

**Heritage Middle School**  
3737 East Lamar Alexander Parkway  
Maryville, Tennessee 37804  
Telephone: (865) 980-1300  
Fax: (865) 980-1281  
www.blountk12.org



Principal: Joshua Tidwell, Ed.S  
Assistant Principal: Jennifer Bayola  
Guidance Counselors: Lori Burns and Connie Williams  
Attendance Secretary: Vickie Stephens  
Bookkeeper: Terri Tipton  
Receptionist: Christy Holder  
School Nurse: Nicole Robertson  
Cafe Manager: Amy Haun  
Head Custodian: Marvin Sellers

**[Blount County Schools 2023 -2024 Calendar](#)**

Heritage Middle School uses an HMS school messenger app to share announcements each week. You may access the Heritage Middle School App for free on the App Store. With this messenger app you will be able to stay up to date on...

- **School news and announcements**
- **Upcoming events with interactive calendars and maps**
- **Easy access to faculty/staff contacts, links, documents, forms, pictures and more**
- **Help protect our campus with anonymous reporting through the**
- **Tipline**

This messenger app is available on any device including iPhone, iPad, Android, Blackberry & Windows phones and tablets.

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## **Lifelong Guidelines and Lifeskills**

The administrators and staff feel that our school is exceptional; we hope and expect that it will be a source of pride to students and parents and that it will provide the opportunity for students to grow, explore, learn, and mature. We encourage the practice of the Lifelong Guidelines and Lifeskills.

### **Lifelong Guidelines**

**TRUSTWORTHINESS:** To act in a manner that makes one worthy of trust and confidence

**TRUTHFULNESS:** To act with personal responsibility and mental accountability

**ACTIVE LISTENING:** To listen attentively and with intention to understand

**NO PUT-DOWNS:** To never use words, actions, or body language that degrades, humiliates, or dishonors others

**PERSONAL BEST:** To do one's best given the circumstances and available resources

### **Lifeskills**

**CARING:** To feel and show concern for others

**COMMON SENSE:** To use good judgment

**COOPERATION:** To work productively with others

**COURAGE:** To have the ability to take risks

**CURIOSITY:** To investigate and seek understanding of one's world

**EFFORT:** To do one's best

**FLEXIBILITY:** To be willing to alter plans when necessary

**FRIENDSHIP:** To make and keep a friend through mutual trust and caring

**INITIATIVE:** To do something of one's own free will because it needs to be done

**INTEGRITY:** To act according to a sense of what is right and wrong

**ORGANIZATION:** To plan, arrange, and implement in an orderly way

**PATIENCE:** To wait calmly for someone or something

**PERSEVERANCE:** To keep at it

**PRIDE:** To have satisfaction from doing one's personal best

**PROBLEM SOLVING:** To create solutions to difficult situations and every day problems

**RESPONSIBILITY:** To respond when appropriate, to be accountable for one's actions

**RESOURCEFULNESS:** To respond to challenges in creative ways

**SENSE OF HUMOR:** To laugh and be playful without harming others

“Safe ... Strong ... Successful”

## Heritage Middle School Mission Statement

Creating a **SAFE** school  
that educates **STRONG** students  
& inspires them to be **SUCCESSFUL**

**SAFE**—expecting responsible and respectful behavior

**STRONG**—building character, confidence, and competence

**SUCCESSFUL**—fostering the skills needed to serve society as productive citizens

### HERITAGE MIDDLE SCHOOL BELIEFS

- All students can learn, achieve, and succeed through appropriate learning opportunities.
- All students are valued individuals with unique intellectual, physical, social, and emotional needs.
- A safe learning environment encourages responsible and respectful behavior.
- Learning is a shared responsibility of school, students, parents, and community.
- Learning is a life-long process.

### HERITAGE MIDDLE SCHOOL MOTTO

“Safe ... Strong ... Successful”

## **General School Information**

Blount County Schools is an equal opportunity employer and does not discriminate in employment, recruitment, consideration, or selection on the basis of race, color, sex, age, national origin, disability, or veteran status. Blount County Schools complies with the provisions of Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1967; and Section 504 of the Rehabilitation Act of 1973.

Heritage Middle School does not discriminate on the basis of race, gender, color, religion, national origin, age, or disability in provision of educational opportunities or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 USC 2000D, Title IX of the Education Amendments of 1972, Pub. L. 92-318, the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973, the Title II Americans with Disabilities Act of 1990, Pub. L. 101-336, the Age Discrimination Act of 1975, and the Boy Scouts of America Equal Access Act. Inquiries concerning Title VI, Title IX, Section 504, Title II, the Age Discrimination Act, and the Equal Access Act should be directed to the Blount County Schools Human Rights Officer Dr. Alisa Teffeteller at 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Charges of violation of the above may also be directed to the Director of Schools, Mr. David Murrell, 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Contact the Office of Civil Rights regional office for Tennessee is United States Department of Education, Office for Civil Rights, Atlanta Office, Southern Division, 61 Forsyth Street, S. W., Suite 19T70, Atlanta, GA 30303 or call (404) 974-9406.

## **Registration Information**

All students entering a Blount County School for the first time must present:

1. Birth Certificate (copy)
2. Social Security Number
3. Blount County Certificate of Immunization
4. Physical Examination
5. Dental Examination
6. Proof of Residence (in the form of an electric bill, cable bill, or phone bill only)
7. Proof of Custody (if parents are divorced)
8. Photo ID

## **Required State Immunizations**

Tennessee State Law requires immunizations for entrance into middle school. All students must have the immunizations documented on a "Green Card" which is issued by the Blount County Health Department or a physician when the shots are completed. Please contact the Blount County Health Department at 983-4582 for questions or concerns. The immunizations required for middle school enrollment include:

1. DPT/DT: four doses, one on or after fourth birthday
2. Polio: four doses, one on or after fourth birthday
3. Hepatitis B: three doses, before entering the eighth grade

4. MMR: two doses, one on or after first birthday

### **Emergency Information**

Each student is required to have a white emergency card on file with the following information:

1. Name of parent(s) or guardian(s)
2. Complete and up-to-date address
3. Current home phone, work phone, and/or cell phone of parent/guardian
4. Current emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information
7. Authorized person(s) allowed to pick up student

### **Contact Information**

During the year, the need may arise for the school to contact a student's parent/guardian by phone, mail, or email. Maintaining an up-to-date address, working telephone numbers (home, work, and cell), and email address at the school office are important for this reason. In addition, announcements can be emailed to parents if requested. Please notify the school immediately when your household has a change of address, telephone number, or email address during the year.

**Release of Directory Information- [Policy # 6.601](#)**

### **Medical Information**

Any student taking a medication prescribed by a medical doctor must bring the medication to the office in the original prescription bottle with a copy of the physician's statement giving the dosage and times to be given. In addition, over-the-counter medications such as Tylenol, Advil, cold medications, etc., will **not** be given without a parent's permission. Students are **not** allowed to carry any medication to, from, or during school.

### **Illness**

If a student is ill before the school day begins, please do not send him/her to school. If a student becomes too ill to remain in class, he/she should obtain a nurse referral in order to see the nurse in the office. If necessary, the school nurse will contact the parents by phone and recommend that the student be taken home. A student who is diagnosed with a contagious disease or condition such as pink eye, chicken pox, ringworm, impetigo, or head lice will be sent home from school and must remain at home until the condition or disease is corrected.

### **Health Screenings**

The State of Tennessee requires all school systems to conduct yearly blood pressure,

height, and weight screening on students in grades K, 2, 4, 8 and one high school grade level. Vision and hearing screenings are conducted in grades pre-K, K, 2, 4, 6, and 8, for new students, and for those suspected of having a vision or hearing problem by their teacher. Please send a note to your child's teacher by September 1 if you **DO NOT WANT** your child to participate in blood pressure, height, and/or weight screening. Please include the child's name, school, grade, teacher, and guardian signature.

### **Meningococcal Disease and Vaccines**

Meningococcal disease is a serious bacterial illness caused by the bacterium Neisseria. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of fluid surrounding the brain and the spinal cord. Meningococcal disease also causes blood infections. College freshmen who live in dormitories and teenagers 15-19 have an increased risk of getting meningococcal disease. The disease is spread person-to-person through the exchange of respiratory and throat secretions (e.g., by coughing, kissing, or sharing eating utensils). Meningococcal bacteria can not live for more than a few minutes outside the body, so the disease is not spread as easily as the common cold or influenza. The most common symptoms are high fever, chills, lethargy, and a rash. If meningitis is present, the symptoms will also include headache and neck stiffness (which may not be present in infants); seizures may also occur. In overwhelming meningococcal infections, shock, coma, and death can follow within several hours, even with appropriate medical treatment. Vaccines against Meningococcal Disease are available at the Health Department and your Health Care Provider. This is not a required immunization for school, however, a dose of MCV4 is recommended for children and adolescents 11-18 years of age. More information is available from the Centers for Disease Control and Prevention website ([www.cdc.gov](http://www.cdc.gov)).

### **School Supplies**

In order to purchase consumable classroom materials and pay for copy expenses, we ask that parents/guardians donate \$25.00 for these school supplies, which enhance our academic programs. Students are expected to have an adequate personal supply of necessary academic materials (i.e. paper, pencils, pens, etc.) throughout the school year.

### **Fees/Fines**

In accordance with Blount County policy, if a student incurs a debt to the school for fundraisers, lost or damaged textbooks or library books, library fines, or for damage to school property, the student's grade card will be held and the student will not be allowed to participate in any extra-curricular activities such as field trips, dances, etc. These matters must be cleared through the office or library with a receipt of payment to receive the grade card and to be allowed to attend any extra-curricular event.

**Fees and Fines WILL follow students to High School.**

### **Payment Information**

The school will accept cash or personal checks to pay for fees, pictures, yearbooks, field study expenses, and any other school related expenses; however, a service charge will be

added on any check that is returned to the school for insufficient funds. All checks should be made payable to Heritage Middle School unless otherwise instructed. After April 30<sup>th</sup> each school year, we will operate on a cash only basis. No checks will be accepted after this date in the HMS office or the HMS school cafeteria.

### **Visitor Policy**

The school is open from 7:30 a.m. until 4:00 p.m. Parents are always welcome to visit the school. Any visits during the school day, however, should be arranged in advance with the principal and/or teachers. Only parents/guardians are allowed to come eat lunch with their child. Please do not bring outside food for your child at lunch. Pets and animals are not permitted into the school building unless it is an approved service animal (dogs and miniature horses only). For the protection of the students and security of the school, any person entering the building during the school day is required to report directly to the office before going to any other part of the school. All visitors are required to wear a visitor's pass in a highly visible location. No student will be permitted to leave the building with a visitor without checking out through the school office.

### **School Closing Information**

During periods of inclement weather, when buses may have difficulty traveling to and from school, school may be closed or delayed. All students and parents should listen to the radio and television stations for closing announcements, as well as HMS and BCS social media pages and mobile phone app.

**Student Equal Access Policy-** Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings. No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

**Complete Student Equal Access- [Policy #4.802](#)**

## **Student Records and FERPA**

Student records maintained by the Blount County School System are protected under Section 438 of the General Education Provisions Act. The statute governs disclosure of records maintained by educational institutions which receive federal funds. The statute provides that such institutions must provide parents of students access to official records related to the student an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that institution must obtain written consent of parents before releasing personally identifiable data about students from records other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office and review board must be established. This office is the Family Policy Compliance Office of



the US Department of Education, charged with investigation and adjudication of violations and complaints under the US Department of Education, charged with investigation and adjudication of violations and compliance with Section 438. A copy of the policy and administrative regulations adopted by the Blount County Board of Education in compliance with Section 438 may be obtained by contacting Amanda Vance, 831 Grandview Drive, Maryville, TN 37803, 984-1212.

### **Release of Directory Information**

Blount County Schools has designated certain information contained in the education records of its students as directory information for the purposes of the Family Educational Rights and Privacy Act (FERPA). The following information regarding students is considered directory information: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized sports, weight and height of members of athletic teams, years of attendance, diploma awarded and honors/awards. This institution may disclose directory information for any purpose at its discretion without the consent of the parent of a student or an eligible (non-minor) student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of the parent of a student or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file a written notification to this effect with the principal of the school where the student attends on or before August 9, 2013. In the event a written refusal is not filed, this institution assumes that neither the parent of a student or an eligible (non-minor) student objects to the release of the directory information.

### **Release of Directory Information- [Policy # 6.601](#)**

### **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 parents/guardians shall be given the option to withhold permission for public news media interviews or photographs of their child at school. If any student is to be recorded and will be identified or a primary subject of the recording, 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.<sup>1</sup> This policy will also apply to in house media sources such as our public service channel, school websites and social media. Parents will be advised of this policy at the time of the student's registration and each fall in the student/ parent handbook.

## **Media Access to Students- [Policy # 6.604](#)**

### **Equal Opportunity Institution**

Blount County Schools and Heritage Middle School do not discriminate on the basis of race, gender, color, religion, national origin, age, or disability in provision of educational opportunities or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 USC 2000D, Title IX of the Education Amendments of 1972, Pub. L. 92-318, the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973, the Title II Americans with Disabilities Act of 1990, Pub. L. 101- 336, the Age Discrimination Act of 1975, and the Boy Scouts of America Equal Access Act. Inquiries concerning Title VI, Title IX, Section 504, Title II, the Age Discrimination Act, and the Equal Access Act should be directed to the Blount County Schools Human Rights Officer Dr. Alisa Teffeteller at 984-1212. Title II, of the Americans with Disabilities Act, 1990 prohibits discrimination on the basis of disability by state and local government entities: No qualified individual with a disability shall, by reason of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity. Charges of violation of the above may also be directed to the Director of Schools, Mr. David Murrell at 984-1212.

### **Americans with Disabilities Act**

The Federal Americans with Disabilities Act protects persons with a disability, those who associate with the disabled, and those who help or encourage others to exercise rights granted by the act. Blount County Schools wants to ensure that these rights are protected, and that everyone can participate in or benefit from the system's programs, services, and activities offered. Each person has the right to ask for reasonable accommodation if it has not been provided. The ADA coordinator directs compliance efforts and serves as citizen liaison. If problems arise, a grievance procedure has been established to ensure that a complaint will be heard. Those who have problems or ADA related questions may call Blount County Schools at 984-1212.

### **Student Services**

#### **Special Education Services**

Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the benefit of a free appropriate public education. These students shall be educated with the general student population to the maximum extent appropriate and should be placed in separate or special classes only when the severity of the disability is such that education in regular classes, even with the use of supplementary aids and services, cannot be accomplished satisfactorily. Eligibility standards and options of service for special education services shall be based upon the criteria specified in state regulations. Students receiving special education services shall not be restrained except as permitted by state law and regulations. The Director of Schools shall develop administrative procedures to govern the following:

1. Personnel authorized to use isolation and restraint;
2. Training requirements for personnel working with special education students; and
3. Incident reporting procedures

### **Special Education Services- [Policy # 6.500](#)**

#### **Title II of the Americans with Disabilities Act, 1990/ Section 504 of the Rehabilitation Act, 1973**

Title II of the Americans with Disabilities Act, 1990 prohibits discrimination on the basis of disability by state and local government entities: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

Section 504 prohibits discrimination on the basis of disability in programs and activities that receive or benefit from federal financial assistance through the Department of Education: No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Blount County Board of Education has adopted procedural safeguards, including provisions of Section 504 impartial due process hearings with respect to evaluation, eligibility, and placement of students. The procedural safeguards shall be found at [www.blountk12.org](http://www.blountk12.org) under Parent Resources.

Those who have ADA related questions may call April Herron at 984-1212 and questions related to 504 may contact Dr. Alisa Teffeteller at 984-1212. Both contacts are at 831 Grandview Drive, Maryville, TN 37803.

**Homeless** –A homeless student shall have equal access to the same free, appropriate public education as provided to other children and youths.

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

**ENROLLMENT-** Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency), or missed the district's application or enrollment deadlines. Parents/guardians are required to submit contact information to the district's homeless coordinator.

**PLACEMENT-** For the purposes of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program.<sup>9</sup> School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school of origin.

Placement shall be determined based on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. When determining placement, student-centered factors, including but not limited to impact of mobility on achievement, education, health, and safety shall be considered. The choice regarding placement shall be made regardless of whether the student lives with their homeless parents/guardians or has been temporarily placed elsewhere.

If it is not in the student's best interest to attend the school of origin, or the school requested by the parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the

parent/guardian or unaccompanied youth. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law. Upon notice of an appeal, the director of schools shall immediately enroll the student in the school in which enrollment was sought pending a final resolution of the dispute, including all available appeals.

**RECORDS-** Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student's living situation shall be treated as a student education record, and shall not be considered directory information.

**SERVICES-** The director of schools shall ensure that each homeless student is provided services comparable to those offered to other students within the district, including transportation, special education services, programs in career and technical education (CTE), programs for gifted and talented students, and school nutrition.

The director of schools shall designate a district homeless coordinator who shall ensure this policy is implemented throughout the district. The homeless coordinator shall ensure:

1. Homeless students are quickly identified and have access to education and support

services, to include Head Start and district pre-k programs;

2. Coordination with local social service agencies and other entities providing services to homeless students;
3. Coordinate transportation, transfer of records, and other interdistrict activities with other school districts;
4. Coordinate transportation to the school or origin or choice for homeless students;
5. Refer homeless students and their families to health care services, dental services, mental health and substance abuse services, and housing services;
6. Assist homeless students in obtaining immunizations, medical or immunization records, and any additional assistance that may be needed;
7. Public notice of the educational rights of homeless students is disseminated in places frequented by parents/guardians of homeless students, including schools, shelters, public libraries, and soup kitchens; and
8. Unaccompanied youth are enrolled and informed of their status and independent students.

The director of schools shall develop procedures to ensure that homeless students are recognized administratively and that the appropriate and available services are provided for these students. The director shall ensure professional development is provided to school personnel providing services to homeless students.

The district homeless coordinator is as follows:

Family Resource Center Director

1500 Jett Drive

Maryville, TN 37804

(865) 984-1212 or (865) 681-641

### **Homeless- [Policy #6.503](#)**

**English Learners-** If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take reasonable actions to provide the student equal access to its programs. Students who are English learners (“EL”) shall be identified, assessed, and provided appropriate services. No child shall be admitted to or excluded from any program or extra-curricular activity based on the student’s surname or EL status.

The director of schools shall evaluate the effectiveness of the district’s language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in

the standard instructional program within a reasonable period of time.

## ENGLISH LANGUAGE INSTRUCTION PROGRAM

The board directs the administration to develop and implement language instruction programs that:

1. Appropriately identify EL students in a timely, valid, and reliable manner.
2. Determine the appropriate instructional environment for EL students.
3. Provide EL students with a language assistance program that is educationally sound and proven successful.
4. Annually assess the English proficiency of EL students and monitor the progress of students in order to determine their readiness for standard instructional program.
5. Monitor the progress of students that have exited the EL program.

## PARENTAL NOTIFICATION

Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year, or within the first two weeks of a student being placed in a language instruction educational program (LIEP). At a minimum, the notice will include the following:<sup>3</sup>

1. The reason for identifying the child as an EL student;
2. The child's level of English language proficiency, including how the level was assessed, and the status of the child's academic achievement;
3. Methods of instruction used in the program, methods of instruction in other available programs, and how they differ;
4. How the program meets the educational strengths and needs of the student, and how the program will help the student reach English language proficiency and meet academic standards;
5. Program exit requirements, rate of transition to a standard instructional program classroom, and expected rate of high school graduation;
6. How the program meets the goals of an EL student with an IEP; and
7. Information on the parents' right to withdraw the student from the program or choose another program or method of instruction if available.

Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

## English Learners- [Policy # 4.207](#)

### General Policies, Dresscode, and Media Use

The teachers and administration of Heritage Middle School reserve the right to use the professional discretion given to them by the Blount County Board of Education in the interpretation and enforcement of the rules, policies, discipline, and procedures in this handbook.

#### **General School Policies**

1. Be respectful of everyone emotionally, verbally, and physically
2. Students are not permitted to use items or act in such a manner that poses a health or safety hazard to themselves, other students, or teachers/staff
3. Backpacks carried to and from school must be kept in student lockers or with the student.
4. Only necessary academic materials are to be brought into classrooms
5. Only water in a clear plastic container is allowed in classrooms; sodas, juices, and other drinks may be purchased only for consumption after school
6. Chewing gum or candy is not allowed
7. Selling items at school is limited to authorized school fundraisers or events
8. Students should follow the Academic Integrity Policy
9. Public displays of affection are not allowed
10. Valuable, expensive, and/or electronic items such as toys, laser pointers, jewelry, cd players, cameras, and video games are NOT allowed to be used at school and must be kept at home.
11. Skateboards are not allowed to be brought to HMS.

#### **Student Dress Code**

1. Each student has the right to dress and groom himself/herself in an individual way; however, every aspect of the student dress code must be followed. Each student is expected to keep himself/herself neat and clean. **Items that are not allowed to be worn at school should also not be brought to school.**
2. Any clothing, accessory, or grooming that could cause disruption to the educational process is not allowed.
3. Shoes must be worn at all times; shoes with wheels built in, slippers, and house shoes are not permitted.
4. Skirts, shorts, and holes in jeans should not be above mid thigh. If holes in jeans are above mid thigh, the skin underneath should be covered.  
**All skin above mid-thigh must be covered for both young men and women.**
5. Gym shorts may be worn, however they must not be above mid thigh.
6. Running/Track shorts may not be worn during the school day.
7. Clothing must be neat in appearance (i.e. no cut offs, distressing in the jeans is fine, but skin above mid thigh should not be visible through the distressing of the

- jeans. If they are commercially sewn, and no skin is showing, that is acceptable.)
8. Clothing must be appropriately sized (i.e. not sagging) and worn in the proper manner (i.e. pants worn at the waist); belts should be worn to ensure compliance with this rule. In other words, students should be modestly covered from shoulder to knee.
  9. Shirts must have at least capped sleeves and must not expose the back or midriff or must not be see-through.
  10. Clothing and accessories must not be sexually suggestive (i.e. not low cut, revealing, or tight).
  11. Clothing and accessories must not depict or imply reference to illegal substances, drugs or alcohol, or vulgarities.
  12. No dog collars - spiked or otherwise - may be worn.
  13. Clothing and accessories must not depict or imply negative slogans, racial/ethnic slurs, or gang affiliation especially bandanas of any color.
  14. No rebel flag attire is allowed.
  15. Head coverings (hats or hoodies) of any kind must not be worn in the school building.
  16. Wallet chains and chains of any kind must not be attached to or worn on clothing.
  17. Spandex shorts must not be worn.
  18. No pajama pants or pajama slippers.
  19. Leggings can only be worn under a skirt, dress, or shirt of appropriate (mid-thigh) length.
  20. No Costumes or outlandish make-up on any school day.
  21. No Blankets may be brought or worn at school.

**Please note that when a student, in the judgment of faculty, staff, or administration, is attired in a manner which is likely to cause disruption or to interfere with the operation of school, the principal shall administer appropriate consequences which could range from asking to change attire to a suspension.**

If a student cannot comply with the dress code based on special medical conditions or religious beliefs, his or her parent/guardian may write a letter explaining the situation to the Director of Schools or his designee and provide a copy to the principal. Each case will be dealt with on an individual basis. The school principal may allow special dress on occasions such as field studies, field days, theme days, school spirit days, etc. The principal may allow special dress for specific classes or further restrict dress in certain classes such as gym, vocational classes, science labs, etc.

Per TCA Title 49-, students are prohibited wearing on school grounds during the school day clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

### **Care of School and Personal Property**

Students must not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, marker, or any other instrument. Students must not tamper with fire alarms, fire extinguishers,



plants, trees, any electrical system, or any other furniture or items in the school. Anyone who willfully defaces, damages, or destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of students will be referred to the proper law enforcement agency. If items are damaged, students will be expected to pay full replacement costs, including all textbooks and library books.

### **Lockers**

Lockers will be available only upon request for the 23-24 school year.

Lockers are provided for the convenience of the students. Students making use of school lockers will be advised that such use is a privilege granted by the school system and on the conditions specified by the principal. The student has the responsibility to take care of his/her assigned locker, be responsible for the contents, and may be charged for damages. Failure to comply with the conditions of use will result in the student forfeiting the privilege using the locker. **All students must have a lock on his/her assigned locker. Students must supply the lock.** Book bags, backpacks, outerwear such as jackets, coats, or oversized sweatshirts, and any other non-class related materials are to be kept in student lockers during the school day. The building principal or designee has the authority to examine the contents of any locker located on school premises when he/she has sufficient reason to believe that the contents of the locker may include elements which: present an immediate threat to the health, safety, and welfare of the student body; are illegal to possess; would contribute to the disruption of the normal educational program; or have been reported lost or stolen.

### **Phone Usage**

The school telephones are business phones. **Arrangements for afternoon transportation or activities should be made before school.** Parents should not call the school with student messages except in cases of **real emergencies**. Students may only use a classroom or office phone with permission from an administrator, teacher, or designee. When students call a parent from school and are unable to reach their parent, students should leave a message on an answering machine or voicemail so that their parents can properly respond to their child's needs and/or call back to the school with some knowledge of why their child has tried to reach them during the school day. Leaving a message also makes it easier for office staff to properly relay responses to students without disrupting class.

### **Cell Phone and Electronic Device Policy**

In accordance with Board Policy 6.312, The Blount County Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world. Students are permitted to use personal communication devices during the school day for educational purposes. The school day begins when the student arrives on campus and ends when the final bell or dismissal occurs. From arrival on campus until the end of the school day, personal communication devices must be in the off mode and placed in a backpack, purse, or similarly stowed. If a device is seen on campus for any reason without permission from a teacher or principal, its use is unauthorized and a violation of this policy. A personal communication device is a device that emits an audible signal, vibrates, displays a

message, or otherwise summons or delivers communication to the possessor. Examples of a personally owned devices include but are not limited to: MP3 players and ipods, ipads, nooks, kindle and other tablets; laptop and netbook computers; personal digital assistants (PDA's); cell phones, and smart phones as well as any device with similar capabilities. Students may use their personal communication device in the classroom for educational purposes when allowed by the teacher. The use of personal communication devices is based on teacher discretion. If a teacher does not give permission for the use of the personal communication device and a student chooses to use his/her device, it may be taken up as a violation of this policy. If a student is given permission to use a personal communication device for educational purposes, and a student uses the device for personal reasons, it may be taken up as a violation of this policy.

The taking of photos or the recording of videos, whether by cell phone or any other personal communication device in places where privacy is a reasonable expectation, is strictly prohibited. An incident of this nature could result in a sexual harassment violation, suspension, and loss of the personal communication device for the remainder of the school year.

Using personal communication devices or cameras to record altercations on school grounds or at school events is prohibited. In such cases, the personal communication device (s) may be confiscated as evidence and other consequences may be assigned by the school administration.

A school employee who discovers a student using a personal communication device without authorized permission shall confiscate the device and report the violation to the principal or assistant principal. The following disciplinary action may be implemented:

- a. 1<sup>st</sup> offense – the student's personal communication device will be confiscated and a parent/guardian will be able to pick it up at the end of the school day.
- b. Subsequent offenses – The personal communication device will be confiscated for 5 school days. After the 5 school days, the parent/ guardian will be allowed to pick up the device.

These consequences are specific to violations of the personal communication policy. Certain offenses may result in more disciplinary action from the school as well as law enforcement.

## **Media Center**

The media center enjoys open scheduling and is available for student use every day provided teacher permission is obtained. Books circulate for two weeks and may be renewed for the same amount of time. Only two library books per patron at any one time (this does not include Chromebook or textbooks that are circulated to individual students).

Fines for overdue books are \$0.25 per item for every day that the item is late. Privileges may be suspended until all fines are paid in full. All damages to books beyond reasonable wear and all losses shall be paid to the Media Center promptly. Each borrower is held responsible

for all books charged on their account and for all fines accruing on the same account.

eBooks are available, but you must create an account first. On the 'Create Account' tab, use your first initial and last name with no spaces (jdoe, for example). Your password will be your student ID number. Use a 'P' and a space prior to keying in your bar code number. (Example: P 2345). OR, if you are a Chromebook user, use your Chromebook login password for Destiny password. If you have any questions, please contact the library. After you create your account, you may check out eBooks to read on your computer, Kindle, or iPad. These books are circulated for 21 days and will return automatically.

Chromebooks are issued from the library. If you have an accident with your chromebook or it needs repair, please bring it to the library and we can assist you. There is a \$25 usage fee per year per student. This allows you to use the chromebook for the year. Within that usage fee there is a warranty for one incident. This could be used for a new bag, a new charger, or one item repair. Sometimes repairs are for more than one item and at that point, a fine could be incurred beyond the scope of the warranty. Chargers and Chromebooks are not loaned out for students that forget to bring their items to school. The student may (with teacher's permission) come to the library for that class period and use a charger or a chromebook in the library. A chromebook may also be left in the library to be charged while a student attends class. Student Powerschool passwords and Google passwords are available in the library.

## **Arrival, Dismissal, Hallway, and Emergency Procedures**

The school building will open each day at 7:15. Students arriving at school before 8:05 a.m. will report to their designated area. Students arriving between 7:15-7:30 a.m. should report to the cafeteria; students arriving between 7:30-8:05 a.m. should report to the gymnasium unless they are eating breakfast. Students will be dismissed from their designated area to first period by grade level starting at 8:05 a.m. First period begins promptly at 8:15 a.m. Students are considered tardy if they are not in the classroom when the bell rings. Students arriving after 8:15 a.m. must check in through the office. (See attendance section). Students dropping off bus or excuse notes will be given an admit slip if the tardy bell has rung.

Car riders will be dismissed at 3:15pm. Students staying after school for extra-curricular activities such as a club meeting or athletic team practice will be dismissed to their designated areas at 3:20pm. Bus riders will remain in their last block class until their bus is called via intercom. At 3:30 all remaining bus riders are escorted to the cafeteria where they must sit at the table designated for their bus. No student should be in the halls after 3:35 pm unless they are exiting the building or have a pass from a staff member.

A Walker's Permission Note must be on file for any student walking **to or from** school. These forms may be secured in the office. A copy is kept on file in the office, and the student must carry a copy at all times. Students are **not** allowed to walk to the high school to obtain a ride

from a sibling, friend, or parent. Students whose parents work at the high school must ride a designated bus over to the high school. Students waiting for a ride from a high school student must wait in the designated car rider area until the ride arrives at the middle school. Students may not stay after school for activities unless under the direct supervision of a teacher, coach, or parent.

**No student will be permitted to leave the campus unless he/she normally rides the bus home, a parent or guardian picks up their student, gives permission for another adult to pick up him/her, or gives permission to ride a bus home with another student. Permission notes are required for students to ride home (either by bus or car) with another student. Each student involved must have a permission note signed by his/her parent stating with whom he/she is riding home (including bus number if applicable) and a phone number where parents can be contacted to verify the note. Notes must be turned in to the office in the morning before school, and students are to pick verified notes up after school before exiting the building to load buses or cars. Any adult picking up a student during school hours must report to the office to sign the student out.**

### **Hall Procedures**

1. Go directly from one class to the next.
2. Avoid gathering in the hall in a manner that blocks traffic
3. Walk quietly and quickly through the halls
4. Keep to the **right** side of the hallway
5. Keep halls neat and clean
6. Keep feet or hands to self--not on walls or on other students
7. Follow **any** teacher's first request while in the hallway

### **Lunch Procedures**

1. Respect the teachers/staff, cafeteria personnel, and each other
2. Walk at all times-- inside, to, and from the cafeteria
3. Sit down at your assigned table immediately upon arrival to the cafeteria
4. Go through the lunch line in single file only when your table is called
5. Go through the line only **once**. This means to get everything you want the first time
6. Remain seated in the assigned area and use an appropriate voice the entire lunch block.
7. Raise your hand if you need to get up for any reason.
8. You will be called by table to throw your trash away at the end of lunch. Please ensure that your area is left neat and clean.
9. Wait until the cafeteria monitors have checked your tables and instructed you to leave
10. Help keep the cafeteria clean at all times
11. Exit only when dismissed by a teacher

12. Do not go to the office on the way to lunch or from lunch.
13. Do not leave the cafeteria without permission from the staff on duty.
14. No fast food/pizza may be brought into the school for students

### **Emergency Procedures**

Heritage Middle School is required to conduct safety drills to guarantee the safety of the student body in the event of an emergency or disaster. Teachers will review with students all emergency procedures, and students should learn the school signals for all disaster drills. During such drills, students must follow the instructions of the teacher or other adult in charge. Teachers will be notified via the public address system when drills are complete.

1. **Fire:** The fire alarm will sound and alarm lights will flash. Students should be familiar with the exit routes from various areas of the building and listen for directions.
2. **Tornado/Evacuation:** Announcement of these drills will come over the public address system. Students should move from the room quickly, quietly, and in a single file line following the directions of the teacher or other adult in charge to the designated assembly area.
3. **Lockdown:** Announcement of these drills will come over the public address system, or emergency SARA alert system. Students should move into the area designated by the teacher that is away from all doors and windows and sit quietly until the all clear signal is given.

### **Parent Information**

We believe that the administrators, teachers, support staff, and parents should treat one another with dignity, courtesy, and respect. We should always remember that our partnership benefits the student and be willing to approach each situation positively. Collaboration, communication, cooperation, and caring are shared expectations of educators, parents, and the community. Parent support and involvement at Heritage Middle School is vital to our students and the school's success.

### **Rights and Responsibilities of Parents**

GENERAL EXPECTATIONS FOR PARENTAL INVOLVEMENT- The BCS school board is committed to increasing and ensuring the involvement of parents and other family members in the education of students.

The board shall implement the following as required by federal or state laws or regulations:

- The school district shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who

are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

- The school district shall provide the coordination, technical assistance, and other necessary support to assist individual schools with planning and implementing parental involvement activities.
- The school district shall involve parents with the development of required educational or improvement plans.
- The school district shall coordinate and integrate parental involvement strategies with those associated with other federal or state programs.
- The school district shall put into operation activities and procedures for the involvement of parents in all of its schools.<sup>2</sup> Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall ensure that activities and strategies are implemented to support this policy and included in the district plan.
- The district improvement plan shall include strategies for parental participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline and higher education opportunities for students.
- The district plan shall include procedures to enable parents to learn about the course of study of their children and have access to all learning materials.
- The district plan shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to, organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes.
- If the school district's plan is not satisfactory to parents, the school district shall submit parental comments regarding the plan to the State Department of Education as required.
- The school district shall ensure Title I schools are in compliance with the federal law.

The director shall develop and implement any procedures necessary to accomplish the goals of this policy.

## FAMILY-SCHOOL PARTNERSHIPS

Families and community members should be engaged in the education of students based on the following standards:

- Families are welcomed into the school community;
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic, and business resources are made available to strengthen school programs, family practices, and student learning.

#### **Parent Involvement Policy- [# 4.502](#)**

#### **Rights and Responsibilities of Students**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. All Blount County schools foster a climate of mutual respect for the rights of others. Every student is expected to respect the rights and privileges of other students, teachers, and staff. Students shall exercise their rights responsibly in compliance with rules established by the Blount County Board of Education. These rules of conduct are established to achieve and maintain order in the school. Students who violate county or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

**Student responsibilities** for establishing positive personal responsibility habits include:

1. Mastering the essential elements of the curriculum of study prescribed by the Blount County Board of Education and the State of Tennessee
2. Attending classes, daily and on time, except when ill or otherwise lawfully excused
3. Being prepared for each class with appropriate materials and assignments
4. Exhibiting respect toward individuals and property
5. Conducting themselves in a responsible matter
6. Paying required fees and fines unless they are waived
7. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student is knowledgeable relating to a serious offense
8. Dressing and appearing in accordance with the county's standards of propriety, safety, health, and grooming

9. Being aware of all rules and regulations for student behavior and conduct himself/herself in accordance with the student code of conduct

### **Parent Communication**

Parents are encouraged to be a part of their child's education, to visit the school, or to request parent conferences at any time. Parents should call in advance to schedule meetings before or after school. Parents may leave messages for teachers through the voice mail system; teachers may also contact parents by phone if the need arises. In addition, our new **School App** can be downloaded for free. A wealth of information will be sent out daily, weekly and monthly.

### **Highly Qualified Teachers and Paraprofessionals**

Parents also have the right to review teacher and paraprofessional qualifications. The State of Tennessee annually verifies that Tennessee teachers meet requirements for the positions that they hold. Federal Law (No Child Left Behind) allows parents to ask for certain information about the qualifications of their child's classroom teacher. Please contact the Personnel Office of Blount County Schools at 984-1212 for more information about these requests.

### **Attendance**

Attendance is a key factor in student achievement and therefore, students are expected to be present each day that school is in session. Attendance is checked and reported daily for each class.

### **The School System will acknowledge the following reasons for absences:**

- The child's personal illness
- Death in the family (not to exceed three days)
- Family illness requiring temporary help (physician statement required)
- Religious observances
- Approved school-related activities
- Circumstances, which in the judgment of the principal, create emergencies over which the student has no control

Parent's signature and/or doctor's note will be accepted to justify any of the above reasons for the **first five (5) absences per semester**. The 6th absence and all absences thereafter in a semester will be unexcused unless a doctor's statement/court note is received. **If a note is not received within three (3) days of the student returning to school, the absence will be unexcused.** Students who accumulate five (5) unexcused absences in a semester will be referred to the Blount County School Truancy Board. Absence notes are to be turned in each morning at the admit table located in the main entrance foyer between the office and gymnasium.

### **\*\*\*\*\*Tardiness and Early Outs Count as an absence\*\*\*\*\***

- Every effort should be made to schedule medical or other appointments outside the



regular school day

- Families should plan vacations at the same time school vacations are scheduled to avoid student absences
- A student must attend school all day in order to qualify for participation in an extracurricular activity after school; any exceptions must be granted by the principal/designee
- A student must attend school all day in order to qualify for perfect attendance

### **Tardiness**

All students are expected to be on time for all classes. If a student arrives at school after the 8:15 bell rings, his/her parents must check the student in through the office. A student who is tardy three (3) times to any class shall be assessed one (1) unexcused absence and an hour of after school detention. Excessive tardiness may result in In-School Suspension

## **Academics**

### **Grade Information**

Students are responsible for taking all grade reports home to parents. Progress reports are sent home at the middle of each nine-week grading period (4 1/2 weeks). Grade reports are sent home at the end of each nine-week period. Parents should contact the school if grades are not received when expected. See school calendar for dates. The statewide grade system is as follows:

- A 90-100 Excellent
- B 80-89 Above average
- C 70-79 Average
- D 60-69 Below average
- F 0-59 Failure

### **Homework**

Homework will be required, and the amount will vary daily. Homework includes any class-related assignment to be completed outside of class; the term “homework” does not include make-up assignments, tutoring, or extra-credit work. Homework will be well-designed, purposeful, and serve as an extension of in-class learning. Parental involvement and supervision should be kept to a minimum; however, parents should ensure that the home environment encourages students to complete homework and study. The positive effects of homework include the following: reinforcing lessons taught in school; stimulating further interest in the topics taught; developing within the student independent and disciplined study-skills and responsibilities; motivating students to think, to follow directions, and to make comparisons and judgments; allowing students to raise additional questions; fostering a desire to learn both in and out of school; and providing the student with the opportunity to apply learning on an individual basis

### **Make-up Work**

Students are entitled to make up any work missed (tests, projects, papers, special

assignments, etc.) for credit. **Students are responsible for securing assignments and turning in the missed work.** The teacher will designate the nature and due date of the make-up work. Students who fail to request, complete, or turn in required make-up work will receive zero credit. **Pre-assigned projects, special reports, papers, etc., must be turned in by the original deadline as assigned by the teachers.** All make up work must be obtained through Google Classroom. Each student has their own email address & password, therefore they may access on their own. This email and password will be with your child as long as they are enrolled in BCS.

### **Academic Recognition**

Academic achievement is recognized through honor rolls that are compiled each nine weeks. Grades in all subjects are used in determining the honor students. Every effort is made to print honor roll lists in newsletters and local newspapers and to post them on the school website.

### **Retention/Promotion**

The responsibility for retention or promotion is a matter of professional judgment on the part of the teacher, principal, and/or supervisor. The decision is made by a committee and is based on evaluation of academic, physical, social, and emotional growth. Primary reasons for retention include the following: indifference or lack of effort on the part of a capable student, physical or social immaturity, failing **two out of the four** core subjects, and frequent absences.

### **Academic Integrity Policy**

We expect that all students will complete assignments with honor and integrity. Representing someone else's work as your own is dishonest. It compromises your integrity and diminishes what we stand for as a school community. Cheating can take many forms but always involves taking information from another student or individual. Examples of cheating can include but are not limited to:

- Talking during a testing or quiz session
- Collaboration on assignments such as taking or sharing answers without teacher permission
- Turning in a graded assignment from one teacher to another teacher without permission
- Obtaining test answers and/or questions from other students in advance of an exam
- Giving or receiving answers on a test, project, quiz, or other assignment from another student, sibling, adult, or other source with or without his/her knowledge
- Taking credit for group work when little contribution was made
- Copying faxing, or duplicating assignments that will be turned in as "original work" (e.g. copying material from the Internet without providing proper citations)
- Exchanging assignments by print-out, disk transfer, or modem then submitting as "original"
- Writing formulas, codes, and/or keywords on your person or object for use in a test
- Using hidden reference sheets during a test
- Using programmed material in watches, calculators, or other battery-powered devices

when prohibited

- Taking someone else's assignment and submitting it as your own, with or without his/her knowledge
- Submitting material (written or designed by someone else) without giving the name of the author, artist, or source (e.g. plagiarizing or submitting work created by family, friends, or tutors)
- Stealing test materials from teacher's belongings, unauthorized use of a teacher's computer files and grading programs, and falsifying grade reports or changing a grade book
- Not following additional specific guidelines on cheating as established by department, class, or a particular teacher

**The following actions may taken in regard to students who violate this academic integrity policy:**

**First Offense**

- Automatic "0" (failure) on assignment, test, or quiz. Student will be allowed to retake the assignment and receive a grade based on the average of 0 and the grade received on the second attempt
- Inform parents and coach (if applicable)
- Ineligible for honor roll for nine weeks from day of infraction

**Second Offense**

- Conference with student, parents, teacher, principal, or counselor
- Receive "0" for assignment, test, quiz
- In-school suspension
- Ineligible for honor roll for next semester
- Permanently ineligible for Beta Club

**Third Offense**

- Conference with student, parents, teacher, principal, or counselor
- Receive "0" for assignment, test, quiz
- Out-of-school suspension
- Ineligible for honor roll for two semesters
- Ineligible for any non-academic extracurricular activities

**Each incident will be recorded during your child's middle school years.**

**Field Study Information**

Field studies and incentives are scheduled by various classroom teachers throughout the school year. These are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field studies and incentives in advance of the scheduled trip date and will be asked to sign permission forms. Fees will be requested from each student to

pay for transportation or admission costs. Students will be denied the privilege to participate in a field study if they do not meet the following requirements **for the entire school year**:

- Maintain a 93% attendance rate (no more than seven absences per semester/nine weeks)
- Maintain A's, B's, and C's in all classes
- Maintain positive behaviors at school without receiving an assignment to in-school-suspension or out-of-school suspension

Students and/or parents/guardians may appeal the decision of a student's eligibility to attend field studies due to extenuating circumstances by submitting a written request to the Appeals Committee.

### **Athletic Policy**

Participation in athletics at Heritage Middle School requires the student athlete to pass two of the four core subjects as well as their electives in the semester before participation. For example, in order to play baseball in the spring of 2014, the student athlete will have to have passed three of five classes including electives in the fall semester of 2013. These are the guidelines of the TSSAA, the governing body of middle and high school athletics. The Athletic Director of Heritage Middle School will check grades of student athletes to ensure adherence to these guidelines. Student athletes who have two or more failing grades will be placed on athletic probation until the student has passing grades. All grades will be checked before tryouts as well as periodically throughout the season of the sport. Students must be present half of the school day in order to be eligible in that day's athletic events.

## **Discipline**

### **General Discipline Policy**

Heritage Middle School does not discriminate on the basis of race, gender, color, religion, national origin, age, or disability in provision of student educational opportunities and benefits pursuant to the requirements of the Title VI of the Civil Rights Act of 1964 as codified in 42 USC 2000D, the Title IX of the Education Amendments of 1972, Pub. L. 92-318, the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973, the

Title II Americans with Disabilities Act of 1990, Pub. L. 101- 336, the Age Discrimination Act of 1975, and the Boy Scouts of America Equal Access Act. Inquires concerning Title VI, Title IX, Section 504, Title II, the Age Discrimination Act, and the Equal Access Act should be directed to the Blount County Schools Human Rights Officer, Dr. Alisa Teffeteller, at 865-984-1212. Charges of violation of the above may also be directed to the Director of Schools, Mr. Rob Britt, at 865-984-1212. Contact to the Office of Civil Rights regional office for Tennessee is United States department of Education, Office for Civil Rights, Atlanta Office, Southern Division, 61 Forsyth Street, S.W. Suite 19T70, Atlanta, GA 30303 or call (404)974-9406.

### **Misbehaviors Defined**

**Level One-** Minor misbehavior on the part of the student which impedes orderly

classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

**Level Two-** Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

**Level Three-** Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

**Level Four-** Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Complete BCS Student Code of Conduct Link- [Policy #6.313](#)

### **Interference/Disruption of School activities Policy #6.306**

Schools are established for the benefit of all students. The educational purpose of the schools is accomplished best in a climate of student behavior that is socially acceptable and conducive to the teaching process. **Student behavior which disrupts the process or which infringes upon the rights of other individuals will not be tolerated.** Students in Blount County Schools are expected at all times to adhere to the rules of conduct established by the Blount County Board of Education and their individual schools. Students are expected to show respect for others while at school or any school related event. **Any disruption/interference of School Activities; policy 6.306** are included in these expectations. The school has jurisdiction over its students during the regular school day and while going to and from school on county transportation. The school's jurisdiction also includes any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. The classroom teacher will address minor discipline problems in a routine manner, which may include after-school detention. Repeated disruptive incidents or major infractions will be handled by an office referral. In most cases, parents will be contacted regarding the office referral. Any principal, principal-designee, or assistant principal may suspend/expel any student from attendance at school or any school-related activity on or off campus. This also includes a specific class or classes, school bus privileges, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:

<b>Behavior</b>	<b>RANGE of Possible Consequences</b>
Lack of participation in class, failure to bring materials or complete work	Parent conference to suspension
Inappropriate dress and appearance	Change clothes to suspension
Tardiness to class	2 tardies: 1 hour After-school detention 3 tardies: 2 hour detention and equals one unexcused absence 4 tardies: 3 hour detention 5 or more tardies: ISS
Truancy/Unexcused absence	Failing class to suspension; see attendance policy
Communication devices, electronics, and lasers and any other item that disrupts the learning environment	Items confiscated to suspension (See policy on page 12)
Foul or profane language	Suspension to expulsion
Repeated violation of school rules	Suspension to expulsion
Fighting or <u>threatening violence</u>	<b>First offense:</b> 5 day suspension <b>Second offense:</b> 5-10 day suspension. Possible referral to Disciplinary Hearing Authority and a possible report to Law Enforcement
Harassment /Bullying	Minimum five days suspension to referral to Disciplinary Hearing Authority – report to Law Enforcement
Damage of Property/Vandalism	Restitution and Suspension or Expulsion; report to law enforcement
Assault and Battery; endangering life, health, or safety	Suspension or Expulsion; report to law enforcement
Using or possessing tobacco, smokeless tobacco, or electronic cigarettes	<b>All offenses may result in a suspension and multiple offenses may lead to a referral to the Disciplinary Hearing Authority.</b> <b>ALL OFFENSES: May result in a Court Citation</b>

Using, being under the influence of, possessing, transmitting any alcoholic beverages, intoxicants of any kind, drugs (or look-alike drugs) or drug paraphernalia	Suspension and possible referral to the Disciplinary Hearing Authority; report to law enforcement Possible Court Citation
Bomb threat, falsely activating fire alarm, or other act which deliberately creates a circumstance warranting evacuation or lockdown	Suspension <b>and</b> Referral to Disciplinary Hearing Authority and a report to Law Enforcement
Using, possessing, handling, or transporting a weapon	Referral to Disciplinary Hearing Authority; report to law enforcement

**Investigations:** Students may be questioned by teachers and principals regarding any matter pertaining to the operation of school and/or the enforcement of its rules. Students may be questioned by school officials without parental permission or without parental presence. If a crime is being investigated by the Blount County Sheriff's office, the officer must attempt to notify and receive parental permission before doing so. The principal or designee shall be present during the questioning of the student when conducted by Blount County Sheriff's office.

**Searches:** Any principal or designee having reasonable suspicion may search any student, place, or thing (such as students' belongings or locker) on school property or during any organized school event held on or off campus. Police officers may make a general search of students' lockers, belongings, desks, or automobiles on campus if public health or safety is involved.

**Fighting:** All students who choose to handle disputes by hitting or striking another student will be disciplined according to the above policy. "He/She hit/pushed me first" is not a valid reason for participating in a fight. Students should utilize the counselors or SRO who are trained to help resolve conflicts/differences. **Weapons and Dangerous Instruments:** Students will not possess, handle, transmit, use, or attempt to use any dangerous weapon on school grounds at any time, or in school vehicles and/or school buses, or off the school grounds at any school related event. Weapons may include, but are not limited to, firearms, explosives, knives of any kind, blackjacks, metal/brass knuckles, or any other instrument or substance used in a manner with which to do harm to another person. Students guilty of violating this policy may be suspended for a period of not less than a year.

### **Detention Procedures**

Detentions will be held after-school two days per week for one hour. Individual classroom teachers will assign detention as part of their classroom discipline. Detentions are held on Tuesdays and Thursdays. Parents will be notified of their student's assignment to after-school detention either in writing or by phone call. Students can only be assigned **three detentions each semester**; any additional infractions worthy of detention will result in in-school suspension for the rest of that semester. Students can only be assigned a total of

**five detentions per year**; any additional infractions worthy of detention will result in in-school suspension for the rest of the year.

### **In-School Suspension Procedures**

Students assigned to in-school suspension shall report with all books and materials to the ISS classroom by 8:10 a.m. These students will be placed in the ISS room where they will be supervised at all times. The supervising teacher will see that students have all textbooks and classwork assignments from his/her regular teachers. Work completed in ISS will be given to teachers so that students will receive credit for their daily work. Students will also be expected to follow additional ISS-specific rules and procedures concerning lunch, bathroom breaks, etc.

### **Suspension Procedures**

When a principal or designee determines that a student should be suspended, the following procedures will be followed:

1. Except as provided in number two below, a meeting with the student will be held prior to the suspension. At this meeting, the student will be entitled to a written or oral statement of charges, a summary of the evidence against the student will be presented if the student denies the charges, and the opportunity to explain his/her conduct
2. The meeting shall precede the suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension
3. Following the suspension, the parent/guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, description of the student's misconduct, and the action taken by the principal or designee.
4. Students may be given the option to attend the suspension center at the Everett Learning Center by the principal or designee. Students are counted present and allowed to make up missed work if they attend the Everett Learning Center. If students do not attend Everett Learning Center, they will be counted absent and are allowed to make up work missed.
5. Parents or guardians may appeal suspensions to the Disciplinary Hearing Authority in writing within five school days.

The parent/guardian must clear the suspension before the student can return to school. To clear a suspension, the parent/guardian must meet with the principal and sign a reinstatement conference form. In addition, any student on an out-of-school suspension may not be on school property before, during, or after school hours for any reason for the duration of the suspension, including any extra curricular activities. Any work that needs to be picked up must be done by a parent/guardian or other representative.

### **Internet Access**

A parental consent form is required before a student is granted access to electronic media. This form is returned to the media center, and then the student is issued a library card



indicating whether the student has permission to access the Internet. This card must be placed on the keyboard when using a school computer to access the Internet. The form specifies acceptable uses, rules of on-line behavior, access privileges, penalties for policy violations, and is only valid for the school year in which it is signed. In order to cancel the agreement, the student's parent/guardian must provide the Director of Schools with a written request.

1. **Acceptable use:** The use of the Internet must be in support of education and research and consistent with educational objectives of the school system. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This material includes, but is not limited to, copyrighted material, threatening or obscene material, or material that is protected by a trade secret. Use for commercial activities and buying or selling items is not acceptable.
2. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Blount County Schools believe that the use of this privilege must be in an appropriate and responsible manner. Administrators will deem what is inappropriate use and their decision is final. The administrators may suspend privileges at any time as required.
3. **Net Etiquette:** Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - Do not send or display offensive messages or pictures
  - Profanity, obscenities, or harassment are not permitted at any time
  - Do not use the network in such a way that would disrupt the work of others
4. **Vandalism/Unauthorized Access:** Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to the Internet backbone including, but not limited to, the uploading or creation of computer viruses, hacking, unauthorized access, or trespassing in another person's file. Also, altering settings on the school-owned computers is not permitted.
5. **Safety Measures:** Heritage Middle School utilizes technology that blocks and filters Internet access for students to material that is inappropriate. On-line activities of students are monitored. All data including email stored or transmitted on school system computers shall be monitored; students have no expectation of privacy regarding such data. E-mail correspondence may be a public record under the public records law and may be subject to inspection.

### **No Child Left Behind Safe Schools Clause**

Under the Tennessee State Board of Education's Unsafe School Choice Policy #6.4081, any public school student who is the victim of a violent crime as defined in TCA 40-38-111 (g) or the attempt to commit one of these offenses as defined under TCA 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

## Child Advocacy Group Information

Everyone has the right to feel safe not only at school but also at home. According to Tennessee law, ALL persons must report suspected cases of child abuse and neglect. These persons include doctors, police, teachers, parents, mental health professionals, child care providers, dentists, family members, and friends. Anyone suspecting neglect or abuse may anonymously contact the authorities at: Blount County Child Advocacy Group (New Hope) (865) 981-2000 or call the Department of Children Services Public Line at 1-877-237-0004. All calls are confidential.

## District Policy Against Harassment

### Student Discrimination, Harassment, Bullying, Cyberbullying, Intimidation, Hazing

It is the policy of Blount County Schools to maintain a learning work environment that is free from harassment because of an individual's age, race, color, sex, national origin, or disability.<sup>1</sup> The school district prohibits any and all forms of harassment because of age, race, color, national origin, and disability.

It shall be a violation of district policy for any student, teacher, administrator, or other school personnel of this district to harass a student regarding age, race, color national origin or disability, as defined by this policy.

It shall also be a violation of district policy for any teacher, administrator, or other school personnel of this district to tolerate harassment because of an employee's age, race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district.

For the purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written of harassment because of age, race, color, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

**Harassment because of race or color-** For purposes of this policy, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affe

a student's ability to participate in or benefits from an educational program or activity, or creates an intimidating, threatening or abusive educational work environment;

2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

3. The harassing conduct otherwise adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of race or color include:

a. graffiti containing racially offensive language;

b. name calling, jokes, or rumors;

c. threatening or intimidating conduct directed at another because of the other's race or color;

d. notes or cartoons;

e. racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;

f. written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;

g. a physical act of aggression or assault upon another because of, or in a manner reasonably related to race or color; or

h. other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

**Harassment based upon national origin or ethnicity-** For purposes of this policy, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when:

1. The harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational work environment;

2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. The harassing conduct otherwise adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of national origin or ethnicity include:

a. graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;

b. threatening or intimidating conduct directed at another because of the other's national origin or ethnicity;

- c. jokes, name calling, or rumors based upon an individual's national origin or ethnicity;
- d. ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- e. written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- f. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin; or
- g. other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

**Harassment because of disability**-For purpose of this policy, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
  2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. The harassing conduct otherwise adversely affects an individual's learning opportunities.
- Examples of conduct which may constitute harassment because of disability include:
- a. graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
  - b. threatening or intimidating conduct directed at another because of their physical or mental disability;
  - c. jokes, rumors, or name calling based upon an individual's physical or mental disability;
  - d. slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
  - e. graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
  - f. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability; or
  - g. other kinds of aggressive conduct such as theft or damage to property which is motivated by individual's physical or mental disability.

For more information or to make a referral, contact

Blount County Schools, Title VI Coordinator, 831 Grandview Drive, Maryville, TN 37803,  
865-984-1212

Tennessee Department of Education, The Office for Civil Rights, 6th Floor, Andrew Johnson  
Tower, 710 James Robertson Parkway, Nashville, TN 37243, 615-253-1550

United States Department of Education, Office for Civil Rights, Forsyth Street, S.W.Suite  
19T70, Atlanta, GA 30303, 404-562-6350

**Bullying/Cyberbullying/Intimidation/Hazing-** Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Harassment, bullying and intimidation occurs, if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, an act of harassment, bullying or intimidation occurs if the act is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. Hazing is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. Hazing does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.<sup>5</sup> Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305).

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

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.<sup>7</sup>

False accusations accusing another person of having committed an act prohibited under this

policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely

accused another may range from positive behavioral interventions up to and including suspension and expulsion.<sup>8</sup>

This policy shall be published in the parent/student handbook distributed annually to every student.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

**Student Discrimination, Harassment, Bullying, Cyberbullying, Intimidation, Hazing** – [Policy #6.304](#)

**Title IX and Sexual Harassment-** In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).<sup>2</sup> The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.<sup>3</sup> These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.

All employees shall receive training on complying with this policy and federal law.

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

Title: Title IX Coordinator

Mailing address: 831 Grandview Drive, Maryville, TN 37803

Phone number: 865-984-1212

Email: [Alisa.Teffeteller@blountk12.org](mailto:Alisa.Teffeteller@blountk12.org)

**DEFINITIONS**

“Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” is an individual who is reported to be the perpetrator of conduct that could

constitute sexual harassment.

“Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:<sup>3</sup>

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. Sexual assault,<sup>6</sup> dating violence,<sup>7</sup> domestic violence,<sup>8</sup> or stalking<sup>9</sup> as defined in state and federal law.

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

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

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

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

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

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

## GRIEVANCE PROCESS

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

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant’s wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.<sup>10</sup>

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

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed.<sup>11</sup> If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process.<sup>12</sup> The Title IX Coordinator shall keep the Director of Schools informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.<sup>13</sup>

### Complaints

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

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

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

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

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

### Investigations

For complaints of student on student harassment, an assistant principal shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. For complaints of employee on student or employee on employee harassment, a head principal shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the



complainant or respondent.

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

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

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;<sup>17</sup>
4. Provide the parties with the same opportunities to have others present during any grievance proceeding;
5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act,<sup>18</sup> the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

#### Determination of Responsibility

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.<sup>20</sup> The clear and convincing evidence standard shall be used in making this determination.

The head principal shall act as the decision-maker for complaints of student on student harassment. The HR director shall act as the decision-maker for complaints of employee on student or employee on employee harassment. He/she shall receive the final report of the

investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

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

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

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

## APPEALS

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

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

1. Assign the Middle School/High School supervisor to hear the appeal within five (5) days of receipt of the appeal for complaints of student on student harassment or assign the Assistant

Director of Curriculum and Instruction to hear the appeal within five (5) days of receipt of the appeal for complaints of employee on student or employee on employee harassment, and

2. Notify the parties in writing.

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

## RETALIATION

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

**Title IX and Sexual Harassment- [Policy 6.3041](#)**

## Procedural Due Process

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened.<sup>1</sup> The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto. For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry into the incident to ensure that the offender is accurately identified, that he understands the nature of the offense, and that he/she knew the consequences of the offense for which he is accused. In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall refer the case to the disciplinary hearing authority.

**Procedural Due Process- [Policy #6.302](#)**

## Safe Relocation of Students

Teachers who are directly responsible for a student's education or other employees who interact with students on a professional basis may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.<sup>1</sup> If relocation is necessary, the process will comply with all special education laws. Such employees may also intervene in a physical altercation between two (2) or more students or between a student and a district employee. Reasonable or justifiable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.<sup>2</sup> If an employee is unable to resolve the matter with the use of reasonable or justifiable force, the student shall be allowed to remain in place until local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until a parent/guardian can retrieve the student.

In the event that physical relocation becomes necessary, the employee shall immediately file a brief report of the incident with the principal. If the student's behavior constitutes a violation of the Board's zero tolerance policy, the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the student's discipline record and not become a part of that student's permanent record. The principal/designee shall notify the employee involved of the actions taken to address the behavior of the relocated student.<sup>1</sup>

The Director of Schools shall develop administrative procedures regarding the safe relocation of students consistent with state law. Each principal shall fully support the employees' authority to relocate a student and ensure appropriate implementation and reporting.

**Safe Relocation of Students- [Policy # 6.4081](#)**

## Complaint Procedures

Decisions made by school personnel—such as aides, teachers, assistant principals, and principals—which students/parents believe are unfair or in violation of important policies of the Board or individual school rules may be appealed to the school principal or designated representative. To appeal, students/parents will follow these steps:

1. Conference with person at the level at which the complaint originated
2. If the complaint is not resolved, a conference with the principal will be held
3. Consultation with appropriate grade level system supervisor
4. Conference with director of schools—presenting appeals in writing; the director will respond in writing to the student/parent and school principal within five (5) days
5. Final appeal is to the Blount County Board of Education

For more information or to make a referral, contact

Blount County Schools Title VI Coordinator 831 Grandview Drive Maryville, TN 37803  
865-984-1212

Tennessee Department of Education The Office for Civil Rights, 6th Floor, Andrew Johnson Tower James Robertson Parkway Nashville, TN 37243, 615-253-1550

United States Department of Education Office for Civil Rights, 61 Forsyth Street, S.W. Suite 19T70, Atlanta, GA 30303, 404-562-6350

**Student Concerns, Complaints, and Grievances- [Policy # 6.305](#)**

## Bus Procedures and Discipline

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her must be followed. Any student who gets off the bus at a school or home other than his/her usual place or who wishes to ride a bus other than his/her designated bus must have parental and principal permission.

Video cameras may be used to monitor student behavior. Bus drivers may make special seating arrangements when they feel it is necessary. Students may open windows with the driver's permission only. Students are not permitted in the driver's seat, to talk to the driver unless necessary, and must remain behind the restraining line. Band instruments must be

held in the student's lap or on the floor under the student's feet. The instrument should never be placed in the aisle of the bus.

### **School Bus Disciplinary Code**

#### **Level I Violations:**

Eating or drinking on bus after warning  
 Failure to remain seated on bus after being warned  
 Improper boarding/departing procedures after being warned  
 Refusing to obey the driver  
 Loud, rude, or abusive behavior  
 Profane language or gestures  
 Any behavior jeopardizing safety or good order of the bus

#### **Consequences may be as follows:**

- Warning by bus driver
- Written reprimand/parent contact
- Suspension of bus riding privileges (one to five days)
- Suspension of bus riding privileges (five days minimum for repeat of Level I violations)
- Out-of-school suspension
- Third violation of Level I action to be referred to Disciplinary Hearing Authority

#### **Level II Violations:**

Tampering with bus operating or emergency equipment  
 Fighting, pushing, or tripping  
 Bringing articles aboard the bus of injurious or objectionable nature unless approved by driver  
 Destruction of property  
 Possession and/or use of tobacco products  
 Profane language/obscene gestures  
 Throwing objects in or out of the bus  
 Hanging out of bus window

#### **Consequences may be as follows:**

- Bus riding suspension (five days minimum)
- Bus riding suspension (minimum ten days for repeat occurrences of Level II violations)
- Out-of-school suspension
- Third Violation of Level II action to be referred to the Disciplinary Hearing Authority

#### **Level III Violations:**

Physical assaults/verbal threats of a violent nature, as defined in TCA directed to the driver  
 Attempting to or setting fire to a seat, hair, clothing, etc.

Possession and/or use of illegal substances  
 Possession of a weapon  
 Use of chemical substances with the intent to do harm

#### **Consequences may be as follows:**

- Refer to Disciplinary Hearing Authority

## Testing and Surveys

**Testing-** The board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in each instructional area;
6. Assist in the screening of students with learning difficulties;1
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.2

The Director of Schools shall be responsible for planning and implementing the program, which includes:

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

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.3

### WEIGHTING OF TCAP AND EOC SCORES

Student scores on the Tennessee Comprehensive Assessment Program's (TCAP) grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science, and social studies.4

Student scores on the Tennessee End of Course (EOC) grades nine through twelve (9-12) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subjects of Algebra I, Algebra II, Geometry, English I, English II, Biology I, and U.S. History.<sup>5</sup> The director of schools may exclude Tennessee Comprehensive Assessment Program scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the school year.<sup>4,5</sup>

1. Grades 3-5 – 15%
2. Grades 6-8 – 15%
3. Grades 9-12 – 15%

The methodology for the computation of 3-8 TCAP and high school EOC raw data scores (number of correct answers) to a 0-100 grade scale value requires applying the Tennessee Department of Education's (TDOE) suggested Cube-Root method to produce the 15% final average grade score.

The Cube-Root Method utilizes the formula previously used by the TDOE to assign student score on grades 3-8 TCAP and EOC state testing. This methodology creates a 100-point grading scale using the raw score points earned. The equation for the cube-root methodology is as follows:

$$SS = [(RSTP)]^{1/3} * 100$$

- SS = student score grade on 100-point scale
- RS = raw score points earned by the student
- TP = total score points available

#### INTEREST INVENTORIES AND CAREER ASSESSMENTS<sup>6</sup>

Interest inventories shall be made available to middle schoolers. These will include assessments such as the Kuder assessments, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career Finder.

Career aptitude assessments shall be administered to 7th or 8th graders in order to inform the student's high school plan of study. Upon receiving the results from these assessments, the school shall provide students with information on any available career and technical education opportunities in which the student is eligible to participate in.

#### TESTING INFORMATION AND PARENTAL CONSENT

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.<sup>2</sup>

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established board policies.<sup>7</sup>

No later than July 31st of each year, the board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include:<sup>8</sup>

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered;
5. The time and manner in which parents and students will be notified of the results of the test;
6. How parents can access the questions and answers on their student's state-required tests; and
7. If a board mandated test, how the test complements and enhances student instruction and learning and how it serves a purpose distinct from state-required tests.

The testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis.

**Student Surveys, Analyses, and Evaluation-** Surveys analyses, and evaluations for research purposes shall be allowed by the Board when then project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal. The director of schools shall develop administrative procedures for approving requests for conducting surveys, analyses, or evaluations by agencies, organizations or individuals. The requests shall outline what is to be done, who is to be involved and how the results will be used and distributed.

Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following such notification and prior to the administration of the survey, analysis, or evaluation, parents/guardians may opt their child out of participation. The director of schools shall develop procedures for granting such parental requests and to implement the other provisions of this policy.

No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. mental or psychological problems of the student or the student's family;
2. sexual behavior or attitudes;



3. illegal, anti-social, self-incriminating, or demeaning behavior;
4. critical appraisals of other individuals with whom respondents have close family relationships;
5. legally privileged relationships;
6. income; or
7. the collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

The collection of the following student data is strictly prohibited:

Political affiliation or voting history;

Religious practices; and

Firearm ownership.

#### COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

If any collected information is to be marketed or sold, parents will be directly notified at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parents, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to the student. All parents and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions to the extent allowed by law, such as the following:

1. College or other postsecondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about

students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

4. The sale by students of products or services to raise funds for school-related or education related activities; or

5. Student recognition programs.