

# Stewart County High School 2022-2023 Student Handbook Agreement



Student Name: \_\_\_\_\_ Student Grade: \_\_\_\_\_

**Agreement:**

My child and I have received a copy of the Stewart County High School Handbook. I understand that a complete list of policies is to be found in the Board Policy Manual for the Stewart County School System, Dover, TN.

I understand that my child is expected to read and become thoroughly familiar with this handbook and has brought it home for me to read. I understand that as my child is enrolled in Stewart County High School he/she is subject to the rules and consequences outlined in the handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***Empowering Students to Achieve***

Visit us online at: <http://stewartcountyschools.net>

Student Daily Announcements are posted on the website

Senior information, including scholarship & TNPromise information, is posted on the website

**Stewart County High School  
Student Handbook  
2022 – 2023**



**Empowering Students to Achieve**

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# Contents

Student Daily Announcements are posted on the website .....	1
Welcome .....	6
Mission Statement.....	6
Introduction.....	6
School Website .....	6
School Report Card.....	6
School Telephone Directory .....	6
Parent/Family Involvement.....	7
<b>4.502 Parent/Family Involvement Policy .....</b>	<b>7</b>
<b>Request for Meetings .....</b>	<b>7</b>
<b>Visitors .....</b>	<b>7</b>
<b>Involvement in School Planning .....</b>	<b>7</b>
<b>Effective Schools Surveys .....</b>	<b>8</b>
<b>Family Resource Center .....</b>	<b>8</b>
<b>Military Recruitment.....</b>	<b>8</b>
Non-Discrimination Policy .....	8
School Schedule.....	9
<b>District School Calendar .....</b>	<b>9</b>
<b>School Day .....</b>	<b>9</b>
<b>Semester Schedule.....</b>	<b>9</b>
<b>Bell Schedule .....</b>	<b>10</b>
School Procedures.....	10
<b>Class Attendance.....</b>	<b>10</b>
<b>Make-up Work Policy.....</b>	<b>10</b>
<b>Tardy.....</b>	<b>10</b>
<b>Late to School Procedures (Tardy).....</b>	<b>10</b>
<b>Early Dismissal Procedures (Tardy) .....</b>	<b>10</b>
<b>Tardy Policy .....</b>	<b>11</b>
<b>Off-campus errands and personal trips by students .....</b>	<b>12</b>
<b>Emergency Dismissal .....</b>	<b>12</b>
<b>Attendance of Students 18 and Older.....</b>	<b>12</b>
<b>SCHS Homework/Class work Policy.....</b>	<b>12</b>
General Information.....	13
<b>Media Access to Students .....</b>	<b>13</b>
<b>Curriculum .....</b>	<b>13</b>
<b>School Supplies.....</b>	<b>13</b>
<b>Book and PE Lockers .....</b>	<b>13</b>
<b>Books, Materials, and Equipment .....</b>	<b>13</b>
<b>Medication .....</b>	<b>13</b>
<b>Health Screenings.....</b>	<b>14</b>

Phone Calls .....	14
Motor vehicles and parking lot .....	14
Field Trips .....	14
Supervision of students by teachers.....	15
Phones and Electronic Devices.....	15
Assembly programs .....	15
Library .....	15
Lunch and breakfast programs .....	15
Energy Drinks .....	15
Free and reduced meals.....	15
Emergency Drills.....	16
ESL Program Policy .....	16
Federal Programs.....	17
504 Complaint Procedure.....	17
Academic Expectations.....	18
Grading System.....	18
Grade Reporting .....	18
Grading Scale .....	18
Awarding of Credits .....	18
Transfer Grades.....	18
Credit Recovery Program .....	18
Attendance .....	18
State Law .....	18
Tennessee Compulsory School Attendance Law .....	18
Transfer Option for Students Victimized by Violent Crime at School .....	18
Required Attendance Reports.....	19
Attendance/Academics Affecting the Tennessee Driver License (T.C.A. 49-6-3017) .....	19
Board Policies.....	19
Excused Absences.....	19
Unexcused Absences .....	19
Student Attendance.....	20
Attendance of 18-year-old students .....	20
Athletic Eligibility .....	20
Student Code of Conduct.....	20
School-Wide Positive Behavior Support .....	20
2021-2022 ADDENDUM TO THE CODE OF CONDUCT .....	21
School Wide Rules.....	21
Rebel Incentive Program.....	21
Bus Conduct .....	21
Hall conduct and class changes.....	22
Bullying/Intimidation .....	22
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation under Title IX.....	23

<b>Threats .....</b>	<b>23</b>
<b>Due Process.....</b>	<b>23</b>
<b>Parental Notification.....</b>	<b>23</b>
Disciplinary Options .....	24
<b>Detention.....</b>	<b>24</b>
<b>In-School Suspension (ISS) .....</b>	<b>24</b>
<b>Suspension .....</b>	<b>24</b>
<b>Alternative Learning Center (ALC).....</b>	<b>24</b>
<b>Expulsions.....</b>	<b>24</b>
Zero-Tolerance Behavior .....	24
<b>Drug and alcohol testing.....</b>	<b>25</b>
<b>Weapons and dangerous instruments .....</b>	<b>25</b>
<b>Gangs .....</b>	<b>25</b>
Searches and Seizures .....	25
<b>Locker searches.....</b>	<b>26</b>
<b>Searches by police .....</b>	<b>26</b>
Dress Code and Appearance for Students .....	26
Disciplinary Infractions .....	27
State of Tennessee Contact Information .....	29
<b>Tennessee Department of Education .....</b>	<b>29</b>
<b>Child Advocacy Group Contact Information.....</b>	<b>29</b>
Acceptable Use Policy for the Stewart County Schools Computer Network .....	30
<b>Educational Purpose.....</b>	<b>30</b>
<b>Student Internet Access.....</b>	<b>30</b>
<b>Unacceptable Uses.....</b>	<b>30</b>
<b>Your Rights .....</b>	<b>31</b>
<b>Limitation of Liability .....</b>	<b>31</b>

## **Welcome**

It is my pleasure to welcome you to Stewart County High School. I take a great deal of pride in the students and faculty and look forward to working with each and every one of you. Let me encourage you to participate in the many programs available to you and to always take pride in being a Stewart County Rebel. This year is a new chapter in the history of Stewart County High School; take the opportunity to make a positive mark on that history.

It is my sincere wish that each of you have a happy and successful year. If at any time I may be of assistance, please feel free to come by my office.

Tamara Gray  
Principal

### **Mission Statement**

*“Empowering students to achieve.”*

Our mission is to empower all students with the skills and knowledge necessary to be lifelong learners and to achieve to their highest potential.

### **Introduction**

This handbook is a valuable resource for students and guardians. Its purpose is to guide students and answer questions concerning the policies of Stewart County High School. If you cannot find the answers to your questions, feel free to contact the office at 232-5179.

### **School Website**

There is a great deal of information provided on the school website about school activities and programs. On the web, parents may find contact information (email) for school personnel, the daily announcements are posted each day and many teachers have website links specific to their classes. You may access the high school website by going to <http://stewartcountyschools.net/schs/>.

### **School Report Card**

The Stewart county High School state report card may be accessed on the internet at [www.state.tn.us/education/reportcard/index.shtml](http://www.state.tn.us/education/reportcard/index.shtml). Choose Stewart County under View System Report Card and then SCHS at the bottom of that page. It is labeled View School Report Card. This provides school performance data on all state administered assessments, ACT and school demographic information.

### **School Telephone Directory**

Stewart County High School	232-5179
SCHS Fax	232-6326
SCHS Cafeteria	232-8760
SCHS Band Room	232-8271
School Closing Information	232-4000
Board of Education	232-5176
Stewart County Middle School	232-9112
Dover Elementary School	232-5442
North Stewart Elementary School	232-5505
Center for Teaching & Learning	232-5351
Alternative Learning Center	232-3109

## ***Parent/Family Involvement***

### **4.502 Parent/Family Involvement Policy**

#### **GENERAL EXPECTATIONS FOR ALL SCHOOLS**

The Stewart County Board has adopted a Parent/Family Involvement Policy. The following policy will be used to create Family and Community Engagement Plans for each of the four schools in Stewart County. The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition. 1

The Board shall implement the following as required by federal and state legislation:

- The school district will put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall incorporate activities and strategies that support this district wide family and community engagement policy into its Tennessee Comprehensive System wide Planning Process (TCSPP).
- The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
- The TCSPP shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance and discipline.
- If the school district's TCSPP is not satisfactory to the parents, the school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- To the extent practicable, the school district and its schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- The school district shall appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of students in elementary, middle and high schools, community business leaders, a member of the school board, and representatives from the school district.
- Every school district shall ensure Title I schools are in compliance with the *No Child Left Behind Act*.

### **Request for Meetings**

It is the desire of the Stewart County High School to provide parents with opportunities to request meetings, to formulate suggestions, and to participate in decisions relating to the education of their children. If you would like to request a meeting with the administration or with your child's teacher, please contact the principal and a meeting will be scheduled. You may contact your child's teacher, directly by clicking on the school's link on the website and then the teacher's name, or by leaving the teacher a voicemail at the school.

### **Visitors**

Parents and others with interest/business concerning students are welcome to visit the school. In compliance with State Law and Board Policy, visitors are required to report directly to the office to receive permission and a visitor's pass before visiting any area of the school. Every effort will be made to ensure that classes and teachers are not disturbed during class time.

Students are not allowed to bring visitors to school.

### **Involvement in School Planning**

#### **•Advisory Council**

Each school in the Stewart County School System has an Advisory Council that meets monthly to discuss school issues, concerns, solve problems, plan and brainstorm ways to improve the school. These councils are comprised of parents, teachers, administrators, and students (when appropriate). If you would like to attend an Advisory Council meeting, present information at a meeting, or join the council at your child's school, please contact the school's administration. The Positive Behavior Support Team shall serve as the Advisory Council at Stewart County High School.

- **School Improvement Planning Teams**

School Improvement is a continuous process utilized in Tennessee schools to ensure that schools are meeting all students' needs. School Improvement teams are one way to begin building the professional learning communities needed to support the continuous improvement effort. These teams are charged with learning to effectively use data to determine student performance goals and to use research to identify strategies and interventions to achieve these goals. School wide planning includes all constituencies involved in the school. The quest for tools to improve student learning will be sustained throughout the continuous school improvement process.

### **Effective Schools Surveys**

Each November parents of students in the Stewart County School system should receive a survey in the mail concerning their student's school. This survey is an important data source for the schools to use in their school improvement process. If you do not receive a survey please call the Board of Education at 931-232-5176.

### **Family Resource Center**

*Coordinators: Nancy Spiers and Gayle Lee*

The purpose of the Family Resource Center is to provide families with an additional support system that will assist them in identifying and addressing home/community barriers to their child's success in school. The Stewart County Schools Family Resource Center provides an avenue in which parents can receive assistance in many areas related to school and family. The FRC acts as a referral agency helping families to connect with resources that will aid problem solving. The intervention is hoped to break the cycles of at-risk behaviors which may lead to family disruption and impede school success. The FRC provides the following services:

- Coordinates volunteers at each school
- Provides educational information
- Provides free educational materials
- Conducts workshops for parents
- Provides needed school supplies as well as other essential items such as clothing, shoes, and food items.
- Works with school counselors and nurses to match student/parent needs with available counseling, medical, and financial assistance.
- Coordinates and assists with special school/family activities such as Open House, Grandparent's Day, Career Day, and Read across America Day, Parent-Teacher Conference, Red Ribbon Day, and Student/Parent Orientation.
- Coordinates special tutoring services for unique needs
- Serves as a referral agency for parents

If you need information, would like to volunteer, or have any school related need, please feel free to contact one of our Family Resource coordinators by email at [nancyspiers@stewartcountyschools.org](mailto:nancyspiers@stewartcountyschools.org) or [gaylelee@stewartcountyschools.org](mailto:gaylelee@stewartcountyschools.org).

### **Military Recruitment**

Under Federal guidelines parents may request their child's name, address and telephone number not be released to recruiting officers of the United States military. To have your student excluded from information released to recruiters contact the guidance department at 931-232-5179.

### ***Non-Discrimination Policy***

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

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

Inquiries regarding compliance with Title VI, Title IX and Section 504 may be directed to:

Dr. Ben Duncan, Title VI, IX  
Robyn Crain, Section 504  
Central Office 232-5176

\* The Stewart County Board of Education provides services for all eligible students under IDEA, Part B and Section 504. If you know of a child who may be in need of services due to a disability please contact the Stewart County Board of Education at 232-5176.



## **Stewart County Schools Career and Technical Education Annual Notice of Nondiscrimination**

The Stewart County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program or activities. The Stewart County School System offers classes in many career and technical education program areas under its open admissions policy. Specifically, the Stewart County School System offers admissions bases on selective criteria in Work Based Learning through a separate application process that is nondiscriminatory. For more information about the application process and particular course offerings, contact the admissions office at 931.232.5179. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Ben Duncan 1031 Spring Street, Dover, TN 37058 931.232.5179

Jacquelyn Perigen 1031 Spring Street, Dover, TN 37058 931.232.5179

### **School Schedule**

#### **District School Calendar**

August 8	First Day of School - Abbreviated day
August 9	Employee Planning (no school for students)
August 10	First Full Day of School
September 5	Labor Day- No School
October 10-14	Fall Break
November 10	Parent/Teacher Conferences
November 11	Veteran's Day- No School
November 23 – 25	Thanksgiving Break
December 16	Abbreviated day
December 19 – Jan. 2	Christmas Break
January 16	Martin Luther King Day- No School
February 20	President's Day- No School
March 16	Parent/Teacher Conferences
March 17	No School
April 3-7	Spring Break
May 19	Graduation
May 25	Abbreviated day

#### **School Day**

School instructional hours are from 7:45 a.m. until 2:45p.m.

Students may not be present on school grounds before 7:10 a.m. or after 3:00 p.m. unless they are under the supervision of an employee or extracurricular activity sponsor. If school is dismissed early, students are expected to leave the grounds within 15 minutes of dismissal.

#### **Semester Schedule**

Q-1	8/8/22 – 10/7/22
Q-2	10/10/22 – 1/6/23 (Semester 1 complete)
Q-3	1/9/23 – 3/17/23
Q-4	3/20/23 – 5/25/23 (Semester 2 complete)

## **Bell Schedule**

7:35	Report to 1 <sup>st</sup> Period
7:45	Tardy Bell 1 <sup>st</sup> Period
8:39	Dismiss 1 <sup>st</sup> Period
8:43	Tardy Bell 2 <sup>nd</sup> Period
9:35	Dismiss 2 <sup>nd</sup> Period
9:39	Tardy Bell 3 <sup>rd</sup> Period
10:31	Dismiss 3 <sup>rd</sup> Period
10:35	Tardy Bell 4 <sup>th</sup> Period; Begin Group A Lunch
11:02	End Group A Lunch; Begin Group B Lunch
11:29	End Group B Lunch; Begin Group C Lunch
11:56	End Group C Lunch
12:00	Tardy Bell 5 <sup>th</sup> Period
12:52	Dismiss 5 <sup>th</sup> Period
12:56	Tardy Bell 6 <sup>th</sup> Period
1:48	Dismiss 6 <sup>th</sup> Period
1:52	Tardy Bell 7 <sup>th</sup> Period
2:45	Dismiss 7 <sup>th</sup> Period... Bus Group/Drivers/Car Riders

## ***School Procedures***

### **Class Attendance**

A student is expected to attend **all** classes. Students are responsible for making up all work missed during an absence. In order to meet the requirements for credit, a student in the Stewart County System shall have an approved record of attendance. See Attendance section for more detailed information.

Parents will be notified by an automated call at the end of the school day any time a student is absent.

### **Make-up Work Policy**

When students are absent from class, they have the same number of days they were absent to make arrangements to complete any work missed. If a test has been previously scheduled it must be made up the day a student returns to school. Any work not completed in the above time frame will be recorded as a zero in the computation of student grades. Students may be required to put in time outside of the regular school day to complete make-up work.

### **Tardy**

Tardy is defined as missing five minutes or less of class time, whether arriving late or leaving early. **If more than five minutes of class is missed, the student is absent from that class.** If a student is tardy more than three times (unexcused), disciplinary action will be taken for each subsequent tardy - see tardy policy. **This count will start over at the beginning of each semester.**

### **Late to School Procedures (Tardy)**

Students who are late to school (or class after the 7:45 tardy bell) are to report to the main office before reporting to class to receive a tardy slip. The student will not be admitted to class without a tardy slip.

### **Early Dismissal Procedures (Tardy)**

**Students should only be dismissed from school for important matters**, i.e. Doctor's appointments, family emergencies, or unavoidable absences. The school must receive permission from a guardian before a student can leave school early. If possible, guardians should call before 7:40 on the day of the early dismissal. If a note is sent, the student should bring it to the office before 7:40.

A student who leaves school should always notify the office. When returning back to school from an early dismissal, a student is required to check back into the office. Failure to do so will result in disciplinary action.

**IMPORTANT:** Only guardians listed on the Student Information Sheet will be allowed to obtain an early dismissal for a student.

## **Tardy Policy**

<b>Unexcused Tardy</b>	<b>Total Quantity</b>	<b><i>Check in After 7:45 (late to school)</i></b>
<b>POSSIBLE CONSEQUENCE</b>	<b>1-4</b>	WARNING
<b>POSSIBLE CONSEQUENCE</b>	<b>5</b>	Lunch Detention, parent notified
<b>POSSIBLE CONSEQUENCE</b>	<b>7</b>	Lunch detention , parent notified, ISS, loss of parking privilege
<b>POSSIBLE CONSEQUENCE</b>	<b>9</b>	Lunch detention, parent meeting, ISS, loss of parking privilege
<b>POSSIBLE CONSEQUENCE</b>	<b>12</b>	Lunch detention, parent notified, an attendance meeting is set and/or student referred to truancy review board, ISS, loss of parking privileges

- Being tardy to 1st period goes on the attendance record. Being tardy to school goes on the attendance record. Excessive tardies to school could result in truancy hearing.
- Lunch Detention - student will report to ISS at the beginning of their lunch period. Students will eat their lunch in ISS and remain there until time to return to class.

## **Progressive Truancy Flow Chart**

### **Tier I**

All students are considered to begin in Tier I. Attendance will be supported through the Positive Behavior Support Program and perfect attendance will be valued and recognized. In Tier I, the school will notify the Supervisor of Attendance when a student has accumulated three (3) unexcused absences. If a student accumulates three (3) unexcused absences on or before November 1<sup>st</sup>, a Tier I meeting will be held at the student's school and an attendance contract will be signed. If a student accumulates three (3) cumulative unexcused absences after November 1, the Supervisor of Attendance will make a decision if a school-based meeting is necessary. If a student accumulates 10 excused and/or unexcused absences, a Tier I meeting will be held at the school. This meeting will include an attendance contract and the reasons for so many absences. This meeting is designed to brainstorm ways to improve attendance and make any referrals the family may need for help. The student and parent(s)/guardian(s) will be notified that five (5) or more unexcused absences will move them to Tier II.

### **Tier II**

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

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

### **Tier III**

A Truancy Review Board (TRB) meeting will be held at the Central Office. Members of the board will include the Supervisor of Attendance, board supervisor, school administrator, Family School Liaison, Juvenile officer, parent/guardian, and student. The following actions may be taken:

1. Referral to Mental Health
2. Referral to Family School Liaison for personal meeting
3. Individualized meeting with Juvenile officer
4. New contract of attendance expectations

The TRB will notify parent(s)/guardian(s) that a student can only attend TRB for their entire educational career at Stewart County. For each additional unexcused absences the student and parent(s)/guardian(s) may attend Juvenile Court.

Once your child is in Tier II or III, they do not start over the next year automatically. They will continue in their last tier for the remainder of their time in that school building. After your child has had a Truancy Review Board, they cannot go back to Truancy Review Board. They will automatically go back to court upon missing unexcused absences for the rest of their school career. **Avoiding Truancy Review Board is crucial to both you and your child.**

### **Off-campus errands and personal trips by students**

Students are not allowed to leave school for errands or personal trips. If the student is to leave campus the early dismissal procedures must be followed.

### **Emergency Dismissal**

School may be canceled in advance of the scheduled day. In such cases, local radio and television stations will carry the notice of cancellation. If school is dismissed early, parents will be contacted using an automated phone system. It is important that you contact the office if your phone number changes during the school year.

### **Attendance of Students 18 and Older**

Students 18 years and older have the same attendance requirements as all other students.

### **SCHS Homework/Class work Policy**

In an effort to stress the importance of homework and classwork, students who do not complete homework and/or in class work may be assigned to before/after school detention the following day by the teacher. A student must remain in detention until the class work is completed to the satisfaction of the classroom teacher. No disciplinary points or disciplinary record is assigned if the student attends the detention and completes the work. If a student fails to attend the assigned detention or does not complete the coursework, the student will be referred to the office and disciplinary action will be taken, and disciplinary points assigned.

## **General Information**

### **Media Access to Students**

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview, and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parent/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school. Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

### **Curriculum**

The basis for all courses and instruction at the high school is based upon the State of Tennessee Curriculum Standards and the Blueprint for Learning. If you would like further information about the high school curriculum you may contact the principal or if you would like to view the standards for a specific class, they may be accessed at [www.tn.gov/education/topic/academic-standards](http://www.tn.gov/education/topic/academic-standards)

Students will not be admitted to the building before 7:10. All students shall report to the cafeteria or gymnasium. Students are not allowed in the vocational building before school. Students may enter the building by the student entrance or the main lobby entrance. Students are not allowed to sit in their car upon arrival to campus. They must enter the building. To go to the cafeteria, students should use the stairs in the student entrance lobby.

### **School Supplies**

School supplies may be purchased from the FBLA Student Bookstore prior to 7:40 or between classes. School supplies should not be purchased during class time or during lunch.

### **Book and PE Lockers**

All lockers are the property of SCHS and will be assigned to students. Students must use the locker assigned to them and are not to place items in another locker. Lockers are subject to inspection at any time. Each person is responsible for the cleanliness and orderliness of his/her locker. The office must authorize changes in lockers by students. Lockers offer minimal security and items of unusual value should not be placed in them, particularly if a lock is not used. Students can purchase locks from the bookstore. These locks are provided at a minimum cost. Only combination locks provided by the school may be placed on book and PE lockers. Athletic and PE lockers are not to be used for schoolbooks and supplies. Students are not to enter the PE or Athletic Dressing Rooms between classes, lunch or homeroom. Anyone doing so without permission will be assigned to ISS.

### **Books, Materials, and Equipment**

All textbooks, library books, and other materials and equipment necessary to the educational process are property of the Board of Education. Students are responsible for their proper care and safeguarding. Students are not to mark or damage books and materials in any way. Failure to return and/or provide replacement value shall result in 1) no additional books, materials, or equipment being issued to the student 2) no transcripts being issued.

### **Medication**

Medication shall be administered only when the student's health requires that it be given during school hours. It is the parent's responsibility to bring this medication to school and give it to the school nurse/designee and remove any unused medication when treatment is completed. All medication, prescription or non-prescription must be delivered to the office to be kept during the day. Do not keep these items in your vehicle. The only exception to this is medication that must be retained by the student for self-administration in emergency situations (i.e. students with asthma). All medicines brought to school should be in the proper container giving doctor directions for administration. The medication should be only for the student whose name is listed on the bottle. Giving or taking of medicine not belonging to the proper person is subject to strong disciplinary action. The possession of over-the-counter "pep pills", stimulants, and similar chemical items is prohibited.

## **Health Screenings**

As required by the Tennessee Department of Education, mandated Student Health screenings will be conducted at your child's school this year. The high school students will be screened in their Wellness classes. Austin Peay State University (APSU) Nursing Department, Lions Club and various other trained volunteers will be assisting with screenings. While all information is private and confidential some information may be shared with the classroom/PE teacher(s) such as elevated blood pressure, vision or hearing needs to assist with your students educational needs. This data is reported to the Tennessee Department of Education and the Tennessee Department of Health.

We will be screening to determine if your child has a health risk that 1) needs medical attention and/or 2) might affect his/her classroom work. Pre-K, 1st, 3rd, 5th, or 7th grades may be prescreened at the end of the school year to allow for rescreening during the following year. The screenings are typically conducted in but not limited to these grades:

- Vision & Hearing – Grades Pre K, K, 2, 4, 6, and 8
- Scoliosis – Grade 6 only Dental – Grades K, 2, 4, 6 and 8
- Blood Pressure & Height and Weight – Grades K, 2, 4, 6, 8 and Wellness class

You will be notified of the results of your child's screenings only after review by the school nurse and if there is a need for further evaluation. You may request them by contacting the school nurse at the number indicated below. These screenings do not qualify as an examination and parents are encouraged to make sure your child has annual medical checkups as well as bi-annual dental checkups.

**You will be notified if any screening is thought to be outside of normal range.**

The state mandated screenings usually take place the first few months of school but could be conducted at any time during the year. If you have any questions regarding this free service, or if you want your child excluded from the Health Screenings, please contact the School Nurse at the numbers below or return a note with your child's name, grade, and homeroom teacher stating that you do not wish for your child to be screened and sign/date.

## **Phone Calls**

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

Students may use the phone in the office during breaks and during the lunch period. Students must keep phone calls brief to allow others to use the phone.

## **Motor vehicles and parking lot**

Vehicles parked on district property are under the jurisdiction of the school. Parking on school grounds is a **privilege** and not a right. Students must register their vehicles annually for a parking permit and have this permit visibly displayed. Parking permit applications are available in the office. Vehicles parked on school property by students and visitors are subject to search for drugs, drug paraphernalia or dangerous weapons.

The district assumes no responsibility or liability for loss or damage to vehicles.

Students can park only in areas designated for student parking. Any violation of the school policies regarding vehicles on campus may result in a student's driving privileges being suspended.

At no time during the day are students to enter the parking lot without permission from an administrator. Students who go into the parking lot without permission are subject to discipline. Students are not allowed to enter the parking lot at the end of the day until dismissed by the office.

## **Field Trips**

Students who leave on a school sponsored activity including athletic trips, band trips, and riding a pep bus, will accompany the teacher and group back unless arrangements are made in advance for a parent or guardian to pick the student up in person. The parent/guardian will be responsible for the student at that time.

In many instances, it will be necessary to have permission slips turned in before leaving the school. Students who ride buses on all school-sponsored trips are under the jurisdiction of the teacher and bus driver at all times. All school rules are in effect during school sponsored trips. Any violation of these rules or unsatisfactory conduct will result in the student being suspended from making any further school trips. Other disciplinary action may be imposed. All absences associated with a school-sponsored trip are excused. It is the responsibility of the student to obtain and complete all assignments missed while on a school-sponsored trip.

### **Supervision of students by teachers**

It is the duty of each member of the SCHS faculty to make needed corrections to students at any time during the school day. This includes the time at school prior to 7:40 a.m., during lunch, assembly, restroom breaks, outside the building and at all school sponsored activities.

### **Phones and Electronic Devices**

Students will be allowed to listen to music in the hallways and cafeteria with one ear bud in only to assure ability to hear someone else if necessary. Students will not be allowed to listen to music inside the classroom. Cell phones may be used outside the classrooms at any time. Cell phones may be used inside the classrooms for instructional purposes **ONLY!**

### **Assembly programs**

SCHS has a reputation as being an excellent audience for visitors. Courtesy is always appreciated by visiting performers and speakers. Students are to sit in the area designated for their class. Any disruption during an assembly program will result in disciplinary action.

### **Library**

The library is open from 7:35 a.m. until 2:45 p.m. The library is a classroom resource and an area for student enjoyment. No continuous or disruptive talking is allowed. Students are not to be in the library during class time without written permission from their teacher.

### **Lunch and breakfast programs**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a breakfast program and a well-balanced lunch is offered at a reasonable price. Please contact the cafeteria if there are special considerations for a student or if a special diet is necessary. A La Carte items are sold in the cafeteria. Meals may not be charged. Commercial food may not be brought in during school hours. Students may not leave campus for lunch. Food may not be taken out of the cafeteria without permission.

### **Energy Drinks**

All energy drinks are prohibited.

### **Free and reduced meals**

For those who qualify, free and reduced price meals are available. Information pertaining to these programs is available in the office. Students may apply for free or reduced meals at any time during the school year. Also, any student that receives free or reduced meals is exempt from certain fees if parents/guardians make a written request.

### **Lunch procedures**

All students will report to the cafeteria at their designated time for lunch. You will report to the cafeteria whether you intend to eat or not. Students will have 5 minutes to report to the cafeteria, after that time period they will be considered tardy. Students will remain in the cafeteria until the end of their lunch period. Students are not to leave the cafeteria without permission. Students are not allowed in the vocational area or the gym for any reason during lunch.

### **Financial obligations**

All students are required to meet any financial obligations. Transcripts will be held until all obligations are met. If for some good reason a student cannot make such a payment, the student should make arrangements with the office or the teacher. Financial obligations from the previous school year must be resolved before books are issued.

### **Safety**

Safety guidelines for many different situations are posted in each classroom. Individual teachers will discuss these guidelines and familiarize students with them.

## **Emergency Drills**

Periodically the school holds emergency fire, tornado, bomb threat, earthquake and intruder drills. At the beginning of each semester, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's *Student Code of Conduct* may be reported to law enforcement officials.

## **ESL Program Policy**

The English as a Second Language (ESL) Program Policy is designed to set minimum standards for Tennessee school districts in providing services to non-English language background (NELB) students who are also limited English proficient (LEP). These students are referred to as English Language Learners (ELLs).

## **English Learners**

### **Program Vision**

The English learner program exists to ensure English learners make substantial gains in their English language proficiency while taking part in the curriculum of the school. We strive to ensure language proficiency, literacy, and learning content standards are a seamless process.

### **Process**

During initial registration, you will be asked to fill out the Home Language Survey which asks questions regarding what language is used by your student. This survey is given to ALL families. If the student has a language other than English in their background, the students are assessed with an English language screener to determine if EL services are needed. If your child is proficient on the assessment, English learning services will not be provided; however, if your child is not proficient, your student(s) will qualify for EL services. Parents/guardians have the right to waive services; however, the student remains identified as an English learner and must take the annual English language proficiency test until they are proficient by the State's predetermined scores.

## **Translation and Interpretation Services**

### **Interpretations**

Stewart County Schools will schedule an interpreter or competent bilingual staff member to assist during parent/teacher conferences, SST, IEP, retention meetings, school and district events, disciplinary hearings, Title I & Title III events as well as any event open to the SCSS community. We will also make phone calls to parents and record robocalls when needed.

Please allow 5 days to schedule an interpreter. Should you need immediate assistance in another language, please call Jackie Perigen at (931) 232 - 5176.

If applicable, flyers and invitations should be sent home in Spanish (or other languages) before requesting an interpreter.

### **Translations**

Our office will translate forms, event flyers/agendas, school-wide communications, district communications, and general information on display for parents.

Please allow an appropriate amount of time for translations. Any student or staff member needing to set up translation and/or interpretation needs should contact Jackie Perigen at (931) 232 - 5176.

States, districts and schools are required to provide specialized programs for LEP students to comply with Title VI of the Civil Rights Act of 1965 and T.C.A. 4-21-90. This ESL policy has two purposes. First, it establishes the minimum required compliance components for ESL programs in Tennessee. Second, it provides a framework for implementing effective educational programs for ELLs. The Policy includes these components: anti-discriminatory policies and practices, identification of English Language Learners, parental notification and rights, service delivery models, and staffing ratios. For more information, contact the Board of Education, 232-5176.



## **Federal Programs**

The federal government provides funds for the following programs within a school system: Title I, Title II, Title III, Title IV, Title V, Migrant and Homeless. Stewart County meets the criteria to receive funds in the following federal programs:

Title I – Both elementary schools and the middle school meet the qualifications to be Title I Schoolwide schools. The qualifications are based on the number of students receiving free and reduced lunches. Every student is considered a Title I student in a school wide school. The purpose of Title I is to work with students who are at-risk of failing.

Title II – Federal funds provide staff development opportunities for teachers in areas of science and math.

Title IV – Federal funds are provided to ensure a safe and drug free environment. These funds are used for programs such as DARE, GREAT, etc.

Title V – Federal funds are used for staff development opportunities as well as parent trainings and supplies used through The Center for Teaching and Learning.

At the present time, Stewart County does not meet the criteria to receive funds for Migrant and Homeless. However, if you have questions about these programs or those mentioned above or you know of a migrant or homeless child in our community, please contact the Board Office at 232-5176.

## **504 Complaint Procedure**

The coordinator will hear ADA/Section 504 complaints. Complaints shall 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. For more information, please contact Robyn Crain at 921-232-5176

## **Academic Expectations**

### **Grading System**

SCHS is on a nine-week grading period. An academic year is composed of two semesters - 18 weeks each. At the end of each semester, students will receive ½ credit for each course they receive a passing grade.

### **Grade Reporting**

Parents will receive email notification of student progress throughout the grading period.

Written progress reports will be sent home approximately every four ½ weeks during a grading period.

Report cards will be sent home approximately 5 days after the end of each grading period.

### **Grading Scale**

A – 90-100	Outstanding Achievement
B – 80-89	Above Average
C – 70-79	Average
D – 60-69	Below Average
F – 0-59	Failure
I – Incomplete	Required work has not been completed.

### **Awarding of Credits**

Students may earn 7 credits each year. Students earn ½ credit for each class in which they maintain an average of 70 or above for the semester. To earn a full credit, a student must pass with a 70 or above both semesters. If either portion of the class is failed that portion of the course must be repeated or Credit Recovery must be completed to receive the ½ credit.

### **Transfer Grades**

If a student has been enrolled in another school and enters SCHS, the student can do make-up work to the teacher's satisfaction to earn a grade for the class work missed. The grades in progress and the number of days remaining in the quarter will be considered.

Students who enter school after missing more than 10 days in a quarter without being enrolled in a previous school are to get zeros for all work missed without any opportunity for make-up. With 10 days or less of absences before entering SCHS, the student will be assigned make-up work by the teacher to earn a grade.

### **Credit Recovery Program**

Students who receive a failing grade in a class can “recover” this credit without repeating the class. Credit

Recovery will be offered in summers and on a case-by-case basis by the principal's discretion. This program is a self-paced computer instruction program administered before school or after school. The student will receive instruction from a computer using the Edmentum Learning Software. This software is aligned with the Tennessee Curriculum Standards in these classes. A complete set of policies for this program is available, for further information, contact a school counselor or principal.

## **Attendance**

### *State Law*

### **Tennessee Compulsory School Attendance Law**

T.C.A. 49-6-3001 – Every parent, guardian, or other person residing within the State of Tennessee, having control or charge of any child or children between the ages of six (6) and seventeen (17) years, both inclusive\*, shall cause such a child or children to attend public or non-public school, and in the event of failure to do so, shall be subject to the penalties hereinafter provided.

\* The meaning of the word “inclusive” is that a child must attend school from the ages of six (6) until eighteen (18) years old.

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

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 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 Jacquelyn Perigen at 931-232-5176.

## **Required Attendance Reports**

T.C.A. 49-6-3007 – It shall be the duty of the principal or the teacher of every public and non-public school to report promptly to the superintendent of schools, or his designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means a total of five (5) consecutive days) without adequate excuse.

Such superintendent shall thereupon serve, or cause to be served, upon the parent, guardian, or other person in Tennessee in parental relation to such children unlawfully absent from school, written notice that attendance of such children at schools is required.

The superintendent of any local school system, after written notice to the parent or guardian of a child, shall report any child who habitually and unlawfully absents himself/herself from school to the appropriate judge having juvenile jurisdiction in that county, the child to be dealt with in such manner as the judge may determine to be for the best interest of the child.

## **Attendance/Academics Affecting the Tennessee Driver License (T.C.A. 49-6-3017)**

A student must maintain satisfactory academic progress to be eligible for or to maintain a Tennessee Motor Vehicle License. A student must pass 3 classes each semester to maintain eligibility. Any student who does not pass 3 classes will have their name reported to the Tennessee Department of Safety. As a result, the student will lose their Tennessee driver's license until the student returns to school and passes 3 classes in the next semester or attains eighteen (18) years of age.

Any student who has 10 consecutive unexcused absences or 15 cumulative unexcused absences will be reported to the Tennessee Department of Safety and will lose eligibility for a driver's license. To regain eligibility, a student must attend school regularly and pass 3 classes in a semester.

## ***Board Policies***

Board attendance policy (High School): Recognizing that absenteeism is a hindrance to the efficient education of students and that punctuality and regularity of attendance affect the progress of a student at school, the Stewart County Board of Education has adopted the following attendance policy for students in grades 9-12. The parents/guardians or other person having charge and control of a child is held responsible for the child's regular school attendance.

A student's absence is determined to be "excused" or "unexcused" based upon the following criteria:

## **Excused Absences**

*\* For an absence to be recorded as an excused absence it must meet one of the following criteria and documentation for the absence (Dr. 's excuse) must be presented to the school by 2:45 on the day the student returns. If a student fails to produce the documentation any absence will be marked as an unexcused absence.*

1. The student's personal illness or hospitalization. A physician's statement or parent conference may be required at any time should the principal or the Director of Attendance deem it necessary. If the illness or hospitalization is to exceed ten (10) consecutive days, the parent/guardian should apply for homebound instruction.
2. An illness or incapacitating condition of a family member, which requires the temporary assistance of a student. (A physician's statement may be required.)
3. A death in the immediate family. (Immediate family includes parent, stepparent, guardian, grandparent, sibling, stepbrother/sister, and aunt/uncle)
4. Recognized religious holidays/events. Parents and guardians are asked to inform the principal well in advance of these absences.
5. Required court appearances. (Verification from proper authorities must be provided)
6. Agricultural activities of the household in which the student is residing.
7. Other emergency or unusual circumstances beyond the control of the student. These must be approved by school administration.

Students and parents have the right to appeal any attendance matter to the attendance review committee.

## **Unexcused Absences**

Absences for reasons other than those stated above may be for reasonable cause but are "unexcused" for official school record keeping and attendance purposes.

## **Student Attendance**

All absences will be marked unexcused unless the school receives proper documentation. **When a student has accumulated 10 absences (excused or unexcused) in a year, the school will hold a meeting with the student, parent, an administrator, and a guidance counselor to make a plan to improve attendance. If a student accumulates 5 unexcused absences, the school will hold a meeting with the student and parent to make a plan to improve attendance. The student will be placed on Tier 1 Truancy Intervention. The next unexcused absence, a meeting will be held, and the student placed on Tier 2 Truancy Intervention. If another unexcused absence the student will go to Tier 3 Truancy Intervention and result in Truancy Review Board and possible Juvenile Court.**

### **Truancy Review Board**

The Stewart County Truancy Review Board is a body of concerned citizens who recognize the necessity of regular school attendance. This is a joint effort by the school, juvenile court, law enforcement, and community health agencies. The mission and purpose of the Truancy Review Board is to:

- 1) Ensure compliance with compulsory attendance laws and Board of Education policies.
- 2) Send a generalized message to truancy population that compulsory attendance laws will be enforced.
- 3) Advise and educate parents of their rights and responsibilities.
- 4) Reduce number of dropouts and retention rates due to non-attendance.
- 5) Decrease time of Attendance Supervisor for prosecuting cases in court.

As of August 1999, this board will be in effect and will meet as needed at the Stewart County Board of Education. Referrals to the Truancy Review Board will be based on students who have demonstrated a history of truancy. For more information, please contact Jacquelyn Perigen at 232-5176.

## **Attendance of 18-year-old students**

Students that have passed their 18<sup>th</sup> birthday are expected to follow the same attendance policies and procedures of all other students. Also, parents/guardians will be contacted in the event of disciplinary action or absence/truancy.

## **Athletic Eligibility**

Stewart County High School is a member of the Tennessee Secondary Schools Athletic Association (TSSAA) and adheres to all their policies concerning the eligibility of student-athletes. The following is a summary of the TSSAA eligibility requirements for high school athletes. This is only a summary of the TSSAA bylaws; a full copy is available online at the TSSAA website (tssaa.org). If you have any questions regarding athletic eligibility, contact the Athletic Director.

1. A student must earn five credits the preceding school year if less than 24 units are required for graduation or six credits the preceding school year if 24 or more credits are required for graduation. All credits must be earned by the first day of the beginning of the school year.
2. A student must be enrolled before the 20th school day of the semester, in regular attendance, and carrying a full course load during the present semester.
3. A student is permitted eight semesters of eligibility beginning with the ninth grade.
4. A student shall be ineligible in high school if he or she becomes 19 years of age on or before Aug. 1.
5. Athletes must live at home with their parents.
6. A student whose name is listed on the school eligibility report cannot participate in an independent game or meet until the season has closed in that particular sport. (This does not include golf, tennis or bowling.)
7. A registered athlete cannot accept any money for athletic skills in any TSSAA sponsored sport.
8. The athlete or his parents must pay all expenses to an athletic camp where specified instruction is offered.
9. Any student repeating the 7th grade after having passed the 7th grade or repeating the 8th grade after passing the 8th grade shall not be eligible to participate in athletics during their 9th grade year.
10. A student may not participate in an all-star game unless it is sanctioned by the TSSAA and unless he/she has completed high school eligibility in that sport.

## ***Student Code of Conduct***

### **School-Wide Positive Behavior Support**

SCHS has implemented a School-Wide Positive Behavior Support Program. This is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Positive behavior support is an application of a behaviorally based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on teaching students the expected behaviors and reinforcing the positive behaviors of students thereby making problem behavior less effective, efficient, and relevant, and desired behavior more functional. In summary, it is a systematic method of rewarding desired behavior with the end result being a decrease in undesirable behavior (office referrals).

## **2021-2022 ADDENDUM TO THE CODE OF CONDUCT**

### **Addendum to Code of Conduct**

Stewart County Schools understands that there are challenges that accompany the drastic changes that have occurred as a result of extended school closures. This Addendum to the Stewart County Schools 2020-2021 Code of Conduct details the expectations of students in light of these changes, as well as the application to students even if the traditional school structure has shifted to a remote or hybrid learning model.

### **Application of Code of Conduct under Traditional School Model**

Within the traditional school model, the 2020-2021 Code of Conduct shall apply to all students as issued. In order to clarify the application of the Code of Conduct in light of the pandemic, Stewart County Schools expands the Code of Conduct definitions for the following:

- Students who threaten to spread an infectious disease, specifically COVID-19, through verbal or physical acts to other students or District staff will be disciplined. There will be no tolerance for this type of behavior. Acts of this nature shall be categorized as a threat to others and will be subject to disciplinary consequences.
- If a federal, state or local governmental order goes into effect that requires the wearing of a face covering or mask, refusal to wear a mask will be considered a dress code violation that could be subject to disciplinary consequences. This would apply to both in the school building and on the bus. Face coverings must abide by the student dress code and cannot feature images that may be disruptive to the learning environment. Face coverings must be provided by the parent/guardian.
- If a federal or state governmental order is in effect, face coverings will be required for students using District- provided transportation, including school buses. Face coverings must be provided by the parent/guardian. Refusal to wear a face covering while using District-provided transportation will be considered a discipline offense and could result in the student's suspension from the school bus. Continued refusal may result in the student's removal from transportation.

### **Application of Code of Conduct under the Hybrid/Remote Learning Model**

The Code of Conduct applies during the school day, during any school-related activity (on or off campus), including during remote learning, whether the learning is occurring in a synchronous or asynchronous virtual classroom. In the event that Stewart County Schools shifts to a Hybrid or Remote model of learning, due process may be administered by an administrator virtually or via telephone.

Disruptive classroom behavior during live remote instruction, online cyberbullying, fraudulent online attendance, and academic dishonesty using an electronic device will be subject to disciplinary action. Potential disciplinary consequences may be expanded from those listed in the Code of Conduct subject to administrator discretion and may include limiting a student's ability to participate using video or audio during live remote instruction. Additionally, a teacher may temporarily limit a student's ability to participate in live remote instruction using audio or video capabilities if the student's behavior is disruptive to the online classroom environment.

Stewart County Schools encourages students and families to thoroughly review the District's Acceptable Use Policy, as violation of this policy using District technology may be grounds for disciplinary consequence.

## **School Wide Rules**

Be Here  
Be Prepared  
Be Respectful  
Be Responsible

## **Rebel Incentive Program**

As part of the Positive Behavior Support program, Stewart County High School has been implementing an incentive program. Students that demonstrate positive behavior are given a Rebel Reward Card. Teachers give cards to students demonstrating positive behavior aligning with the Rebel Rules: Be Here, Be Prepared, Be Respectful, and Be Responsible. When the Rebel cards are given, teachers will state the reason for giving cards. Teachers are trained to reward both students that consistently display positive behavior and students that demonstrate improvement in their behavior. Those cards are turned into the front desk to be included for a weekly drawing providing students with a variety of prizes. Prizes include: Gas Cards, T-Shirts, Sports Memorabilia, Food Certificates at local restaurants, Free bowling certificates, jump drives, etc.

## **Bus Conduct**

Bus service is an extension of the classroom. The Board expects student behavior on a bus to be consistent with the established standards for classroom behavior. Students are under the supervision and control of the bus driver on the bus. All reasonable directions given by the driver are to be followed. A student who wishes to ride a bus other than his/her own must bring a note to the office from a parent requesting permission. A bus note will be written and signed by the office staff.

Bus service is a *privilege* provided to students by the Stewart County Board of Education. When a student's behavior is such that he/she becomes dangerous to the other student's safety, this privilege may be withdrawn at the discretion of the principal. Other disciplinary action may be imposed.

The following rules and regulations are from the Supervisor of Transportation for the Stewart County Board of Education. These are for all schools in Stewart County.

**--SAFETY IS EVERYONE'S RESPONSIBILITY--**

1. To ensure safety, everyone is under the supervision of the bus driver on the bus. Passengers must respond promptly to instructions given by the bus driver including seating assignments.
2. The bus is an extension of the classroom and all rules of behavior for students as specified by School Board Policy and the School Handbook Manual are applicable.
3. Food, drink, and candy on the bus are prohibited except in unusual circumstances as specified by the bus driver or Supervisor of Transportation.
4. Animals, oversized objects (including balloons), and glass containers are not permitted. Flammable items are not to be on the bus including cigarettes lighters or matches.
5. Passengers must observe conduct like that in the classroom. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive, obscene language or gestures are not acceptable.
6. Always keep aisles and step-off platform clear.
7. The student should never extend any portion of the body outside bus windows. Objects are not to be thrown from the bus.
8. Students are to sit in the seats. Students should not attempt to move about while the bus is in motion but remain seated until the bus stops.
9. Damage to the bus must be paid for by the student/guardian. Bus service will not be provided until this is done or arrangements are made.
10. Regular pickup time schedules must be observed by the student.
11. Students must wait at the proper stop and never stand in the road.
12. Students are to wait for the drivers signal before crossing the road to board the bus. Students are to cross well in front of the bus.
13. Observe driver's instructions when loading or unloading.
14. Drivers will not unload passengers at places other than the regular stops near their home or at school without proper authorization from the parent and school officials.
15. Failure to follow regulations, procedures, or bus driver directions may result in suspension from bus service.
16. Parents/guardians should never board a bus to talk to the driver. Any issue or problem should be addressed at the school.

### **Hall conduct and class changes**

While in the hall during class changes and other times, respect the rights of others and be reasonably quiet. The four-minute interval between classes is for going to lockers and the restroom. Students are not to loiter in the stairwells at any time and should stay to the right of the handrails when using the stairs. Horseplay in the stairwells will not be tolerated. Students are not to sit or lean against the upstairs balcony rails.

### **Bullying/Intimidation**

Students shall be provided a safe learning environment. It shall be a violation for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his /her property, or knowingly placing student in reasonable fear of such, or creating a hostile educational environment.

The following is the definition from Stopbullying.gov. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

When dealing with bullying, intimidation, or harassment, students should do the following:

STOP: Tell the person to stop bullying, intimidating, or harassing you.

WALK: Walk away from the person. Do not argue or yell.

TALK: If the problem behavior continues, talk to an adult (teacher, SRO, counselor, principal, etc.)

## **Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation under Title IX**

Stewart County High School 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. Bullying, intimidation and harassment is defined as 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
- Creating a hostile educational environment

Alleged victims of the offenses shall report incidents immediately to a teacher, counselor, or building administrator. The principal or his/her designee shall be responsible for investigating and resolving complaints. The principal or his/her designee shall notify the parent(s)/guardian(s) and the Title IX coordinator when a student is involved in an act of discrimination, harassment, intimidation, bullying or cyber-bullying.

Please refer to Board Policy 6.304 for detailed definitions, complaints and investigations, response and prevention, reporting and retaliation and false accusations. Board Policy can be found on the district website at [stewartcountyschools.net](http://stewartcountyschools.net) under System Guidelines or you may contact the Stewart County Board of Education at 931-232-5176 for more information.

When problem behavior is reported, the following response will be initiated:

1. Reinforce the student for reporting the problem behavior (i.e. "I'm glad you told me.")
2. Ask who, what, when, and where. Documented on a Harassment Event Log.
3. Ensure the student's safety (victim and /or witness).
  - a. Is the bullying still happening?
  - b. Is the reporting student at risk?
  - c. Fear of revenge?
  - d. What does the student need to feel safe?
  - e. What is the severity of the situation?
4. "Did you tell the student to stop?" (Praise student for appropriate responses)
5. "Did you walk away from the problem behavior?" (Again, use praise for acting appropriately)
6. Investigate and document on a Harassment Discussion Log.
7. Speak with perpetrators and document on a Harassment Discussion Log.
8. Contact parents.
9. Use punishment only if the problem behavior continues.

## **Threats**

The administration of SCHS will take all threats of violence including verbal, written, and physical threats very seriously. Any student that threatens another student is subject to harsh disciplinary action.

## **Due Process**

No disciplinary measure of any nature shall be imposed against a student until the student has been given oral or written notification of the charges against him/her. If the charges are denied, the student will be given an explanation of the evidence against him/her and an opportunity to present his/her version of the facts.

## **Parental Notification**

Parents will be notified of all disciplinary procedures handled in the office. For more minor offenses, this will usually consist of a disciplinary notification form sent home with the student. This form must be signed by the parent/guardian and returned to the office. Failure of the student to return this form will result in the extension of any assigned punishment or the assignment of additional punishment. In the case of out of school suspensions or expulsions, parents will receive personal notification in the form of a phone call. In these cases, the parent may be required to meet with the principal or pick the student up from school.

## ***Disciplinary Options***

### **Detention**

A student may be detained before or after school for minor offenses. Refusal to do homework is classified as defiance (a minor offense). The parents/guardians will be given advance notice of any assigned detention.

### **In-School Suspension (ISS)**

Students may be required to attend ISS as a consequence for their behavior for a specified number of days based upon the severity of their misconduct. Examples of behaviors which will result in long term placements (over 10 days) in ISS are fighting, bullying, angry confrontations, repeated class disruptions, repetitive vape or tobacco use, or any other offense of either a serious or repetitive nature. In past years, such offenses have typically resulted in a student receiving out of school suspension or placement in ALC as a punishment. These long-term ISS placements should serve two purposes. First, they should reduce the number of out of school suspensions which would improve student grades and attendance. Second these long placements should also be an effective deterrent against disruptive student conflicts, bullying, fighting and other serious offenses. The student will be isolated from the normal school population and will have all privileges suspended while in ISS. Students in ISS are not allowed to attend assembly programs, athletic events, or other school sponsored functions. Students can go to after school tutoring. Students will receive normal class work while assigned to ISS and will have the opportunity to keep up with grades. The work a student receives will be assigned and graded by the normal classroom teacher. The student is counted present for attendance purposes.

### **Suspension**

For more serious offenses a student may be removed from school for a predetermined number of days. Every effort will be made to contact parents/guardians personally before a suspension begins. No student will be allowed to leave school, during the normal school day, until a parent has been contacted. When a student is suspended from school, they will not receive credit for any work missed, with the exception of final exams or equivalent work. Students are not allowed on school grounds and are not allowed to attend school-sponsored activities during a period of suspension. If a suspension is for 10 days or more the student, his parents/guardian, or any person holding a teaching license employed by the school system may appeal the decision to a disciplinary hearing board. All appeals must be filed either orally or in writing within 5 days after the receipt of the notice of suspension.

### **Alternative Learning Center (ALC)**

A student may be placed in ALC for an infraction deemed serious enough to warrant removal from the normal school setting. This is at the discretion of the principal. While in ALC students receive assignments and grades from their normal instructors. They are not allowed to attend any school-sponsored functions. The minimum stay in ALC is 20 days for high school students. Consideration for ALC placement may be made after five major actionable disciplinary referrals.

### **Expulsions**

The Stewart County School System refuses to tolerate behavior dangerous to others or detrimental to the good order of our schools. Students exhibiting such behavior will be removed from the school system. Expulsion can be considered after the student has violated the rules of the Alternative School and/or is not benefiting from the program. TCA 49—6-3402 (B)(i)

## ***Zero-Tolerance Behavior***

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period not less than one (1) calendar year. Only the Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-Tolerance acts are as follows:

1. Students who bring or unlawfully possess alcohol, a narcotic or stimulant drug, prescription drug, any other controlled substance, drug paraphernalia, or a dangerous weapon on to a school bus, on to school property or to any event or activity sponsored by the school, either on or off campus.
2. Any student while on a school bus, on school property or while attending any school event or activity:
  - (a) uses, possesses, purchases, sells or manufactures alcohol or illegal drugs or drug paraphernalia
  - (b) is under the influence of alcohol or illegal drugs.
  - (c) possesses a dangerous weapon.
  - (d) commits battery, assaults or threatens a teacher or other staff member.



## **Drug and alcohol testing**

Any student while on a school bus, on school property or while attending any school event or activity, who acts in an abnormal manner sufficient to cause reasonable suspicion that he/she has violated school policy on drugs and alcohol, will be required to submit to an alcohol and/or a controlled substance test upon the approval and written referral of the school principal. Refusal to submit to the requested test will be treated as a positive test result and will be dealt with as a zero tolerance incident. If a student is tested and the result is negative, no disciplinary action will be taken and all record of the test will be destroyed.

## **Weapons and dangerous instruments**

It is in violation of school policy and State Law for anyone to bring a dangerous weapon on school premises or at any school-sponsored event or activity. Any weapons found upon a person, within an automobile or any other manner upon school property will be confiscated and reported to law enforcement authorities. Persons who bring such items on school premises, whether students or not, will be prosecuted in accordance with State Law.

Dangerous weapons for the purpose of this policy shall include, but are not limited to "...any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles..." TCA 39-17-1309

**NO knives are allowed on school property.** A student in possession of a knife with a blade in excess of three (3) inches at any of the above places will be considered in possession of a dangerous weapon. A student in possession of a knife with a blade three (3) inches or less will be disciplined in school.

## **Gangs**

The Stewart County Board of Education is dedicated to preventing the influence and activities of gangs in the schools. This policy is designed to eliminate or prevent such influence and activities and should be interpreted in the broadest form permissible to effectuate these purposes.

Prohibited Activities: No student shall:

1. Display, wear or possess gang articles, paraphernalia, clothing, or symbols.
2. Threaten to commit or actually commit any crime of violence or burn or damage property with the purpose of terrorizing another, or of causing the evacuation of a building, place of assembly, school bus, or any other facility, or causing the disruption of orderly operations.
3. Shoot at or throw an object at a school bus or other school owned and operated vehicle.
4. Recruit or solicit membership in any gang or gang related organization.
5. Hold him or herself out as a member of a gang.

## ***Sexual Harassment of Students***

Sexual harassment toward a student by an employee or another student will not be tolerated.

Sexual harassment is defined as conduct, advances, gestures or words of a sexual nature which:

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

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

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

## ***Searches and Seizures***

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 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 conduct;
3. Any object or substance, which because of its presence presents an immediate danger of harm or illness to any person.

Any items found in the course of a search may be turned over to law enforcement for investigation.

## **Locker searches**

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or storage areas provided for student use on school premises remain the property of the school system and are provided for the use of the students subject to inspection, access for maintenance and search.

## **Searches by police**

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, book bags, purses, desks, cell phones, or students' or non-students' automobiles for drugs, weapons or items of an illegal or prohibited nature.

## ***Dress Code and Appearance for Students***

The dress of each student should incorporate health, decency, safety, and a professional attitude. All students are required to dress in a manner reflecting good taste, modesty, and appropriateness. No clothing or lack of clothing, jewelry, or other personal adornments shall be worn that would create disorder or disrupt the educational program. This includes items that are so ostentatious that it disrupts the learning or learning environment by causing others to gawk, not listen to teachers or causes undue attention to a student. What is worn should not detract from the learning environment.

Classes that present a concern for student safety may require the student to adjust hair, jewelry, and/or clothing during the class period in the interest of maintaining safety standards. Additional dress regulations may be imposed upon students participating in certain extracurricular activities. Dress must comply with the health and safety codes of the State of Tennessee.

Therefore, the following attire is **prohibited** from Stewart County High School:

1. According to Tennessee Law Title 49-6-40(a):  
An LEA (Local Educational Agency) shall include in its student discipline code a provision prohibiting students from wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.
2. Head coverings of any kind, including but not limited to hats, scarves, bandannas, masks, kerchiefs, caps, or hoods.
3. Any manner or dress that presents a health or safety hazard to others or is potentially damaging to school property.
4. Attire or accessories, which advertise or allude to any drugs, alcohol, or tobacco products.
5. Clothing depicting any words or symbols, including those with double meanings, which could in any way be construed as sensual, sexual, violent, or obscene.
6. See-through clothing, tank tops, undergarments, biker shorts, revealing or sexually suggestive clothing. Yoga pants may be worn under an extra-long shirt that covers the student's bottom.
7. Shorts, skirts, and dresses that reveal undergarments or upper thigh, included when sitting in a chair.
8. Clothing with holes, rips, or tears that reveal undergarments, cleavage, or in any other way are not modest.
9. Clothing or accessories displaying words or pictures that contains offensive or obscene symbols, signs, slogans, or words degrading any gender, cultural, religious, or ethnic values that harasses, threatens, intimidates, or demeans an individual or group because of sex, color, race, religion, handicap, or national origin.
10. Shirts and/or blouses, which reveal the abdomen (midriff), excessive underarm area, chest, back, or undergarments. Tops or shirts should not have been altered by tearing or shortening. No amount of cleavage should be visible.
11. Clothing, apparel, tattoos, accessories, jewelry, items with gang names, gang initials, and gang related self-inflicted wound or scar, "colors," or individual gang monikers that are specifically intended to identify one as a member of a "gang". This provision concerning gang-related items applies to all school-sponsored events and activities.
12. Clothing or accessories portraying costumes. For example, cat ear headbands, animal tails, boas, etc..
13. Pajama bottoms or pants that sag. The pants are to be size appropriate and fit at the waist so that underwear is not showing above the waist of the pants. Pants must not drag the floor.
14. Heavy chains made of steel, chrome, alloy, and look alike that are not formal jewelry around the neck, around the waist or hanging from the waist into the pocket.
15. Spiked apparel or similar accessories
16. Sunglasses, or tinted glasses unless doctor prescribed.

When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action. The consequence for the first violation is a warning. If attire can be altered or parents bring appropriate attire, the student may return to class. If attire cannot be changed the student will be placed in ISS. Upon second or more offenses, Saturday School and ISS will be used. Turning clothes inside out will not be adequate for readmission to class.

Confiscated items, including headwear, may be returned at the end of the semester or when a guardian comes to the school and picks up the item.

## ***Disciplinary Infractions***

The following is not an exhaustive list of infractions or a definitive list of punishments. It is a guide for students, so that they may better understand what is expected of them.

<b>Infraction</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Cell Phone Infraction</b>	Cell phone is seen and/or heard in a classroom. Cell phone use either text or voice during regular school hours.	Phone kept in office for 1 day	Phone kept in office for 3 days or detention (Phones may be taken home at the end of the day and returned to administrators the next morning)	Referral to ISS. (Parent will be contacted to pick up student phone)
<b>Tardiness</b>	Failure to attend classes within the time limits set by the school. After being tardy (arriving late or leaving early) unexcused 4 times, the student will be referred for discipline for each additional tardy	Not to exceed ISS or detention	Not to exceed ISS or detention	ISS
<b>Dress Code Violation</b>	Failure of student to follow student dress code	Warning. Return to class if modified; ISS if not modified	Not to exceed ISS or detention	Long-term ISS
<b>Public Display of Affection</b>		Not to exceed ISS or detention	Not to exceed ISS or detention	Long-term ISS
<b>Skipping Class or Out of Area</b>	Willfully refusing to attend and participate in class and/or leaving class w/o permission	ISS, Detention or Short-term Suspension	ISS, Detention or Short-term Suspension	Long-term ISS
<b>Tobacco, e-cigarette, or vapor device Use &amp; Possession</b>	Possessing any type of tobacco, smoking, or vapor paraphernalia	ISS, Detention or Short-term Suspension. Written citation/petition – juvenile court	ISS, Detention or Short-term Suspension. Written citation/petition – juvenile court.	Long-term ISS. Written citation/petition – juvenile court.
<b>Disobedience</b>	Willfully disobeying the authority of school personnel	ISS, Detention or Short-term Suspension	Short-term suspension Long-term ISS	Long-term ISS
<b>Disruptive or Boisterous Conduct</b>	Engaging in conduct which is disruptive to the educational process or the maintenance of an orderly environment	ISS, Detention or Short-term Suspension	ISS, Detention or Short-term Suspension	Long-term ISS
<b>Gambling</b>	Wagering money or personal property	ISS, Detention or Short-term Suspension	ISS, Long-term ISS or Short-term Suspension	Short-term suspension Long-term ISS
<b>Vulgar or Profane Language</b>	Using vulgar, profane or obscene language and/or gestures	ISS, Detention or Short-term Suspension	ISS, Detention or Short-term Suspension	Short-term suspension Long-term ISS
<b>Possession, use or viewing of Adult-Oriented Publications or Obscene Materials</b>		ISS, Detention or Short-term Suspension	ISS, Detention or Short-term Suspension	Short-term suspension Long-term ISS
<b>Theft</b>	Theft of property of the school or another student. In all cases, the student will be required to pay for any item not recovered. Any theft involving items in excess of \$25.00 will be reported to law enforcement.	short-term suspension, Long-term ISS or placement in ALC	short-term suspension, Long-term ISS or placement in ALC	short-term suspension, Long-term ISS or placement in ALC

<b>Lewd or Lascivious Conduct</b>	Any obscene exposure of the body or lustful advances toward other students, school employees or the general public.	Short-term suspension, Long-term ISS or placement in ALC	Short-term suspension, Long-term ISS or placement in ALC	Short-term suspension, Long-term ISS or placement in ALC
<b>Lying</b>	Making a dishonest statement	ISS, Detention or short-term suspension	ISS, Detention or short-term suspension	Short-term suspension, Long-term ISS or placement in ALC
<b>Disrespect towards a teacher or any school system employee</b>		Short-term suspension, Long-term ISS or placement in ALC	Long-term ISS, suspension or placement in ALC	suspension or placement in ALC
<b>Assault, Battery and Fighting</b>	Physical assaulting another student, except in self-defense. Assault may be any threat of harm reasonably believed.	Short-term suspension, Long-term ISS or placement in ALC	suspension or placement in ALC	suspension or placement in ALC
<b>Threats</b>	Threatening physical violence or harm to another student or school system employee. These may be verbal or written threats.	Short-term suspension, Long-term ISS or placement in ALC	suspension or placement in ALC	suspension or placement in ALC
<b>Extortion</b>	Obtaining anything of value or forcing anyone to do something against his will or attempting to do so by threat of violence or retribution	suspension, Long-term ISS or placement in ALC	suspension or placement in ALC Report to law enforcement	suspension or placement in ALC Report to law enforcement
<b>Vandalism</b>	Willfully damaging or destroying property of any other person. Student will pay retribution.	Short-term suspension, Long-term ISS or placement in ALC	Short-term suspension or placement in ALC	suspension or placement in ALC
<b>Cheating, Plagiarism, Forgery</b>		ISS, Detention, Long-term ISS, Short-term suspension	ISS, Detention, Long-term ISS, Short-term suspension	Long-term ISS, Short-term suspension
<b>Weapons and Dangerous Instruments</b>	Any incident will be reported to law enforcement officials	Expulsion/ ALC	Expulsion/ ALC	Expulsion/ ALC
<b>Bomb Threat</b>	Making a bomb threat to any school property. Report to law enforcement	Expulsion/ ALC	Expulsion/ ALC	Expulsion/ ALC
<b>Activating a False Alarm</b>	Activating a false fire alarm in any school	Expulsion/ ALC	Expulsion/ ALC	Expulsion/ ALC
<b>Alcohol &amp; Drugs</b>		Expulsion/ ALC	Expulsion/ ALC	Expulsion/ ALC
<b>Arson</b>	Starting a fire or implying a fire will be started, or being an accomplice to the starting of a fire. Restitution for damages will be required before readmission will be considered	Expulsion/ ALC	Expulsion/ ALC	Expulsion/ ALC
<b>Possession of a Knife</b>	Possession of any knife with a blade less than 3 inches	Short-term suspension Long-term ISS	Short-term suspension	Short-term suspension
<b>Conduct Unbecoming a Student (Simple)</b>	Determined by school administrators	ISS or Detention	ISS, Detention, Short-term Suspension	Short-term Suspension
<b>Conduct Unbecoming a Student (Severe)</b>	Determined by school administrators	Long-term ISS, Short-term Suspension or Placement in ALC	Short-term Suspension or Placement in ALC	Placement in ALC or Expulsion

## **State of Tennessee Contact Information**

### **Tennessee Department of Education**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting [www.tn.gov/education](http://www.tn.gov/education)  
Tennessee Department of Education  
710 James Robertson Parkway  
Nashville, Tennessee 37243-0380  
Phone: 615-741-5158

### **Child Advocacy Group Contact Information**

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

**The ARC of Tennessee** is on the internet at <http://www.thearctn.org/>  
151 Athens Way, Suite 100  
Nashville, TN 37228  
Phone: 615-248-5878 Toll-free: 1-800-835-7077  
Fax: 615-248-5879 Email: [info@thearctn.org](mailto:info@thearctn.org)

**Support and Training for Exceptional Parents (STEP)** is on the Internet at <http://www.tnstep.org/>  
712 Professional Plaza  
Greenville, TN 37745  
1-800-280-STEP

**Disability Rights TN** is on the internet at [www.disabilityrightstn.org](http://www.disabilityrightstn.org)  
2 International Plaza Suite 825  
Nashville, Tennessee 37217  
Phone: 1-800-287-9636 (toll-free) or 615-298-1080  
Fax: 615-298-2046

**Tennessee Voices for Children** is on the Internet at [www.tnvoices.org/](http://www.tnvoices.org/)  
Middle Tennessee:  
701 Bradford Avenue  
Nashville, TN 37203  
Telephone: 615-269-7751  
Fax: 615-269-8914  
TN Toll Free: 800-670-9882  
E-mail: [TVC@tnvoices.org](mailto:TVC@tnvoices.org)

**Centerstone in on the Internet at [www.centerstone.org/tennessee-services](http://www.centerstone.org/tennessee-services)**  
SCHS has a Centerstone Counselor on campus. Call the school for more information about on campus services.  
Customer Care Center and Crisis Call Center (24/7/365): 800-681-7444

**These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services—Department of Human Services: [www.tn.gov/humanservices/section/disability-services](http://www.tn.gov/humanservices/section/disability-services)**

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

### **SCHS Child Abuse Coordinator and Alternate**

Megan Parks- Coordinator  
Kyle Mallory- Alternate

# ***Acceptable Use Policy for the Stewart County Schools Computer Network***

The Stewart County Schools (SCS) offers Internet access for faculty and student use. This document contains the Acceptable Use Policy for student users of the SCS Computer Network and Internet resources.

## **Educational Purpose**

- The SCS Computer Network has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development and limited high-quality self-discovery activities.
- The SCS Computer Network has not been established as a public access service or a public forum. SCS has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the SCS Disciplinary Code and the law in your use of the SCS Computer Network.
- You may not use the SCS Computer for commercial purposes. This means you may not offer, provide or purchase products or services through the SCS Network.
- You may not use the SCS Computer Network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

## **Student Internet Access**

- All students will have access to Internet World Wide Web information resources through their classroom, library or school computer lab with permission of parent or guardian.
- At the time, e-mail accounts and personal web pages are not being issued to students. If and when these resources are allowed, additional conditions will be added to the Student Acceptable Use Policy to address the additional responsibilities, which accompany these items.

## **Unacceptable Uses**

The following uses of the SCS Computer Network are considered unacceptable:

### **Exchange of Personal Information**

- You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- You will not agree to meet with someone you have met on-line without your parent’s approval. Your parent should accompany you to this meeting.
- You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

### **Illegal Activities**

- You will not attempt to gain unauthorized access to the SCS Computer Network or to any other computer system through the SCS Computer Network or go beyond your authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing”.
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- You will not use the SCS Computer Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

### **System Security**

- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

### **Inappropriate Language**

- Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- You will not post information that could cause damage or a danger of disruption.
- You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, then you must stop.
- You will not knowingly or recklessly post false or defamatory information about a person or organization.

### **Respect for Privacy**

- You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about another person.

### **Respecting Resource Limits**

- You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
- You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- You will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- The installation of any file-sharing program is prohibited without approval of Technology Coordinator.

### **Plagiarism and Copyright Infringement**

- You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

### **Access to Inappropriate Material**

- You will not use the SCS Computer Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- If you mistakenly access inappropriate information, you should immediately tell your teacher, librarian or another district employee. This will protect you against a claim that you have intentionally violated this Policy.
- Your parents should instruct you if there is additional material that they think it would be appropriate for you to access. The district fully expects that you will follow your parent’s instructions in this matter.

## **Your Rights**

### **Free Speech**

- Your right to free speech, as set forth in the SCS Disciplinary Code, applies also to your communication on the Internet. The SCS Computer Network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

### **Search and Seizure**

- You should expect only limited privacy in the contents of your personal files on the SCS Computer Network. The situation is similar to the rights you have in the privacy of your locker.
- Routine maintenance and monitoring of SCS Computer Network may lead to discovery that you have violated this Policy, the SCS Disciplinary Code, or the law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the SCS Disciplinary Code, or the law. The investigation will be reasonable and related to the suspected violation.
- Your parents have the right at any time to request to see the contents of your e-mail files.

### **Due Process**

- The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the SCS Network.
- In the event there is a claim that you have violated this Policy or the SCS Disciplinary Code in your use of the SCS Network, the matter will be addressed in accordance with the SCS Disciplinary Code.
- If the violation also involves a violation of other provisions of the SCS Disciplinary Code, it will be handled in a manner described in the SCS Disciplinary Code. Additional restrictions may be placed on your use of your Internet account.

### **Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.