2) 1st incident: Warning issued to student and parent/guardian notified.
- (3) 2nd incident: Five days suspension from bus privileges; parent/guardian notified.
- (4) 3rd incident: Ten days suspension from bus privileges; parent/guardian notified.
- (5) 4th incident: Suspension from bus privileges for remainder of school year; parent/ guardian notified.
- (6) Anyone caught throwing objects or fighting on the bus will receive an automatic five day suspension from bus-riding privileges.
- (7) Any student found destroying seats or committing any other act of bus vandalism will be required to pay for the actual damages, according to a payment schedule agreed upon by the principal and parent/guardian, before the student will be allowed to ride any Marshall County school bus again. Restitution for damages will be required in addition to other consequences that the student had incurred.

(8) The use of obscene language toward a driver will result in a ten (10) day suspension. A second incident will be considered a Level IV offense under the Board's Disciplinary Procedure.

(9) Special Education children will have an IEP meeting after the first warning. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. **MCSS Policy 6.308**

**Any questions concerning bus transportation should be directed to, Supervisor of Transportation, at 359-4866.**

### **Lunch Room Rules**

The cafeteria is maintained as a service to all students of Delk-Henson. While in the cafeteria students should obey the following rules:

1. Students should remain seated at all times.
2. Students should maintain clean tables and pick up any debris in their area.
3. Students should not run in the cafeteria.
4. Students should speak softly while in cafeteria, and be considerate of others. Good manners should be practiced at all times. Elevated noise levels could result in cafeteria monitors inability to hear students in emergency situations.
5. Students who need to leave cafeteria during breakfast/lunch must obtain permission from a cafeteria monitor.
6. Students who fail to follow cafeteria guidelines are subject to further disciplinary action, such as, silent lunch, assigned seat, isolation, or removal from cafeteria.
7. **Simple rule to follow – Cafeteria behavior should be patterned or practiced as if you were at home.**

Guests are requested to adhere to the same rules as the students.

### **School Security Act**

The Tennessee General Assembly, in order to provide a safe and secure building, has passed laws prohibiting the possession of drugs (any controlled substance) or drug paraphernalia (equipment or materials of any type considered to be used in connection with drugs). Electronic pagers and cellular telephones in the possession of students have been determined to meet these criteria. Possession of such items by students will result in confiscation of the items and will be reported immediately to the police or sheriff's department.

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 and/or buses or off school grounds at a school-sponsored activity, function, or event. Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, etc. with the intent to do harm or use in a manner which renders the item dangerous. When it has been determined that a student has violated this policy, the principal shall notify the student's parent or guardian and the juvenile delinquency system as required by law.

### **Suspension of Students**

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance to a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;

6. Possession of a pistol, gun or fire arm on school property;
7. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
8. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;
10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
12. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
14. Any other conduct prejudicial to good order or discipline in any school.

If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.

### **In-School Suspension**

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

### **Procedures for Out of School Suspension and Expulsion**

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The principal shall notify the parent or guardian and the director of schools or designee in writing:
  - a. Of the suspension/expulsion and the cause for it; and
  - b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum often (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed by the Board.
8. If the suspension/expulsion 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 required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.
9. Students who have been suspended Out of School, placed in In-School Suspension, or placed in Alternative School may not participate in any school related extracurricular activities until the end of the regular school day on the last day of the suspension. **MCSS Policy 6.316**

### **Zero Tolerance Offenses**

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

#### **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 and/or buses or off the school grounds at a school-sponsored activity, function or event. Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

Knives mistakenly brought to school must be turned in to administration of School Resource Officer before discovery.

*Firearms (as defined in 18 U.S.C. § 921)3* In accordance with state law, any student who brings or possess a firearm on school property shall be expelled 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.

#### **Drugs/2nd Offense Alcohol**

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled 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. Offenses include possession, consumption or being under the influence.

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Board's plan for dealing with alcohol and drugs shall include the follow-ing:

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;
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of 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 Youth Act;
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; and
5. Providing notification to parents and students that compliance with this policy is mandatory.

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs. Disciplinary sanctions will be imposed on students

who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation programs will be made available through the school office. **MCSS Policy 6.307**

### **Assault**

In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled 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.

### **Electronic Threats**

In accordance with state law, any student 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 shall be expelled 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.

### **Notification**

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law. **MCSS Policy 6.309**

### **Interrogations and Searches**

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, the principal's designee or, if the principal and the principal's designee are unavailable and the offense was committed on school property, to the appropriate authorities.

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.

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she 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.

When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature. **MCSS Policy 6.303**

# OTHER GUIDELINES

## Emergencies and Crises

The Marshall County Board of Education has implemented procedures and guidelines for emergencies and crises. Students will be instructed in how to react in such situations. Fire drills, tornado drills, intruder drills, etc. will be held during the school year. It is impossible to know whether the children will be in their class, the library, lunchroom, playground, playroom, or in the music room. For this reason, the teacher carefully instructs the children on what to do and exactly where to go when they hear an alarm.

## 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 and the consequence attached thereto. For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry may be made into the incident to ensure that the offender is accurately identified, that he/she understands the nature of the offense, and that he/she knew the consequences of the offense for which he is accused. In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall refer the case to the superintendent, who will refer the case to the Board of Education for action.

## Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying

The Marshall County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited. This policy shall be disseminated annually to all school staff, students, and parents. 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. 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. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of violations of this policy.

## Definitions

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

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

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

*Cyber-bullying* - A form of 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, web sites or fake profiles.

*Hazing* - 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. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

“Hazing” does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

### **Complaints and Investigations**

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. All school employees are required to report alleged violations of this policy to the principal/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. While reports may be made anonymously, an individual’s need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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

- It places the student in reasonable fear or harm for the student’s person or property;
- It has a substantially detrimental effect on the student’s physical or mental health;
- It has the effect of substantially interfering with the student’s academic performance; or
- It has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

### **Response and Prevention**

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Human Resource Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

### **Reports**

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

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

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

### **Retaliations and False Accusations**

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

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion. **MCSS Policy 6.304**

### **Student Disciplinary Hearing Authority**

A Disciplinary Hearing Authority (DHA) will conduct hearings for students who have been suspended/expelled/remanded for more than ten (10) school days. The Board shall appoint members of the DHA which shall consist of nine (9) members, (maximum number must not exceed total membership of Board) at least two (2) of which shall be licensed employees of the board, appointed to one (1) year terms and subject to reappointment. Board members shall not serve on the DHA. The director of schools shall appoint a chairman of the DHA from the members appointed by the Board.

The chairman shall perform the following duties:

1. Identify the members of the DHA assigned to hear each individual case;
2. Prepare and disseminate the minutes of each meeting; and
3. Set the time, place and date for each hearing.

At the conclusion of each hearing, the chairman shall sign and maintain a copy of the minutes of the meeting. The DHA shall notify the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing. Each hearing shall be conducted by at least three (3) members of the DHA, one of which must be a licensed employee of the Board. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension/expulsion. Notification of the decision shall include a statement of the right of either party within five (5) days after receiving the decision to request a review by the Board.

#### **The DHA may take the following disciplinary actions:**

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

**If the student, principal, principal-teacher or assistant principal requests a review, then the Board shall either review the record or grant a second hearing.**

#### **If the Board chooses to review the record it shall:**

1. Affirm the decision of the hearing authority; or
2. Modify the decision to a lesser penalty\*; or
3. Grant a hearing before the Board.

#### **If the Board chooses to grant a hearing, it may:**

1. Affirm the decision of the hearing authority; or
2. Modify the decision in any manner\*; or
3. Impose a more severe penalty than that of the hearing authority.

The notice of the hearing shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public.

**\* Note: Zero-tolerance offenses set forth in statute (firearms, drug possession and battery upon a school employee) require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the director of schools. MCSS Policy 6.317**

### **Alternative School Programs**

The goal of the Alternative School Program is to provide an alternative public education setting for students whose problems have attained a level beyond the home school's ability to deal with them; said school must have exhausted all other recourses prior to recommending Alternative School Placement, or the student must have committed a major violation of school board policy. Alternative schools shall offer alternative learning environments in which students are offered a variety of educational opportunities, such as learning at different rates of time or utilizing different, but successful, learning strategies, techniques and tools. Placement will be for a **minimum** of twenty (20) days in attendance at Alternative School. Additional days may be assigned if deemed necessary by the principal. Each day must be successful in the student meeting all goals as established in the individual improvement plan. Unsuccessful days (days the student **did not meet the goals established or days missed**) will not count toward time served. **MCSS Policy 6.319**

### **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 of notice before detention; 2. Attempts will be made to inform the parent(s) before detention takes place; 3. Students in detention will be under the supervision of certified staff members; 4. Detention will not exceed one (1) hour after the official closing of the school day but may be administered several days in succession; and 5. Teachers must have the approval of the principal before detaining a student. **MCSS Policy 6.315**

### **Corporal Punishment**

Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines: 1. Corporal punishment shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances; 2. The instrument to be used in administering corporal punishment shall be approved by the Board and the punishment shall take place in the principal's office or other such place out of the view of other students; 3. Corporal punishment shall be reasonable and administered in the presence of another professional employee; 4. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others; and 5. The witness must be informed beforehand and in the student's presence of the reason for the punishment. A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present and the date and time of punishment. Disciplinary records shall be filed in the school office and made available to parents or students, whichever is appropriate. **MCSS Policy 6.314**

### **Care of School Property**

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities. All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate. School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board. **MCSS Policy 6.311**

### **Use of Personal Communication Devices by Students**

Students may possess cell phones on school property so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls during class time and programs. 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. However, a teacher may grant permission for the use of cell phones to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work; however, all approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the Marshall County School System's (MCSS) guest network. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion. **MCSS Policy 6.312**

**The Marshall County School System/Marshall County Board of Education will not be responsible for damaged, lost, or stolen cell phones.**

### **Internet**

All Internet access shall occur using the MCSS guest network. Cellular network adapters are not permitted to be used by students to access the Internet at any time. The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted. Students must comply with a teacher's request to turn off the device. Unauthorized use or improper storage of a device during class time or programs will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action as per board policy #6.316 Suspension/Expulsion/Remand. **MCSS Policy 6.312**

### **Notification of Unsafe School Choice Policy**

#### **Transfer Option for Students Victimized by Violent Crime at School**

Under the Tennessee Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, 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 Director of Schools, Mrs. Jackie Abernathy at (931)359-1581, Ext. 2017.

### **Notice of Parent's Rights to Notification of Teachers' Qualifications**

In compliance with new Federal Regulations, parents have the right to know the qualifications of their child's instructional staff. This information can be accessed from the State Department of Education website.

### **Homeless Students**

In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply: Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory students who meet one of the above described circumstances.

The district will consider the best interests of the student with parental involvement in determining whether the student should be enrolled in the school of origin or the school that non-homeless student who lives in the attendance area in which the homeless student is actually living are eligible to attend. For more information contact Julie Thomas at 359-1581. **MCSS Policy 6.503**

**Public Notice**  
**Marshall County School System**  
**Notice of Nondiscrimination**

It is the policy of the Marshall County School System not to discriminate on the basis of race, color, national origin, age, or disability in its educational programs or employment policies as required by

1. Titles VI and Title VII of the 1964 Civil Rights Act;
2. Title IX of the 1972 Educational Amendment Act;
3. Individuals with Disabilities Education Act;
4. Section 504 of the Rehabilitation Act of 1973;
5. The Americans with Disabilities Act of 1990;
6. Due Process Rights Inquiries regarding compliance with the notice of nondiscrimination policy may be directed to the Marshall County School District, 700 Jones Circle, Lewisburg, TN 37091, (931) 359-1581.

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

***-Title VI of the Civil Rights Act of 1964, 42 USC §2000d.***

Title VI prohibits any public school system from:

- Preventing a person from enrolling in a school, class or extracurricular school activity based on race, color, or national origin;
- Arbitrarily placing a student in a school or class with the intent of separating the student from the general population of students because of the student's race, color or national origin;
- Setting higher standards or additional requirements as a prerequisite to enrollment in a school, program, or activity, which only applies to students of color;
- Unequally applying or not applying disciplinary action based on the race, color or national origin of the victim or the perpetrator;
- Failing to provide the necessary language assistance to allow students who are not proficient in English the same opportunities to learn, or participate in activities or programs as those students who are proficient in English;
- Administering tests or other evaluative measures which by design or by grading do not allow students, due to their race, color or national origin, the same opportunity to present a true measure of their abilities;
- Providing advice or guidance to students with the intent to discourage students of color from seeking admission to schools, classes, or other educational activities;
- Providing inferior facilities, instruction, or related services to students because of their race, color or national origin;
- And any other activity which would tend to discriminate against students based on their race, national origin or color.

If you think a violation of Title VI has occurred within your school system or against your child, a complaint may be filed with:

1. Your local school system's Title VI Coordinator, Julie Thomas, (931)359-1581.

**OR**

2. Tennessee Department of Education  
Office for Civil Rights  
710 James Robertson Parkway  
Andrew Johnson Tower, 6th Floor  
Nashville, TN 37243  
Telephone: 615-741-2731  
Email: [Tiffany.Bakercox@state.tn.us](mailto:Tiffany.Bakercox@state.tn.us)  
Web: <http://www.tennessee.gov/education/civilrights.shtml>

**OR**

3. Office for Civil Rights  
U.S. Department of Education  
61 Forsyth Street S.W., Suite 19T70  
Atlanta, GA 30303-3104  
Telephone: (404)562-6350 TDD: (404)331-7236  
Email: OCR\_Atlanta@ed.gov  
Web: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

### **Section 504 and ADA Grievance Procedures**

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

#### **DEFINITION**

*Section 504 of the Rehabilitation Act of 1973* provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. *Title II of the Americans with Disabilities Act, 1990* provides that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

#### **COORDINATOR**

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

#### **NOTICE**

The Board shall make available the name, office address and telephone number of the ADA/Section 504 coordinator. Methods of initial and continuing notification may include the posting of notices, publication in newspapers and student and employee handbooks and distribution of memoranda or other written communications.

#### **COMPLAINT PROCEDURE<sup>5</sup>**

The coordinator will hear ADA/Section 504 complaints. Complaints may be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

#### **DUE PROCESS HEARING PROCEDURES**

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child's identification, evaluation, and placement under Section 504.6 If a parent/guardian requests a Section 504 hearing, the parent/guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

#### *Request for Hearing*

A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator. The request shall be submitted on or reduced to writing on a form provided through the Central Office.

### *Impartial Hearing Officer*

The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current employee of the school system and shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

### *Office for Civil Rights*

U.S. Department of Education

61 Forsyth St. S.W., Suite 19T10

Atlanta, GA 30303-8927

Telephone: 404-974-9406; TDD: 877-521-2172

Email: OCR.Atlanta@ed.gov

### *Scheduling of Hearing*

The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appointment and provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing shall take place at a mutually agreeable time and place.

### *Continuances*

Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the hearing date and set a new hearing date.

### *Legal Representation at Hearing*

If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request. The school system shall not have legal representation at the hearing unless the parent provides notice that he/she will have legal representation.

### *Pre-Hearing Conference*

The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending on the hearing officer's decision based on the convenience to both parties.

### *Dismissals*

If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

### *Hearing*

The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit testimony and introduction of exhibits for reasons or relevance.

### *Recording*

Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves

at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

#### *Witnesses*

Witnesses will present their information in narrative form, without the traditional question and answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the hearing officer, at his/her discretion, ask a witness a certain question.

#### *Format of Presentation*

Each side will have an equal amount of time to present their positions as determined by the hearing officer. The parent/guardian will present his/her case first by making an opening statement outlining the issues, calling witnesses, and making a closing argument. The school system will present its side next. At the end of the school system's presentation, the parent/guardian may offer a short response. Each side may present personally or through their representatives.

#### *Submission of Exhibits*

As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports, evaluations, correspondence, notes, or any other documents that may support their positions. Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

#### *Closing Arguments*

The hearing officer may allow or request written closing arguments summarizing and characterizing the information presented at the hearing.

#### *Decision*

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decision shall address all of the issues raised by the parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

#### *Review Procedure/Appeal 33*

If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction. **Parent Information Summary for Section 504**

#### **Section 504 background:**

- Section 504 is a civil rights law that requires that school districts that receive any federal funding make programs and activities accessible to individuals with disabilities.
- The Office of Civil Rights (OCR) has expanded the definition of accessible to include all major life activities including learning, seeing, walking, taking care of oneself, etc. OCR enforces Section 504 compliance.
- **Eligibility requirements:**

To be eligible the student must have the following:

- A physical or mental impairment (has a history of having a physical or mental impairment) that **substantially limits** one or more life processes in order to be eligible for a Section 504 plan.

**\*\*This criteria must be met before a student qualifies for a 504 Accommodation Plan.**

#### **Review request:**

- Parents, teachers, adult-age students, other staff, or community agencies, etc. can request that a student review for Section 504 eligibility occur.

#### **The eligibility review process:**

- Parent, etc., or School's Support Team (S-Team) (or similar group) determines that a pattern of student need has possible Section 504 implications.

- Parent or guardian is provided prior written notice of the student evaluation; a listing of parental rights under Section 504, and the parent provides written permission before any diagnostic evaluation work is done.
- Appropriate staff and other individuals (those knowing the student and information being reviewed) convene to review student need basing their decision on the Section 504 eligibility criteria.
- If a student is found 504 eligible then appropriate accommodations and/or related services are defined by the eligibility team and provided by regular education teachers.
- Discuss and implement plan with appropriate staff.
- Review plans yearly.

If you feel your child qualifies for services under Section 504, contact the Principal at your school or the District 504 Coordinator, Julie Thomas at (931) 359-1581 **MCSS Policy 1.802**

**PLEASE LET THE RECORD SHOW THAT ANY POLICY OR ISSUE THAT IS NOT IN THIS HANDBOOK, WILL BE RULED ON ACCORDING TO THE POLICY OF THE MARSHALL COUNTY BOARD OF EDUCATION AND THE RULES AND REGULATIONS OF THE STATE OF TENNESSEE THAT GOVERN PUBLIC SCHOOLS (TN CODE ANNOTATED). IN COMPLIANCE WITH NEW FEDERAL REGULATIONS, PARENTS HAVE THE RIGHT TO KNOW THE QUALIFICATIONS OF THEIR CHILD'S INSTRUCTIONAL STAFF. THIS INFORMATION CAN BE ACCESSED FROM THE STATE DEPARTMENT OF EDUCATION'S WEB SITE AT: <https://www.k-12.state.tn.us/tcertinf/Search.asp>**

To view the 2015-2016 Marshall County School Year Calendar, please visit the following website: <http://www.mcs.marshall.k12tn.net/>

**REMOVE THIS PAGE, SIGN, AND RETURN TO YOUR CHILD'S TEACHER.**  
**MARSHALL COUNTY SCHOOL SYSTEM STUDENT/PARENT**  
**VERIFICATION FORM OF RULES AND REGULATIONS**  
**GRADES 4-6**

I acknowledge that I have received and read the Delk-Henson Intermediate School Student Handbook which explains the rules and regulations governing the Marshall County School System. The handbook contains information regarding policies, procedures, and general information for the 2015-2016 school year. I understand that the purpose of these rules is to ensure a safe learning environment for my child. I further understand that all students will be required to abide by the policies outlined in this handbook and that my child will participate in surveys conducted by the school system.

**DELK-HENSON INTEMEDIATE SCHOOL**

STUDENT NAME (Please Print) \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_

GRADE \_\_\_\_\_ HOMEROOM TEACHER \_\_\_\_\_

**PARENT SIGNATURE** \_\_\_\_\_

DATE \_\_\_\_\_

COMMENTS \_\_\_\_\_

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

