



Board of Education Regular Meeting  
July 6, 2026 6:30 PM  
Central Office Board Room  
154 Blountville Bypass  
Blountville, TN 37617

1. Call to Order
2. Approval of the Agenda
3. Consent Agenda
  - a. Meeting Minutes from May 27 & June 11, 2026
  - b. Annual Board Agenda
  - c. Copier Lease Agreement - WRHS
4. Public Comment - Agenda Items
5. Director's Comments
6. Special Recognition
  - a. William Hayes, Bluff City Elementary
7. Unfinished Business
  - a. Student Rights & Responsibilities Handbooks
8. New Business
  - a. Policy Updates - Waiver of Rules/Adopt on 1st Reading
    - a. Policy 1.400 School Board Meetings
    - b. Policy 1.403 Agendas
    - c. Policy 1.404 Appeals to and Appearances Before the Board
    - d. Policy 1.905 Charter School Renewal
    - e. Policy 4.301 Interscholastic Athletics
    - f. Policy 5.302 Sick Leave
    - g. Policy 5.303 Personal and Professional Leave
    - h. Policy 5.600 Staff Rights & Responsibilities
    - i. Policy 5.801 Director of School Recruitment and Selection
    - j. Policy 6.4053 Outside Applied Behavior Analysis Therapy
  - b. School Nutrition Price List for 2026-2027
  - c. Floating Cafeteria Manager Position
  - d. WIN Reality Smart Park System - SEHS
  - e. Renaming Dean Positions
  - f. Grant Budgets
    - a. ATSI 25 - FY26 Original Budget
    - b. IDEA Part B - FY26 Revision 6
    - c. Consolidated Admin - FY27 Original Budget
    - d. Title I Part A - FY27 Original Budget
    - e. Title I Part A - Neglected - FY27 Original Budget
    - f. Title II Part A - FY27 Original Budget

- g. IDEA Part B - FY27 Original Budget
    - h. IDEA Preschool - FY27 Original Budget
    - i. CTE Perkins Basic FY 27 Original Budget
  - g. Budget Resolutions
    - a. GEAR Up Grant
    - h. 2026-2027 School Budget
- 9. Public Comment - Non-Agenda Items
- 10. Board Chair/Board Member Comments
- 11. Adjournment



SULLIVAN COUNTY  
S C H O O L S

**ANNUAL BOARD AGENDA**

**Monthly Consent Agenda Items**

Meeting Minutes  
Field Trip Requests (Overnight and/or Out of Area)  
Disposition of Materials  
Copier Lease Agreements

**January**

Begin Budget Process

**February**

New Courses

**March**

Textbook Adoptions

**April**

Annual School Fees  
Transportation Bus Bids

**May**

Annual Budget  
Application for Consolidated Plan  
Differentiated Pay Plan

**June**

**July**

Annual Agenda  
Transportation Contracts (only renewal years)  
Program Agreement for School Lunch Program  
Rights & Responsibilities Handbook

**August**

Teacher Tenure

**September**

Electing of Board Chair & Vice Chair  
Director's Evaluation  
Calendar For Next School Year

**October**

Textbook Adoption Committee  
Board Committee Assignments  
Board Self Evaluation

**November**

Annual LEA Compliance Report

**December**

Annual Approval for New Courses  
PECCA Approval

Dr. Justin Calhoun  
Dean of Academics

Josh Tate  
Dean of Students

Dr. Jennifer Wilburn  
Assistant Principal

Dr. Adam Hughes  
Assistant Principal

Roby Witcher  
Assistant Principal

Justin Hilton  
Assistant Principal

# West Ridge High School

380 Lynn Road  
Blountville, TN 37617  
Phone: (423) 354-1450  
Dr. George Laoo  
Principal



June 22, 2026

Sullivan County Board of Education  
PO Box 306  
Blountville, TN 37617

Dear Chairman Price and Members of the Board,

Please find attached a proposal from Ricoh USA for the copier/print management contract for West Ridge High School. I am requesting approval of this proposal for a 60-month lease at a rate of \$1,710.24 per month. This proposal includes a total of seven (7) multifunction copier/printer systems as follows:

- (1) Ricoh IMC6010 color multifunction copier/printer;
- (2) Ricoh IM7010 high-volume multifunction copier/printers;
- (2) Ricoh IM3510 multifunction copier/printers;
- (2) Ricoh IM2510 multifunction copier/printers.

Additionally, the proposal includes:

- Finishing equipment, paper feed units, cabinets, and punch/stapling capabilities where applicable;
- PostScript printing capability and network scanning functionality;
- Innovolt power protection systems for all devices;
- Professional installation, implementation, network configuration, and staff training services provided by Ricoh;
- A comprehensive Gold Service Agreement that includes all parts, labor, toner, and staples for the duration of the contract, with paper excluded.

The proposed agreement provides a managed print solution designed to meet the operational needs of our students, faculty, and staff while ensuring reliable service and predictable budgeting throughout the sixty-month term. The inclusion of

maintenance, supplies, and technical support minimizes unexpected expenses and helps maintain uninterrupted access to essential printing and copying services.

Our administration believes this proposal represents a cost-effective and efficient solution for West Ridge High School and will support the instructional and administrative needs of the school over the next five years. Your consideration and approval of this request are greatly appreciated.

Respectfully,

*George J. Lao*



**Dr. George J. Lao**  
Principal  
West Ridge High School  
423-354-1405



Quote Document for

SULLIVAN COUNTY SCHOOLS

Date: June 19,2026

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<u>Quantity</u>	<u>Item Description</u>	<u>Ext Selling Price</u>
1	RICOH IMC6010 CONFIGURABLE PTO MODEL RICOH IMC6010 BRANDING SET INNOVOLT POWER FILTER WITH PREMIUM INRUSH, SURGE AND NOISE PROTECTION 120V/15A BRIDGE UNIT BU3100 FINISHER SR3320 PAPER FEED UNIT PB3320 POSTSCRIPT3 UNIT TYPE M52	
1	TS IMPLEMENTATION NETWORK & SCAN CONNECT - SEG BC4	
1	RICOH IM2510 CONFIGURABLE PTO MODEL RICOH IM2510 BRANDING SET CABINET TYPE A5 FAX OPTION TYPE M61 POSTSCRIPT3 UNIT TYPE M61 INNOVOLT POWER FILTER WITH PREMIUM INRUSH, SURGE AND NOISE PROTECTION 120V/15A	
1	TS IMPLEMENTATION NETWORK & SCAN CONNECT - SEG 2	
1	RICOH IM7010 CONFIGURABLE PTO MODEL RICOH IM7010 BRANDING SET PAPER FEED UNIT PB3320 BRIDGE UNIT BU3100 PUNCH UNIT PU3110 NA FINISHER SR3340 POSTSCRIPT3 UNIT TYPE M61 INNOVOLT POWER FILTER WITH PREMIUM INRUSH, SURGE AND NOISE PROTECTION 120V/15A	
1	TS IMPLEMENTATION NETWORK & SCAN CONNECT - SEG 5	
1	RICOH IM3510 CONFIGURABLE PTO	

**MODEL**  
**RICOH IM3510 BRANDING SET**  
**CABINET TYPE A5**  
**BRIDGE UNIT BU3100**  
**FINISHER SR3320**  
**POSTSCRIPT3 UNIT TYPE M61**  
**INNOVOLT POWER FILTER WITH**  
**PREMIUM INRUSH, SURGE AND**  
**NOISE PROTECTION 120V/15A**  
**TS IMPLEMENTATION NETWORK &**  
**SCAN CONNECT - SEG 3**  
1  
1  
**RICOH IM7010 CONFIGURABLE PTO**  
**MODEL**  
**RICOH IM7010 BRANDING SET**  
**PAPER FEED UNIT PB3320**  
**BRIDGE UNIT BU3100**  
**PUNCH UNIT PU3110 NA**  
**FINISHER SR3340**  
**POSTSCRIPT3 UNIT TYPE M61**  
**INNOVOLT POWER FILTER WITH**  
**PREMIUM INRUSH, SURGE AND**  
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1

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1 TS IMPLEMENTATION NETWORK &  
SCAN CONNECT - SEG 2

**Technology Service**

<b><u>Quantity</u></b>	<b><u>Description</u></b>	<b><u>Ext Rate</u></b>
1	<p><b>RICOH IMC6010 CONFIGURABLE PTO MODEL</b></p> <p><i>Includes</i> 0 B&amp;W copies per Month per unit overages at \$0.0000 per page 0 color copies per Month per unit overages at \$ 0.0530 per page GOLD - includes Parts, Labor, Toner and Staples, excludes Paper</p>	
1	<p><b>RICOH IM2510 CONFIGURABLE PTO MODEL</b></p> <p><i>Includes</i> B&amp;W copies per Month per unit overages at \$0.0000 per page color copies per Month per unit overages at \$ 0.0000 per page GOLD - includes Parts, Labor, Toner and Staples, excludes Paper</p>	
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- overages at \$ 0.0000 per page  
 GOLD - includes Parts, Labor, Toner and Staples, excludes Paper
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 overages at \$ 0.0000 per page  
 GOLD - includes Parts, Labor, Toner and Staples, excludes Paper

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**60 month IMAGE MGMT. of \$1,710.24  
 per month**

Reservation of Rights—This quote is based upon the information provided by you, and the assumptions made by us in preparing the information contained herein. While care has been taken to ensure the accuracy of this quote, we make no representations or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions. We

recognize your right to negotiate and approve the terms of any resulting contract and we reserve the same right. We also acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. THIS QUOTE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT, NOR SHOULD IT BE CONSTRUED AS, AN OFFER TO SELL/LEASE THE GOODS OR SERVICES LISTED HEREIN.

Rev. 04/13

**Quote Number** 36982932

**Expires on** July 01, 2026



# SULLIVAN COUNTY S C H O O L S

## **2026-2027** **Student-Parent Handbook** **Attendance, Grading, and** **Student Rights and Responsibilities Policies**

### **Grades** **6th – 8th**

This handbook includes the policies of the Sullivan County Board of Education regarding attendance, grading, and student rights and responsibilities. Please read and become familiar with these policies and we encourage you to discuss them with your child/children. If you have questions concerning these policies, please direct them to the principal of the school or the Assistant Director of Schools.

(The Sullivan County Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or religion)

DIRECTOR OF SCHOOLS  
CHUCK CARTER

ASSISTANT DIRECTOR  
ANGELA BUCKLES

ASSISTANT DIRECTOR  
INGRID DELOACH



BOARD OF EDUCATION

MICHAEL HUGHES  
RANDALL JONES  
MATTHEW PRICE  
PAUL ROBINSON  
DR. MARY ROUSE  
MATTHEW SPIVEY  
ANGIE STANLEY

## Our Children, Our Future!

Welcome to Sullivan County Schools! Whether you are a returning student or if this is your first year in our system, we look forward to welcoming you and your family to our campuses. Sullivan County has a wide variety of opportunities for students that will enhance the learning experience and enable our students to reach their full potential.

Strong partnerships between the school system and our families provide the foundation for success for each of our students, and in Sullivan County we believe those partnerships create a shared responsibility for that success to be achieved. Our staff is committed to doing their very best to assure we do our best to establish beneficial relationships.

It is of the utmost importance that our students take personal responsibility for their actions. Please take the time to sit down with your student(s) and review the policies in this handbook. Knowing the expectations for behavior and other school related matters will help ensure our students have a positive experience in our schools. Encourage them to report all incidents of harassment, discrimination, or other violations of school rules to their teacher or an administrator.

If you have questions concerning the policies on attendance, grades, or discipline, please contact your child's teacher or the principal of the school. By working together, we can expect to accomplish a successful school year for everyone.

Sincerely,

Chuck Carter  
Director of Schools

Matthew Price  
Board Chairman

Sullivan County Mission Statement: Graduating students prepared for college and career who are productive community members.

Sullivan County Vision Statement: Maximizing student opportunities for lifelong success.

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## ATTENDANCE POLICY—GRADES 6-8

### UNDER TENNESSEE LAW, SCHOOL ATTENDANCE IS THE RESPONSIBILITY OF THE PARENT

- A. Attendance:** Students are required to attend school between the ages of six (6) and seventeen (17), both inclusive, unless withdrawn in accordance with legal requirements. (T.C.A. 49-6-3001). **Students must be in class for 3 hours and 31 minutes in order to be counted present for the school day.**

School System rules and procedures prohibit the enrollment of any child in Sullivan County Schools unless the student is living with a parent/legal guardian who resides in the area served by Sullivan County School System. Students are required to attend the school in the school zone in which they reside, except in cases where they have received approval to attend an out-of-zone school in accordance with Sullivan County School Board Policy #3000.

### **B. Information Required to Enroll in School**

- 1. Proof of residence:** The parent/guardian of every student will be required to provide proof of residency, such as, lease, real estate tax receipt, mortgage information, utility receipts, or the like. Residence may also be checked randomly from time to time, and students improperly attending out of zone may be required to return to their proper school.
- 2. Proof of Custody**
  - a. Custody Issues: Only the residence of the parent with legal custody may be used for registration and attendance purposes. (T.C.A. 49-6-3103) In cases where parents have joint custody, only the address of the parent named as the primary custodian or designated as having primary responsibility to determine educational issues may be used for registration and attendance purposes.
  - b. Power of Attorney for Child Care (T.C.A. 34-6-302): Parents of a minor child may delegate to any adult person in this state temporary care-giving authority when hardship prevents the parent (s) from caring for the child.

Hardships are identified by law, as follows:

- i. The serious illness or incarceration of a parent or guardian;
- ii. The physical or mental condition of the parent or legal guardian or the student is such that care and supervision cannot be provided;
- iii. The loss or uninhabitability of the child's home as the result of a natural disaster.

When one of the above hardships is applicable, the custodial parent (s) and the caregiver must make an appointment to meet with the principal of the school in the school zone of the caregiver and present the properly completed power of attorney, in order to make arrangements for school attendance.

Circumstances not listed above and identified by law as allowable hardships, should be referred to the appropriate court for change of custody.

- 3. Educational Documentation** – Academic, Attendance, Discipline, and Immunization records.
- 4. Homeless Students**– Homeless students may be subject to certain federal requirements. Parents/Guardians should check with the school regarding attendance.

### **C. Required Documentation for Excused Absence**

1. Students in the following categories will be excused temporarily from school attendance:
  - a. Personal illness
    - i. **Doctor's excuse** (should be provided to the school on the first day back at school and must be provided **within one week of the date that the student returns to school**).
    - ii. **Parent/Guardian note (Five days excused per year)**. Parent notes should be submitted to the school on the first day that the student returns to school. Schools may call to add parent notes if students do not submit notes in a timely manner.
  - b. Serious illness in the immediate family (Verification may be required)
  - c. Death in the immediate family
  - d. Regularly observed religious holidays
  - e. Medical and dental appointments that cannot be arranged during non-school hours with a note from the doctor.
  - f. Required Court Appearance

- g. Circumstances which in the judgment of the principal create justifiable absences over which the student has no control.

After the student has been absent several days with an excuse from a physician, the principal may require a statement from the physician indicating the student’s continued need to be absent from school. A parent must arrange for a conference with the school administration to possibly negate these rules.

It shall be a separate offense under this school system’s discipline policy to forge or alter a doctor’s excuse or written statement from any health provider. Students may be subject to disciplinary action.

Students attending a doctor’s appointment during school hours are expected to return to school as soon as possible as stated by the doctor’s excuse. Time/Days taken in addition to what is covered by the doctor’s excuse will have to be covered by parent notes or an additional doctor’s excuse.

**Upon reaching 3 unexcused absences a truancy contract and intervention plan will be created between the school and the parent/guardian.** Continued unexcused absences will result in a referral to Truancy Board, Department of Children’s Services and/or Juvenile Court.

**D. Make-Up Work for Absences:**

Students are granted the opportunity to make-up school work missed due to any absence, including unexcused absences and/or suspensions. However, for students making up work for **unexcused absences and/or suspensions, The highest score they may receive for the work is 70% of a perfect score. For all students making up work missed due to absences, whether excused, unexcused or suspension, the following conditions must be met:**

- a. It is the **student’s responsibility** to initiate arrangements for making up work.
- b. A student will complete written make-up work **within a time period equal to the number of days missed** unless an extension is granted by the teacher.
- c. If make-up tests, quizzes, etc. are scheduled at other than normal student school hours, the student must be notified at least twenty-four (24) hours in advance.
- d. If a student and/or parent refuses the opportunity to serve ISS or to attend Alternative School, **the student forfeits the opportunity** to make-up work for the days of out-of-school suspension.

**E. School Functions**

- a. School functions will not count as an absence from school.
- b. School functions must be approved by school administrators **prior** to the activity designated as a school function.

**HIGH SCHOOL GRADUATION REQUIREMENTS**

Each student must take the following core curriculum:

- |                             |   |                       |                           |
|-----------------------------|---|-----------------------|---------------------------|
| English .....               | 4 credits   | Math.....             | 4 credits                 |
| Science.....                | 3 credits   | Social Studies.....   | 4 credits                 |
| Fine Arts.....              | 1 credit  | Foreign Language..... | 2 credits (same language) |
| Computer Science.....       | 1 credit  |                       |                           |
| Physical Education.....     | 1 credit (or 2 years of JROTC, Marching Band classes and/or Winter Guard)                       |                       |                           |
|                             | (or a minimum of 80 hours participation in a school-sponsored athletic activity)                |                       |                           |
| Lifetime Wellness.....      | 1 credit (or 2 years JROTC containing wellness curriculum)                                      |                       |                           |
| (NEW) Computer Science..... | 1 credit (This credit can be substituted for either upper level math or 3rd lab science credit) |                       |                           |
| Elective focus.....         | 3 credits   |                       |                           |

**Math credits must include:** Algebra I, Geometry, Algebra II, and an upper level math credit.

Students must be enrolled in a mathematics course at least three out of four years of high school. Students who qualify for Algebra I or Geometry in Middle School and achieve the qualifying score on the TN Ready for Algebra I will earn 1 unit of High School Credit.

**\*\*This does not count as one of the 4 required credits needed for high school graduation.\*\***

**Science credits must include:** Biology (Life Science), Chemistry or Physics, and another laboratory Science credit.

**Social Studies credits must include:** U.S. History, Economics / Personal Finance, U.S. Government, World History or World Geography. (Successful completion of 3 years of JROTC substitutes for U.S. Government credit.)

### Electives to complete graduation requirements

The fine arts and foreign language requirements may be waived for students who are sure they are not going to attend a University and be replaced with courses designed to enhance and expand the elective focus.

Students completing a Career Technical focus must complete the minimum of three units in the same program area.

**Total = 22 credits (Sullivan County Requires 6 Additional Credits for Graduation to equal 28 Total Credits)**

## MIDDLE SCHOOL GRADING AND PROMOTION POLICIES

The middle school academic curriculum will consist of four (4) basic subjects: English Language Arts, Mathematics, Science, and Social Studies. The grading period shall be on a nine-weeks basis.

### A. RELATED ARTS AND ENRICHMENT:

The middle school related arts subjects MAY consist of the following: Art, Band, General Music, Choir, Computer Literacy, Introduction to Technology, Career and Technical Exploration, Physical Education, and Health. The grading period shall be on a nine-weeks basis.

Enrichment courses may be offered that will reinforce the core curriculum.

### B. GRADING

Number grades will be used to record a student's progress in the academic and related arts programs. In determining nine-weeks grades, regularly scheduled tests (chapter, unit, etc.) shall count one-half while daily grades (quizzes, class work, etc.) shall count one-half. A cumulative evaluation is encouraged, but will be left to the discretion of the teacher.

#### Grading Scale

90-100=A

80-89=B

70-79=C

60-69=D

Below 60=F

The final grade for each of the 4 basic subjects shall be determined using the following method:

1<sup>st</sup> nine-weeks final grade x 21.25% = Score 1

2<sup>nd</sup> nine-weeks final grade x 21.25% = Score 2

3<sup>rd</sup> nine-weeks final grade x 21.25% = Score 3

4<sup>th</sup> nine-weeks final grade x 21.25% = Score 4

TNReady score x 15% = Score 5

Score 1 + Score 2 + Score 3 + Score 4 + Score 5 = Final Grade

1. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
2. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
3. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to pay any activity fee, pay a library or other school fine or make restitution for lost or damaged school property.

### C. PROGRESS REPORTS AND GRADE CARD DISTRIBUTION

Student progress during each grading period is available in the PowerSchool Parent Portal. Schools can setup/modify/edit login credentials for parents as needed. A paper Progress Report can be requested if Internet/devices are not available within the home.

Term grades will be available on the sixth (6<sup>th</sup>) school day following the close of the nine-weeks grading period in the PowerSchool Parent Portal. Schools can setup/modify/edit login credentials for parents as needed. A printed Grade Card can be requested if internet/devices are not available within the home.

### D. PROMOTION

**Promotion to the next grade:** A student must pass a minimum of three of the four academic subjects.

The determination of whether a pupil is promoted or retained in a grade or which class he/she is assigned to (transition or regular, advanced or basic) is made by appropriate school officials, not parents. The law clearly authorizes the local board “through its officers and employees” to assign children not only to schools but also to “grades, classes, or courses of study within school.” (TCA 49-6-3101(f); 49-6-3102, et seq.) As long as such assignments are made reasonable – i.e., based upon appropriate screening, tests, examinations, and other educational indicators – they will be upheld by the courts if challenged.

#### **E. SOCIAL PROMOTION**

Social promotion may be given to:

- a. Students who have repeated twice since entering school;
- b. Students who are repeating the same grade; or
- c. Students who would have been retained, but social promotion would better serve the interest of the student.

A parent conference is required for students being considered for social promotion prior to beginning the 4<sup>th</sup> nine-weeks grading period. Current academic teachers, a school counselor, and the principal or assistant principal are required to be in attendance with the parent/guardian of the student during the conference. The student may or may not be present for any or a portion of the conference. Documentation of this conference will be recorded by use of Form 4.601.F1-Parent Conference Report. Social promotion must be approved by the Middle School Curriculum Supervisor.

Consideration should be given to regular attendance, academic effort, social and physical growth, and teacher recommendation in determining social promotion. Student achievement during the 4<sup>th</sup> nine-weeks with academic goals in all classes may be tied to awarding a social promotion in conjunction with other previous factors.

A follow-up conference is required within the last 5 days of school to award the social promotion, recommend retention and develop a plan for the retention year, or recommend a summer program that could lead to promotion (if available).

**A student who is socially promoted does not meet the criteria for academic promotion.**

### **SUMMARY OF POLICIES PROHIBITING HARASSMENT AND DISCRIMINATION OF STUDENTS AND EMPLOYEES**

- A. **Prohibition.** The Sullivan County Board of Education prohibits any form of harassment based on Race, Color or National Origin, Gender, Sexual Orientation, Section 504, Disabilities, age, and Religion.  
**Examples:** Graffiti containing offensive language, threats or intimidation, jokes, name calling, negative stereotypes or slurs, written materials, including posters or t-shirts, which have the purpose or are intended to degrade someone based on race, color or national origin, age, gender, sexual orientation, section 504, disabilities, or religion. Physical violence, theft or property damage.
- B. **Reporting Students:** Students are encouraged to report harassment to any teacher, staff member or administration.  
**Teachers:** Teachers (and other school personnel) are **required** to report harassment of students to their school's Compliance Coordinator, their principal or assistant principal, the Board of Education's Title VI Coordinator, or the Director or Assistant Director of Schools.
- C. **How to Report:** Any person can report verbally or on a [Harassment Report Form](#) (available in the school office or on the web at [www.sullivank12.net](http://www.sullivank12.net)).

Students may report to the Compliance Coordinator, a teacher, a school counselor, the principal, the Board Title VI Coordinator or the Director or Assistant Director of Schools. Teachers or other personnel are encouraged to report harassment of teachers or other employees to their supervisor, their principal, their department head, the supervisor of the person engaging in harassment, the Compliance Coordinator, the Title VI Coordinator or the Supervisor of Human Resources.

- D. **Disciplinary Actions:** Students who engage in harassment based upon race, color or national origin, gender, sexual orientation, section 504, disabilities, or religion may face disciplinary action up to and including suspension or expulsion. Teachers or other personnel who engage in harassment based on race, color or national origin, gender, sexual orientation, Section 504, disabilities, or religion may face disciplinary action up to and including dismissal.
- F. **Retaliation.** Retaliation against any person who reports harassment or assists in the investigation of reported harassment is prohibited.

### **HARASSMENT/BATTERY**

**The Sullivan County Department of Education will not tolerate behavior by students that subjects another student to a hostile environment.**

**Investigative Reports should include the Intent and the Impact of the harassment and should be taken into consideration when discipline is assigned.**

**See Page 22 for Harassment Discipline Procedures**

In all cases of harassment, the system wide compliance supervisor must be immediately notified of any incidents of harassment within the schools by the appropriate building level administrator.

Any form of harassment, including sexual, racial, national origin and sexual orientation, is prohibited. Such harassment includes:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a student's grade or credit or admission to or participation in a student activity; or
2. Submission to or rejection of such conduct is used as a basis for educational decisions affecting that student; or
3. Such conduct interferes with the student's performance or creates an intimidating, hostile, or offensive learning environment.

Following the investigation of a report, the Title VI/VII Coordinator shall recommend what action, if any, is required. If, after the investigation, it is determined that this policy has been violated, immediate and appropriate corrective and/or disciplinary action shall be initiated by the Department of Education. A violation of this policy by a student may result in disciplinary action up to and including suspension.

**A. Sexual Harassment** - Sexual harassment of a student consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature. Sexual harassment can include, but is not limited to unwelcome verbal, written or physical conduct, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.

**B. Racial Harassment** - Racial harassment of a student consists of physical or verbal conduct relating to an individual's race. Racial harassment can include, but is not limited to, unwelcome verbal, written or physical conduct, directed at the characteristics of a person's race, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking and negative references to racial customs.

**C. National Origin Harassment** - National origin harassment of a student consists of verbal or physical conduct relating to an individual's country of origin or the country of origin of the individual's parents, family members or ancestors. Examples of conduct which may constitute harassment because of national origin harassment include, but are not limited to the following:

- Graffiti containing offensive language, which is derogatory to others because of their national origin,
- Threatening or intimidating conduct directed at another because of the other's national origin,
- Jokes, name calling, rumors based on an individual's national origin,
- Ethnic slurs, negative stereotypes, hostile acts which are based on national origin, or
- Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes,
- Physical act of aggression or assault on another because of, or in a manner reasonably related to national origin
- Other kinds of aggressive conduct such as theft or damage to property, which is motivated by national origin.

**D. Sexual Orientation Harassment** - Sexual orientation harassment of a student consists of verbal, written or physical conduct based on a student's actual or perceived sexual orientation. Sexual orientation harassment can include, but is not limited to, unwelcome verbal, written or physical conduct that offends, denigrates, or belittles any individual because of his or her sexual orientation. Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, name calling,

imitating mannerisms, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, or the display or circulation of written materials or pictures.

**E. Reporting and Investigation of Harassment** - Any student who believes he or she has been the victim of harassment by a student, teacher, administrator or other school personnel of the Department of Education, or by any other person who is participating in, observing, or otherwise engaged in school activities is encouraged to immediately report the prohibited conduct. Any student with knowledge or belief that another student has or may have been the victim of sexual harassment is encouraged immediately to report the prohibited conduct. Any teacher, administrator, or other school personnel who has or receives notice that a student has or may have been the victim of sexual harassment is required immediately to report the prohibited conduct.

**Reports of sexual harassment** may be made to any of or all of the following:

- The student's teacher;
- A counselor;
- The principal/assistant principal of the student's school and/or school compliance coordinator;
- The System Wide Title VI and VII Coordinator and/or;
- The Assistant Director of Schools.

The Department of Education requests that reports of harassment be made in writing, if possible. Report forms may be obtained from the principal's office, the Office of the Title VI and Title VII Coordinator or the school system website.

**Sullivan County Investigators: Title Coordinator, 423-354-1000 for students or Supervisor of Human Resources 423-354-1000 for teachers and staff**

Upon receipt of a report alleging sexual harassment, the Title VI/VII Coordinator shall immediately undertake or authorize an investigation. The investigation will be completed as soon as practicable. Instances of harassment will be reported to the Department of Children's Services, Sheriff's Department and District Attorney General's Office as required by law.

**F. Confidentiality** - The Department of Education recognizes that both the student and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the student making the report, the individual (s) against whom the report is filed, and any witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

**G. Retaliation** - Retaliation of any kind against a student or employee who, in good faith, reports a claim of harassment will not be tolerated. It is a separate and distinct violation of this policy for anyone to retaliate against any person who reports alleged harassment or against anyone who assists or participates in an investigation relating to such harassment. Anyone found to have engaged in retaliation will be promptly and appropriately disciplined. Students disciplined for retaliation may receive OSS, placement in alternative school or expulsion for the remainder of the term.

#### **REPORTING SUSPECTED CHILD ABUSE--TENNESSEE CODE ANNOTATED 37-1-403**

“Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse or neglect...shall report it, by telephone or otherwise,” to the one of the following agencies:

- 1) Department of Children's Services,
- 2) the SRO or Sheriff of the County where the child resides, Include DCS Referral #
- 3) the Chief Law Enforcement Officer of the city where the child resides, or
- 4) to the juvenile court having jurisdiction over the child.

To report child abuse, call the **Department of Children's Services:      HOTLINE: 1-877-237-0004**

**The Children's Advocacy Center of Sullivan County** “combats child sexual and severe physical abuse by coordinating and providing services to children and families in a crisis in a safe, caring environment.”

## HOTLINE: 1-877-54-ABUSE

### MEDICATION POLICY

If any student must have medication of any type given during school hours, the parent/guardian has the following choices.

1. The parent/guardian may come to the school and give the medication at the appropriate time(s).
2. The parent/guardian may obtain a copy of the "Permission for Medication" form on the website, from the school secretary or the nurse. This form must be submitted and completed for both prescription and non-prescription medication. **For all prescription medication**, the form must be signed by the doctor and brought to the school by the parent/guardian in a pharmacy-labeled bottle containing instructions regarding how and when the medication is to be given as well as the name of the student for whom the medication is prescribed. **For non-prescription medication**, the medication must be delivered to the school by the parent/guardian in its original, sealed container with the student's name written clearly on the bottle.
3. The parent/guardian may discuss with the doctor any alternative schedule for administering the medication. If medication is ordered three times a day, it should be given before school, after school and at bedtime unless the doctor states otherwise.

### **All medications (prescriptions and otherwise) must be brought to school by parent/guardian—NO EXCEPTIONS!**

- Any medication containing aspirin will require a Medical Practitioner's signature (MD, DO, or NP).
- Any medication given to a pregnant student will require a Medical Practitioner's signature.
- School personnel will not assist with any medication given to students unless the school has received a properly completed medication form and the medication is inside an appropriately labeled container delivered to the school by a parent/guardian.
- Medication brought to school in envelopes, baggies, aluminum foil or any other type of container will **not** be given to students.
- Questions regarding this policy or other issues related to the administration of medication in the schools should be directed to the school administrators, the school nurse or the School Nursing Supervisor.

### STUDENT RIGHTS AND RESPONSIBILITIES POLICY

In any organized society, appropriate rules and regulations must be set forth if the society is to function properly. Even in the best organized societies disputes are bound to arise. When they do, if that society is to remain orderly, some agent or agency must be responsible for settlement of the disagreement. In the case of the school community, these agencies are the Board of Education, Director of Schools, and/or principals and their delegates, as authorized by the state legislature.

The philosophy of the Sullivan County Schools presupposes that most disciplinary problems will be handled among teachers, students, parents and/or guardians in a calm, reasonable manner. This philosophy assumes that effective discipline leads to increased maturity and desirable behavior on the part of the student. It is the intent of this school system that every effort be taken on the part of each school to work constructively with the student in such a manner that the student be allowed to attain his/her educational goals without interruption.

School boards are delegated the authority to make rules and policies governing the conduct of students in school and may in turn delegate this authority to the Director and other proper personnel. In this document we are attempting to communicate clearly to all concerned what the policies on conduct are and to stipulate due process procedures which may be used by the student and/or parent or guardian to appeal administrative decisions or express grievances. Students will be provided due process.

In every situation, students shall be afforded the right to due processes as required by law. This shall include, as a minimum, the right to be advised of charges or allegations against the student, and the right to present the student's side of the situation.

#### A. STUDENT EXPECTATIONS

- Students will respect their fellow students, teachers, rules and regulations as they respect themselves.
- Students will communicate with others to help unite their school.
- Students will help eliminate the use of violence as an answer to problems and become a good citizen of their school.
- Students will demonstrate respect for their school campus.
- Students will support their school's activities and organizations.
- Students will display good sportsmanship and school spirit at all times.
- Students will have reverence for their own beliefs and respect those of others.
- Students will work to improve their school.

#### **B. LEGAL AUTHORITY (TCA 49-6-4001)**

The Board of Education of the Sullivan County School Department is required by State Statute to make and adopt rules setting forth standards of conduct and behavior that must be met by all pupils as a condition to the right of such pupils to attend schools in this district. The rules shall take into account the necessity for scholastic progress in order that the welfare of the greatest number of pupils shall be promoted, even though such rules may result in the ineligibility of pupils who fail to observe the required standards and may require the suspension or permanent dismissal of such pupils.

#### **C. APPLICATION OF CODE**

The following regulations concerning standards of conduct and behavior will apply to every student in Sullivan County Schools. They will apply to the student while present at the school where he/she is enrolled, while present at any other school in Sullivan County, while on school buses, and while present at any school-sponsored activity, on or off the school campus, or whose conduct at any time or place (including off-campus conduct) has a direct effect on maintaining order and discipline in the school.

#### **D. Student Groups/Clubs and School Sponsored Events (Limited Public Forum)**

BOE Policy 4.802 set the rules and requirements for the formation of student clubs/groups and rules regarding school sponsored events.

### **DEFINITION OF TERMS**

**Expulsion:** Removal of a student for more than ten (10) days, the remainder of the semester, year or as recommended by the Board of Education. Principal/designee to have guardian complete "Letter of Appeal to Director of Schools Upon Expulsion from School." This document is located in Department 6 of SCDE on-line Forms. Fax completed document to the Director of Schools office the day of suspension.

**Suspension, In-School and Out-of-School:** Removal of the student from the classroom and exclusion from the participation in all school-sponsored activities.

**Full Restitution:** Payment or replacement of property. Any waiver must be granted by the Director of Schools or Board of Education.

**Alternative School:** An alternative setting for students who by the authority of the School Principal and or the Director of Schools deem it necessary for a student to be placed in a setting other than the regular classroom.

**Student Disciplinary Hearing Authority:** A hearing board appointed by the Board of Education to hear disciplinary cases.

**Violation/Breach of Conduct:** Disobeying the rules and codes herein stated.

**Weapon:** Any object or instrument intended to be used or is used to harm another person.

**Harassment** - Harassment occurs when a student exhibits conduct which has the purpose or effect of unreasonably interfering with another student's academic development or creates an intimidating, hostile or offensive learning environment.

### **SEARCH PROCEDURES**

#### **A. SEARCH OF LOCKERS (TCA 49-6-4204)**

Permits a principal to order that lockers, packages, containers, vehicles parked on school property by students or visitors, or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the principal's presence or in the presence of other members of the principal's staff when individual circumstances dictate it. Such circumstances may include incidents on school property, including school buses, involving, but not limited to, the use of dangerous weapons, drugs or drug paraphernalia by students. Such incidents may be known to the principal or to other school staff or based on information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or intent to assault on school property with dangerous weapons, or any other actions or incidents known by the principal which give rise to reasonable suspicion that alcohol and other drugs, drug paraphernalia or dangerous weapons are held on school property by one or more students. A notice that such searches are possible must be posted in the school by the school principal.

#### **B. SEARCH OF PERSONS AND CONTAINERS (TCA 49-6-4205)**

Permits the physical search of a student when a locker search indicates the need, or when information received from a teacher, staff member, student, or other person makes such a search reasonable in the eyes of the principal. Standards of reasonableness set forth in this section are to include:

1. A particular student has violated school policy.
2. The search will yield evidence of the violation of school policy or will lead to disclosure of alcohol, dangerous weapon, drug paraphernalia or other drugs.
3. The search is in pursuit of a legitimate interest of the school in maintaining order, discipline, safety, supervision and education of students.
4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution.
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

#### **C. SEARCH OF VEHICLES (TCA 49-6-4204)**

A notice shall be posted where it is visible from the school parking lot that vehicles parked on school property by students or visitors are subject to search for alcohol and other drugs, drug paraphernalia or dangerous weapons.

#### **D. USE OF METAL DETECTORS (TCA 49-6-4207)**

Permits the use of metal detectors in conducting searches, including hand held models which are passed over a student's or visitor's body, and stationary detectors through which students, visitors, containers and packages are required to pass.

#### **E. USE OF ANIMALS (TCA 49-6-4208)**

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

### **OFFENSES AND ACTIONS**

**When there is a violation of alcohol and other drugs, dangerous instruments or substances, bomb threat, arson or intentional assault policies, the parent/guardian, Director's Office and Sheriff's Department will be notified as soon as possible.**

In general, any conduct by students, which is injurious to others, poses a threat to the health or safety of persons or property or themselves or other students shall result in disciplinary action. It is the intention of the Board of Education that principals be given the discretion to assess the disciplinary needs and circumstances of their school. For this reason, disciplinary action in each situation may not always result in the same consequences for the violation of the same policy. Violations which display an intent to violate school policy, or which are more serious in posing a threat to students, staff, or others, or which involve other aggravating factors will typically result in greater disciplinary action.

**The following list of offenses and suggested consequences is not intended as an all-inclusive list.**

**It is an attempt to bring some consistency in handling breaches of conduct throughout the school system.**

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in certain behaviors listed below will be subject to expulsion for a period of not less than one (1) calendar year. The Director shall have the authority to modify this expulsion requirement on a case-by-case basis as part of the appeal procedure set out in the Student Rights and Responsibility Policy. (TCA 49-6-4216)

Discipline for ALL Zero Tolerance Offenses (1-5 below): 1-5 days OSS. Expulsion for (1) calendar year.

Principal/designee to have parent/guardian complete "Letter of Appeal to Director of Schools Upon Expulsion from School." This document is located in Department 6 of SCDE on-line Forms. Fax completed document to the Director of Schools office the day of suspension.

Notify the Sheriff's Department in ALL Zero Tolerance Offenses (1-5 below).

Complete a DCS referral in ALL Zero Tolerance Offenses (1-5 below).

## **A. ZERO-TOLERANCE BEHAVIOR**

### **1. DRUGS (ZERO TOLERANCE BEHAVIOR)**

Students who knowingly acquire, possess, use, sell, transmit or **are under the influence of** any narcotic drug, stimulant drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, legend drug, any manner of illegal or controlled substance or any substance used as a drug to include K2, synthetic marijuana, THC, or bath salts on school property, on a school bus or at any school activity shall be expelled for one (1) calendar year. Use of a recommended dosage of a drug authorized by a medical prescription for a student from a registered physician in accordance with school rules and procedures shall not be considered a violation of this rule.

### **2. WEAPONS (ZERO TOLERANCE BEHAVIOR)**

Any student who possesses, handles, transmits or uses a weapon or a knife on school property, on a school bus or at any School activity shall be expelled for one (1) calendar year. A dangerous instrument or substance, which is capable of inflicting any injury on any person, and includes, but is not limited to, "an explosive, a firearm, a switch blade, a box cutter, a razor blade, a pocket knife with a blade of at least two and one-half (2 ½) inches in length, and any other knife-like instrument." Pocket knives with a blade less than two and one-half (2 ½) inches in length shall be dealt with as a dangerous instrument.

### **3. AGGRAVATED ASSAULT ON STAFF (ZERO TOLERANCE BEHAVIOR)**

Students who commit aggravated assault on a teacher or other employee of the school on school property, a school bus or at any school activity shall be expelled for one (1) calendar year. Aggravated assault is defined as intentionally or knowingly causing serious bodily injury to another; using or displaying a deadly weapon; or attempting or intending to cause bodily injury to another by strangulation. (amendment to TCA 49-6-3401 (g), Public Chapter No. 442, effective July 1, 2013)

### **4. TRANSMISSION OF THREAT BY ELECTRONIC DEVICE (ZERO TOLERANCE BEHAVIOR)**

Students who transmit by an electronic device a credible threat to cause bodily injury or death to another student or school employee, and that threat creates actual disruptive activity at the school, shall be expelled for one calendar year. (TCA 49-6-4216, Public Chapter 375) This law also requires students, employees and volunteers to report to school officials any knowledge of such threats.

### **5. THREAT OF MASS VIOLENCE (ZERO-TOLERANCE BEHAVIOR)**

Any student who communicates a *validated*\* threat of mass violence on school property or at a school-related activity pursuant to TCA 39-16-517 shall be expelled for one (1) calendar year. This law also requires students, employees, and volunteers to report to school officials any knowledge of such threats.

*\*Validation determination will be conducted by the School Threat Assessment Team.*

## **B. OTHER DRUG RELATED OFFENSES**

## 1. DRUG LOOK-ALIKE/PROHIBITED SUBSTANCES/RELATED PARAPHERNALIA

“Drug look-alike” shall include pills, powders, or substances which gives the appearance of prohibited drugs or substances. Drug paraphernalia shall include clips, rolling papers, pot pipes, hollow tubes, or any other device or materials used with illegal substances. “Prohibited substances paraphernalia” shall include alcohol containers, including flasks, bottles, cans and the like, tobacco containers, including cigarette packs/boxes, and smokeless tobacco cans and the like, and any other containers or items the purpose of which is to be used in conjunction with a substance prohibited under this policy. This may include items that are typically used to assist in using prohibited substances such as cigarette lighters, pipes, vapes, containers or packaging. This may also include holsters, ammunition boxes, or any other items used in conjunction with an item or substance prohibited by this policy. The following actions are to be taken if a student is caught with “drug look-a-likes” or paraphernalia:

### a. Immediate Actions

1. The staff member who discovers the “drug look-alike/paraphernalia” will summon the principal, the principal’s designee, or escort the student to the principal’s office.
2. The student’s locker will be searched according to policy.
3. The principal, or designee, will request that the student empty his/her pockets or purse and volunteer all contents. **If the student refuses to cooperate, law enforcement will be called in to conduct a search after the parents/guardian arrive.**

### b. Notification of the Parents/Guardians

1. The parents/guardians will be contacted immediately, the situation described, and a conference arranged.
2. The parents/guardians will be informed that the school is required by state law to report the incident to law enforcement personnel.

**c. Disposition of Substance** – The substance will be sealed, documented, and turned over to law enforcement personnel with a request for analysis.

**d. Notification of Law Enforcement** – The incident will be reported to law enforcement as required by state law.

**e. Intervention** – The school will recommend to the parents/guardians that the student be assessed to determine the extent of possible involvement and the appropriate level of counseling or treatment necessary.

### f. Discipline:

**First Offense:** 1-3 days OSS + Contract.

**Second Offense:** 1-3 days OSS and Alternative School Placement.

**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term.

Notify the Sheriff’s Department each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children’s Services (DCS) referral through the DCS Hotline or online portal.

## 2. VIOLATION OF THE MEDICATION POLICY - Students who require the use of medications at school

are required to follow the Student Medication Policy (see p. 10) and all relevant procedures. Students who violate the Student Medication Policy are subject to the following discipline.

**1. Possession of prescription medication for which the student has a valid, up-to-date prescription:**

**First Offense:** 1-3 days OSS + Contract.

**Second Offense:** 1-3 days OSS and Alternative School Placement.

**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term.

**2. Possession of non-prescription medication:**

**First Offense:** 1-5 days ISS.

**Second Offense:** 1-3 days OSS + Contract.

**Third Offense:** 1-3 days OSS and Alternative School Placement.

Notify the Sheriff's Department each offense.

**3. Giving, selling or transmitting prescription medication to another:**

Subject to **Zero-Tolerance Policy**, Other Drug Related Offenses, or Violation of Medication Policy as determined by the Principal/designee. Subject to discipline specified for corresponding offense.

**4. Giving, selling or transmitting non-prescription medication to another:**

**First Offense:** 1-3 days OSS and + Contract.

**Second Offense:** 1-3 days OSS and Alternative School Placement.

**Third Offense:** 3-5 days OSS and expulsion for remainder of the term.

Notify the Sheriff's Department each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

**3. TOBACCO, (SMOKE OR SMOKELESS) PRODUCTS INCLUDING LIGHTERS AND MATCHES**

The use of tobacco, (Smoke or Smokeless) by students while at school or school-related functions is **prohibited**. In addition to the consequences set out in the Students Rights and Responsibilities Policy for possession or use of tobacco products, the Tennessee Legislature has passed a statute, T.C.A. 39-17-1505, making the possession of tobacco products under the age of twenty one (21) years of age, a civil offense, and providing for certain civil penalties for violation of the statute.

This statute enables law enforcement officers at their discretion to issue a citation to any student under the age of twenty one (21) who violates the statute. Such citation shall require the person to appear in Juvenile Court. In addition, the tobacco and/or products are to be seized as contraband. Students who use or possess tobacco products (smoke or smokeless), , including lighters or matches shall be subject to the following:

**First Offense:** 1-3 days ISS.

**Second Offense:** 1-3 days OSS + Contract.

**Third Offense:** 1-3 days OSS and Alternative School Placement.

Notify the Sheriff's Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

#### 4. ALCOHOLIC BEVERAGES AND INTOXICANTS

Students shall not acquire, possess, use, sell, transmit, or be under the influence of any alcoholic beverage or intoxicants of any kind. Students who use or possess alcoholic beverages/intoxicants including all products associated with these products shall be subject to the following discipline:

**First Offense:** 1 - 3 days OSS + Contract

**Second Offense:** 1-3 days OSS and Alternative School Placement.

**Third Offense:** 3 - 5 days OSS and expulsion for the remainder of the term.

Notify the Sheriff's Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

#### 5. ELECTRONIC CIGARETTES, NICOTINE PRODUCTS, OTHER SMOKING DEVICES AND PRODUCTS (NOT COVERED UNDER ZERO TOLERANCE)

The Tennessee Legislature has passed a statute, T.C.A. 39-17-1502, making the possession of electronic cigarettes by persons under the age of twenty one (21) years of age a civil offense, and providing for certain civil penalties for violation of the statute.

This statute enables law enforcement officers at their discretion to issue a citation to any student under the age of twenty one (21) who violates the statute. Such citation shall require the person to appear in Juvenile Court. In addition, the product and the electronic cigarette/device must be seized as contraband. Students shall not acquire, possess, use, sell, or transmit any type of electronic cigarette, nicotine product, or any other smoking device. Students who violate this policy shall be subject to the following discipline:

**First Offense:** 1-3 days ISS

**Second Offense:** 1-3 days OSS + Contract.

**Third Offense:** 1-3 days OSS and Alternative School Placement

#### C. DANGEROUS INSTRUMENT, SUBSTANCE, AND/OR ACTIVITY

##### 1. DANGEROUS INSTRUMENT AND/OR SUBSTANCE

Possession, storing, or having access to a weapon or dangerous instrument or substance not covered by the zero tolerance offense regarding weapons on school property, school bus or at any school activity. This shall include pocket knives with a blade less than 2 ½ inches in length or a weapon replica.

**First Offense:** 1-3 days OSS + Contract

**Second Offense:** 1-3 days OSS and Alternative School Placement

**Third Offense:** 3-5 days OSS and Expulsion for the remainder of the term

Notify the Sheriff's Department each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

##### 2. FAILURE TO REPORT A BOMB THREAT; FALSELY ACTIVATING ANY ALARM SYSTEM; CALLING 911 UNDER FALSE PRETENSES; TAMPERING WITH AED.

Any student who has prior knowledge of a bomb threat and does not report it or who otherwise false activates any alarm system shall be subject to Immediate 1-5 days OSS and 10 day Alternative School placement.

Notify the Sheriff's Department.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

### 3. BOMB THREAT

The Director shall have the authority to modify this expulsion requirement on a case-by-case basis as part of the appeal procedure set out in the Student Rights and Responsibility Policy.

1-5 Days OSS and expulsion for the remainder of term. Possible restitution and payment of the expenses of the emergency units who respond to the threat.

Notify the Sheriff's Department each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

### 4. FIRE VIOLATIONS

Starting a fire, being an accomplice to starting a fire, or implying a fire will be started on school property, or unjustified handling or activation of an alarm or fire extinguisher while at school or while riding a school bus.

**First Offense:** 1-3 days OSS and Alternative School Placement.

**Second Offense:** 3-5 Days OSS and expulsion for remainder of the term.

Notify the Sheriff's Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

### 5. FIREWORKS

Use or possession of any type of fireworks on school property, at a school activity, or on a school bus. Fireworks may be considered a dangerous instrument.

- a. **Possession of fireworks** - 1-3 Days ISS. Notify the Sheriff's Department.
- b. **Firing of fireworks** – 1-3 Days OSS. Parents notified. If an offense involves danger to other persons or property, students may be disciplined under other sections of this code.

Notify the Sheriff's Department.

## D. THEFT OR VANDALISM

Unlawful taking, destruction, defacing or damage of private or school property on school property, on the school bus or at school-sponsored activities.

**Discipline:** Full restitution. Discipline decided at the discretion of the principal including possible Alternative School placement

## E. ABUSIVE CONDUCT

**Bullying, making fun of, intimidating, endangering, hazing, or harassing another person. Students are urged to seek the assistance of administrators, teachers, and/or counselors to help with resolving student conflict before it results in a physical or verbal confrontation.** Students who are intimidated or harassed by another student should report that to a teacher or an administrator. Teachers should report incidents of intimidation or harassment to the administration. Students should not take matters into their own hands, but

should allow an administrator to handle the situation

1. **HORSEPLAY** - Hearing and discipline at the discretion of the principal
2. **MUTUAL FIGHTING**—Punches exchanged between students. No distinction made between who started the fight and who was “just defending” if punches are aggressively exchanged by both students.

**First Offense:** 1-5 days OSS.

**Second Offense:** 3-5 days OSS + Contract.

**Third Offense:** 1-3 days OSS and Alternative School Placement.

**Fourth Offense:** 3-5 days OSS and expulsion for the remainder of the term.

3. **VERBAL AND/OR NON-VERBAL THREATS TO STUDENTS: intimidation; extortion; instigation of disruptive behavior; provocation of a fight.**

**First Offense :** Principal Discretion.

**Second Offense:** 1-3 days OSS + Contract

**Third Offense:** 1-3 days OSS and Alternative School Placement.

**Fourth Offense:** 1-5 days OSS and expulsion for the remainder of the term.

4. **INTENTIONAL ASSAULT/BATTERY AGAINST A STUDENT.**

**First Offense:** 3-5 days OSS + Contract.

Notification of Sheriff’s Department and parents/guardians.

Complete a DCS referral at DCS Hotline or on-line website.

**Second Offense:** 3-5 days OSS and Alternative School Placement

Notification of the Sheriff’s Department and parents/guardians

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children’s Services (DCS) referral through the DCS Hotline or online portal.

**Third Offense:** 3-5 days of OSS and expulsion for the remainder of the term.

Notification of the Sheriff’s Department and parents/guardians

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children’s Services (DCS) referral through the DCS Hotline or online portal.

**AGAINST STAFF:** 5 DAYS OSS, Referral to Discipline Hearing Authority with discipline recommendation on a case by case basis

Notification of the Sheriff’s Department and parent/guardian.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children’s Services (DCS) referral through the DCS Hotline or online portal.

5. **MALICIOUS MISCHIEF**

**Full restitution if appropriate.** Hearing and suspension at the discretion of the principal with possible recommendation for long-term suspension, possible expulsion, and/or notification of the Sheriff’s Department.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children’s Services (DCS) referral through the DCS Hotline or online portal.

6. **THREAT OF AN EXTREME NATURE INCLUDING BODILY HARM, PROPERTY, and**

## DEATH THREATS

**First Offense:** 1-5 days OSS + Contract.

**Second Offense:** 1-3 days OSS and Alternative School Placement.

**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term.

Notify the Sheriff's Department and parent/guardian each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

\*Some threat incidents may be severe enough that the above disciplinary steps might not be adequate. In these incidents, the administration must immediately notify the Sheriff's Department and suspend the student out of school. A Student Disciplinary Hearing Authority may be convened if necessary. The recommendation in such circumstances will be expulsion **for either the remainder of the term or one calendar year.**

## 7. VERBAL, WRITTEN, OR PHYSICAL THREATS/INTIMIDATION TO TEACHERS OR STAFF

### a. Verbal threat

**First Offense:** 1-5 days OSS + Contract

**Second Offense:** 3-5 days OSS and Alternative School Placement

**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term.

### b. Physical threat

**First Offense:** 1-3 days OSS and Alternative School Placement. Possible expulsion for the remainder of the term in extreme cases.

**Second Offense:** 3-5 days OSS and expulsion for remainder of the term.

## BULLYING/CYBERBULLYING, HAZING, HARASSMENT ([www.stopbullying.gov](http://www.stopbullying.gov))

Sullivan County Schools incorporate the values of E.P.I.C. (Encourage, Protect, Invest, Connect) in all schools to help combat bullying, harassment, and inconsiderate behavior while instilling positive behavior in all students.

Students are to report to a staff member if they are or have knowledge of, a student being bullied/harassed/Cyber-bullied.

## 8. BULLYING

**EPIC definition: "a person is being bullied when he or she is exposed repeatedly and over time to negative actions on the part of one or more persons."**

**49-6-1014. Legislative findings - Safety and civility** - The general assembly hereby finds and declares that:

- (1) A safe and civil environment is necessary for students to learn and achieve high academic standards;
- (2) Harassment, intimidation or bullying, like other disruptive or violent behavior, is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment.

**49-6-1015. Definition of "harassment, intimidation or bullying"** - As defined in TCA 49-6-1015 "harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has

the effect of:

- (1) Physically harming a student or damaging a student's property;
- (2) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- (3) creating a hostile educational environment.

**\*Bullying/Cyber-bullying may include acts that are carried out by use of a computer, cell phone or other electronic means.**

**Discipline:**

Investigation of Bullying will begin within 48hrs of notification and a completed plan of action within 20 days. Discretion of the principal up to and including 3-5 days OSS and/or a placement in alternative school. Severe situations involving harassment, intimidation or bullying may result in expulsion. Each School will develop a plan to monitor, regulate, and educate those who bully others.

**Response to Reported Bullying/Cyberbullying. Administrator will:**

- Documented date and time of report and when investigation began.
- Contact parents of both the victim and perpetrator(s).
- Investigate accusations.
- Determine consequences of the action. (Consequences could include but not limited to: counseling, progress monitoring, parent conferences, I.S.S., O.S.S., expulsion, notification of the Sheriff's Office, etc..)
- Develop Intervention Plan. Your investigation will determine the intensity needed for the intervention.

**9. HAZING**

Hazing is defined as harassing by exacting unnecessary or disagreeable work, harassing by banter, ridicule, or criticism or playing silly, abusive and humiliating tricks by way of initiation.

**Hazing is not tolerated in Sullivan County Schools.**

**Upon investigation, punishment is at the discretion of the principal up to and including 3-5 days OSS and Alternative School Placement. In severe cases, expulsion may be administered.**

See TCA 49-2-120; 49-6-3401.

**Notification of the Sheriff's Department in all cases of Hazing. Complete a DCS referral to DCS Hotline or on-line website.**

**10. HARASSMENT**

In an effort to help students understand the damaging effects harassment can have on individuals who are the victims of harassment, Sullivan County Schools will make every endeavor to educate the student populace on issues concerning the various factors and the "intent and impact" of harassment. It is understood that education alone might not be enough to eradicate harassment from our schools. Therefore, disciplinary actions must be taken to help the students in refraining from harassing activities. Every effort will be made to use education as a first attempt to stop harassment. If the initial attempts are not successful, then a combination of education and discipline will be administered.

**1st Offense:** 1-5 days ISS\*

**2nd Offense:** 1-3 days OSS\* + Contract

**3rd Offense:** 1-3 days OSS and Alternative School Placement\*

**4th Offense:** Expulsion for the remainder of the term.

\*Some harassment incidents may be severe enough that the above disciplinary step might not be adequate. In these incidents, the administration **must** immediately notify the Sheriff's Department and suspend the student out of school. A Student Disciplinary Hearing Authority may be convened if necessary. **The recommendation in such circumstances will be expulsion for the remainder of the school term.**

## F. ELECTRONIC TAMPERING, OTHER INAPPROPRIATE USE OF SCDE-OWNED TECHNOLOGY

### 1. User Obligations And Responsibilities

SCDE's technology resources, including the Internet, can be used only for legitimate educational pursuits. Use of the computer and the Internet is limited to authorized district business use by employees and authorized educational activities by employees and students. **The use of the Internet is a privilege, not a right.**

### 2. Prohibitions

The following are examples of the types of activities that will result in the loss of privileges to use technology and/or disciplinary action and/or legal action if appropriate. These include, but are not limited to, the following:

- a. Facilitation of illegal activity.
- b. Commercial for profit purposes.
- c. Unauthorized non-work or non-school-related activity.
- d. Hate mail, discriminatory remarks, and offensive or obscene communications.
- e. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
- f. Accessing, uploading or downloading inappropriate materials.
- g. Use of inappropriate language or profanity.
- h. Transmission of material likely to be offensive or objectionable to recipients, such as sexually harassing material.
- i. Intentionally obtaining or modifying files, passwords or data belonging to other users or to the district.
- j. Impersonation of another user, posting anonymously or using pseudonyms.
- k. Fraudulent copying, communications or modification of materials in violation of copyright laws.
- l. Loading or use of unauthorized games, programs files, or other electronic media on district equipment.
- m. Disrupting the work of users.
- n. Destroying, modifying or abusing network hardware or software.
- o. Recording personal communications in a public post without the original author's prior consent.
- p. Participating in or accessing chat rooms, messenger services, or accessing unauthorized social media networks.

### 3. Consequences for Inappropriate Use of Technology

Students who fail to abide by this policy may be subject to disciplinary action, revocation of their privilege to use technology and/or access the Internet, or legal action as appropriate. In appropriate cases, the Sheriff's Department may be notified. **Disciplinary action to include: immediate out-of-school suspension up to 5 days and 10-day suspension. (Parent/guardian may make a written request for alternative school.) Severe cases may result in expulsion.** In addition, a user who damages equipment, systems or software in a deliberate or willful manner will be **responsible for repair or replacement costs. Users who incur unauthorized charges or fees resulting from access to the Internet will be responsible for payment of the same.** Any violation of copyright law will be the liability of the one who violated the copyright.

#### Pursuant to T.C.A. 37-1-1:

“A minor commits illegal use of a telecommunication device who:

- (1) Intentionally or knowingly, by use of a telecommunication device, transmits, distributes, publishes, or disseminates a photograph, video, or other material that contains a sexually explicit image of a minor;  
or
- (2) Intentionally possess a photograph, video, or other materials; that contains a sexually explicit image of a minor.

Consequences of this action will be:

**First Offense:** 1-3 days OSS + Contract  
**Second Offense:** 1-3 days OSS and Alternative School Placement  
**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term.

Notify the Sheriff's Department each offense.  
Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

**(Regardless of the number of offenses, if the offense is determined to be egregious enough that it causes a major disruption of the learning environment, in addition to being charged by the Sheriff's Office, an immediate expulsion can occur.)**

#### **G. STUDENT DISTURBANCE/ CLASSROOM DISTURBANCE/AGGRESSIVE BEHAVIOR**

Causing disturbance of the teaching/learning environment and/or orderly operation of the school.

**First Offense:** 1-3 days ISS\*  
**Second Offense:** 3-5 days ISS\*  
**Third Offense:** 1-3 days OSS\* + Contract  
**Fourth Offense:** 3-5 days OSS and alternative school placement\*

**\*In cases where the school disturbance is so disruptive that the school environment is affected, the discipline will be at the discretion of the principal to include OSS, Alternative School Placement and/or expulsion.**

#### **H. USE OF VULGAR, PROFANE WORDS OR SLURS (EITHER SPOKEN OR WRITTEN), GESTURES OR ACTS (TO INCLUDE POSTINGS ON SOCIAL MEDIA), THAT IMPACT THE ORDERLY LEARNING ENVIRONMENT OF THE SCHOOL**

1. **General Profanity** – Discipline at the discretion of the principal.
2. **Directly toward or about a student**  
**First Offense:** 1-5 days of ISS.  
**Second Offense:** 1-3 days OSS + Contract  
**Third Offense:** 1-3 days OSS and Alternative School Placement.  
**Fourth Offense:** 3 - 5 days OSS and expulsion for the remainder of the term.
3. **Directly toward or about a staff member**  
**First Offense:** 1-3 days OSS + Contract.  
**Second Offense:** 1-3 days OSS and Alternative School.  
**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term.
4. **Indecent Exposure; “Shanking” and “Mooning,” Exposing underwear or skin:**  
**First Offense:** 1-3 days OSS + Contract  
**Second Offense:** 1-3 days OSS and Alternative School Placement  
**Third Offense:** 3-5 Days OSS and Expulsion for the Remainder of the term.  
Immediate notification of parent/guardian.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

Notification of the Sheriff's Department if genitalia or buttocks are exposed.

**I. GAMBLING** - Discipline at discretion of principal with possible suspension.

**J. DRIVING AND PARKING ON SCHOOL CAMPUS**

Middle school students are prohibited from driving or parking motorized vehicles on campus. Discipline at the discretion of the principal.

**K. TARDINESS/Early Dismissal**

The Sullivan County Department of Education firmly believes that students should be in class on time. **The area of tardiness continues to be an ever increasing area of concern. Therefore, tardiness will continually be studied to ascertain ways of improvement. It should always be remembered that tardiness is a habit that can be corrected and it is the responsibility of both the parents and the student to ensure the student arrives to school on time. The student is responsible for arriving at all classes on time and being prepared to work in the class.** Teachers may begin lessons promptly without disruption and maximize instructional time. The following policy has been put into place to encourage students to be in school and class on time.

Students who arrive at school anytime after classes begin will be considered tardy to school and will be required to sign in at the main office. **Students arriving after first period begins are considered tardy to school.**

**Tardy Policy /Early Dismissal (per semester)**

Tardies 1-3 Excused per semester. Letter sent home with Tardy 3.

Tardies 4-9 Discipline at the discretion of the principal to include ISS and exclusion from daytime activities such as assemblies/programs and time-out options. (Exclusion from field trips is not permitted.)

Tardies 10 and beyond will be handled with discipline at the discretion of the principal that could include suspension (ISS, OSS, Alternative School). A parent conference is held for each Tardy above 10 to discuss implications of tardiness. The Attendance Coordinator, Attendance Officer, and/or Central Office Representative should attend

The total number of minutes of tardiness to school each day **MAY** be considered an absence once the time reaches 7 hours or 420 minutes.

**Tardies After Reporting to School** - Tardiness to each individual class will be addressed by the tardy policy of the school.

**L. LEAVING CLASS OR MISSING CLASS WITHOUT PERMISSION**

**First Offense:** 1-3 days ISS

**Second Offense:** 3-5 days ISS.

**Third Offense:** 1-3 days OSS + Contract.

**Fourth Offense:** 1-3 days OSS and Alternative School Placement.

**M. LEAVING CAMPUS WITHOUT PERMISSION**

Students are considered to be on campus when they come onto school grounds. Leaving without signing out is a violation of this policy.

**First Offense:** 1 day OSS. Parent/Guardian should be notified as soon as possible.

**Second Offense:** 1-3 days OSS + Contract and a parent conference prior to reinstatement.

**Third Offense:** 1-5 days OSS and Alternative School placement.

**Fourth Offense:** 3-5 days OSS and expulsion for the remainder of the term.

**N. EXCESSIVE EARLY DISMISSALS**

Early dismissals must be excused with a parent note or a medical excuse. Excessive unexcused early dismissals will result in a parent conference with the school principal. Continued unexcused early dismissals may result

in a hearing with the Assistant Director of Schools. Principals have the authority to excuse early dismissals as needed.

The total number of minutes of Early Dismissal time from school each day **MAY** be considered an absence once the time reaches 7 hours or 420 minutes.

**O. CHEATING** - Discipline at the discretion of the teacher and/or principal.

**P. PUBLIC DISPLAY OF AFFECTION**

Inappropriate displays of affection on school property or at a school sponsored event will not be tolerated. Discipline at the discretion of the administration. Parents are to be notified.

**Q. DISRESPECT TOWARD STAFF**

**First Offense** – 1-3 days ISS

**Second Offense** – 1-3 days OSS + Contract

**Third Offense** – 3-5 days OSS and Alternative School Placement.

**Fourth Offense** – 3-5 days OSS and expulsion for the remainder of the term.

**R. UNCOOPERATIVE BEHAVIOR**

1. Failure to follow the directions of a teacher, administrator or staff. (Example: not working on assignments, sleeping in class, etc.)
2. Flagrant or repeated failure to follow the directions of a teacher, administrator or other appropriate individual.
3. Failure to report to the office when requested.
4. Flagrant or repeated failure to report to the office when requested or failure to submit to a search. (Failure to agree to a search constitutes an admission of guilt.)
5. Inappropriate use of technology

**First Offense** – Principal’s discretion; possible 1- 3 days ISS

**Second Offense** – 3-5 days ISS

**Third Offense** - 1-3 days OSS + Contract

**Fourth Offense** – 1-3 days OSS and Alternative School placement.

**Severe instances of uncooperative behavior and/or repeated instances beyond the fourth offense could result in expulsion for the remainder of the term.**

**S. CONSISTENT OFFENDER**

Wherever a student has five (5) offenses that involve suspension (ISS or OSS) and/or a student’s conduct is so consistently disruptive over a fair period of time that the teacher’s opportunity to teach and the rights of other students have been impaired, the student may be considered a consistent offender.

The parents and the student shall be afforded an immediate opportunity for a parent conference with a school counselor’s involvement. **A school disciplinary plan must be developed that can include a loss of school privileges. (examples of school privileges but not limited to participation or attendance of extracurricular activities, end of year field trips, school dances, etc...)**

**First Offense:** 1-5 days OSS and an Alternative School placement.

**Second Offense:** 3-5 days OSS and expulsion for the remainder of the term.

**T. Technology and Cell Phones, Smart Watches, Personal and Electronic Devices**

**ALL DEVICES ARE TO BE TURNED OFF AND STORED FOR THE ENTIRETY OF**

## **THE SCHOOL DAY**

- Must be in silent mode while riding the school bus.
- May not be used to harass, bully, or intimidate anyone.
- May not be used to record, transmit, post, or share and view photographic images or video of a person, or persons on campus or during school activities and/or hours to include all students and personnel at school.
- May not be used to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- If technology or cell phones are used for illegal acts or purposes which would otherwise constitute a violation of this policy, such as, but not limited to, profanity, sending pornographic images, or selling banned substances, the phone/technology will be kept for police/school evidence.
- If reasonable suspicion exists, a cell phone or technology's memory may be accessed and reviewed by school personnel. The Attorney General of Tennessee states "a school has the authority to confiscate a cell phone when the cell phone has been determined to be an unauthorized item in the school rules. The disciplinary action is cumulative so that repeat or persistent violations of the policy result in enhanced disciplinary action. Further, a student's due process rights are ensured with notification of the cell phone policy."

Students using a cell phone or technology must turn over the device to the teacher or school administration.

Violation of this technology usage policy will result in the following consequences:

**First Offense:** Technology device or cell phone will be confiscated and held for 1 school day. The device will be returned to the student at the end of the designated time. Parent/Guardian must be notified.

**Second Offense:** Technology device or the cell phone will be confiscated and held for 1 school day. The device will be returned to the parent/guardian at the end of the designated time.

**Third Offense:** Technology device or the cell phone will be confiscated and held for 3 school days. The device will be returned to the parent/guardian at the end of the designated time.

**Fourth and subsequent offenses:** 1-3 Days ISS and technology device or the cell phone will be confiscated and held for 5 school days. The device will be returned to the parent/guardian at the end of the designated time.

### **Serious offenses will be at the discretion of the Principal.**

Refusal to hand over a cell phone or technology device will result in:

**First Offense:** 1-3 days OSS.

**Second Offense:** 3-5 days OSS. + Contract

**Third Offense:** 5 days OSS and Alternative School Placement

### **Recording or transmitting a fight will result in the following consequences:**

**First Offense:** 1-3 days ISS.

**Second Offense:** Discretion of Principal. Possible 5 days OSS and/or an Alternative School Placement..

(Notification of the Sullivan County Sheriff's Office will be notified if needed.)

### **Pursuant to T.C.A. 37-1-1:**

"A minor commits **illegal use of a telecommunication device** who: (1) Intentionally or knowingly, by use of a telecommunication device, transmits, distributes, publishes, or disseminates a photograph, video, or other material that contains a sexually explicit image of a minor; or (2) Intentionally possess a photograph, video, or other materials; that contains a sexually explicit image of a minor.

Consequences of this action will be:

**Report to the Sullivan County Sheriff's Office**

**First Offense:** 1-3 days OSS + Contract

**Second Offense:** 1-3 days OSS and Alternative School Placement.

**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term.

**(Regardless of the number of offenses, if the offense is determined to be egregious enough that it causes a major disruption of the learning environment, in addition to being charged with the Sheriff's Office, an immediate expulsion can occur.)**

## **U. DRESS CODE**

### **In General**

The dress and grooming of Sullivan County Schools' students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. These standards of dress and grooming apply to all students in Sullivan County Schools, unless a specific exemption is granted by the principal. Apparel that disrupts educational activities and processes of the school will result in the removal of the student from the regular school environment until acceptable apparel can be secured for the student. The administration will be the final judge about whether a student's clothing is appropriate for school or whether it will create an environmental climate that is distracting to learning. Principals, faculty, and staff members will enforce the dress code. Failure to comply with the dress code will be handled similarly to other disciplinary infractions.

The main purpose of the dress code and the discipline policies is to prepare students to participate in the community and the workplace and to teach students appropriate standards of dress. Every possible situation cannot be addressed in this policy; therefore, the administration reserves the right to make amendments deemed necessary for the welfare of the school.

### **Requirements for student dress in all schools are listed below:**

1. All clothing must be appropriately sized, securely fastened and cover midriff, back, sides, shoulders, and all undergarments at all times.
2. Rips, holes, or tears in clothing must be below mid-thigh.
3. See-through, revealing, or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of this dress code.
4. Gang paraphernalia, garments and/or jewelry, tattoos, or other insignias, which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
5. Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or any other characteristics protected by federal or state law or Board policy.
6. Any articles of clothing or jewelry that may cause injury including, but not limited to, items with spikes, or sharp objects, wallet chains, leashes, and heavy link chains are not allowed.
7. Students must wear shoes that are safe and appropriate for the learning environment. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers/house shoes.
8. Form fitting leotard/spandex/leggings types of clothing is not allowed unless proper outer garments cover to mid-thigh length or longer in both front and back. Dresses, skirts, shorts/skorts, must cover to mid thigh length or longer in both front and back.
9. Clothing and footwear traditionally designed as sleepwear shall not be worn.
10. Head gear, including but not limited to, caps, hats, bandanas, hoodies with hoods up, sweatbands and/or sunglasses shall not be worn indoors on campus unless permitted by the principal for religious or medical reasons. Students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours, however these articles must not violate this dress code.

11. Costume wear (such as tails, ears, masks, hats, flags, etc.) are not allowed to be worn except on special days designated by the school administration.
12. Blankets are not allowed at school at any time.

**ALL administrative amendments/exceptions to the above policies MUST be approved by the grade-level supervisor at the Central Office prior to implementation each school year.**

**Consequences for dress code violations:**

**First Offense:** Warning, parent notification. Student will be required to comply with the dress code or report to ISS for the remainder of the day.

**Second Offense:** 1-3 days ISS, parent notification. Student will be required to comply with the dress code.

**Third Offense:** 3-5 days ISS. Student will be required to comply with the dress code.

**Fourth Offense:** 1-3 days OSS + Contract

**Fifth Offense:** 1-3 days OSS and Alternative School Placement.

**Further offenses would qualify a student as a consistent offender.**

**V. FORGERY/ALTERATION OF DOCUMENTS**

**Students who forge, alter, or submit a written statement or document such as; notes from school officials, report cards, transcripts, notes from doctors or any health providers, etc. may be subject to in-school suspension, out-of-school suspension, alternative school or expulsion for such offense.**

**W. TRUANCY**

Excessive unexcused absences (5 or more) will result in a truancy contract and intervention plan. Continued unexcused absences will result in a referral to Truancy Board, Department of Children's Services and/or Juvenile Court.

**SCHOOL BUS TRANSPORTATION**

We know you share our concern for the safety of every student who rides a school bus or an activity bus. We ask that you impress upon your child that it is absolutely necessary to follow all rules while on the bus.

The principal of each public school in Sullivan County has local supervision of all buses operating to and from that school, to include the supervision of all students on-loading or off-loading and the conduct of pupils being transported. All school rules apply to each student while on the school bus. The school bus is an extension of the school classroom/building. Discipline for many bus infractions could be the same as those in the classroom unless the safety of the student(s) on the bus are at risk. In this case, alternative discipline measures can be considered.

***To report a safety complaint, please call 423-354-1000 or 423-712-0788***

**COMPLAINT PROCESS:**

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation coordinator.
2. Complaints may be submitted in person, via phone, mail, or email.
3. Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation coordinator.

The transportation coordinator shall begin an investigation of all bus safety complaints within twenty four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation coordinator shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation coordinator shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

## **REGULATIONS FOR PUPILS RIDING SCHOOL BUSES AND PARENT INFORMATION**

**PARENTS ARE NOT ALLOWED TO BOARD A BUS FOR CONFRONTATION WITH A BUS DRIVER or STUDENT. ANY COMPLAINT MUST BE FILED WITH THE PRINCIPAL, TRANSPORTATION COORDINATOR, or BUS OWNER.**

### **A. PRIOR TO LOADING** (At a bus stop in the morning and when loading buses at school in the afternoon)

1. Be on time at the designated school bus stop; the bus cannot wait for those who are not on time.
2. Students should be at the bus stop 5 minutes before the bus is scheduled to arrive.
3. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
4. Respect other people's property. If the bus stop is in front of someone's home, stay off his or her property.
5. Do not move toward the bus at the school bus loading zone until the buses are at a complete stop.
6. Once the bus has stopped, students should board in an orderly manner with no pushing or shoving.

### **B. WHILE ON THE BUS**

- Keep hands, head and feet inside the bus at all times.
- Maintain a noise level which will not distract from the driver's concentration. Remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and could result in a serious accident.
- Treat bus equipment as you would valuable furniture in your own home. Damage to seats, windows, etc. must be paid for by the offender.
- The driver in whatever way that the driver deems necessary to maintain order may assign seats.
- Bus riders should never remove safety padding from seat backs; tamper with the bus or any of the equipment.
- Books, lunches, or other articles should not be left on the bus.
- Do not throw things inside the bus or out of bus windows and doors.
- Keep books, packages, coats and all other objects out of the aisles.
- Help look after the safety and comfort of young children.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- It is a violation of state law to stand in the stairwell or beyond the guardrails.
- Occupy no position, which interferes with the driver's vision to the front, side or by means of mirrors
- Horseplay is not permitted around or on the school bus.
- Bus riders are expected to be courteous to fellow pupils and the driver.
- Be absolutely quiet when approaching a railroad-crossing stop.
- In case of a road emergency involving vehicles other than the school bus, children are to remain on the bus, unless instructed to do otherwise by the driver.
- Use the rear door ONLY in an emergency.

- Assist in keeping the bus safe and clean at all times
- Absolutely no eating on the school bus.
- Abstain from the use of foul language.
- In order to maintain order and safety, students may at times be videotaped while on the school bus.

### C. AFTER LEAVING THE BUS

1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus to enable the driver to see your shoes in the event you drop something) but only after seeing the driver's or patrolman's signal and looking to be sure that no traffic is approaching from either direction.
2. Be alert to the danger signal from the driver.
3. The driver will not discharge riders at other places than the regular bus stop at home or at school unless by proper authorization from the parent and signed by the child's principal.
4. Abide by all other school regulations governing conduct on buses, before, during and after the ride.

### D. EXTRA-CURRICULAR TRIPS

1. The above rules and regulations would apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of a chaperone appointed by the school.
3. The principal has the right to exclude any parent from school activities to include field trips.

### E. RESPONSE TO STUDENT MISBEHAVIOR ON BUSES

The driver shall monitor the conduct of passengers while riding on the school bus. Disciplinary problems that the driver is unable to control are reported to the principal of the school which the student attends. En route to and from school, if a disciplinary problem arises which would affect the safe operation of the bus, the driver is instructed to park the bus in a safe location and call the principal for instructions. In extreme cases where a student(s) is out of control or a safety situation of an extreme nature exists, the driver is instructed to park the bus in a safe location and call 911 for immediate assistance and then the principal of the school and the bus owner.

### F. CONSEQUENCES OF VIOLATIONS OF RULES: (bus driver makes referrals to the school administrator. The Principal will investigate the referral and determine if the referral is a bus offense.)

**First Offense:** Discipline at the discretion of the principal.

**Second Offense:** Student may be suspended from riding the school bus for one (1) week.

**Third Offense:** Student may be suspended from riding the school bus for two (2) weeks.

**Fourth Offense:** If, after a fourth (4th) offense, a pupil persists in uncontrollable conduct while riding a school bus, he/she may be suspended from riding the bus for the remainder of the school year with the approval of the Transportation Coordinator.

Serious misbehavior by student passengers on buses may result in immediate removal from the bus for an indeterminate length of time. More drastic measures may be necessary to curb any behavior that jeopardizes the safety and well being of all persons on the bus. Notify the Transportation Coordinator in these circumstances.

### G. FIELD TRIPS

Professional staff are to report violations/violators of the Student Rights and Responsibility Policy to the school administrator as soon as possible and a full report be given upon the return to school.

### H. OUT-OF-ZONE STUDENTS

Transportation is not provided for out-of-zone students. Parents/guardians of out of zone students must provide transportation.

## METHODS OF DISCIPLINE

The Board of Education of Sullivan County Schools affirms that every effort should be taken on the part of each school to work constructively with the student in such a manner that the student be allowed to preserve uninterrupted educational goals. Disciplinary measures should be used constructively when possible, punitively when necessary. The following are some methods of discipline.

## A. CONSEQUENCES FOR MINOR VIOLATIONS NORMALLY IMPOSED BY THE CLASSROOM TEACHER

If a student is accused of a minor violation of school and/or School Board Student Rights and Responsibility Policy, the consequence might include the following:

- admonishing the student
- restricting activities
- temporary removal from class in a time-out room
- behavior modification activities
- denial of class privileges
- imposition of demerits that might affect citizenship or department grades
- requirement of restitution

The classroom teacher normally imposes such consequences. Before imposing such consequences, the teacher will make an investigation into the incident to assure that the guilty is accurately identified, that he or she understands the nature of the offense, and that he or she was on notice as to the consequences to which he or she is subject for that offense. The consequence should be reasonably related to the offense. Any explanation of conduct that the pupil may offer should be considered as the teacher decides upon the appropriate consequence.

## B. EXTRA-CURRICULAR ACTIVITIES AND DISCIPLINE

Sullivan County Schools promotes good sportsmanship. **“Athletic events are played according to the rules of the Tennessee Secondary School Athletic Association (TSSAA). These rules provide for a fair competition among players. All spectators are expected to promote good sportsmanship at all times. Each one is expected to take personal responsibility for keeping each game at a high level of sportsmanship.”** (TSSAA creed) Therefore, poor sportsmanship such as; taunting of players, officials and/or fans, racial or ethnic slurs, profanity, inappropriate signs and cheers, etc. will not be allowed. Anyone who conducts themselves in an inappropriate manner will be asked to leave and could be banned from future events at the discretion of the principal. Students may also receive additional disciplinary action as listed in other sections of the “Student Rights and Responsibilities” handbook.

Participation and attendance in extra curricular activities is a privilege, not a right, as affirmed by the U.S. Supreme Court.

1. Students are not guaranteed a position in any school-sponsored organization to include, but not limited to, Athletic Teams, Bands, Cheerleader Teams, Drill Teams, Student Government, or any other group representing the school.
2. Infractions of any disciplinary rules of the school may result in removal from any organization and its activities
3. As a result of any suspension (i.e. OSS, ISS) or alternative school placement students who represent their school in any school-sponsored activity or organization will forfeit their opportunity to participate in or attend said activities for the duration of that suspension. (to include the entire last day of the ISS, OSS or alternative school placement)

### EXTRACURRICULAR ACTIVITIES AND ATTENDANCE

- A. To be eligible to participate in extracurricular practice or events for the school day, students must attend school no less than 3 hours and thirty minutes (counted “present” for the day). Medical notes may excuse any absence, tardy, or early dismissal with regards to participation.
- B. Students who are tardy to school shall not be penalized for the first three tardies of a semester (excused per the tardy policy). Students who are tardy for the 4th and subsequent times in a semester shall be ineligible to participate in extracurricular activities and practices on the dates of those tardies.

## C. IN-SCHOOL SUSPENSION (As Required)

1. In-school suspension should be used to minimize the number of days that a student would be otherwise out of school through the disciplinary process.
2. After a student has been in the in-school suspension program for a total of twelve (12) days or four (4) times, a discipline board may be held to determine the effectiveness of the in-school suspension program for that student.
3. Principals are to review the in-school suspension program monthly to determine the appropriateness and the extent of the use of the program.

4. In-school suspension should not be used for extended periods of time, i.e., five (5) days should be the maximum number of days per occurrence.

#### D. SCHOOL DISCIPLINE BOARD

**The school discipline board is a school building level committee designed to develop a plan in order to attempt to prevent the continuation of disciplinary problems with a student who is identified as a consistent offender.** The school disciplinary board **must** complete a plan before students are brought to the SDHA for **cases of consistent offender.** A copy of this plan must be provided to the SDHA at the time of the hearing. When discipline procedures have failed to provide desired results in modifying student behavior, a discipline board may be convened to attempt to solve the problem.

The discipline board will be held at the school in which the student attends. In addition to the student, members of the board may consist of the student's parent, school principal or his designee, a representative from the office of the Director, a school counselor, and teachers as required. During this meeting, specific behavior changes will be discussed and specific disciplinary actions will be outlined in the case of noncompliance.

The purpose of the board is to attempt to prevent the continuation of disciplinary problems that the student is experiencing.

#### E. ALTERNATIVE EDUCATION PROGRAM

**Alternative School placement will be for students who are so disruptive that they hinder the teaching and learning environment of the school or whose apathy is so great that they resist teaching and are a negative influence on their peers. Alternative school may be used as an alternate placement, early re-admittance to school after a 365 day or shorter expulsion, or as a location for behavior modification. The district operates a designated Alternative School where students are to be placed. Sullivan County Schools does not provide transportation to or from the alternative school.**

- 1. Definition:** An alternative school is a short-term intervention program designed to develop academic and behavioral skills for students who have been suspended or expelled from the regular school program.
- 2. Requirements:** The instruction shall be as practicable as possible in accordance with the instructional program in the student's regular school.
  - a. All course work and credits earned shall be transferred and recorded in the student's regular school.
  - b. Students are subject to all rules of the school system providing the alternative school. Violation of rules may cause students to be removed from the program but shall not constitute grounds for extending the length of original suspension or expulsion.
  - c. All laws, rules, and regulations shall be followed with children eligible for special education. If a change of placement is made, due process procedures are mandated.
  - d. Reasons for placement in an alternative school must be documented. End of year reports must be made to the regular school for each student.
  - e. Teachers must have a valid Tennessee teacher license.
  - f. Support services such as counseling and psychological services must be accessible.
- 3. Goal:** The goal of the Sullivan County Department of Education's Alternative Program is to establish an alternative educational program for those students in grades 6-12 who would otherwise be excluded from school.
- 4. Objectives:** The behavioral and academic expectations for student participants in the Sullivan County Department of Education's Alternative Program are as follows:
  - a. To return to their assigned school setting as soon as possible.
  - b. To encourage students and parents to participate in other community resources designed to assist youth with problems.
  - c. Through participation in the Alternative Program, the students will see themselves as worthwhile individuals and have active, positive regard for every person as an individual and will, as a result, improve their

self-concept.

- d. The students will acquire skills necessary for establishing effective interpersonal relationship, i.e., conciliation, persuasion, honest communication, and group decision-making.
- e. The students will increase competence in the basic academic skills.
- f. The students will acquire an understanding of the value of lifelong learning for personal growth as they increase self-directed behavior, with emphasis on the importance of observing rules and regulations.
- g. The students will acquire problem-solving skills.
- h. The students will understand the world, as it exists today while at the same time exploring concepts of alternative futures and seeking solutions to contemporary problems.

#### **5. Population to be Served**

- a. Placement in the Alternative School is a privilege and serves as an alternative to suspension from school. If a student or his/her parents request placement in the Alternative School, he/she may be admitted to the Alternative School without appearance before the Student Disciplinary Hearing Authority, upon the following conditions:
  1. The student and his/her parents agree the student is guilty of the offense charged;
  2. The student and his/her parents agree that the student has forfeited his/her right to attend school by virtue of commission of the offense charged and is subject to suspension or expulsion;
  3. The student and his/her parents agree to abide by the rules of the Alternative School.

#### **6. Characteristics**

- a. A low-pupil teacher ratio when possible. Alternative School numbers will be dictated by the needs of the program;
- b. A curriculum, which emphasizes the basic skills and strives to meet the student's individual needs;
- c. An environment in which students are under close supervision for the entire school day;
- d. A program which provides the opportunity for improving self-concept, interpersonal relationships and problem solving skills. The student's growth in these areas is encouraged through a relationship between him/her and a caring, trusting adult who has the opportunity and takes the time to listen.

#### **7. Curriculum**

The curriculum in the alternative school emphasizes TN State Standards. The second major emphasis of the alternative school program is on counseling. Counseling activities will emphasize improvement of self-concept, development of effective interpersonal relationships, value clarification, and the acquisition of self-directed behavior. In addition to individual counseling, family counseling may be available through outside agencies.

#### **8. Length of Stay**

The length of stay for a student will depend on the program placement, as per Student Rights and Responsibility Policy, progress in appropriate behavioral modification and/or evaluation at various intervals. Students assigned to alternative school will be assigned to the program serving that school. Only the Director of Schools or the Assistant Director can assign a student to a different location. Excused absences will be made up on a 1:1 basis. Students who accumulate two (2) unexcused absences during placement at the alternative school may receive Out-of-School suspension for the remaining days of the alternative school placement. Further discipline infractions occurring during the alternative school placement will result in additional consequences, up to and including expulsion.

#### **9. Fees**

There is no charge for Sullivan County Department of Education's participants, during the regular school year. Participants in the Alternative School during summer school will pay regular tuition rates.

**10. Lunches** - The students are to provide their own lunch if not co-located with a school. Special circumstances may require exceptions to this policy. For example, food allergies, doctor's orders, etc.

#### **11. Schedule**

The Alternative School shall operate on the same calendar as the regular school calendar. A summer session may be held if deemed appropriate. The school day for students participating in the Sullivan County Department of Education Alternative Program varies.

#### **12. Transportation**

Parents are responsible for providing transportation to and from the Alternative Program. Field trips, work study, and other activities requiring transportation during the school day will be provided by school personnel. **The director of schools can determine if students are allowed to ride the bus to their alternative school placement. The decision to ride the school bus to alternative school will be made on a case-by-case basis.**

### **13. End of Year Placement**

If a student is subject to expulsion (45 days or less) during the last semester and if such student were accepted for the Alternative School and he/she could not spend at least ten (10) days in Alternative School due to school closing, such placement shall be effective either during the summer session, or the next school year, as determined by the Board or its designee.

## **F. OUT OF SCHOOL SUSPENSION and EXPULSION**

The principal may for disciplinary reasons, suspend a student for a period not exceeding ten (10) days, or expel a student for the remainder of the term/year under the following guidelines and with permission from the Director of Schools or Student Services Coordinator:

1. The student shall be brought before the principal and orally notified of the specific charges against him/her, and be given an opportunity to present his/her version of the incident. If he/she denies the charges, he/she shall be given an explanation of the authorities' evidence.
2. The parent/guardian must be notified prior to the day of suspension of the impending OSS. Upon the suspension of the student, the principal shall send a written notice to the Director of Schools or his/her designee and to the student's parent or guardian. The notice shall set forth the length of time of the suspension and the specific charges constituting the reason for the suspension.
3. If expulsion for any length of time is recommended, the principal must obtain approval from the Coordinator of Student Services prior to notifying the student and the parent/guardian. Approval or denial of the requested expulsion will be given by the Assistant Director of Schools after notification and discussion with the Director of Schools.

## **G. SUSPENSION, PLACEMENT IN ALTERNATIVE SCHOOL, EXPULSION**

1. If a student is accused of violating school and/or Student Rights and Responsibility Policy that may result in out-of-school suspension/expulsion the following procedures will be followed:
  - a. The student will be brought before the principal or principal's designee by the person making the charges.
  - b. The principal and/or principal's designee will provide the student with due process; a student should always be allowed an opportunity to demonstrate facts which indicate he/she has not committed the charged offense or which might bear upon the disciplinary action to be taken; the hearing will include the following.
    - i. Advise the student of the charges.
    - ii. If the student denies charges, receive information regarding the charges, including the student's explanation of the evidence against him/her and the student's side of the matter.
    - iii. Decide if the student committed the offense
    - iv. If it is determined that the student did commit the offense, make a decision as to disciplinary action to be taken.
  - c. In emergency situations, a student may be suspended from school without a prior hearing where his/her continued presence poses danger to persons or property in the school or an on-going threat of disrupting the academic process. However, a hearing shall be afforded the student as soon as practicable following the suspension, in accordance with the procedural guideline set forth below.
2. If the student is suspended, the principal will adhere to the following:
  - a. Except in an emergency, no principal shall suspend any student until that student has been advised of the nature of his misconduct, questioned about it, and allowed to give an explanation.
  - b. Upon suspension of any student, other than for in-school suspensions of one (1) day or less, the principal shall notify the parent/guardian and the Director or his designee:
    1. Of the suspension, which shall be for a period of no more than ten (10) days;
    2. Of the cause of the suspension; and
    3. Of the conditions for readmission, which may include at the request of either party, a meeting of the parent or guardian, student and principal.

**No student will be sent home before the end of the school day unless the parent or guardian has been notified.**

- c. If the suspension is for more than five (5) days the principal shall develop and implement a plan for improving student behavior, which shall be made available for review by the Director of Schools or his designee upon request.
  - d. If at the time of the suspension the principal determines that an offense has been committed which would justify a suspension for more than ten (10) days, expulsion or placement in the Alternative School, and the parent/guardian wishes to appeal the discipline given by the school administration, the administrator shall refer the case to the Assistant Director of Schools in order to convene the Student Disciplinary Hearing Authority appointed by the local Board of Education. The Student Disciplinary Hearing Authority will be composed of: the Director of Schools or his/her designee, an administrator, a counselor, and a Central Office Coordinator or Supervisor. A hearing before the Student Disciplinary Hearing Authority shall be held no later than ten (10) school days after the beginning of the suspension. The notice of the time and place of this Hearing shall be given in writing to the parent by the principal.
  - e. (i) If the decision is determined by a Student Disciplinary Hearing Authority, a written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the Student Disciplinary Hearing Authority. The student, principal, principal-teacher or assistant principal may within (5) days of the decision request review by the Board of Education. Absent a timely appeal, the decision shall be final. The Board of Education, based upon a review of the record, may grant or deny a request for a Board hearing and may affirm or overturn the decision of the Student Disciplinary Hearing Authority without a hearing before the Board; the Board of Education may not impose a more severe penalty than that imposed by the hearing authority without first providing an opportunity for a hearing before the Board. The action of the Board of Education shall be final.  
(ii) In the event of an appeal to the Board of Education, the documentation regarding the appeal shall be submitted to the School Board's executive committee. The executive committee shall make a recommendation to the Board of Education as to whether to hear the appeal or not. Thereafter, the Board of Education shall vote whether to hear the appeal or not. In the event the Board of Education chooses to hear the appeal, the student shall be notified of the date that the appeal shall be heard which shall not be less than (5) days after the Board has determined to hear the appeal.
  - f. After a hearing, the Board of Education or the Student Disciplinary Hearing Authority may order removal of the suspension unconditionally or upon such terms and conditions as it deems reasonable, assign the student to an alternative program or suspend the student for a specified period of time.
  - g. In the event that the parent or guardian is in agreement with the principal's decision, the parent may sign a written waiver of their board approved right to have the case determined by the Student Disciplinary Hearing Authority or by the Board of Education, the punishment may then be imposed immediately.
3. If a principal recommends suspension, placement in Alternative School, and/or expulsion to the Board and the period of time between the recommendation and a Board meeting is greater than ten (10) days, and the principal feels the student should not be allowed to return to school during the interim between suspension and the Board meeting at which the student's case is to be considered, the following procedures may be followed:
- a. The principal may submit to the Director significant data concerning the student and the incident(s) with his/her recommendation no later than two (2) school days after the incident.
  - b. The Director and/or his designee will conduct an investigation of the incident.
  - c. The Director and/or his designee will schedule a date for a hearing with the Disciplinary Hearing Authority and will notify by certified letter, the parents or guardians of the date, time and place of the hearing and advise them of their rights.
  - e. A hearing will be conducted by the Student Disciplinary Hearing Authority no later than ten (10) days after the incident.
  - f. The principal will present the reason for his recommendations.
  - g. The Student Disciplinary Hearing Authority will hear the case and decide either to reinstate the student until the next Board meeting, suspend the student until the next Board meeting, or to continue a long-term suspension.

#### **H. END OF YEAR DISCIPLINE**

Ordinarily, discipline, suspension, placements in the Alternative School, and expulsion shall be carried out in the school year in which the offense occurred. However, where it is felt appropriate, with the concurrence of either the Director or the Board, punishment may be carried out in the remainder of the current school year and/or in the succeeding school year.

#### **STUDENT'S RIGHTS AND RESPONSIBILITIES FOR**

## **STUDENTS WITH DISABILITIES STATEMENT OF POLICY**

State and Federal laws relating to the education of students with disabilities contain requirements relating to the discipline of students with disabilities. The Individuals with Disabilities Education Act (IDEA) requires that school systems receiving certain public funds are required to meet certain standards for the education of disabled children. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination upon the basis of disability, and also imposes certain requirements in regard to the education of disabled children. Parents, and where appropriate, students are given statements of the rights of disabled children by the school system.

It is the purpose of this policy, and the intent of the Sullivan County Board of Education to accord to Students with Disabilities the rights and protections to which they are entitled under the law. As used herein, the term "disabled" or "disabled student" means those students identified by the Sullivan County System as disabled under the IDEA or Section 504 of the Rehabilitation Act of 1973.

Parents and students are referred to the statements of rights, which are provided to disabled children pursuant to the IDEA and/or Section 504 of the Rehabilitation Act of 1973.

If a student accused of violation of school and/or the Student Rights and Responsibility Policy is identified as a disabled child (as defined herein), the applicable provision of the law relating to Students with Disabilities shall apply. All students are expected to conform to the standard of conduct established by the Student Rights and Responsibility Policy; however, the treatment of Students with Disabilities shall be governed by the additional rules and regulations applicable to Students with Disabilities where this policy conflicts with those laws.

### **NOTICE REGARDING RELEASE OF STUDENT INFORMATION**

This information is being provided to parents of students and students over 18 years of age (hereinafter referred to as "eligible students") in attendance in the Sullivan County School System, as required by the Family Educational Right and Privacy Act.

- A. Parents or eligible students may inspect and review their educational records by making a request, in writing, to the custodian of the records. The school system will comply with a request for access to the records within a reasonable period of time, but in no case more than forty-five (45) days after it has received the request. Parents or eligible students shall be entitled to inspect and review educational records unless, in the case of parents, the school system is aware of a court order preventing such inspection and review, or in the event of duplicate requests for inspection and review of the records such that the custodian concludes that an undue burden is placed upon the school system.
- B. Parents or eligible students have the right to request the amendment of the student's educational records on the ground that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.
- C. Personally identifiable information in a student's education record will not be released from an education record, except to the parent or eligible student, without the prior written consent of the parent or eligible student, except to the extent that the Family Education Right to Privacy Act and its regulations authorize disclosure without consent. Student directory information may be made available by the school system upon request without consent. Directory information relating to a student means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.
- D. Parents of students or eligible students have two weeks after notification of rights to advise the school system in writing of items they designate not to be included as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parents or the eligible student.
- E. The school system, pursuant to law, discloses personally identifiable information from education records without parental or eligible student consent to other school officials, including teachers, within the school system whom the

school system has determined to have a legitimate educational interest.

F. Parents or eligible students have a right to file a written complaint with the Family Policy Compliance Office of the United States Department of Education regarding an alleged violation of the Family Educational Right to Privacy Act, or regulations enacted pursuant thereto. The address where such a complaint is to be filed is: Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue SW, Washington, D.C. 20202-4605.

G. Parents or eligible students have a right to obtain a copy of the school system's full policy on student records by making a written request to the office of the Director of Schools. Copies of this policy are located at the school system's Central Office, on the system's website: [www.sullivank12.net](http://www.sullivank12.net) and in the Administrative Office of each school.

## **Sullivan County School District: Digital Learning Environments and Online Services**

### **Empowering Learning through Digital Tools and Online Services**

Dear Families,

The Sullivan County School District (SCS) is committed to providing our students with a rich and secure digital learning environment. To achieve this, we leverage a suite of online services, including Google Workspace for Education (formerly G Suite), alongside other approved third-party educational applications. These integrated solutions are designed to enhance learning, foster collaboration, and equip students with essential 21st-century skills.

### **What are Digital Learning Environments and Online Services?**

Our digital learning environment encompasses a range of online platforms and applications that facilitate teaching and learning. This primarily includes **Google Workspace for Education**, a comprehensive suite of communication and collaboration tools hosted by Google and managed by SCS. It allows students to create, store, and access documents, presentations, and spreadsheets, engage in collaborative projects, and access educational resources.

In addition to Google Workspace for Education, SCS may utilize various **approved third-party educational applications** to supplement instruction and cater to diverse learning needs. These applications are carefully vetted to ensure they align with our educational goals and meet our privacy and security standards.

Students can access these online services both at school and remotely from any location with internet access, providing flexible learning opportunities.

### **Privacy, Security, and Data Governance**

The privacy and security of our students' data are paramount. SCS is committed to protecting student information in compliance with all applicable federal and state privacy laws, including but not limited to the Children's Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and relevant state data privacy laws for Tennessee.

**Google Workspace for Education:** Google Workspace for Education is designed with robust security features to protect student data. Its use is governed by a detailed Privacy Policy that ensures Google will not share or otherwise use personal information placed into the system for advertising purposes or for purposes unrelated to providing the Google Workspace for Education services. Google also guarantees its compliance with applicable U.S. privacy laws. For more information on Google's commitment to education privacy, please visit <https://edu.google.com/our-values/privacy-security/>

**Approved Third-Party Applications:** Prior to implementation, all third-party applications used by SCS undergo a thorough review process to ensure they meet our stringent data privacy and security requirements. We prioritize applications that adhere to industry best

practices for data encryption, access controls, and privacy policies. SCS will only utilize applications that have entered into appropriate agreements with the district to protect student data.

### **Student Account Structure and Functionality**

To ensure age-appropriate access and foster responsible digital citizenship, SCS implements the following account structures:

- **Students grades K-5:** Will be issued a partial Google Workspace for Education account providing access to core collaboration tools such as Google Drive, Docs, Sheets, and Slides. Email functionality will be disabled for these accounts.
- **Students grades 6-12:** Will be issued a full Google Workspace for Education account, which includes an "in-house" email service. This email service is restricted to communication with teachers and other students within the Sullivan County School District domain.
- **Disabled Services:** For all student accounts, services such as Google Chat, Google Voice, and other non-essential or age-inappropriate services will be disabled by default. The district reserves the right to enable or disable services as deemed appropriate for educational purposes and student safety.

### **Digital Citizenship and Internet Safety Training**

SCS is committed to educating students about responsible and safe online behavior. Your child will receive comprehensive internet safety and digital citizenship training throughout the school year as an integral part of our curriculum. This training will cover topics such as online safety, cyberbullying prevention, digital footprints, and responsible use of technology.

### **District Policies and Guidelines**

We encourage all families to review the district's comprehensive policies related to technology use. Specifically, **Policy 4.406: Use of Internet/Use of the Computer Systems** provides detailed guidelines and expectations for appropriate technology use within the Sullivan County School District. This policy can be found on the Sullivan County School District website under "Board of Education Policies" or by clicking [here](#).

We believe that by providing a secure and dynamic digital learning environment, we can empower our students to thrive in an increasingly connected world. We look forward to partnering with you in your child's educational journey.

Sincerely,

The Sullivan County School District Administration

### **Use of the Internet/Use of the Computer Systems Policy 4.406**

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

### **Employees**

Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign a written agreement, developed by the director/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file. All employees must maintain confidentiality of all computer systems, to include passwords, any and all student information, and all other information obtained from and pertaining to the Sullivan County Department of Education computer system.

The director of schools shall develop and implement procedures for appropriate Internet use which shall address the following:

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of Internet access.

3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. Prohibited and illegal activities, including but not limited to the following:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, defaming or attacking others
  - Damaging computers, computer systems or computer networks
  - Hacking or attempting unauthorized access to any computer
  - Violation of copyright laws
  - Trespassing in another's folders, work or files
  - Intentional misuse of resources
  - Using another's password or other identifier (impersonation)
  - Use of the network for commercial purposes
  - Buying or selling on the Internet

**Students**

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, defaming or attacking others
  - Damaging computers, computer systems or computer networks
  - Hacking or attempting unauthorized access
  - Violation of copyright laws
  - Trespassing in another's folders, work or files
  - Intentional misuse of resources
  - Using another's password or other identifier (impersonation)
  - Use of the network for commercial purposes
  - Buying or selling on the Internet
  -

**INTERNET SAFETY MEASURES**

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
- Maintaining and securing a usage log
- Monitoring on-line activities of students,

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures.

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

**E-MAIL**

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

### **INTERNET SAFETY INSTRUCTION**

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. The director shall provide adequate in-service instruction on internet safety. Parents and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

### **SOCIAL NETWORKING**

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.
3. District staff are encouraged to establish and maintain communication with students and parents on educational matters only, and through resources such as district-based email, web portal accounts, or other venues approved by the principal. Any communication created or received by an employee in his or her capacity as such is subject to retention, and perhaps disclosure under public records law.
4. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

### **VIOLATIONS**

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

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### Legal References Cross References

1. TCA 39-14-602
2. 47 U.S.C. § 254; Federal-State Joint Board on Universal Service, CC Docket No. 96-45
3. Report and Order (March 30, 2001)
4. TCA 10-7-512
5. TCA 49-1-221 Use of Electronic Mail (e-mail) 1.805 Web Pages 4.40

The Sullivan County Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Angela S. Buckles  
Assistant Director of Schools  
154 Blountville Bypass  
Blountville, TN 37617  
423-354-1007

# Sullivan County Schools Code of Conduct

Parents, community members, and any other visitors to school property or during school programs/activities **MUST NOT**:

1. Act in a threatening manner toward another or others.
2. Injure or threaten another or others.
3. Damage school property, or the personal property of another or others.
4. Disrupt classes, school programs or other school activities in any way.
5. Communicate with another or others in an abusive, harassing, or threatening manner.
6. Audio or video record where there is an expectation of privacy (*i.e.*, classroom instruction, locker rooms, etc.).
7. Disrupt school transportation or confront transportation staff on a bus/vehicle, a road, a neighborhood, etc.
8. Distribute or wear materials which are vulgar, obscene, advocate illegal action, promote drugs, or are disruptive.
9. Harass or discriminate against another or others based on protected class status (*e.g.*, race, color, religion, etc.).
10. Enter school property, or certain areas of school property, when otherwise restricted from entering the same.
11. Fail to promptly leave school property upon being directed to do so by school administration or law enforcement.
12. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, vaping products, or illegal drugs.
13. Possess or use firearms or dangerous weapons, except in the case of law enforcement officers.
14. Gamble or encourage another or others to gamble.
15. Violate any applicable federal or state statute, local ordinance, or board policy.

***If you have questions about this Code of Conduct, please refer to the school system's online Policy Manual located at [www.sullivank12.net](http://www.sullivank12.net) (Policy 1.501), and/or contact the Central Office at 423-354-1000. Reviewed by Attorney Chris McCarty TBPR No. 025551.***



# SULLIVAN COUNTY S C H O O L S

## **2026-2027** **Student-Parent Handbook** **Attendance, Grading, and** **Student Rights and Responsibilities Policies**

### **Grades** **9th – 12th**

This handbook includes the policies of the Sullivan County Board of Education regarding attendance, grading, and student rights and responsibilities. Please read and become familiar with these policies and we encourage you to discuss them with your child/children. If you have questions concerning these policies, please direct them to the principal of the school or the Assistant Director of Schools.

(The Sullivan County Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or religion)

**Our Children, Our Future!**

Placeholder page for letter

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## HIGH SCHOOL GRADING POLICY

### A. Number/Letter Designation

Each nine-week grade will be recorded on the report card and computer database as a number. The grade will be recorded on these two forms as a number using the current conversion scale:

90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, Below 60 = F

### B. Outstanding Achievement

The students in each graduation class with a 4.0 GPA and above are distinguished and ranked. All rankings will be determined at the end of the grading period of the second term. This will serve as a final grade for ranking purposes.

### C. Requirements for a Regular Sullivan County Diploma, Honors Diploma, Graduating with State Distinction, Graduating with District Distinction, Special Education Diploma, Occupational Diploma, and Tennessee State Diploma

1. The Regular Sullivan County Diploma will be awarded to students who earn the required, specified 28 units of credit in accordance with the Rules and Regulations of the State Board of Education. All students are expected to complete required End of Course tests and maintain a satisfactory record of attendance and conduct.
2. The Honors Diploma will be awarded to students who attain a 3.0 grade point average on a 4.0 scale and who score at or above all the subject area readiness benchmarks (18 for English, 22 for Math, 22 for Reading, 23 for Science) on the ACT.
3. The Special Education Diploma will be awarded to the students who have satisfactorily completed an Individual Education Program (IEP), successfully completed a portfolio, and have satisfactory records of attendance and conduct.
4. Occupational Diploma - Special education students who do not meet the requirements for a regular high school diploma may be awarded an occupational diploma if the student has:
  - a. Completed at least four (4) years of high school
  - b. Made satisfactory progress on their IEP
  - c. Maintained satisfactory records of attendance and conduct
  - d. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA); and
  - e. Has two (2) years of paid or non-paid work experience. The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade year or two (2) academic years prior to the expected graduation date.

The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade year or two (2) academic years prior to the expected graduation date. Students who have received a special education diploma or an occupational diploma shall continue to make progress toward a regular high school diploma until the end of the school year in which they turn twenty-two (22) years old.

5. The Tennessee State Diploma will be awarded to students who attain the specified 22 units of credit and have satisfactory records of attendance and conduct.

6. Students will be recognized as graduating with “State Distinction” by attaining a 3.0 GPA and completing at least one of the following:
  - a. Participate in at least one of the Governor’s Schools;
  - b. Participate in one of the state’s All-State musical organizations;
  - c. Be selected as a National Merit Finalist or semifinalist;
  - d. Attain a score of 31 or higher on the ACT; or SAT equivalent.
  - e. Attain a score of 3 or higher on at least two (2) Advanced Placement exams;
  - f. Earn 12 or more semester hours of transcribed post-secondary credit;
  - g. Earn a nationally and/or state-recognized industry certification;
  - h. Earn statewide recognition or award at a skill or knowledge-based state tournament, convention, or competition hosted by a statewide student organization, and/or qualify for national recognition by a national student organization.
  
7. Students will be recognized as graduating with “District Distinction” by attaining a 3.0 GPA, and earning an industry certification. .
  
8. The Tennessee Tri-Star Scholar will be awarded to students who attain a 19 or higher on the ACT, and earns a capstone industry certification as promoted by the Tennessee Department of Education.
  
9. The Seal of Biliteracy will be awarded to students who have attained a high level of proficiency speaking, reading, and writing in one or more languages in addition to English. Students receiving this recognition shall meet the following criteria:
  - a. Complete all English language arts requirements with an overall GPA of 3.0 or higher in those classes;
  - b. Score at the advanced, on-track, or mastered level on each English End of Course assessment taken (excluding EOC taken during the student’s final semester prior to early graduation);
  - c. Achieve a passing score on a nationally recognized foreign language proficiency assessment, portfolio, or alternate model that addresses communication, cultures, connections, comparisons, and communities.
  
10. Work Ethic Diploma Standards:
  - a. Attendance Standard**
    - (1 pt.) Student has no more than 5 absences from school during the senior year.
    - (2 pts.) Student has no more than 3 absences from school during the senior year.
    - (3 pts.) Student has no more than 1 absence from school during the senior year.
  - b. Absence Standard**
    - (1 pt.) Student has no more than one unexcused absence from school during the senior year.
    - (2 pts.) Student has no unexcused absences from school during the senior year.
  - c. Tardiness Standard**
    - (1 pt.) Student has no more than two unexcused tardies to school during the senior year.
    - (2 pts.) Student has no more than one unexcused tardy to school during the senior year.
  - d. Discipline Standard**
    - (1 pt.) Student has no more than one discipline referral during the senior year.
    - (2 pts.) Student has no discipline referrals during the senior year.
  - e. Overall Grade Point Average Standard**
    - (1 pt.) Student has an overall GPA of 2.0 to 2.9
    - (2 pts.) Student has an overall GPA of 3.0 to 3.4
    - (3 pts.) Student has an overall GPA of 3.5 or above
  - f. Drug-Free Standard**
    - (5 pts.) Student voluntarily presents written proof as being drug-free.

**g. CTE Coursework Standard**

(1 pt.) Student has successfully completed at least one CTE course by the end of the senior year.

(2 pts.) Student has successfully completed two CTE courses by the end of the senior year.

(3 pts.) Student has successfully completed three or more CTE courses by the end of the senior year.

**h. CTE Competition Standard**

(1 pt.) Student has competed in an approved regional level CTE competition during the senior year.

(2 pts.) Student has competed in an approved state-level CTE competition during the senior year.

(3 pts.) Student has competed in an approved national level CTE competition during the senior year.

**i. TN Promise Standard**

(2 pts.) Student is in good standing with TN Promise and has completed the required 8 hours of community service.

**j. Dual Enrollment/Credit Standard**

(2 pts.) Student has successfully completed a Dual Enrollment, Dual Credit, or Advanced Placement course and has been granted credit by any post-secondary institution during or before the senior year.

**k. Industry Certification Standard**

(2 pts.) Student has received a national industry certification during or before the senior year. (i.e., Snap-on Metering Certificate, NCCER Certificate, etc.)

**l. Enrollment in Post-Secondary Standard**

(2 pts.) Student is registered or has applied at a post-secondary institution for the fall of the graduating year.

**m. Career Readiness Certificate Standard**

(2 pts.) Student has achieved a Bronze Level Career Readiness Certificate.

(4 pts.) Student has achieved a Silver Level Career Readiness Certificate.

(6 pts.) Student has achieved a Gold or Platinum Level Career Readiness Certificate.

**n. Industry Awareness Standard**

(1 pt.) Student has participated in one industry awareness event during the senior year.

(2 pts.) Student has participated in more than one industry awareness event during the senior year.

(3 pts.) Student has participated in an internship or work-based learning activity.

**\*To receive the Work Ethic Diploma distinction a student must earn a minimum of 20 points and a regular high school diploma\***

11. Alternate Academic Diploma - The Alternate Academic Diploma will be awarded to those students who have met the requirements (of the Alternate Academic Diploma) aligned to the academic coursework requirements of the students earning a regular diploma. These students must have participated in the high school alternate assessments; earned the prescribed 22 credit minimum; received special education services or supports and made satisfactory progress on an individualized education program; maintained satisfactory records of attendance and conduct; and completed a transition assessment(s) that measures, at a minimum, post-secondary education, and training, employment, independent living, and community involvement.

12. Industry 4.0 Diploma Distinction - The student must successfully complete all coursework required for graduation for his/her diploma type. Students may earn at least one science credit and at least one math credit through course substitutions approved by the State Board of Education, including, but not limited to, dual enrollment (DE) and Work Based Learning (WBL) courses aligned to a student's chosen career path. These substitutions may only fulfill the student's third credit of science or fourth credit of math. A list of WBL and DE courses that qualify as science and math substitutions will be published upon State Board of Education approval. By the end of the student's senior year, the student must earn at least nine (9) credits of DE or WBL, meet no less than once per month during the

school year with a career coach, and fulfill all other graduation requirements to earn the Industry 4.0 Diploma Distinction. Students wishing to acquire the diploma distinction must declare their intentions in writing to the HS Counseling Department during their Sophomore year. DE or WBL classes along with career coaching must begin during their Junior year.

#### D. Graduation Requirements

Each student must take the following core curriculum:

English .....	4 credits	Math.....	4 credits
Science.....	3 credits	Social Studies.....	3 ½ credits
Fine Arts.....	1 credit	Personal Finance.....	½ credit
Foreign Language.....	2 credits (same language)		
Physical Education.....	1 credit		
Lifetime Wellness.....	1 credit (or 1st credit of JROTC for Lifetime Wellness)		
(NEW) Computer Science.....	1 credit (Begins with graduating class 27-28)		
			This credit can be substituted for either upper level math or 3rd lab science credit.
Computer Science.....	1 credit (Begins with graduating class 27-28)		
			This credit can be substituted for either an upper-level math or 3rd lab science credit.
Elective focus.....	3 credits above the core requirements		

**Math credits must include:** Algebra I, Geometry, Algebra II, and an upper-level math credit.

Students must be enrolled in a mathematics course at least three out of four years of high school. Students who qualify for Algebra I in 8<sup>th</sup> grade and achieve the qualifying score on the EOC for Algebra I will earn 1 unit of High School Credit.

**\*\*Algebra 1 including a qualifying score on the EOC does not replace one of the 4 required credits needed for high school graduation.\*\***

**Science credits must include:** Biology (Life Science), Chemistry or Physics, and another laboratory science credit.

**Social Studies credits must include:** U.S. History, Economics/Personal Finance, U.S. Government, World History, or World Geography. (Successful 3rd credit of JROTC substitutes for US Government)

The fine arts and foreign language requirements may be waived for students who are sure they are not going to attend a University and be replaced with courses designed to enhance and expand the elective focus.

Students completing a Career Technical focus must complete a minimum of three units in the same program area.

The U.S. Civics Test must be taken and passed with a passing score. (Graduation Requirement)

**ACT or SAT:** All students must complete either the ACT or SAT Exam in order to earn a Regular Diploma or higher.

#### E. Testing/Grading

High School Courses:

For each course, every grading period will count equally. If a course has an EOC exam, that exam will count 15% of the course grade, and if a course does not have an EOC exam, the course final exam will count as 15% of the course grade. Upon completion of the course, the transcript will be amended to reflect the first attempt of the course, but the grade will be changed from an “F” to “NC” (no credit).

Only the passing score will be used in calculating GPA and class rank. Similarly, students who earn a “D” in a course may retake that course to earn a higher grade with permission from the principal. With the exception of credit recovery software, it is the discretion of the principal to determine the method and schedule of the course to be taken by the student to replace the “D.” When spaces are limited in these courses, a student who received an “F” will take precedence over a student who has earned a “D” when deciding placement.

Score conversions for End-of-Course Tests are based on guidelines developed by the Tennessee Department of Education.

### **Credit Recovery**

Credit recovery is a strategy that permits students who have failed a course/s to recover course credits. Each of the credits offered in credit recovery will use a state-aligned curriculum focused on filling student learning gaps and preparing students for the next high school course. Subjects offered in the credit recovery will vary depending on student needs. At this time, there is no cost to parents for credit recovery in Sullivan County. The final grade recorded for any course successfully completed through Credit Recovery shall not exceed a score of 60.

Students shall be admitted to or otherwise enrolled in credit recovery unless:

1. The student’s parent/guardian provides a written statement that the student is not to be enrolled in the proposed credit recovery course. Parents/guardians should be informed that not all post-secondary institutions will accept credit recovery courses or non-credit recovery sections of a course for credit and that the NCAA Clearinghouse will not accept credit recovery courses for credit.
2. The student has previously taken an initial, non-credit recovery section of the proposed course and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty percent (50%) in the non-credit recovery section of the course must re-take the course.

### **Diploma On Time**

The diploma on time (DOT) program is designed to help students who are not on track to graduate and who, without intervention, will not graduate high school. Additionally, the DOT program is not an option but a last resort to graduate with a state diploma. For a student to be enrolled in the DOT program a student must be referred by an administrator and must have a meeting with the school to discuss the expectations of the student in the DOT program. Subjects offered in the DOT program will vary depending on student needs. At this time, there is no cost to parents for the DOT Program in Sullivan County. The final grade recorded shall not exceed a score of 70 for any course completed in the DOT Program that was not previously attempted. Any class previously attempted that is completed in the DOT Program will follow the guidelines listed for Credit Recovery.

To be eligible for the program:

1. A student must have at least 10 credits.
2. Must be behind in credits to the extent that they would otherwise not be able to graduate on time.
3. Must be enrolled (and present) in school for the entire school day, with the possible exception of last term Seniors who may have an abbreviated day.
4. If the student is under the age of 18, written parent permission must be obtained prior to enrollment.
5. Students must be at least 17 years old to qualify.
6. Students must at least be in the 2nd semester of Junior year to qualify.

DOT students are still enrolled in Sullivan County Schools and are subject to all Sullivan County School Board Policies.

### **Advanced Placement and Dual Enrollment**

Students who take or have taken an Advanced Placement, Cambridge International, College Level Exam Program (CLEP), Dual Enrollment, and International Baccalaureate Courses shall receive an

additional **5 percentage points** to each of the grading periods (9 weeks) to include the semester exam. Students must take the AP Exam in an Advanced Placement course by the end of the school year in which the course is given in order to receive AP level credit (5 percentage points). Students who do not take the AP Exam by the end of the school year will only receive honors-level credit (3 percentage points) for the course in question.

#### **Dual Credit**

Students who take or have taken a Local and Statewide Dual Credit test or a Dual Enrollment Course shall receive an additional **4 percentage points** to each of the grading periods (9 weeks) to include the semester exam. Students who do not take the Dual Credit test (articulation test) will not receive Dual Credit for the course and will not receive the 4 extra percentage points for the course in question.

#### **Honors**

Students who take or have taken an honors course shall receive an addition of **3 percentage points** to each of the grading periods (9 weeks) to include the semester exam, 3 points are not added to the EOC.

#### **Grade Point Average**

This adjustment in the above percentage points will be reflected in the GPA and will be utilized for class rank and submitted to colleges and universities for scholarships and other financial awards.

#### **Quality Points**

The policy regarding quality points has not changed. If the additional percentage points result in a rise in a letter grade then the quality points shall be adjusted as well.

#### **Semester Exam Exemption Requirements**

A student may elect to exempt a maximum of 2 Semester (Final Exams) provided the student has missed no more than 2 days during the semester and maintains at least a “B” average in the class for which the student wishes to exempt the final exam. There will be no distinction made between excused and unexcused absences for this exemption. A student who is assigned OSS at any point in the semester loses the ability to participate in the exam exemption for that semester. Each student will be responsible for verifying their exemption status with their teacher and will be expected to take the final exam if the student does not qualify or confirm the exemption status.

**\*\*Mandatory State End-of-Course Exams are not subject to exam exemption policies.\*\***

### **F. Courses with Weighted Grades**

The following grading scales will also be utilized for overall GPA computation and class rank. The following scale will apply to Advanced Placement Courses\* and Dual Enrollment courses:

A = 5 quality points  
B = 4 quality points  
C = 3 quality points  
D = 2 quality points  
F = No credit

\*Only applies if the student takes the AP exam. If the student takes an AP course and does not take the AP exam, the course will be considered the same as an Honors course with appropriate said quality points awarded for an Honors course.

The following scale will apply to **Statewide Dual Credit courses**. Courses must be approved by the state and school district. Students and parents will be required to sign a form acknowledging the required components of additional coursework.

A = 4.75 quality points

B = 3.75 quality points  
C = 2.75 quality points  
D = 1.75 quality point  
F = No credit

The following scale will apply to **Honors Courses and National Industry Certification**:

A = 4.50 quality points  
B = 3.50 quality points  
C = 2.50 quality points  
D = 1.50 quality point  
F = No credit

All other courses will be awarded quality points as follows:

A = 4.0 quality points  
B = 3.0 quality points  
C = 2.0 quality points  
D = 1.0 quality point  
F = No credit

**All transferred grades will be converted to the Sullivan County course grading scale.**

**G. Withdrawal Policy (From a Class)**

A student may withdraw from a course with parental and administrative approval no later than two (2) school days after the beginning of the term. Withdrawal after the designated deadline will result in a grade of “WF” for the term. A “WF” will be recorded in the letter grade column and no quality points awarded for that course. Any exceptions to this policy must be approved by the Director of Schools.

**H. Graduation**

Students lacking no more than two (2) credits to graduate may participate in graduation exercises. A student may participate in only one (1) graduation. Early graduates will be honored with achievements gained at the time of their departure, except G.P.A. ranking which cannot be calculated for an early graduate.

Beginning in the 9<sup>th</sup> grade, students become a part of a “cohort.” These students have four (4) years and a summer to graduate with a regular diploma on time with their “cohort.” Students not meeting this time requirement and are 18 years of age or older may not be re-enrolled the following school year.

**I. Transcript Policy**

To request a transcript, a current or former student must use our Scribborder program, available on our website. There is no charge to students for transcripts requested while enrolled in school. A charge of 10.00 will be charged for each transcript requested after graduation. There will be a record kept of how many transcripts are requested and location(s) transcripts are sent before and after graduation.

**J. Progress Reports and Grade Distribution**

Student progress during each grading period is available in the PowerSchool Parent Portal. Schools can setup/modify/edit login credentials for parents as needed. A paper Progress Report can be requested if Internet/devices are not available within the home.

Term grades will be available on the sixth (6<sup>th</sup>) school day following the close of the nine-weeks grading period in the PowerSchool Parent Portal. Schools can setup/modify/edit login credentials for parents as needed. A printed Grade Card can be requested if internet/devices are not available within the home.

**ATTENDANCE POLICY-GRADES 9-12**

## UNDER TENNESSEE LAW, SCHOOL ATTENDANCE IS THE RESPONSIBILITY OF THE PARENT

**A. Attendance:** Students are required to attend school between the ages of six (6) and seventeen (17), both inclusive unless withdrawn in accordance with legal requirements (T.C.A. 49-6-3001). Students must be in class 3 hours and 31 minutes in order to be counted present for the day.

Student attendance codes, in the student information system, are not to be changed without the approval of the administration.

**B. Enrollment:** School system rules and procedures prohibit the enrollment of any child in the Sullivan County Schools unless the student is living with a parent/legal guardian who resides in the area served by the Sullivan County School System. Students are required to attend the school in the school zone in which they reside, unless they are approved for enrollment as an out-of-zone student in accordance with school board policies and procedures.

**1. Proof of residence:** The parent/guardian of every student will be required to provide proof of residency, such as, lease, real estate tax receipt, mortgage information, utility receipts, or the like. Residence may also be randomly checked from time to time, and students improperly attending out of zone may be required to return to the school for which they are zoned. .

### **2. Proof of Custody**

a. **Custody Issues:** Only the residence of the parent with legal custody may be used for registration and attendance purposes. (T.C.A. 49-6-3103) In cases where parents have joint custody, only the address of the parent named as the primary custodian or designated as having primary responsibility to determine educational issues may be used for registration and attendance purposes.

b. **Power of Attorney for Child Care (T.C.A. 34-6-302):** Parents of a minor child may delegate to any adult person in this state temporary caregiving authority when hardship prevents the parent (s) from caring for the child.

Hardships are identified by law, as follows:

- i. The serious illness or incarceration of a parent or guardian;
- ii. The physical or mental condition of the parent or legal guardian or the child is such that care and supervision cannot be provided;
- iii. The loss or uninhabitability of the child's home as the result of a natural disaster.

When one of the above hardships is applicable, the custodial parent (s) and the caregiver must make an appointment to meet with the principal of the school in the school zone of the caregiver and present the properly completed power of attorney, in order to make arrangements for school attendance. Circumstances not listed above and identified by law as allowable hardships, should be referred to the appropriate court for change of custody.

**3. Educational Documentation** - Academic record, Attendance record, Discipline record, and Immunization record.

**4. Homeless Students**– Homeless students may be subject to certain federal requirements. Parents/Guardians should check with the school regarding attendance.

### **C. Required Documentation for Excused Absence:**

Students in the following categories will be excused temporarily from school attendance:

1. Personal illness
  - a. Doctor's excuse (should be provided to the school on the first day back at school and must be provided within one week of the date that the student returns to school).
  - b. Parent/Guardian note (2 days excused per term/semester) Parent notes should be submitted to the school on the first day the student returns to school. **Schools may call to add parent notes if students do not submit notes in a timely manner.**
2. Serious illness in the immediate family (Verification may be required)
3. Death in the immediate family

4. Regularly observed religious holidays
5. Medical and dental appointments with a note from doctor/dentist
6. Required court appearance (Documentation required)
7. Circumstances which in the judgment of the principal create justifiable absences over which the student has no control.

After the student has been absent several days with an excuse from a physician, the principal may require a statement from the physician indicating the student's continued need to be absent from school. A parent must arrange for a conference with the school administration to possibly negate these rules.

It shall be a separate offense under this school system's discipline policy to forge or alter a doctor's excuse or written statement from any health provider. Students may be subject to disciplinary action.

Students attending a doctor's appointment during school hours are expected to return to school as soon as possible as stated by the doctor's excuse. Time/Days taken in addition to what is covered by the doctor's excuse will have to be covered by parent notes or an additional doctor's excuse.

**Upon reaching 3 unexcused absences a truancy contract and intervention plan will be created between the school and the parent/guardian.** Continued unexcused absences will result in a referral to Truancy Board, Department of Children's Services and/or Juvenile Court.

#### **Make-Up Work for Absences:**

Students are granted the opportunity to make up school work missed due to any absence, including unexcused absences and/or suspensions. However, for students making up work for unexcused absences and/or suspensions, the highest score they may receive for the work is 70% of a perfect score. For all students making up work missed due to absences, whether excused, unexcused or suspension, the following conditions must be met:

- a. It is the student's responsibility to initiate arrangements for making up work.
- b. A student will complete written make-up work within a time period equal to the number of days missed unless an extension is granted by the teacher.
- c. If make-up tests, quizzes, etc. are scheduled at other than normal student school hours, the student must be notified at least twenty-four (24) hours in advance.
- d. If a student and/or parent refuses the opportunity to serve ISS/OSS, the student forfeits the opportunity to make up work for the days of out-of- school suspension.

#### **School Functions:**

- a. School functions will not count as an absence from school.
- b. School functions must be approved by school administrators **prior** to the activity designated as a school function.

### **SUMMARY OF POLICIES PROHIBITING HARASSMENT AND DISCRIMINATION OF STUDENTS AND EMPLOYEES**

- A. **Prohibition.** The Sullivan County Board of Education prohibits any form of harassment based on race, color or national origin, gender, sexual orientation, Section 504, disabilities, age, and religion.
- B. **Examples** Graffiti containing offensive language, threats or intimidation, jokes, name-calling, negative stereotypes or slurs, written materials, including posters or t-shirts, which have the purpose or are intended to degrade someone based on race, color or national origin, age, gender, sexual orientation, section 504, disabilities, or religion. Physical violence, theft or property damage
- C. **Reporting Students:** Students are encouraged to report harassment to any teacher, staff member, or administration. **Teachers:** Teachers (and other school personnel) are **required** to report harassment of students to their school's Compliance Coordinator, their principal or assistant principal, the Board of Education's Title VI Coordinator, or the Director or Assistant Director of Schools.
- D. **How to Report:** Any person can report verbally or on a [Harassment Report Form](#) (available in the school office or on the web at [www.sullivank12.net](http://www.sullivank12.net)).

Students may report to the Compliance Coordinator, a teacher, a school counselor, the principal, the Board Title VI Coordinator or the Director or Assistant Director of Schools. Teachers or other personnel are encouraged to report harassment of teachers or other employees to their supervisor, their principal, their department head, the supervisor of the person engaging in harassment, the Compliance Coordinator, the Title VI Coordinator or the Supervisor of Human Resources.

- E. **Disciplinary Actions:** Students who engage in harassment based upon race, color or national origin, gender, sexual orientation, section 504, disabilities, or religion may face disciplinary action up to and including suspension or expulsion.  
Teachers or other personnel who engage in harassment based on race, color or national origin, gender, sexual orientation, section 504, disabilities, or religion may face disciplinary action up to and including dismissal.
- F. **Retaliation.** Retaliation against any person who reports harassment or assists in the investigation of reported harassment is prohibited.

## HARASSMENT/BATTERY

The Sullivan County Department of Education will not tolerate behavior by students that would be likely to cause emotional distress to another student or to subject another student to a hostile environment.

**Investigative Reports should include the Intent and the Impact of the harassment and should be taken into consideration when discipline is assigned.**

### See Harassment Discipline Procedures

In all cases of harassment, the system-wide compliance supervisor must be immediately notified of any incidents of harassment within the schools by the appropriate building level administrator.

Any form of harassment, including sexual, racial, national origin, and sexual orientation, is prohibited. Such harassment includes:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a student's grade or credit or admission to or participation in a student activity; or
- Submission to or rejection of such conduct is used as a basis for educational decisions affecting that student; or
- Such conduct interferes with the student's performance or creates an intimidating, hostile, or offensive learning environment.

Following the investigation of a report, the Title VI/VII Coordinator shall recommend what action, if any, is required. If, after the investigation, it is determined that this policy has been violated, immediate and appropriate corrective and/or disciplinary action shall be initiated by the Department of Education. A violation of this policy by a student may result in disciplinary action up to and including suspension.

**A. Sexual Harassment** - Sexual harassment of a student consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature. Sexual harassment can include, but is not limited to unwelcome verbal, written or physical conduct, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.

**B. Racial Harassment** - Racial harassment of a student consists of physical or verbal conduct relating to an individual's race. Racial harassment can include, but is not limited to, unwelcome verbal, written or physical conduct, directed at the characteristics of a person's race, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking and negative references to racial customs.

**C. National Origin Harassment** - National origin harassment of a student consists of verbal or physical conduct relating to an individual's country of origin or the country of origin of the individual's parents, family members or ancestors. Examples of conduct which may constitute harassment because of national origin harassment include, but are not limited to the following:

1. Graffiti containing offensive language, which is derogatory to others because of their national origin,
2. Threatening or intimidating conduct directed at another because of the other's national origin,
3. Jokes, name-calling, rumors based on an individual's national origin,
4. Ethnic slurs, negative stereotypes, hostile acts which are based on national origin or
5. Written or graphic material containing comments or stereotypes which is posted or circulated and which are aimed at degrading individuals or members of protected classes,
6. Physical act of aggression or assault on another because of, or in a manner reasonably related to, national origin, or
7. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by national origin.

**D. Sexual Orientation Harassment** - Sexual orientation harassment of a student consists of verbal, written, or physical conduct based on a student's actual or perceived sexual orientation. Sexual orientation harassment can include, but is not limited to, unwelcome verbal, written or physical conduct that offends, denigrates, or belittles any individual because of his or her sexual orientation. Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, name-calling, imitating mannerisms, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, or the display or circulation of written materials or pictures.

**E. Reporting and Investigation of Harassment** - Any student who believes he or she has been the victim of harassment by a student, teacher, administrator, or other school personnel of the Department of Education, or by any other person who is participating in, observing, or otherwise engaged in school activities is encouraged to immediately report the prohibited conduct. Any student with knowledge or belief that another student has or may have been the victim of sexual harassment is encouraged immediately to report the prohibited conduct. Any teacher, administrator, or other school personnel who has or receives notice that a student has or may have been the victim of sexual harassment is required immediately to report the prohibited conduct.

**Reports of sexual harassment** may be made to any of or all of the following:

- The student's teacher;
- A counselor;
- The principal of the student's school and/or school compliance coordinator;
- The System Wide Title VI and VII Coordinator and/or;
- The Assistant Director of Schools.

The Department of Education requests that reports of harassment be made in writing, if possible. Report forms may be obtained from the principal's office, the Office of the Title VI and Title VII Coordinator or the school system website.

**Sullivan County Investigators: Title Coordinator 423-354-1000 for students or Supervisor of Human Resources 423-354-1000 for teachers and staff**

Upon receipt of a report alleging sexual harassment, the Title VI/VII Coordinator shall immediately undertake or authorize an investigation. The investigation will be completed as soon as practicable. Instances of harassment will be reported to the Department of Children's Services, Sheriff's Department, and District Attorney General's Office as required by law.

**F. Confidentiality** - The Department of Education recognizes that both the student and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the student making the report, the individual (s) against whom the report is filed, and any witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to

comply with any discovery or disclosure obligations.

**G. Retaliation** - Retaliation of any kind against a student or employee who, in good faith, reports a claim of harassment will not be tolerated. It is a separate and distinct violation of this policy for anyone to retaliate against any person who reports alleged harassment or against anyone who assists or participates in an investigation relating to such harassment. Anyone found to have engaged in retaliation will be promptly and appropriately disciplined. Students disciplined for retaliation may receive OSS, placement in alternative school, or expulsion for the remainder of the year.

### **REPORTING CHILD ABUSE--TENNESSEE CODE ANNOTATED 37-1-403**

“Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse or neglect...shall report it, by telephone or otherwise,” to the one of the following agencies:

- 1) Department of Children’s Services,
- 2) the SRO or Sheriff of the County where the child resides, include DCS Referral #
- 3) the Chief Law Enforcement Officer of the city where the child resides, or
- 4) to the juvenile court having jurisdiction over the child.

To report child abuse, call the **Department of Children’s Services**

**HOTLINE: 1-877-237-0004.**

The **Children’s Advocacy Center of Sullivan County** “combats child sexual and severe physical abuse by coordinating and providing services to children and families in a crisis in a safe, caring environment”.

**Non Emergency Number 423-279-1222**

### **MEDICATION POLICY**

If any student must have medication of any type given during school hours, the parent/guardian has the following choices.

1. The parent/guardian may come to the school and give the medication at the appropriate time(s).
2. The parent/guardian may obtain a copy of the “Permission for Medication” form on the website, from the school secretary or the nurse. This form must be submitted and completed for both prescription and non-prescription medication. **For all prescription medication**, the form must be signed by the doctor and brought to the school by the parent/guardian in a pharmacy-labeled bottle containing instructions regarding how and when the medication is to be given as well as the name of the student for whom the medication is prescribed. **For non-prescription medication**, the medication must be delivered to the school by the parent/guardian in its original, sealed container with the student’s name written clearly on the bottle.
3. The parent/guardian may discuss with the doctor any alternative schedule for administering the medication. If medication is ordered three times a day, it should be given before school, after school and at bedtime unless the doctor states otherwise.

### **All medications (prescriptions and otherwise) must be brought to school by parent/guardian—NO EXCEPTIONS!**

4. Any medication containing aspirin will require a Medical Practitioner’s signature (MD, DO, or NP).
5. Any medication given to a pregnant student will require a Medical Practitioner’s signature.
6. School personnel will not assist with any medication given to students unless the school has received a properly completed medication form and the medication is inside an appropriately labeled container

- delivered to the school by a parent/guardian.
7. Medication brought to school in envelopes, baggies, aluminum foil or any other type of container will **not** be given to students.
  8. Questions regarding this policy or other issues related to the administration of medication in the schools should be directed to the school administrators, the school nurse, or the School Health Services Supervisor.

## **DEFINITION OF TERMS**

**Expulsion** - Removal of a student for more than ten (10) days, the remainder of the semester, school year, or as recommended by the Board of Education. Principal/designee to have guardian complete "Letter of Appeal to Director of Schools Upon Expulsion from School." This document is located in Department 6 of SCDE online Forms. Fax completed document to the Director of Schools office the day of suspension.

**Suspension, In-School and Out-of-School** - Removal of the student from the classroom and exclusion from the participation in all school-sponsored activities.

**Full Restitution** - Payment or replacement of property. Any waiver must be granted by the Director of Schools or Board of Education.

**Alternative School** - An alternative setting for students who by the authority of the School Principal and or the Director of Schools deem it necessary for a student to be placed in a setting other than the regular classroom.

**Student Disciplinary Hearing Authority** - A hearing board appointed by the Board of Education to hear disciplinary cases.

**Violation/Breach of Conduct** - Disobeying the rules and codes herein stated.

**Weapon** - Any object or instrument intended to be used or which is used to harm another person.

**Harassment** - Harassment occurs when a student exhibits conduct which has the purpose or effect of unreasonably interfering with another student's academic development or creates an intimidating, hostile or offensive learning environment.

## **STUDENT RIGHTS AND RESPONSIBILITIES POLICY**

In any organized society, appropriate rules and regulations must be set forth if the society is to function properly. Even in the best-organized societies, disputes are bound to arise. When they do, if that society is to remain orderly, some agent or agency must be responsible for settlement of the disagreement. In the case of the school community, these agencies are the Board of Education, Director, principals, and their delegates, as authorized by the state legislature.

The philosophy of the Sullivan County Schools presupposes that most disciplinary problems will be handled among teachers, students, parents or guardians in a calm, reasonable manner. This philosophy assumes that effective discipline leads to increased maturity and desirable behavior on the part of the student. It is the intent of this school system that every effort be taken on the part of each school to work constructively with the student in such a manner that the student be allowed to attain his/her educational goals without interruption.

School boards are delegated the authority to make rules and policies governing the conduct of students in school and may, in turn, delegate this authority to the Director and other proper personnel. In this document, we are attempting to communicate clearly the policies on conduct and to stipulate due process procedures, which may be implemented by the student and/or parent/guardian to appeal administrative decisions or to express grievances. Students will be provided due process. The list provided acts as a general guideline and does not account for every possible breach of policy. Furthermore, certain infractions may be deemed egregious in nature due to their severity or impact. In

such cases, the organization reserves the right to bypass standard procedural steps and implement alternative disciplinary measures, up to and including immediate expulsion.

In every situation, students shall be afforded the right to due processes as required by law. This shall include, as a minimum, the right to be advised of charges or allegations against the student and the right to present the student's side of the situation.

#### **A. STUDENT EXPECTATIONS**

1. Students will respect their fellow students, teachers, rules and regulations as they respect themselves.
2. Students will communicate with others to help unite their school.
3. Students will help eliminate the use of violence as an answer to problems and become a good citizen of their school.
4. Students will demonstrate respect for their school campus.
5. Students will support school activities and organizations.
6. Students will display good sportsmanship and school spirit at all times.
7. Students will have reverence for their own beliefs and respect those of others.
8. Students will work to improve their school.

#### **B. LEGAL AUTHORITY (TCA 49-6-4012)**

The Board of Education of the Sullivan County School Department is required by State Statute to make and adopt rules setting forth standards of conduct and behavior that must be met by all pupils as a condition to the right of such pupils to attend schools in this district. The rules shall take into account the necessity for scholastic progress in order that the welfare of the greatest number of pupils shall be promoted, even though such rules may result in the ineligibility of pupils who fail to observe the required standards and may require the suspension or permanent dismissal of such pupils.

**C. APPLICATION OF CODE** The following regulations concerning standards of conduct and behavior will apply to every student in Sullivan County Schools. They will apply to the student while present at the school where he/she is enrolled, while present at any other school in Sullivan County, while on school buses, and while present at any school-sponsored activity, on or off the school campus, or whose conduct at any time or place (including off-campus conduct) has a direct effect on maintaining order and discipline in the school.

#### **D. STUDENT CLUBS/GROUPS AND SCHOOL SPONSORED EVENTS (Limited Public Forum)**

BOE Policy 4.802 set the rules and requirements for the formation of student clubs/groups and rules regarding school sponsored events.

### **SEARCH PROCEDURES**

#### **A. SEARCH OF LOCKERS (TCA 49-6-4204)**

Permits a principal to order that lockers, packages, containers, vehicles parked on school property by students or visitors, or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the principal's presence or in the presence of other members of the principal's staff when individual circumstances dictate it. Such circumstances may include incidents on school property, including school buses, involving, but not limited to, the use of dangerous weapons, drugs or drug paraphernalia by students. Such incidents may be known to the principal or to other school staff or based on information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or intent to assault on school property with dangerous weapons, or any other actions or incidents known by the principal which give rise to reasonable suspicion that alcohol and other drugs, drug paraphernalia or dangerous weapons are held on school property by one or more students. A notice that such searches are possible must be posted in the school by the school principal.

#### **B. SEARCH OF PERSONS AND CONTAINERS (TCA 49-6-4205)**

Permits the physical search of a student when a locker search indicates the need, or when information received from a teacher, staff member, student, or other person makes such a search reasonable in the eyes of the principal.

Standards of reasonableness set forth in this section are to include:

1. A particular student has violated school policy.
2. The search will yield evidence of the violation of school policy or will lead to disclosure of alcohol,

- dangerous weapon, drug paraphernalia or other drugs.
3. The search is in pursuit of a legitimate interest of the school in maintaining order, discipline, safety, supervision and education of students.
  4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution.
  5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

#### **C. SEARCH OF VEHICLES (TCA 49-6-4204)**

A notice shall be posted where it is visible from the school parking lot that vehicles parked on school property by students or visitors are subject to search for alcohol and other drugs, drug paraphernalia or dangerous weapons.

#### **D. USE OF METAL DETECTORS -TCA 49-6-4207**

Permits the use of metal detectors in conducting searches, including hand held models which are passed over a student's or visitor's body, and stationary detectors through which students, visitors, containers and packages are required to pass.

#### **E. USE OF ANIMALS -TCA 49-6-4208**

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

### **OFFENSES AND ACTIONS**

**When there is a violation of alcohol and other drugs, dangerous instruments or substance, bomb threat, arson, or intentional assault policies, the parent/guardian, Director's Office and Sheriff's Department will be notified as soon as possible.**

In general, any student conduct which is injurious to others or poses a threat to the health and safety of any person or damage to property shall result in disciplinary action. It is the intention of the Board of Education that principals be given the discretion to assess the disciplinary needs and circumstances of their school. For this reason, disciplinary action in each situation may not always result in the same consequences for the violation of the same policy. Intentional violations of school policy, serious threats to students, staff or others, and/or actions which involve other aggravating factors will typically result in greater disciplinary action.

**The following list of offenses and suggested consequences is not intended as an all-inclusive list. It is an attempt to bring some consistency in handling breaches of conduct throughout the school system.**

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in certain behaviors listed below will be subject to expulsion for a period of not less than one (1) calendar year. The Director shall have the authority to modify this expulsion requirement on a case-by-case basis as part of the appeal procedure set out in the Student Rights and Responsibilities Policy. (TCA 49-6-4216)

**Discipline for ALL Zero Tolerance Offenses (1-5 below): 1-5 days OSS. Expulsion for (1) calendar year.**

Principal/designee to have parent/guardian complete "Letter of Appeal to Director of Schools Upon Expulsion from School." This document is located in Department 6 of SCDE on-line Forms. Fax completed document to the Director of Schools office the day of suspension.

**Notify the Sheriff's Department in ALL Zero Tolerance Offenses (1-5 below).  
Complete a DCS referral in ALL Zero Tolerance Offenses (1-5 below).**

#### **A. ZERO-TOLERANCE OFFENSES**

## **1. DRUGS (ZERO TOLERANCE BEHAVIOR)**

Students who knowingly acquire, possess, use, sell, transmit or are under the influence of any narcotic drug, stimulant drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, legend drug, any manner of illegal or controlled substance or any substance used as a drug on school property to include K2, synthetic marijuana, THC, or bath salts on a school bus or at any school activity shall be expelled for one calendar year. Use of a recommended dosage of a drug authorized by a medical prescription for a student from a registered physician in accordance with school rules and procedures shall not be considered a violation of this rule.

## **2. WEAPONS (ZERO TOLERANCE BEHAVIOR)**

Any student who possesses, handles, transmits, or uses a weapon or a knife on school property, on a school bus or any school activity shall be expelled for one (1) calendar year. A dangerous instrument or substance, which is capable of inflicting any injury on any person, and includes, but is not limited to, "an explosive, a firearm, a switchblade, a box cutter, a razor blade, a pocket knife with a blade of at least two and one-half (2 ½) inches in length, and any other knife-like instrument." Pocket Knives with a blade less than two and one-half (2 ½) inches in length shall be dealt with under Section VIII (C), "Dangerous Instrument/Substance or Hazardous Circumstance".

## **3. AGGRAVATED ASSAULT ON STAFF (ZERO TOLERANCE BEHAVIOR)**

Students who commit an aggravated assault on a teacher or other employee of the school on school property a school bus or at any school activity shall be expelled for one calendar year. Aggravated assault is defined as intentionally or knowingly causing serious bodily injury to another; using or displaying a deadly weapon; or attempting or intending to cause bodily injury to another by strangulation. (amendment to TCA 49-6-3401 (g), Public Chapter No. 442, effective July 1, 2013).

## **4. TRANSMISSION OF THREAT BY ELECTRONIC DEVICE (ZERO TOLERANCE BEHAVIOR)**

Students who transmit by an electronic device a credible threat to cause bodily injury or death to another student or school employee, and that threat creates actual disruptive activity at the school, shall be expelled for one calendar year. (TCA 49-6-4216, Public Chapter 375, effective July 1, 2013). This law also requires students, employees, and volunteers to report to school officials any knowledge of such threats.

## **5. THREAT OF MASS VIOLENCE (ZERO-TOLERANCE BEHAVIOR)**

Any student who communicates a validated\* threat of mass violence on school property or at a school-related activity pursuant to TCA 39-16-517 shall be expelled for one (1) calendar year. This law also requires students, employees, and volunteers to report to school officials any knowledge of such threats.

*\*Validation determination will be conducted by the School Threat Assessment Team.*

## **B. OTHER DRUG RELATED OFFENSES**

### **1. DRUG LOOK-ALIKE/PROHIBITED SUBSTANCES/RELATED PARAPHERNALIA**

"Drug look-alikes" shall include pills, powders, or substances which give the appearance of prohibited drugs. Drug paraphernalia shall include clips, rolling papers, pot pipes, pagers, hollow tubes, or any other device or materials used with illegal substances. "Prohibited substances paraphernalia" shall include alcohol containers, including flasks, bottles, cans, and the like, tobacco containers, including cigarette packs/boxes, Skoal cans and the like, vapes, and any other containers or items the purpose of which is to be used in conjunction with a substance prohibited under this policy. This may include items which are typically used to assist in using prohibited substances such as cigarette lighters, pipes, containers, or packaging. This may also include holsters, ammunition boxes, or any other items used in conjunction with an item or substance prohibited by this policy. The following actions are to be taken if a student is caught with "drug look-a-likes" or paraphernalia:

#### **a. Immediate Actions**

1. The staff member who discovers the "drug look-alike/prohibited substance or paraphernalia" will summon the principal, the principal's designee, or escort the student to the principal's office.
2. The student's locker will be searched according to policy.
3. The principal, or designee, will request that the student empty his/her pockets or purse and volunteer all contents. **If the student refuses to cooperate, law**

**enforcement will be called in to conduct a search after the parent/guardian arrives.**

**b. Notification of the Parent/Guardian**

1. The parent/guardian will be contacted immediately, the situation described, and a conference arranged.
2. The parent/guardian will be informed that the school is required by state law to report the incident to law enforcement personnel.

**c. Disposition of Substance** – The substance will be sealed, documented, and turned over to law enforcement personnel with a request for analysis, if appropriate.

**d. Notification of Law Enforcement** – The incident will be reported to law enforcement as required by state law.

**e. Intervention** – The school will recommend to the parents/guardians that the student be assessed to determine the extent of possible involvement and the appropriate level of counseling or treatment necessary.

**f. Discipline:**

**First Offense:** 1-3 days OSS + Contract

**Second Offense:** 1-3 days OSS and Alternative School Placement

**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term.

Notify the Sheriff's Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

**2. VIOLATION OF THE MEDICATION POLICY** - Students who require the use of medications at school are required to follow the Student Medication Policy (see page 17) and all procedures established pursuant to that policy. Students who fail to follow the Student Medication Policy are subject to discipline as follows:

a. Possession of prescription medication for which the student has a valid, up-to-date prescription:

**First Offense:** 1-3 days OSS + Contract

**Second Offense:** 1- 3 days OSS and Alternative School Placement

**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term.

b. Possession of non-prescription medication:

**First Offense:** 1-5 days ISS.

**Second Offense:** 1-3 days OSS + Contract

**Third Offense:** 1-3 days OSS and Alternative School Placement

Notify the Sheriff's Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

c. Giving, selling, or transmitting prescription medication to another:

Subject to **Zero-Tolerance Policy**, Other Drug Related Offenses, or Violation of Medication Policy as determined by the Principal/designee. Subject to discipline specified for corresponding offense.

d. Giving, selling or transmitting non-prescription medication to another:

**First Offense:** 1-3 days OSS + Contact

**Second Offense:** 1-3 days OSS and Alternative School Placement

**Third Offense:** 3-5 days OSS and expulsion for remainder of the school term.

**3. TOBACCO (SMOKE OR SMOKELESS) PRODUCTS INCLUDING LIGHTERS AND MATCHES**

The use of tobacco (Smoke or Smokeless), by students at school or at school-related functions is **prohibited**.

In addition to the consequences set out in the Students Rights and Responsibilities Policy for possession or use of tobacco products, the Tennessee Legislature has passed a statute, T.C.A. 39-17-1502, making the possession of tobacco products under the age of twenty one (21) years of age, a civil offense, and providing for certain civil penalties for violation of the statute.

This statute enables law enforcement officers at their discretion to issue a citation to any student under the age of twenty one (21) who violates the statute. Such citation shall require the person to appear in Juvenile Court. In addition, the tobacco and/or product are to be seized as contraband.

Students who use or possess tobacco products (smoke or smokeless), including lighters or matches shall be subject to the following discipline:

- First Offense:** 1-3 days ISS.
- Second Offense:** 1- 3 days OSS + Contract
- Third Offense:** 3- 5 days OSS and Alternative School Placement

Notify the Sheriff's Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

#### 4. ALCOHOLIC BEVERAGES AND INTOXICANTS

Students shall not acquire, possess, use, sell, transmit, or be under the influence of any alcoholic beverages or intoxicants of any kind. Students who use or possess alcoholic beverages/intoxicants including all products associated with these products shall be subject to the following discipline:

- First Offense:** 1-3 days OSS + Contract
- Second Offense:** 1-3 days OSS and Alternative School Placement
- Third Offense:** 3-5 days OSS and expulsion for the remainder of the term

Notify the Sheriff's Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

#### 5. ELECTRONIC CIGARETTES, NICOTINE PRODUCTS, OTHER SMOKING DEVICES, AND PRODUCTS (NOT COVERED UNDER ZERO TOLERANCE)

The Tennessee Legislature has passed a statute, T.C.A. 39-17-1502, making the possession of electronic cigarettes by persons under the age of twenty one (21) years of age, a civil offense, and providing for certain civil penalties for violation of the statute.

This statute enables law enforcement officers at their discretion to issue a citation to any student under the age of twenty one (21) who violates the statute. Such citation shall require the person to appear in Juvenile Court. In addition, the product and the electronic cigarette/device must be seized as contraband. Students shall not acquire, possess, use, sell, or transmit any type of electronic cigarette, nicotine product, or any other smoking device. Students who violate this policy shall be subject to the following discipline:

- First Offense:** 1-3 days ISS
- Second Offense:** 1-3 days OSS + Contract
- Third Offense:** 1-3 days OSS and Alternative School Placement

### C. DANGEROUS INSTRUMENT, SUBSTANCE, AND/OR ACTIVITY

#### 1. DANGEROUS INSTRUMENT AND /OR SUBSTANCE

Possession, storage or having access to a weapon, dangerous instrument or substance not covered by the zero tolerance offense regarding weapons on school property, school bus or at any school activity to include pocket knives or weapon replicas.

- First Offense:** 1-3 days OSS+Contract
- Second Offense:** 1-3 days OSS and Alternative School Placement
- Third Offense:** 3-5 days OSS and expulsion for the remainder of the term.

Notify the Sheriff's Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

**2. FAILURE TO REPORT A BOMB THREAT; FALSELY ACTIVATING ANY ALARM SYSTEM; CALLING 911 UNDER FALSE PRETENSES; TAMPERING WITH AED.**

Any student who has prior knowledge of a bomb threat and does not report it or who otherwise falsely activates any alarm system shall be subject to Immediate 1-5 days OSS and Alternative School Placement.

Notify the Sheriff's Department.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

**3. BOMB THREAT**

The Director shall have the authority to modify this expulsion requirement on a case-by-case basis as part of the appeal procedure set out in the Student Rights and Responsibilities Handbook.

1-5 Days OSS and expulsion for the remainder of the term. Possible restitution and payment of the expenses of the emergency units who respond to the threat.

Notify the Sheriff's Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

**4. FIRE VIOLATIONS**

Starting a fire, being an accomplice to starting a fire, or implying a fire will be started on school property, or unjustified handling of a fire extinguisher while at school or while riding a school bus.

**First Offense:** 1-3 days OSS and Alternative School Placement

**Second Offense:** 3-5 days OSS and expulsion for the remainder of the term.

Possible restitution and payment of the expenses of the emergency units who respond to the threat. Appeal to Director of Schools for 45 Days Alternative School.

Notify the Sheriff's Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

**5. FIREWORKS**

Use or possession of any type of fireworks on school property, at a school activity, or on a school bus. Fireworks may be considered a dangerous instrument.

a. **Possession of fireworks** - 1-3 Days ISS. Notify the Sheriff's Department.

b. **Firing of fireworks** – 1-3 Days OSS. Parents notified. If an offense involves danger to other persons or property, students may be punished under other sections of this code. Notify the Sheriff's Department.

**D. THEFT OR VANDALISM**

Unlawful taking of private or school property on school property, the school bus or at school-sponsored Activities.

**Discipline:** Full restitution. Hearing and suspension at the discretion of the principal with a possible Alternative School placement. Possible Notification of the Sheriff's Department.

## E. ABUSIVE CONDUCT

**Bullying, making fun of, intimidating, endangering, hazing, or harassing another person. Students are urged to seek the assistance of administrators, teachers, and/or counselors to help with resolving student conflict before it results in a physical or verbal confrontation.** Students who are intimidated or harassed by another student should report that to a teacher or an administrator. Teachers should report incidents of intimidation or harassment to the administration. Students should not take matters into their own hands, but should allow an administrator to handle the situation.

### 1. HORSEPLAY

Hearing and discipline at the discretion of the principal.

### 2. MUTUAL FIGHTING: Punches exchanged between students; no distinction made between who started the fight and who was “just defending” if punches are aggressively thrown by both students.

**First Offense:** 1-3 days OSS.

**Second Offense:** 3-5 days OSS + Contract

**Third Offense:** 1-3 days OSS and Alternative School Placement

**Fourth Offense:** 3-5 days OSS and expulsion for the remainder of the term.

### 3. INTENTIONAL ASSAULT/BATTERY AGAINST A STUDENT

**First Offense:** 3-5 days OSS + Contract

Notification of the Sheriff’s Department and parent/guardian.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children’s Services (DCS) referral through the DCS Hotline or online portal.

**Second Offense:** 3-5 days OSS and Alternative School Placement

Notification of the Sheriff’s Department and parent/guardian.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children’s Services (DCS) referral through the DCS Hotline or online portal.

**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term

Notification of the Sheriff’s Department and parent/guardian.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children’s Services (DCS) referral through the DCS Hotline or online portal.

**AGAINST STAFF:** 5 DAYS OSS, Referral to Discipline Hearing Authority with discipline recommendation on a case by case basis

Notification of the Sheriff’s Department and parent/guardian.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children’s Services (DCS) referral through the DCS Hotline or online portal.

### 4. THREAT OF AN EXTREME NATURE INCLUDING BODILY, PROPERTY, DEATH THREATS

**First Offense:** 1-5 days OSS + Contract

**Second Offense:** 1-3 days OSS and Alternative School

**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term.

Notify the Sheriff’s Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

\*Some threat incidents may be severe enough that the above disciplinary steps might not be adequate. In these incidents, the administration must immediately notify the Sheriff's Department and suspend the student out of school. A Student Disciplinary Hearing Authority may be convened if necessary. The recommendation in such circumstances will be expulsion **for either the remainder of the term or one calendar year.**

#### **5. MALICIOUS MISCHIEF**

**Full restitution if appropriate.** Hearing and suspension at the discretion of the principal with possible recommendation for long-term suspension, possible expulsion, and/or notification of the Sheriff's Department. Possible DCS referral at DCS Hotline or on-line website.

#### **6. VERBAL AND/OR NON-VERBAL THREATS TO STUDENTS: intimidation; extortion; instigation of disruptive behavior; provocation of a fight.**

**First Offense:** Principal Discretion

**Second Offense:** 1-3 days OSS + Contract

**Third Offense:** 1-3 days OSS and Alternative School Placement.

**Fourth Offense:** 1-5 days OSS and expulsion for the remainder of the term.

#### **7. VERBAL OR PHYSICAL THREATS/INTIMIDATION TO TEACHERS OR STAFF**

##### **a. Verbal Threat**

**First Offense:** 1-3 days OSS + Contract

**Second Offense:** 1-3 days OSS and Alternative School Placement

**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term

##### **b. Physical Threat**

**First Offense:** 1-3 days OSS and Alternative School Placement. Possible expulsion for the remainder of the term in extreme cases.

**Second Offense:** 3-5 days OSS and expulsion for the remainder of the term.

#### **BULLYING/CYBERBULLYING, HAZING, HARASSMENT ([www.stopbullying.gov](http://www.stopbullying.gov))**

Sullivan County Schools incorporate the values of E.P.I.C. (Encourage, Protect, Invest, Connect) in all schools to help combat bullying, harassment, and inconsiderate behavior while instilling positive behavior in all students. Students are to report to a staff member if they are or have knowledge of, a student being bullied/harassed/Cyber-bullied.

#### **8. BULLYING**

**EPIC definition: "a person is being bullied when he or she is exposed repeatedly and over time to negative actions on the part of one or more persons".**

**49-6-1014. Legislative findings - Safety and civility** - The general assembly hereby finds and declares that:

- (1) A safe and civil environment is necessary for students to learn and achieve high academic standards;
- (2) Harassment, intimidation or bullying, like other disruptive or violent behavior, is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment.

**49-6-1015. Definition of "harassment, intimidation or bullying"** - As defined in TCA 49-6-1015 "harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

- (1) Physically harming a student or damaging a student's property;

- (2) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- (3) Creating a hostile educational environment.

**\*Bullying/Cyber-bullying may include acts that are carried out by use of a computer, cell phone, or other electronic means.**

**Discipline:**

Investigation of Bullying will begin within 48hrs of notification and a completed plan of action within 20 days. Discretion of the principal up to and including 3-5 days OSS and/or an alternative school placement. Severe situations involving harassment, intimidation or bullying may result in expulsion. Each School will develop a plan to monitor, regulate, and educate those who bully others.

**Response to Reported Bullying/Cyberbullying. Administrator will:**

- Documented date and time of report and when investigation began.
- Contact parents of both the victim and perpetrator(s).
- Investigate accusations.
- Determine consequences of the action. (Consequences could include but not limited to: counseling, progress monitoring, parent conferences, I.S.S., O.S.S., expulsion, notification of the Sheriff's Office, etc..)
- Develop Intervention Plan. Your investigation will determine the intensity needed for the intervention.

**9. HAZING**

Hazing is defined as harassing by exacting unnecessary or disagreeable work, harassing by banter, ridicule, or criticism or playing silly, abusive and humiliating tricks by way of initiation.

**Hazing is not tolerated and is strictly forbidden in Sullivan County Schools.** Upon investigation, punishment is at the discretion of the principal up to and including 3-5 days OSS and Alternative School Placement. In severe cases expulsion may be administered. See TCA 49-2-120; 49-6-3401.

**Notification of the Sheriff's Department in all cases of Hazing.  
Complete a DCS referral to DCS Hotline or on-line website.**

**10. HARASSMENT**

In an effort to help students understand the damaging effects harassment can have on individuals who are the victims of harassment, Sullivan County Schools will make every endeavor to educate students on issues concerning the various factors and the "intent and impact" of harassment. It is understood that education alone might not be enough to eradicate harassment from our schools. Therefore, disciplinary actions must be taken to discourage behavior identified as harassment. Every effort will be made to use education as a first attempt to stop harassment. If the initial attempts are not successful, then a combination of education and discipline will be administered.

- First Offense:** 1-5 days ISS.\*
- Second Offense:** 1-3 days OSS.\* + Contract
- Third Offense:** 1-3 days OSS and Alternative School Placement. \*
- Fourth Offense:** Expulsion for the remainder of the term.

\*Some harassment incidents may be severe enough that the above disciplinary steps might not be adequate. In these incidents, the administration **must** immediately notify the Sheriff's Department and suspend the student out of school. Complete a DCS referral at the DCS Hotline or on-line website. A Student Disciplinary Hearing Authority may be convened if necessary. The recommendation in such circumstances will be expulsion **for the remainder of the school term.**

**F. ELECTRONIC TAMPERING, OTHER INAPPROPRIATE USE OF SCDE-OWNED TECHNOLOGY**

## 1. User Obligations And Responsibilities:

SCDE's technological resources, including the Internet, may be used only for legitimate educational pursuits. Use of technology and the Internet is limited to approved school district business use by employees and authorized educational activities by employees and students. The use of the Internet is a privilege, not a right.

No student shall be allowed to use SCDE's access to the Internet unless the student and the student's parent or guardian first signs an Internet Acceptable Use Agreement. Employees shall be allowed to use SCDE's access to the Internet only after signing the Internet Acceptable Use Agreement.

## 2. Prohibitions

The following are examples of the types of activities that will result in the loss of Internet privileges and/or disciplinary action and/or legal action if appropriate. These include, but are not limited to, the following:

- a. Facilitation of illegal activity.
- b. Commercial for profit purposes.
- c. Unauthorized non-work or non-school-related activity
- d. Hate mail, discriminatory remarks, and offensive or obscene communications.
- e. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
- f. Accessing, uploading or downloading inappropriate materials.
- g. Use of inappropriate language or profanity.
- h. Transmission of material likely to be offensive or objectionable to recipients, such as sexually harassing material.
- i. Intentionally obtaining or modifying files, passwords or data belonging to other users or to the district.
- j. Impersonation of another user, posting anonymously or using pseudonyms.
- k. Fraudulent copying, communications or modification of materials in violation of copyright laws.
- l. Loading or use of unauthorized games, programs files, or other electronic media on district equipment.
- m. Disrupting the work of users.
- n. Destroying, modifying or abusing network hardware or software.
- o. Recording personal communications in a public post without the original author's prior consent.
- p. Participating in or accessing chat rooms, such as ICQ, IRC, MIRC, AOL Instant Messenger, Windows, Messenger, or Yahoo Messenger, accessing unauthorized social media networks.

## 3. Consequences for Inappropriate Use of Technology

Students who fail to abide by this policy may be subject to disciplinary action, revocation of their privilege to use the Internet, or legal action as appropriate. The Sheriff's Department may be notified. Disciplinary action to include: hearing and immediate out-of-school suspension of 1 to 5 days with possible consideration of alternative school or expulsion. (Refusal to attend alternative school will result in 10 days OSS.) In addition, a user who damages equipment, systems or software in a deliberate or willful manner will be responsible for repair or replacement costs. Users who incur unauthorized charges or fees resulting from access to the Internet will be responsible for payment of the same. Any violation of copyright law will be the liability of the one who violated the copyright

### Pursuant to T.C.A. 37-1-1:

“A minor commits illegal use of a telecommunication device who:

- (1) Intentionally or knowingly, by use of a telecommunication device, transmits, distributes, publishes, or disseminates a photograph, video, or other material that contains a sexually explicit image of a minor; or
- (2) Intentionally possess a photograph, video, or other materials; that contains a sexually explicit image of a minor.

Consequences of this action will be:

**First Offense:** 1-3 days OSS + Contract

**Second Offense:** 1-3 days OSS and Alternative School placement.

**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term.

Notify the Sheriff's Department of each offense.  
Complete a DCS Referral at DCS Hotline or on-line site each offense.

**(Regardless of the number of offenses, if the offense is determined to be egregious enough that it causes a major disruption of the learning environment, in addition to being charged by the Sheriff's Office, an immediate expulsion can occur.)**

**G. SCHOOL DISTURBANCE/ CLASSROOM DISTURBANCE/AGGRESSIVE BEHAVIOR**

Causing disturbance of the teaching and learning situation or orderly operation of the school.

- First Offense:** 1-3 days ISS\*
- Second Offense:** 3-5 days ISS\*
- Third Offense:** 1-3 days OSS\* + Contract
- Fourth Offense:** 1-3 days OSS and Alternative School Placement\*

**\*In cases where the school disturbance is so disruptive that the school environment is affected, the discipline will be at the discretion of the principal to include OSS, Alternative School Placement and/or expulsion.**

**H. USE OF VULGAR, PROFANE WORDS (EITHER SPOKEN OR WRITTEN), VULGAR, PROFANE GESTURES OR ACTS.**

**(TO INCLUDE POSTINGS ON SOCIAL MEDIA THAT IMPACTS THE ORDERLY LEARNING ENVIRONMENT OF THE SCHOOL.)**

**1. Directly toward or about a staff member**

- First Offense:** 1-3 days of OSS + Contract
- Second Offense:** 1-3 days of OSS and Alternative School Placement
- Third Offense:** 3-5 days of OSS and expulsion for the remainder of the term.

**2. Directly toward or about a student**

- First Offense:** 1-5 days of ISS
- Second Offense:** 1-3 days OSS + Contract
- Third Offense:** 1-3 days OSS and Alternative School Placement
- Fourth Offense:** 3-5 days OSS and expulsion for remainder of the term.

**3. Indecent Exposure or Sexual Act, "Shanking" and/or "Mooning", Exposing underwear or skin**

- First Offense:** 1-3 days of OSS + Contract
- Second Offense:** 1-3 days OSS and Alternative School Placement.
- Third Offense:** 3-5 OSS and expulsion for the remainder of the term

Notify the Sheriff's Department if genitalia or buttocks are exposed.  
Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

**4. General Profanity – Discipline at the discretion of the principal.**

**I. GAMBLING.** Discipline will be at the discretion of the principal with possible suspension.

**J. DRIVING AND PARKING ON SCHOOL CAMPUS - ALWAYS REMEMBER TO BUCKLE UP**

Driving is a privilege. Students should park vehicles and immediately enter the school building. Violations will result in a hearing with notification of parents and revocation of driving on campus with possible in-school suspension and notification of the Sheriff's Department. Three or more parking violations may result in the vehicle being towed at the owner's expense and fines imposed by the School Resource Officer.

Before a student is able to attain a driving permit, they must make a request to main office of their school to provide a form stating that they are making satisfactory academic progress

A student age 15 or older who wishes to apply for a Tennessee Driver's Permit must provide the Tennessee Department of Safety proper documentation of Compulsory School Attendance. This form can be obtained from the School Principal or their designee. To be eligible, a student must not have been absent more than ten (10) consecutive days or more than 15 total unexcused absences during the semester. Likewise, any student who has obtained a Tennessee Driver's License may have their license revoked if they fail to maintain adequate school attendance. The School Principal or their designee will notify the Tennessee Department of Safety if a student accumulates 10 consecutive absences or 15 total unexcused absences during the semester.

A student must have a valid driver's license and current insurance to drive to school. Students drive to school at their own risk. If a student is involved in vehicular accident on school grounds, (every effort should be made to insure that all parties involved are safe and contact 911 if needed). The police or an SRO should then be contacted to request further assistance and/or to fill out an accident report. School administration has no jurisdiction over a vehicular accident and can only assist in contacting the appropriate authorities.

1. Reckless driving and/or speeding

**First Offense:** 1 day ISS and suspension of driving privileges for ten (10) school days.

**Second Offense:** 1-2 days OSS and suspension of driving privileges for twenty (20) school days.

**Third Offense:** 1-3 days OSS and loss of driving privileges for thirty (30) school days.

2. Parking violation.

**First Offense** - Hearing with warning.

**Second Offense** - Driving on campus revoked for one month.

**Third Offense** – SRO may have a vehicle towed at vehicle owner's expense; fines may be imposed.

**K. TARDINESS TO SCHOOL/EXCESSIVE EARLY DISMISSALS**

The Sullivan County Department of Education firmly believes that students should be in class on time. The area of tardiness continues to be an ever-increasing area of concern. Therefore, tardiness will continually be studied to ascertain ways of improvement. It should always be remembered that tardiness/excessive early dismissals is a habit that can be corrected and it is the responsibility of both the parents and the student to ensure the student arrives at school on time. The student is responsible for arriving at all classes on time and prepared to work in the class, allowing teachers to begin lessons promptly without disruption and to maximize instructional time. The following policy has been put into place to encourage students to be in school and class on time.

Excessive Early Dismissals are dismissals that do not meet the "Required Documentation for Excused Absences" are defined in "Section C of the Attendance Policy" in this handbook.

Students who arrive at school anytime after classes begin will be considered tardy to school and must sign in at the main office. Students arriving after first period begins are considered tardy to school.

If a student misses less than 3 hours 16 minutes of the school day, he/she is considered tardy. The current tardy policy will be by term.

**Tardy Procedure/Excessive Early Dismissal**

**Tardy 1-3 Excused per semester. Letter sent home with Tardy 3.**

**Tardy 4-9 Discipline at the discretion of the principal to include ISS and exclusion from daytime activities such as assemblies/programs. Time-Out options. Cannot be excluded from Field Trips.**

**Tardy 10 and beyond will be handled with discipline at the discretion of the principal that could include suspension (ISS, OSS, Alternative School). A parent conference is held for each Tardy above 10 to discuss implications of tardiness. The Attendance Officer, and/or Student Services Coordinator should attend.**

The total number of minutes of tardiness to school each day MAY be considered an absence once the time reaches 7 hours or 420 minutes.

**Tardies After Reporting to School** - Tardiness to each individual class will be addressed by the tardy policy of the school.

#### **L. LEAVING CLASS OR MISSING CLASS WITHOUT PERMISSION**

**First Offense:** 1-3 days ISS

**Second Offense:** 3-5 days ISS.

**Third Offense:** 1-3 days OSS + Contract.

**Fourth Offense:** 1-3 days OSS and Alternative School Placement

#### **M. LEAVING CAMPUS WITHOUT PERMISSION**

Students are considered to be on campus once they enter school property; leaving school without signing out is a violation of this policy.

**First Offense:** 1 day OSS. Parents/Guardians should be notified as soon as possible.

**Second Offense:** 1-3 days OSS + Contract and a parent conference prior to reinstatement.

**Third Offense:** 1-3 days OSS and Alternative School Placement.

**Fourth Offense:** 3-5 days OSS and expulsion for the remainder of the term.

#### **N. CHEATING**

Discipline at the discretion of the teacher and/or principal.

#### **O. EXCESSIVE EARLY DISMISSAL**

Early dismissals must be excused with a parent note or a medical excuse. Excessive unexcused early dismissals will result in a parent conference with the school principal. Continued unexcused early dismissals may result in a hearing with the Assistant Director of Schools. Principals have the authority to excuse early dismissal as needed.

The total number of minutes of Early Dismissal time from school each day **MAY** be considered an absence once the time reaches 7 hours or 420 minutes.

#### **P. PUBLIC DISPLAY OF AFFECTION**

Inappropriate displays of affection on school property or at a school sponsored event will not be tolerated. Discipline at the discretion of the administration. Parents must be notified.

#### **Q. UNCOOPERATIVE BEHAVIOR**

1. Failure to follow the directions of a teacher, administrator or staff. (Example: Not working on assignments, sleeping in class, etc.)
2. Flagrant or repeated failure to follow the directions of a teacher, administrator or other appropriate individual.
3. Failure to report to the office when requested.
4. Flagrant or repeated failure to report to the office when requested or failure to submit to a search. (Failure to agree to search constitutes an admission of guilt.)
5. Inappropriate use of Technology

**First Offense:** Principal's discretion, possible 1-3 days ISS

**Second Offense:** 3-5 days ISS

**Third Offense:** 1-3 days OSS + Contract

**Fourth Offense:** 1-3 days OSS and an Alternative School Placement.

**\*\*Severe instances of uncooperative behavior and/or repeated instances beyond the**

**fourth offense could result in expulsion for the remainder of the term.**

**R. CONSISTENT OFFENDER**

Whenever a student has five (5) offenses that involve suspension (ISS or OSS) and/or a student's conduct is so consistently disruptive over a fair period of time that the teacher's opportunity to teach and the rights of other students to learn have been impaired, the student may be considered a consistent offender.

The parents and the student shall be afforded an immediate opportunity for a parent conference with a school counselor's involvement. (A school disciplinary plan must be developed **that can include a loss of school privileges. (examples of school privileges but not limited to participation or attendance of extracurricular activities, end of year field trips, school dances, ect...)**

**First Offense:** 1-3 days OSS and Alternative School Placement

**Second Offense:** 3-5 days OSS and expulsion for the remainder of the term

**S. DISRESPECT TOWARD STAFF**

**First Offense:** 1-3 days ISS.

**Second Offense:** 1-3 days OSS + Contract

**Third Offense:** 3-5 days OSS and Alternative School Placement

**Fourth Offense:** 3-5 days OSS and expulsion for the remainder of the term.

**T. TECHNOLOGY USAGE INCLUDING CELL PHONES, SMART WATCHES, AND PERSONAL and ELECTRONIC DEVICES**

\*\*The Attorney General of Tennessee states "a school has the authority to confiscate a cell phone when the cell phone has been determined to be an unauthorized item in the school rules. The disciplinary action is cumulative so that repeat or persistent violation of the policy results in enhanced disciplinary action. Further, a student's due process rights are ensured with notification of the cell phone policy."

\*If a cell phone is used for illegal acts or for purposes which would otherwise constitute a violation of this policy, such as, but not limited to, profanity, sending pornographic images, or selling banned substances, the phone will be kept for police/school evidence.

\*If reasonable suspicion exists, a cell phone's memory may be accessed and reviewed by school personnel.

**Definition of Technology**

"Technology" is defined as a privately or SCDE owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDA's), hand held entertainment systems or portable information technology systems that can be used for work processing wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

**Internet**

Only the internet gateway provided by SCDE may be accessed while on campus. Personal internet connective devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time. Our WIFI network will operate in compliance with the Children's Internet Privacy Act and will continue to filter the Internet allowing only appropriate Internet access.

**Security and Damages**

Responsibility to keep the device secure rests with the individual owner. SCDE and local education agencies are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that appropriate skins (decals) and other custom touches on personal devices are used to physically distinguish and identify individual phones. Additionally, protective cases for technology are encouraged.

**Technology and Cell Phones, Smart Watches, Personal and Electronic Devices**

**ALL DEVICES ARE TO BE TURNED OFF AND STORED FOR THE ENTIRETY OF THE SCHOOL DAY**

- Must be in silent mode while riding the school bus.
- May not be used to harass, bully, or intimidate anyone.
- May not be used to record, transmit, post, or share and view photographic images or video of a person, or persons on campus or during school activities and/or hours to include all students and personnel at school.
- May not be used to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- If technology or cell phones are used for illegal acts or purposes which would otherwise constitute a violation of this policy, such as, but not limited to, profanity, sending pornographic images, or selling banned substances, the phone/technology will be kept for police/school evidence.
- If reasonable suspicion exists, a cell phone or technology's memory may be accessed and reviewed by school personnel. The Attorney General of Tennessee states "a school has the authority to confiscate a cell phone when the cell phone has been determined to be an unauthorized item in the school rules. The disciplinary action is cumulative so that repeat or persistent violations of the policy result in enhanced disciplinary action. Further, a student's due process rights are ensured with notification of the cell phone policy."

Students using a cell phone or technology must turn over the device to the teacher or school administration.

Violation of this technology usage policy will result in the following consequences:

**First Offense:** Technology device or cell phone will be confiscated and held for 1 school day. The device will be returned to the student at the end of the designated time. Parent/Guardian must be notified.

**Second Offense:** Technology device or the cell phone will be confiscated and held for 1 school day. The device will be returned to the parent/guardian at the end of the designated time.

**Third Offense:** Technology device or the cell phone will be confiscated and held for 3 school days. The device will be returned to the parent/guardian at the end of the designated time.

**Fourth and subsequent offenses:** 1-3 Days ISS and technology device or the cell phone will be confiscated and held for 5 school days. The device will be returned to the parent/guardian at the end of the designated time.

**Serious offenses will be at the discretion of the Principal.**

Refusal to hand over a cell phone or technology device will result in:

**First Offense:** 1-3 days OSS.

**Second Offense:** 3-5 days OSS. + Contract

**Third Offense:** 5 days OSS and Alternative School Placement

**Recording or transmitting a fight will result in the following consequences:**

**First Offense:** 1-3 days ISS.

**Second Offense:** Discretion of Principal. Possible 5 days OSS and/or an Alternative School Placement..

(Notification of the Sullivan County Sheriff's Office will be notified if needed.)

**Pursuant to T.C.A. 37-1-1:**

"A minor commits **illegal use of a telecommunication device** who: (1) Intentionally or knowingly, by use of a telecommunication device, transmits, distributes, publishes, or disseminates a photograph, video, or other material that contains a sexually explicit image of a minor; or (2) Intentionally possess a photograph, video, or other materials; that contains a sexually explicit image of a minor.

Consequences of this action will be:

**Report to the Sullivan County Sheriff's Office**

**First Offense:** 1-3 days OSS + Contract

**Second Offense:** 1-3 days OSS and Alternative School Placement.

**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term.

**(Regardless of the number of offenses, if the offense is determined to be egregious enough that it causes a major disruption of the learning environment, in addition to being charged with the Sheriff's Office, an immediate expulsion can occur.)**

#### **U. DRESS CODE**

The dress and grooming of Sullivan County Schools' students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. These standards of dress and grooming apply to all students in Sullivan County Schools, unless a specific exemption is granted by the principal. Apparel that disrupts educational activities and processes of the school will result in the removal of the student from the regular school environment until acceptable apparel can be secured for the student. The administration will be the final judge about whether a student's clothing is appropriate for school or whether it will create an environmental climate that is distracting to learning. Principals, faculty, and staff members will enforce the dress code. Failure to comply with the dress code will be handled similarly to other disciplinary infractions.

The main purpose of the dress code and the discipline policies is to prepare students to participate in the community and the workplace and to teach students appropriate standards of dress. Every possible situation cannot be addressed in this policy; therefore, the administration reserves the right to make amendments deemed necessary for the welfare of the school.

Requirements for student dress in all schools are listed below:

1. All clothing must be appropriately sized, securely fastened and cover midriff, back, sides, shoulders, and all undergarments at all times.
2. Rips, holes, or tears in clothing must be below mid-thigh.
3. See-through, revealing, or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of this dress code.
4. Gang paraphernalia, garments and/or jewelry, tattoos, or other insignias, which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
5. Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or any other characteristics protected by federal or state law or Board policy.
6. Any articles of clothing or jewelry that may cause injury including, but not limited to, items with spikes, or sharp objects, wallet chains, leashes, and heavy link chains are not allowed.
7. Students must wear shoes that are safe and appropriate for the learning environment. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers/houseshoes.
8. Form fitting leotard/spandex/leggings types of clothing is not allowed unless proper outer garments cover to mid-thigh length or longer in both front, back and side. Dresses, skirts, shorts/skorts, must cover to mid thigh length or longer in both front, back and side.
9. Clothing and footwear traditionally designed as sleepwear shall not be worn.
10. Head gear, including but not limited to, caps, hats, bandanas, hoodies with hoods up, sweatbands and/or sunglasses shall not be worn indoors on campus unless permitted by the principal for religious or medical reasons. Students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours, however these articles must not violate this dress code.
11. Costume wear (such as tails, ears, masks, hats, flags, etc.) are not allowed to be worn except on special days designated by the school administration.

12. Blankets are not allowed at school at any time.

**ALL administrative amendments/exceptions to the above policies MUST be approved by the grade-level supervisor at the Central Office prior to implementation each school year.**

**Consequences for dress code violations:**

**First Offense:** Warning, parent notification. Student will be required to comply with the dress code or report to ISS for the remainder of the day.

**Second Offense:** 1-3 days ISS, Parent notification. Student will be required to comply with the dress code.

**Third Offense:** 3-5 days ISS. Student will be required to comply with the dress code.

**Fourth Offense:** 1-3 days OSS + Contract..

**Fifth Offense:** 1-3 days OSS and Alternative School.

**V. FORGERY/ALTERATION OF DOCUMENTS**

Students who forge or alter, or submit a written statement or document such as notes from school officials, report cards, transcripts, notes from medical offices or any health providers, etc.

**Discipline:** ISS, OSS, and/or alternative school placement or expulsion depending on the situation.

**W. TRUANCY**

Excessive unexcused absences (5 or more) will result in a truancy contract and intervention plan. Continued unexcused absences will result in a referral to Truancy Board, Department of Children’s Services and/or Juvenile Court.

**SCHOOL BUS TRANSPORTATION**

We know you share our concern for the safety of every student who rides a school bus or an activity bus. We ask that you impress upon your child that it is absolutely necessary to follow all rules while on the bus.

The principal of each public school in Sullivan County has local supervision of all buses operating to and from that school, to include the supervision of all students on-loading or off-loading and the conduct of pupils being transported. All school rules apply to each student while on the school bus. The school bus is an extension of the school classroom/building. Discipline for many bus infractions could be the same as those in the classroom unless the safety of the student(s) on the bus are at risk. In this case, alternative discipline measures can be considered.

***To report a safety complaint, please call 423-354-1000 or 423-712-0788***

**COMPLAINT PROCESS:**

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation coordinator.
2. Complaints may be submitted in person, via phone, mail, or email.
3. Written complaints shall be submitted on forms located on the district’s website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation coordinator.

The transportation coordinator shall begin an investigation of all bus safety complaints within twenty four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation coordinator shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;

2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation coordinator shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

## **REGULATIONS FOR PUPILS RIDING SCHOOL BUSES AND PARENT INFORMATION**

PARENTS ARE NOT ALLOWED TO BOARD A BUS FOR CONFRONTATION WITH A BUS DRIVER or STUDENT. ANY COMPLAINT MUST BE FILED WITH THE PRINCIPAL, TRANSPORTATION COORDINATOR, or BUS OWNER.

### **A. PRIOR TO LOADING** (At a bus stop in the morning and when loading buses at school in the afternoon)

1. Be on time at the designated school bus stop; the bus cannot wait for those who are not on time.
2. Students should be at the bus stop 5 minutes before the bus is scheduled to arrive.
3. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
4. Respect other people's property. If the bus stop is in front of someone's home, stay off his or her property.
5. Do not move toward the bus at the school bus loading zone until the buses have been brought to a complete stop.
6. Once the bus has stopped, students should board in an orderly manner with no pushing or shoving.

### **B. WHILE ON THE BUS**

1. Keep hands, head and feet inside the bus at all times.
2. Assist in keeping the bus safe and clean at all times.
3. Maintain a noise level which will not distract from the driver's concentration. Remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and could result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, windows, etc. must be paid for by the offender.
5. Seats may be assigned by the driver in whatever way that the driver deems necessary to maintain order.
6. Bus riders should never remove safety padding from seat backs, tamper with the bus or any of the equipment.
7. Books, lunches, or other articles should not be left on the bus.
8. Do not throw things inside the bus or out of bus windows and doors.
9. Keep books, packages, coats and all other objects out of the aisles.
10. Help look after the safety and comfort of young children.
11. Bus riders are not permitted to leave their seats while the bus is in motion.
12. It is a violation of state law to stand in the stairwell or beyond the guardrails.
13. Occupy no position, which interferes with the driver's vision to the front, side or by means of mirrors to the rear.
14. Horseplay is not permitted around or on the school bus.
15. Bus riders are expected to be courteous to fellow pupils and the driver.
16. Be absolutely quiet when approaching a railroad-crossing stop.
17. In case of a road emergency involving vehicles other than the school bus, children are to remain on the bus, unless instructed to do otherwise by the driver.
18. Use the rear door ONLY in an emergency.
19. Absolutely no eating on the school bus.
20. Abstain from the use of foul language.
21. In order to maintain order and safety, students may at times be videotaped while on the school bus.

### **C. AFTER LEAVING THE BUS**

1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus to enable the driver to see your shoes in the event you drop something) but only after seeing the driver's or patrolman's signal and looking to be sure that no traffic is approaching from either direction.
2. Be alert to the danger signal from the driver.
3. The driver will not discharge riders at other places than the regular bus stop at home or at school unless by proper authorization from parent and signed by the child's principal.
4. Abide by all other school regulations governing conduct on buses, before, during and after the ride.

### **D. EXTRA-CURRICULAR TRIPS**

1. The above rules and regulations apply to any school sponsored trip.
2. Pupils shall respect the wishes of a chaperone appointed by the school.
3. The principal has the right to exclude any parent from school activities to include field trips and school activities.

### **E. RESPONSE TO STUDENT MISBEHAVIOR ON BUSES**

The driver shall monitor the conduct of passengers while riding on the school bus. Disciplinary problems that the driver is unable to control are reported to the principal of the school, which the student attends. En route to and from school, if a disciplinary problem arises which would affect the safe operation of the bus, the driver is instructed to park the bus in a safe location and call the principal for instructions. In extreme cases whereby a student(s) is out of control or a safety situation of an extreme nature exists, the driver is instructed to park the bus in a safe location and call 911 for immediate assistance and then the principal of the school and the bus owner.

### **F. CONSEQUENCES OF VIOLATIONS OF RULES:**

**The bus driver makes referrals to the school administrator. The Principal will investigate the referral and determine if the referral is a bus offense.**

**First Offense:** Discipline at the discretion of the principal.

**Second Offense:** Student may be suspended from riding the school bus for one (1) week.

**Third Offense:** Student may be suspended from riding the school bus for two (2) weeks.

**Fourth Offense:** If, after a fourth (4th) offense, a pupil persists in uncontrollable conduct while riding a school bus, he/she may be suspended from riding such bus for the remainder of the school year with the approval of the Transportation Coordinator.

**Serious misbehavior by student passengers on buses may result in immediate removal from the bus for an indeterminate length of time. More drastic measures may be necessary to curb any behavior that jeopardizes the safety and well being of all persons on the bus. Notify the Transportation Coordinator in these circumstances.**

### **G. FIELD TRIPS**

Professional staff are to report violations/violators of the Student Rights and Responsibility Policy to the school administrator as soon as possible and a full report be given upon the return to school.

### **H. OUT-OF-ZONE STUDENTS**

Transportation is not provided for out-of-zone students. Parents/guardians of out of zone students must provide transportation.

## **METHODS OF DISCIPLINE**

The Board of Education of Sullivan County Schools affirms that every effort should be taken on the part of each school to work constructively with the student in such a manner that the student be allowed to preserve uninterrupted educational goals. Disciplinary measures should be used constructively when possible, punitively when necessary. The following are some methods of discipline.

### **A. CONSEQUENCES FOR MINOR VIOLATIONS NORMALLY IMPOSED BY THE CLASSROOM TEACHER**

If a student is accused of a minor violation of school and/or School Board Student Rights and Responsibility Policy, the consequence might include the following:

- restricting activities
- admonishing the student
- temporary removal from class in a time-out room
- issuance of demerits that might affect citizenship or conduct grades
- requirement of restitution
- behavior modification activities
- denial of class privileges

The classroom teacher normally imposes such consequences, although corporal punishment must be administered in accordance with School Board Policy. Before imposing such consequences, the teacher will make an investigation into the incident to assure that the guilty student is accurately identified, that the student understands the nature of the offense, and that he/she has been given notice as to the consequences for that offense. The consequence should be reasonably related to the offense. Any explanation of conduct that the pupil may offer should be considered as the teacher decides upon the appropriate consequence.

## **B. EXTRA-CURRICULAR ACTIVITIES AND DISCIPLINE**

Sullivan County Schools promotes good sportsmanship. "Athletic events are played according to the rules of the Tennessee Secondary School Athletic Association (TSSAA). These rules provide for a fair competition among players. All spectators are expected to promote good sportsmanship at all times. Each one is expected to take personal responsibility for keeping each game at a high level of sportsmanship." (TSSAA creed) Therefore, poor sportsmanship such as; taunting of players, officials and/or fans, racial or ethnic slurs, profanity, inappropriate signs and cheers, etc. will not be allowed. Anyone who conducts him or herself in an inappropriate manner will be asked to leave and could be banned from future events at the discretion of the principal. Students may also receive additional disciplinary action as listed in other sections of the "Student Rights and Responsibilities" handbook.

Participation and attendance in extra curricular activities is a privilege, not a right, as affirmed by the U.S. Supreme Court.

1. Students are not guaranteed a position in any school-sponsored organization to include, but not limited to, Athletic Teams, Bands, Cheerleader Teams, Drill Teams, Student Government, or any other group representing the school.
2. Infractions of any disciplinary rules of the school may result in removal from any organization and its activities.
3. As a result of any suspension (i.e. OSS, ISS) or alternative school placement students will forfeit their opportunity to participate in or attend school activities for the duration of that suspension (to include the entire last day of the ISS, OSS or alternative school placement).

### **EXTRACURRICULAR ACTIVITIES AND ATTENDANCE**

- A. To be eligible to participate in extracurricular practice or events for the school day, students must attend school no less than 3 hours and thirty minutes (counted "present" for the day). Medical notes may excuse any absence, tardy, or early dismissal with regards to participation.
- B. Students who are tardy to school shall not be penalized for the first three tardies of a semester (excused per the tardy policy). Students who are tardy for the 4th and subsequent times in a semester shall be ineligible to participate in extracurricular activities and practices on the dates of those tardies.

## **C. IN-SCHOOL SUSPENSION**

1. In-school suspension should be used to minimize the number of days that a student would be otherwise out-of-school through the disciplinary process.
2. Students who have unexcused tardies or early dismissals during the time they are assigned to ISS must make-up time missed from ISS. Make-up time will be assigned at the principal's discretion.
3. After a student has been in the in-school suspension program for a total of twelve (12) days or five (5) times, a school discipline board will be held to determine the effectiveness of the in-school suspension

- program for that student.
4. In-school suspension should not be used for extended periods of time; five (5) days should be the maximum number of days per occurrence.
  5. The following procedure will be used when disciplining students who are involved in school-sponsored programs: If a student should have a disciplinary problem that warrants placement in the in-school suspension program late on Monday or near the end of a school day, the student will appear before the appropriate administrator and will be informed that he/she would secure classroom assignments for the period of in-school suspension on Tuesday. In this example, a three-day in-school suspension would begin on Wednesday and end of the day on Friday. The student would not be eligible to participate in athletics or school-sponsored activities, to include practice, during the time of his/her suspension. Also, a student who is assigned to in-school suspension shall be eligible to participate in “try-outs” for activities which will take place in the following school year if the suspension would otherwise remove any chance the student would have to participate in such activity.

It is the administrators’ responsibility to inform the student of the school’s desire as it pertains to attending school-sponsored activities as a spectator during the period of suspension.

Should a student become involved in a problem early in the school day on Monday, as in the example above, which would permit him/her to obtain assignments on Monday, the three-day in-school suspension should begin on Tuesday, with student eligibility to participate in or attend athletics or school activities to be reinstated on Friday.

#### **D. SCHOOL DISCIPLINE BOARD**

The school discipline board is a school building level committee designed to develop a plan in order to attempt to prevent the continuation of disciplinary problems with a student who is identified as a consistent offender. The school disciplinary board must complete a plan before students are brought to the SDHA for cases of consistent offender. A copy of this plan must be provided to the SDHA at the time of the hearing.

When discipline procedures have failed to provide desired results in modifying student behavior, a discipline board may be convened to attempt to solve the problem.

The discipline board will be held at the school in which the student attends. In addition to the student, members of the board may consist of the student’s parent/guardian, school administrator or designee, a representative from the office of the director, a school counselor, and teachers as required. During this meeting, specific behavior changes will be discussed and specific disciplinary actions will be outlined in the case of noncompliance.

The purpose of the board is to attempt to prevent the recurrence of discipline problems that the student is experiencing.

#### **E. ALTERNATIVE EDUCATION PROGRAM (Grades 9-12)**

**Alternative School placement will be for students who are so disruptive that they hinder the teaching and learning environment of the school or whose apathy is so great that they resist teaching and are a negative influence on their peers. Alternative school may be used as an alternate placement, early re-admittance to school after a 365 day or shorter expulsion, or as a location for behavior modification. The district operates a designated Alternative School where students are to be placed. Sullivan County Schools does not provide transportation to or from the alternative school.**

1. **Definition:** An alternative school is a short term intervention program designed to develop academic and behavioral skills for students who have been suspended from the regular school program.
2. **Requirements:** The instruction shall be as practicable as possible in accordance with the instructional program in the student’s regular school.
  - a. All course work and credits earned shall be transferred and recorded in the student’s regular school.
  - b. Students are subject to all rules of the school system providing the alternative school. Violation of rules may cause students to be removed from the program but shall not constitute grounds for extending the length of original suspension or expulsion.
  - c. All laws, rules, and regulations shall be followed with children eligible for special education. If a change of placement is made, due process procedures are mandated.

- d. Reasons for placement in an alternative school must be documented. End of year reports must be made to the regular school for each student.
  - e. Teachers must have a valid Tennessee teacher license.
  - f. Support services such as counseling and psychological services must be accessible.
- 3. Goal:** The goal of the Sullivan County Department of Education's Alternative Program is to establish an alternative education program for those students in grades 6-12 who would otherwise be excluded from school.
- 4. Objectives:** The behavioral and academic expectations for student participants in the Sullivan County Department of Education's Alternative Program are as follows:
- a. To return to their assigned school setting as soon as possible.
  - b. To encourage students and parents to participate in other community resources designed to assist youth with problems.
  - c. Through participation in the Alternative Program, the students will see themselves as worthwhile individuals and have active, positive regard for every person as an individual and will, as a result, improve their self-concept.
  - d. The student will acquire skill necessary for establishing effective interpersonal relationship, i.e., conciliation, persuasion, honest communication, and group decision-making.
  - e. The student will increase competence in the basic academic skills.
  - f. The student will acquire an understanding of the value of lifelong learning for personal growth as he/she increase self-directed behavior, with emphasis on the importance or observing rules and regulations.
  - g. The students will acquire problem-solving skills.
  - h. The students will understand the world as it exists today while at the same time exploring concepts of alternative futures and seeking solutions to contemporary problems.
- 5. Population to be Served**  
 Placement in the Alternative School is a privilege and serves as an alternative to out-of-school suspension. If a student or his/her parents request placement in the alternative school,, he/she may be admitted to the Alternative School without appearance before the Student Disciplinary Hearing Authority, upon the following conditions:
- (1) The student and his/her parents agree the student is guilty of the offense charged;
  - (2) The student and his/her parents agree that the student has forfeited his/her right to attend school by virtue of commission of the offense charged and is subject to long-term suspension or expulsion;
  - (3) The student and his/her parents agree to abide by the rules of the Alternative School.
- 6. Characteristics -**
- a. A low pupil-teacher ratio when possible. Alternative School numbers will be dictated by the needs of the program.
  - b. A curriculum, which emphasizes the basic skills and strives to meet the student's individual needs;
  - c. An environment in which students are under close supervision for the entire school day;
  - d. A program which provides the opportunity for improving self-concept, interpersonal relationships and problem solving skills. The student's growth in these areas is encouraged through a relationship between him/her and a caring, trusting adult who has the opportunity and takes the time to listen.
- 7. Curriculum**  
 The curriculum in the alternative school emphasizes the regular academic program. The second major emphasis of the alternative school curriculum is on counseling. Counseling activities will emphasize improvement of self-concept, development of effective interpersonal relationships, value clarification, and the acquisition of self-directed behavior.
- 8. Length of Stay -** The length of stay for a student will depend on program placement, as per Student Rights and Responsibilities Policy, progress in appropriate behavioral modification and/or evaluation at various intervals. Students assigned to alternative school will be assigned to the program serving that

school. Only the Director of Schools or the Student Services Supervisor can assign a student to a different location. Excused absences will be made up on a 1:1 basis. Students who accumulate two (2) unexcused absences during placement at the alternative school may receive an Out-of-School suspension for the remaining days of the alternative school placement. Further discipline infractions occurring during the alternative school placement will result in additional consequences, up to and including, expulsion.

9. **Fees** - There is no charge for Sullivan County Department of Education's participants, during the regular school year. Participants in the Alternative School during the summer will pay regular tuition rates.
10. **Lunches** - The students are to provide their own lunch if not co-located with a school. Special circumstances may require exceptions to this policy. For example, food allergies, doctor's orders, etc.
11. **Schedule** - The Alternative School shall operate on the same calendar as the regular school calendar. A summer session may be held if deemed appropriate. The school day for students participating in the Sullivan County Department of Education's Alternative Programs varies.
12. **Transportation** - Parents are responsible for providing transportation to and from the Alternative School. Parents must pick up students on time or contact the alternative school in advance to make arrangements if the/she is unable to be on time. Failure to arrive or pick up students on time could result in forfeiture of the privilege to attend alternative school. The director of schools can determine if students are allowed to ride the bus to their alternative school placement. The decision to ride the school bus to alternative school will be made on a case-by-case basis.
13. **End of Year Placement** - If a student is assigned to alternative school during the final days of the school year, the alternative school placement may be scheduled for the beginning of the next school year or, in the case of 12<sup>th</sup> grade students, a summer alternative school program may be provided at a cost to the student/students.

#### **F. OUT-OF-SCHOOL SUSPENSION and EXPULSION**

The principal may for disciplinary reasons, suspend a student for a period not exceeding ten (10) days, or expel a student for the remainder of the term/year under the following guidelines and with permission from the Director of Schools or Student Services Coordinator:

1. The student shall be brought before the principal and orally notified of the specific charges against him/her, and be given an opportunity to present his/her version of the incident. If he/she denies the charges, he/she shall be given an explanation of the authorities' evidence.
2. The parent/guardian must be notified prior to the day of suspension of the impending OSS. Upon the suspension of a student, the principal shall send a written notice to the Director of Schools or his/her designee and the student's parent or guardian. The notice shall set forth the length of time of the suspension and the specific charges constituting the reason for the suspension.
3. If expulsion for any length of time is recommended, the principal must obtain approval from the Assistant Director of Schools prior to notifying the student and the parent/guardian. Approval or denial of the requested expulsion will be given by the Assistant Director of Schools after notification and discussion with the Director of Schools.

#### **G. SUSPENSION, PLACEMENT IN ALTERNATIVE SCHOOL, EXPULSION**

1. If a student is accused of a violation of school and/or Student Rights and Responsibility Policy which may result in out-of-school suspension/expulsion, the following procedures will be followed:
  - a. The student will be brought before the principal or principal's designee by the person making the charges.
  - b. The principal and/or principal's designee will provide the student with due process; a student should always be allowed an opportunity to demonstrate facts which indicate he/she has not committed the charged offense or which might bear upon the disciplinary action to be taken; the hearing will include the following:
    - (1) Advise the student of the charges.
    - (2) If the student denies charges, receive information regarding the charges, including the student's explanation of the evidence against him/her and the student's side of the matter.

- (3) Decide if the student did commit the offense.
  - (4) If it is determined that the student did commit the offense, make a decision as to disciplinary action to be taken.
  - c. In emergency situations, a student may be suspended from school without a prior hearing where his/her continued presence posed a danger to persons or property in the school or an on-going threat of following the suspension, in accordance with the procedural guideline set forth below.
2. If the student is suspended, the principal will adhere to the following:
- a. Except in an emergency, the principal shall not suspend any student until that student has been advised of the nature of his misconduct, questioned about it, and allowed to give an explanation.
  - b. Upon suspension of any student, other than for in-school suspensions of one (1) day or less, the principal shall notify the parent or guardian and the Director or his designee:
    - (1) Of the suspension which shall be for a period of no more than ten (10) days;
    - (2) Of the cause for the suspension; and
    - (3) Of the conditions for readmission, which may include, at the request of either party, a meeting of the parent or guardian, student and principal.

**No student will be sent home before the end of the school day unless the parent or guardian has been notified.**

- c. If the suspension is for more than five (5) days the principal shall develop and implement a plan for improving student behavior, which shall be made available for review by the Director of Schools or his designee upon request.
  - d. If at the time of the suspension, the administrator determines that an offense has been committed which would justify a suspension for more than ten (10) days, expulsion or placement in the Alternative School and the parent/guardian wishes to appeal the discipline given by the school administration, the parent's first appeal should be to the Principal. The Principal will review the case to determine if the discipline is appropriate. The second appeal would be to the Assistant Director of Schools in order to convene the Student Disciplinary Hearing Authority appointed by the local Board of Education. The Student Disciplinary Hearing Authority will be composed of: the Director of Schools or his/her designee, two administrators and a counselor. A Hearing before the Student Disciplinary Hearing Authority shall be held no later than ten (10) school days after the beginning of the suspension. The notice of the time and place of this Hearing shall be given in writing to the parent by the principal.
  - e. (i) If the decision is determined by the Student Disciplinary Hearing Authority, a written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the Student Disciplinary Hearing Authority. The student, principal, principal-teacher or assistant principal may, within five (5) calendar days of the decision, request review by the Board of Education. Absent a timely appeal, the decision shall be final. The Board of Education, based upon a review of the record, may grant or deny a request for a Board hearing and may affirm or overturn the decision of the Student Hearing Authority, without a hearing before the Board.; The Board of Education may not impose a more severe penalty than that imposed by the hearing authority without first providing an opportunity for a hearing before the Board. The action of the Board of Education shall be final. (ii) In the event of an appeal to the Board of Education, the documentation regarding the appeal shall be submitted to the School Board's executive committee. The executive committee shall make a recommendation to the Board of Education as to whether to hear the appeal or not. Thereafter, the Board of Education shall vote whether to hear the appeal or not. In the event the Board of Education chooses to hear the appeal, the student shall be notified of the date that the appeal shall be heard which shall not be less than (5) days after the Board has determined to hear the appeal. After a hearing, the Board of Education or the Student Disciplinary Hearing Authority may order removal of the suspension unconditionally or upon such terms and conditions as it deems reasonable, assign the student to an alternative program or suspend the student for a specified period of time.
  - f. In the event that the parent/guardian is in agreement with the principal's decision, the parent may sign a written waiver of their board-approved right to have the case determined by the Student Disciplinary Hearing Authority or by the Board of Education. The punishment may then be imposed immediately.
3. If a principal recommends long-term suspension, placement in the Alternative School, and/or expulsion to

the Board and the period of time between the recommendation and a Board meeting is greater than ten (10) days, and the principal feels the student should not be allowed to return to school during the interim between suspension and the Board meeting at which the student's case is to be considered, the following procedures may be followed:

- a. The principal may submit to the Director of Schools significant data concerning the student and the incident(s) with his/her recommendation no later than two (2) school days after the incident.
- b. The Director of Schools and/or his designee will conduct an investigation of the incident.
- c. The Director of Schools and/or his designee will schedule a date for a hearing with the Student Disciplinary Hearing Authority and will notify by certified letter, the parent or guardian of the date, time, and place of the hearing and advise them of their rights.
- d. The Student Disciplinary Hearing Authority will conduct a hearing no later than ten (10) days after the incident.
- e. The principal will present the reason for his recommendations.
- f. The Student Disciplinary Hearing Authority will hear the case and decide either to reinstate the student until the next Board meeting, suspend the student until the next Board meeting, or to continue a long-term suspension.
- g. Following the hearing, the parent or guardian will be notified by certified letter as to the decision of the Disciplinary Hearing Authority and advise them that they may appeal to the Board.

#### **H. END-OF-YEAR DISCIPLINE**

Ordinarily, discipline, suspension, placements in the Alternative School, and expulsion shall be carried out in the school year in which the offense occurred. However, where it is felt appropriate with the concurrence of either the Director of Schools or the Board, punishment may be carried out in the remainder of the current school year and/or in the succeeding school year.

#### **STUDENT'S RIGHTS AND RESPONSIBILITIES FOR STUDENTS WITH DISABILITIES STATEMENT OF POLICY**

State and Federal laws relating to the education of students with disabilities contain requirements relating to the discipline of students with disabilities. The Individuals With Disabilities Education Act (IDEA) requires that school systems receiving certain public funds are required to meet certain standards for the education of disabled children. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination upon the basis of disability, and also imposes certain requirements in regard to the education of disabled children. Parents, and where appropriate, students are given statements of the rights of disabled children by the school system. It is the purpose of this policy, and the intent of the Sullivan County Board of Education to accord students with disabilities the rights and protections to which they are entitled under the law. As used herein, the term "disabled" or "students with disabilities" means those students identified by the Sullivan County System as disabled under the IDEA or Section 504 of the Rehabilitation Act of 1973.

Parents and students are referred to the statements of rights, which are provided to disabled children pursuant to the IDEA and/or Section 504 of the Rehabilitation Act of 1973.

If a student accused of violation of school and/or the Student Rights and Responsibilities Policy is identified as a disabled child (as defined herein), the applicable provision of the law relating to students with disabilities shall apply. All students are expected to conform to the standard of conduct established by the Student Rights and Responsibilities Policy; however, the treatment of students with disabilities shall be governed by the additional rules and regulations applicable to students with disabilities where this policy conflicts with those laws.

#### **NOTICE REGARDING RELEASE OF STUDENT INFORMATION**

This information is being provided to parents of students and students over 18 years of age (hereinafter referred to as "eligible students") in attendance in the Sullivan County School System, as required by the Family Educational Right and Privacy Act.

A. Parents or eligible students may inspect and review their educational records by making a request, in writing, to the custodian of the records. The school system will comply with a request for access to the records within a reasonable period of time, but in no case more than forty-five (45) days after it has received the request. Parents or eligible students shall be entitled to inspect and review educational records unless, in the case of parents, the school system is aware of a court order preventing such inspection and review, or in the event of duplicate requests for inspection and review of the records such that the custodian

concludes that an undue burden is placed upon the school system.

B. Parents or eligible students have the right to request the amendment of the student's educational records on the ground that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

C. Personally identifiable information in a student's education record will not be released from an education record, except to the parent or eligible student, without the prior written consent of the parent or eligible student, except to the extent that the Family Education Right to Privacy Act and its regulations authorize disclosure without consent. Student directory information may be made available by the school system upon request without consent. Directory information relating to a student means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

D. Parents of students or eligible students have two weeks after notification of rights to advise the school system in writing of items they designate not to be included as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parents or the eligible student.

E. The school system, pursuant to law, discloses personally identifiable information from education records without parental or eligible student consent to other school officials, including teachers, within the school system whom the school system has determined to have a legitimate educational interest.

F. Parents or eligible students have a right to file a written complaint with the Family Policy Compliance Office of the United States Department of Education regarding an alleged violation of the Family Educational Right to Privacy Act, or regulations enacted pursuant thereto. The address where such a complaint is to be filed is: Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue SW, Washington, D.C. 20202-4605.

G. Parents or eligible students have a right to obtain a copy of the school system's full policy on student records by making a written request to the office of the Director of Schools. Copies of this policy are located at the school system's Central Office, on the system's website: [www.sullivank12.net](http://www.sullivank12.net), and in the Administrative Office of each school.

## **Sullivan County School District: Digital Learning Environments and Online Services**

### **Empowering Learning through Digital Tools and Online Services**

Dear Families,

The Sullivan County School District (SCS) is committed to providing our students with a rich and secure digital learning environment. To achieve this, we leverage a suite of online services, including Google Workspace for Education (formerly G Suite), alongside other approved third-party educational applications. These integrated solutions are designed to enhance learning, foster collaboration, and equip students with essential 21st-century skills.

### **What are Digital Learning Environments and Online Services?**

Our digital learning environment encompasses a range of online platforms and applications that facilitate teaching and learning. This primarily includes **Google Workspace for Education**, a comprehensive suite of communication and collaboration tools hosted by Google and managed by SCS. It allows students to create, store, and access documents, presentations, and spreadsheets, engage in collaborative projects, and access educational resources.

In addition to Google Workspace for Education, SCS may utilize various **approved third-party educational applications** to supplement instruction and cater to diverse learning needs. These applications are carefully vetted to ensure they align with our educational goals and meet our privacy and security standards.

Students can access these online services both at school and remotely from any location with internet access, providing flexible learning opportunities.

### **Privacy, Security, and Data Governance**

The privacy and security of our students' data are paramount. SCS is committed to protecting student information in compliance with all applicable federal and state privacy laws, including but not limited to the Children's Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and relevant state data privacy laws for Tennessee.

**Google Workspace for Education:** Google Workspace for Education is designed with robust security features to protect student data. Its use is governed by a detailed Privacy Policy that ensures Google will not share or otherwise use personal information placed into the system for advertising purposes or for purposes unrelated to providing the Google Workspace for Education services. Google also guarantees its compliance with applicable U.S. privacy laws. For more information on Google's commitment to education privacy, please visit <https://edu.google.com/our-values/privacy-security/>

**Approved Third-Party Applications:** Prior to implementation, all third-party applications used by SCS undergo a thorough review process to ensure they meet our stringent data privacy and security requirements. We prioritize applications that adhere to industry best practices for data encryption, access controls, and privacy policies. SCS will only utilize applications that have entered into appropriate agreements with the district to protect student data.

### **Student Account Structure and Functionality**

To ensure age-appropriate access and foster responsible digital citizenship, SCS implements the following account structures:

- **Students grades K-5:** Will be issued a partial Google Workspace for Education account providing access to core collaboration tools such as Google Drive, Docs, Sheets, and Slides. Email functionality will be disabled for these accounts.
- **Students grades 6-12:** Will be issued a full Google Workspace for Education account, which includes an "in-house" email service. This email service is restricted to communication with teachers and other students within the Sullivan County School District domain.

- **Disabled Services:** For all student accounts, services such as Google Chat, Google Voice, and other non-essential or age-inappropriate services will be disabled by default. The district reserves the right to enable or disable services as deemed appropriate for educational purposes and student safety.

## **Digital Citizenship and Internet Safety Training**

SCS is committed to educating students about responsible and safe online behavior. Your child will receive comprehensive internet safety and digital citizenship training throughout the school year as an integral part of our curriculum. This training will cover topics such as online safety, cyberbullying prevention, digital footprints, and responsible use of technology.

## **District Policies and Guidelines**

We encourage all families to review the district's comprehensive policies related to technology use. Specifically, **Policy 4.406: Use of Internet/Use of the Computer Systems** provides detailed guidelines and expectations for appropriate technology use within the Sullivan County School District. This policy can be found on the Sullivan County School District website under "Board of Education Policies" or by clicking [here](#).

We believe that by providing a secure and dynamic digital learning environment, we can empower our students to thrive in an increasingly connected world. We look forward to partnering with you in your child's educational journey.

Sincerely,

The Sullivan County School District Administration

### **Use of the Internet/Use of the Computer Systems Policy 4.406**

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

### **Employees**

Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign a written agreement, developed by the director/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file. All employees must maintain confidentiality of all computer systems, to include passwords, any and all student information, and all other information obtained from and pertaining to the Sullivan County Department of Education computer system.

The director of schools shall develop and implement procedures for appropriate Internet use which shall address the following:

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. Prohibited and illegal activities, including but not limited to the following:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, defaming or attacking others
  - Damaging computers, computer systems or computer networks

- Hacking or attempting unauthorized access to any computer
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

### **Students**

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, defaming or attacking others
  - Damaging computers, computer systems or computer networks
  - Hacking or attempting unauthorized access
  - Violation of copyright laws
  - Trespassing in another's folders, work or files
  - Intentional misuse of resources
  - Using another's password or other identifier (impersonation)
  - Use of the network for commercial purposes
  - Buying or selling on the Internet
  -

### **INTERNET SAFETY MEASURES**

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
- Maintaining and securing a usage log
- Monitoring on-line activities of students<sub>2</sub>

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures (2).

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

### **E-MAIL**

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy

with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

### **INTERNET SAFETY INSTRUCTION**

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. The director shall provide adequate in-service instruction on internet safety. Parents and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

### **SOCIAL NETWORKING**

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.
3. District staff are encouraged to establish and maintain communication with students and parents on educational matters only, and through resources such as district-based email, web portal accounts, or other venues approved by the principal. Any communication created or received by an employee in his or her capacity as such is subject to retention, and perhaps disclosure under public records law.
4. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

### **VIOLATIONS**

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

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#### Legal References Cross References

1. TCA 39-14-602
2. 47 U.S.C. § 254; Federal-State Joint Board on Universal Service, CC Docket No. 96-45
3. Report and Order (March 30, 2001)
4. TCA 10-7-512
5. TCA 49-1-221 Use of Electronic Mail (e-mail) 1.805 Web Pages 4.40

### **NON-DISCRIMINATION STATEMENT:**

The Sullivan County Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Angela S. Buckles  
Assistant Director of Schools  
154 Blountville Bypass  
Blountville, TN 37617  
423-354-1007

## Sullivan County Schools Code of Conduct

Parents, community members, and any other visitors to school property or during school programs/activities **MUST NOT**:

1. Act in a threatening manner toward another or others.
2. Injure or threaten another or others.
3. Damage school property, or the personal property of another or others.
4. Disrupt classes, school programs or other school activities in any way.
5. Communicate with another or others in an abusive, harassing, or threatening manner.
6. Audio or video record where there is an expectation of privacy (*i.e.*, classroom instruction, locker rooms, etc.).
7. Disrupt school transportation or confront transportation staff on a bus/vehicle, a road, a neighborhood, etc.
8. Distribute or wear materials which are vulgar, obscene, advocate illegal action, promote drugs, or are disruptive.
9. Harass or discriminate against another or others based on protected class status (*e.g.*, race, color, religion, etc.).
10. Enter school property, or certain areas of school property, when otherwise restricted from entering the same.
11. Fail to promptly leave school property upon being directed to do so by school administration or law enforcement.
12. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, vaping products, or illegal drugs.
13. Possess or use firearms or dangerous weapons, except in the case of law enforcement officers.
14. Gamble or encourage another or others to gamble.
15. Violate any applicable federal or state statute, local ordinance, or board policy.

***If you have questions about this Code of Conduct, please refer to the school system's online Policy Manual located at [www.sullivank12.net](http://www.sullivank12.net) (Policy 1.501), and/or contact Central Office at 423-354-1000. Reviewed by Attorney Chris McCarty TBPR No. 025551.***





# SULLIVAN COUNTY S C H O O L S

## **2026-2027** **Student-Parent Handbook** **Attendance, Grading, and** **Student Rights and Responsibilities Policies**

### **Grades PreK – 5th**

This handbook includes the policies of the Sullivan County Board of Education regarding attendance, grading, and student rights and responsibilities. Please read and become familiar with these policies and we encourage you to discuss them with your child/children. If you have questions concerning these policies, please direct them to the principal of the school or the Student Services Coordinator.

(The Sullivan County Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or religion)

DIRECTOR OF SCHOOLS  
CHUCK CARTER

ASSISTANT DIRECTOR  
ANGELA BUCKLES

ASSISTANT DIRECTOR  
INGRID DELOACH



BOARD OF EDUCATION

MICHAEL HUGHES  
RANDALL JONES  
MATTHEW PRICE  
PAUL ROBINSON  
DR. MARY ROUSE  
MATTHEW SPIVEY  
ANGIE STANLEY

## Our Children, Our Future!

Welcome to Sullivan County Schools! Whether you are a returning student or if this is your first year in our system, we look forward to welcoming you and your family to our campuses. Sullivan County has a wide variety of opportunities for students that will enhance the learning experience and enable our students to reach their full potential.

Strong partnerships between the school system and our families provide the foundation for success for each of our students, and in Sullivan County we believe those partnerships create a shared responsibility for that success to be achieved. Our staff is committed to doing their very best to assure we do our best to establish beneficial relationships.

It is of the utmost importance that our students take personal responsibility for their actions. Please take the time to sit down with your student(s) and review the policies in this handbook. Knowing the expectations for behavior and other school related matters will help ensure our students have a positive experience in our schools. Encourage them to report all incidents of harassment, discrimination, or other violations of school rules to their teacher or an administrator.

If you have questions concerning the policies on attendance, grades, or discipline, please contact your child's teacher or the principal of the school. By working together, we can expect to accomplish a successful school year for everyone.

Sincerely,

Chuck Carter  
Director of Schools

Matthew Price  
Board Chairman

Sullivan County Mission Statement: Graduating students prepared for college and career who are productive community members.

Sullivan County Vision Statement: Maximizing student opportunities for lifelong success.

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**ATTENDANCE POLICY  
GRADES K-5  
UNDER TENNESSEE LAW, SCHOOL ATTENDANCE IS THE RESPONSIBILITY OF THE PARENT**

**A. Attendance:** Students are required to attend school between the ages of six (6) and seventeen (17), both inclusive, unless withdrawn in accordance with legal requirements. (T.C.A. 49-6-3001). **Students must be in class for 3 hours and 31 minutes in order to be counted present for the school day.**

**B. Enrollment.** School District rules and procedures prohibit the enrollment of any child in Sullivan County Schools unless the student is living with a parent/legal guardian who resides in the area served by Sullivan County School System. Students are required to attend the school in the school zone in which they reside, except in certain limited circumstances in accordance with Procedure #3010.01. Failure of parents to notify the school's administration immediately when they move could result in your child not being allowed to attend an out-of-zone school.

1. Proof of residence: The parent/guardian of every student will be required to provide proof of residency, such as, lease, real estate tax receipt, mortgage information, utility receipts, or the like. Residence may also be checked randomly from time to time, and students improperly attending out of zone will be required to return to their proper school.
2. Proof of Custody
  - a. Custody Issues: Only the residence of the parent with legal custody may be used for registration and attendance purposes. (T.C.A. 49-6-3103) In cases where parents have joint custody, only the address of the parent named as **the primary custodian** or designated as having primary responsibility to determine educational issues may be used for registration and attendance purposes.
  - b. Power of Attorney for Child Care (T.C.A. 34-6-302): Parents of a minor child may delegate to any adult person in this state temporary care-giving authority when hardship prevents the parent (s) from caring for the child. **Hardships** are identified by law, as follows:
    - i. The serious illness or incarceration of a parent or guardian;
    - ii. The physical or mental condition of the parent or legal guardian or the student is such that care and supervision cannot be provided;
    - iii. The loss or uninhabitability of the child's home as the result of a natural disaster.

When one of the above hardships is applicable, the custodial parent (s) and the caregiver must make an appointment to meet with the principal of the school in the school zone of the caregiver and present the properly completed power of attorney, in order to make arrangements for school attendance. Circumstances not listed above and identified by law as allowable hardships, should be referred to the appropriate court for change of custody.

3. Education Documentation - Academic record, Attendance record, Discipline record, and Immunization record.
4. Homeless Children – Homeless children may be subject to certain federal requirements.

**C. Required Documentation for Excused Absence**

1. Pupils in the following categories will be excused temporarily from school attendance:
  - a. Personal illness
    - i. **Doctor's excuse** (should be provided to the school on the first day back at school and must be provided within one week of the date that the student returns to school).
    - ii. **Parent/Guardian note/phone call (Five (5) days excused per year).** Parent notes should be submitted to the school on the first day the student returns to school. Schools may call to add parent notes if students do not submit notes in a timely manner.
  - b. Serious illness in the immediate family (Verification may be required)
  - c. Death in the immediate family (up to 3 school days)
  - d. Regularly observed religious holidays
  - e. Medical and dental appointments with a note from the doctor/dentist
  - f. Required Court Appearance
  - g. Circumstances that, in the judgment of the principal, create justifiable absences over which the student has no

control.

After the student has been absent several days with an excuse from a physician, the principal may require a statement from the physician indicating the student's continued need to be absent from school. A parent must arrange for a conference with the school administration to possibly negate these rules.

It shall be a separate offense under this school system's discipline policy to forge or alter a doctor's excuse or written statement from any health provider. Students may be subject to disciplinary action.

Students attending a doctor's appointment during school hours are expected to return to school as soon as possible as stated by the doctor's excuse. Time/Days taken in addition to what is covered by the doctor's excuse will have to be covered by parent notes or an additional doctor's excuse.

Upon reaching 3 unexcused absences, a truancy contract and intervention plan will be created between the school and the parent/guardian. Continued unexcused absences will result in a referral to Truancy Board, Department of Children's Services and/or Juvenile Court.

Attendance codes for a student are not to be changed once entered without approval from the school administration.

#### **D. Make-Up Work for Absences:**

Students are granted the opportunity to make-up school work missed due to any absence, including unexcused absences and/or suspensions. However, for students making up work for suspensions, the highest score they may receive for the work is 70% of a perfect score. For all students making up work missed due to absences, whether excused, unexcused or suspension, the following conditions must be met:

- a. It is the student's responsibility to initiate arrangements for making up work.
- b. A student will complete written make-up work within a time period equal to the number of days missed unless an extension is granted by the teacher.
- c. If make-up tests, quizzes, etc. are scheduled at other than normal student school hours, the student must be notified at least twenty-four (24) hours in advance.
- d. If a student and/or parent refuses to serve ISS or to attend Alternative School, the student forfeits the opportunity to make-up work for the days of out-of-school suspension.

#### **E. School Functions**

- a. School functions will not count as an absence from school.
- b. School functions must be approved by school administrators **prior** to the activity designated as a school function.

#### **F. Mandatory Kindergarten Attendance**

Except as otherwise provided by TCA 49-6-3001 or TCA 49-6-3005, children less than six (6) years of age may be withdrawn from public school without penalty **only** if they have been enrolled in school for less than thirty (30) school days. After 30 days of enrollment (6 weeks) in a public school, five-year-old students must comply with the requirements of the Tennessee compulsory attendance law.

## **GRADING AND PROMOTION POLICIES**

### **Grades K-5**

1. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
2. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
3. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to pay any activity fee, pay a library or other school fine or make restitution for lost or damaged school property.
4. A student's minimum grade for the first grading period of a subject will be a 50. If a student earns less than a 50 during the first grading period, the teacher must add a comment in the student information management system indicating what the actual grade would have been. There will be no adjustments made for the second, third or fourth nine weeks grades. At the end of the course, the adjusted 50 from the first nine weeks will be averaged with the other three nine weeks scores along with the applicable TCAP score for each academic class. The weighted percentage for calculating the final average for the course are included with the grading scale below.

5. Students in grades 3-5 will have their Final Grade in the 4 basic subjects determined using the following method:

1<sup>st</sup> nine-weeks final grade x 21.25% = Score 1

2<sup>nd</sup> nine-weeks final grade x 21.25% = Score 2

3<sup>rd</sup> nine-weeks final grade x 21.25% = Score 3

4<sup>th</sup> nine-weeks final grade x 21.25% = Score 4

TNReady score x 15% = Score 5

Score 1 + Score 2 + Score 3 + Score 4 + Score 5 = Final Grade

#### **A. GUIDELINES TO MEANING OF MARKS**

The task reference standard will be used in evaluating elementary students. The evaluation process will utilize written tests, check lists, and performance. Students in elementary school (2-5) will receive the following grades:

##### **A (Excelling) indicates the following characteristics:**

- Has attained 90-100% of the objectives of the unit
- Has outstanding achievement at or above grade level
- Experiences rapid rate of growth in the regular curriculum plan
- Is able to do many enrichment activities
- Outstanding quality of work
- Works well independently
- Is careful, thorough and prompt with most work
- This performance indicates an excellent likelihood of success in subsequent units of instruction

##### **B (Good Progress) indicates the following characteristics:**

- Has attained 80-89% of the objectives of the unit
- Has attained the basic as well as some of the higher objectives of the unit
- Is able to do some good enrichment activities
- Good quality of work
- Works independently in most areas
- Is careful, thorough and prompt in most work
- This performance indicates a high likelihood of success in subsequent units of instruction

##### **C (Steady Progress) indicates the following characteristics:**

- Has attained 70-79% of the basic objectives
- Has attained the minimum of basic objectives in the regular curriculum plan
- Quality of work is acceptable for continued growth
- Careful assessment of strength and weakness is necessary
- Does very little above the basic requirements as outlined in the basic curriculum plan
- This performance indicates a reasonable likelihood of success in subsequent units of instruction

##### **D (Needs Improvement and a parent/teacher conference) indicates the following characteristics:**

- Has attained 60-69% of the basic objectives
- A child who is experiencing difficulty in attaining the minimum basic objectives
- Quality of work is below average
- Reinforcement in/or re-teaching is necessary before moving to subsequent units of instruction
- This performance indicates probably difficulty in subsequent units of instruction

##### **F (Unsatisfactory Progress) indicates the following characteristics:**

- Has attained less than 60% of the objectives of the unit
- Has not attained the minimum basic objectives/requirements
- A child who is experiencing much difficulty
- Re-teaching is definitely necessary before moving to subsequent units of instruction
- This performance indicates failure in present unit of instruction

**Students in grades K-1 will receive developmentally appropriate assessments and standards-based report cards.**

**The scale is as follows:**

- “4” Always meets expectation of standard;**
- “3” Meets expectation of standard;**
- “2” Beginning to understand standard;**
- “1” Limited or no understanding of standard.**

## **B. PROGRESS REPORTS AND GRADE CARD DISTRIBUTION**

Student progress during each grading period is available in the PowerSchool Parent Portal. Schools can setup/modify/edit login credentials for parents as needed. A paper Progress Report can be requested if Internet/devices are not available within the home.

Term grades will be available on the sixth (6<sup>th</sup>) school day following the close of the nine-weeks grading period in the PowerSchool Parent Portal. Schools can setup/modify/edit login credentials for parents as needed. A printed Grade Card can be requested if internet/devices are not available within the home.

## **C. PROMOTION IN GRADES K-5**

The usual amount of time required to complete the work in the Elementary Unit is six (6) years. However, some children will require more time. Every student is encouraged to meet the achievement level commensurate to his/her ability. The instructional reading level specifically identifies the progress of a student closer than using the grade identification only.

The teacher and principal, with the agreement of the parent, if possible, will determine when a child needs an extra year. The following guidelines will be considered in making this judgment:

1. Instructional level successfully completed.
2. Quality of work in the subject areas.
3. Guidelines established by the State Department of Education as minimum requirements.
4. Results of performance on criterion referenced tests and teacher made tests designed to help determine if grade level expectations have been met.
5. Timely implementation of intervention program.

Promotion or retention needs to be marked on the cumulative records for administrative purposes.

When a child is retained, the grades on the report card should reflect the need for improvement and/or the lack of progress in the instructional levels. A parent conference is necessary to explain the need for the extra year. Documentation of the conference will be recorded by use of Form 4.601.F1-- Parent Conference Report.

## **D. SOCIAL PROMOTION (Grades 4 & 5 ONLY)**

Students may be eligible for social promotion if any of the following apply:

1. Students who are repeating the same grade.
2. Students who have repeated a grade in a previous year.
3. Students who have not been retained, but whose best interest would be social promotion.

A parent conference is required for students being considered for social promotion prior to beginning the 4<sup>th</sup> nine-weeks grading period. Current academic teachers, a school counselor, and the principal or assistant principal are required to be in attendance with the parent/guardian of the student during the conference. The student may or may not be present for any or a portion of the conference. Documentation of this conference will be recorded by use of Form 4.601.F1-Parent Conference Report.

Consideration should be given to regular attendance, academic effort, social and physical growth, and teacher recommendation in determining social promotion. Student achievement during the 4<sup>th</sup> nine-weeks with academic goals in all classes may be tied to awarding a social promotion in conjunction with other previous factors.

A follow-up conference is required within the last 5 days of school to award the social promotion, recommend retention and develop a plan for the retention year, or recommend a summer program that could lead to promotion (if available).

**A student who is socially promoted does not meet the criteria for academic promotion.**

## **DEFINITION OF TERMS**

**Expulsion** - Removal of a student for more than ten (10) days, the remainder of the semester, year or as recommended by the Board of Education. Principal/designee to have guardian complete "Letter of Appeal to Director of Schools Upon

Expulsion from School.” This document is located in Department 6 of SCDE on-line Forms. Fax completed document to the Director of Schools office the day of suspension.

**Suspension, In-School and Out-of-School** - Removal of the student from the classroom and exclusion from the participation in all school-sponsored activities.

**Full Restitution** - Payment or replacement of property. Any waiver must be granted by the Director of Schools or Board of Education.

**Alternative School** - A school to serve students who would otherwise be suspended for 10 school days or expelled.

**Student Disciplinary Hearing Authority** - A hearing board appointed by the Board of Education to hear disciplinary cases.

**Violation/Breach of Conduct** - Disobeying the rules and codes herein stated.

**Weapon** - Any object or instrument intended to be used or is used to harm another person.

## **HARASSMENT/BATTERY**

**The Sullivan County Department of Education will not tolerate behavior by students that would be likely to cause emotional distress to another student or to subject another student to a hostile environment.**

**Investigative Reports should include the Intent and the Impact of the harassment and should be taken into consideration when discipline is assigned.**

**See Page 22 for Harassment Discipline Procedures**

In all cases of harassment, the system wide compliance supervisor must be immediately notified of any incidents of harassment within the schools by the appropriate building level administrator.

Any form of harassment, including sexual, racial, national origin and sexual orientation, is prohibited. Conduct is prohibited harassment if:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a student's grade or credit or admission to or participation in a student activity; or
2. Submission to or rejection of such conduct is used as a basis for educational decisions affecting that student; or
3. Such conduct interferes with the student's performance or creates an intimidating, hostile, or offensive learning environment.

Following the investigation of a report, the Title VI/VII Coordinator shall recommend what action, if any, is required. If, after the investigation, it is determined that this policy has been violated, immediate and appropriate corrective and/or disciplinary action shall be initiated by the Department of Education. **A violation of this policy by a student may result in disciplinary action up to and including suspension.**

**A. Sexual Harassment** - Sexual harassment of a student consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature. Sexual harassment can include, but is not limited to unwelcome verbal, written or physical conduct, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.

**B. Racial Harassment** - Racial harassment of a student consists of physical or verbal conduct relating to an individual's race. Racial harassment can include, but is not limited to, unwelcome verbal, written or physical conduct, directed at the characteristics of a person's race, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking and negative references to racial customs.

**C. National Origin Harassment** - National origin harassment of a student consists of verbal or physical conduct relating to an individual's country of origin or the country of origin of the individual's parents, family members or ancestors. Examples of conduct which may constitute harassment because of national origin harassment include, but are not limited to the following:

    Graffiti containing offensive language, which is derogatory to others because of their national origin,  
    Threatening or intimidating conduct directed at another because of the other's national origin,  
    Jokes, name calling, rumors based on an individual's national origin,  
    Ethnic slurs, negative stereotypes, hostile acts which are based on national origin,

Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes,  
Physical act of aggression or assault on another because of, or in a manner reasonably related to, national origin,  
or,  
Other kinds of aggressive conduct such as theft or damage to property, which is motivated by national origin.

**D. Sexual Orientation Harassment** - Sexual orientation harassment of a student consists of verbal, written or physical conduct based on a student's actual or perceived sexual orientation. Sexual orientation harassment can include, but is not limited to, unwelcome verbal, written or physical conduct that offends, denigrates, or belittles any individual because of his or her sexual orientation. Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, name calling, imitating mannerisms, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, or the display or circulation of written materials or pictures.

**E. Reporting and Investigation of Harassment** - Any student who believes he or she has been the victim of harassment by a student, teacher, administrator or other school personnel of the Department of Education, or by any other person who is participating in, observing, or otherwise engaged in school activities is encouraged to immediately report the prohibited conduct. Any student with knowledge or belief that another student has or may have been the victim of sexual harassment is encouraged immediately to report the prohibited conduct. Any teacher, administrator, or other school personnel who has or receives notice that a student has or may have been the victim of sexual harassment is required immediately to report the prohibited conduct. Reports of sexual harassment may be made to any of or all of the following: the student's teacher, a counselor, the principal of the school or school compliance coordinator, the Title VI and VII coordinator or the Student Services Coordinator.

The Department of Education requests that reports of harassment be made in writing, if possible. Report forms may be obtained from the principal's office, the Office of the Title VI and Title VII Coordinator or the school system website.

**Sullivan County Investigators: Title Coordinator, 423-354-1000 for students or Supervisor of Human Resources, 423-354-1000 for teachers and staff.**

Upon receipt of a report alleging sexual harassment, the Title VI/VII Coordinator shall immediately undertake or authorize an investigation. The investigation will be completed as soon as practicable. Instances of harassment will be reported to the Department of Children's Services, Sheriff's Department and District Attorney General's Office as required by law. In cases of **graffiti: Recognize, Report, Record, Remove.**

**F. Confidentiality** - The Department of Education recognizes that both the student and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the student making the report, the individual (s) against whom the report is filed, and any witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

**G. Retaliation** - Retaliation of any kind against a student or employee who, in good faith, reports a claim of harassment will not be tolerated. It is a separate and distinct violation of this policy for anyone to retaliate against any person who reports alleged harassment or against anyone who assists or participates in an investigation relating to such harassment. Anyone found to have engaged in retaliation will be promptly and appropriately disciplined. Discipline of a student for retaliation may be taken up to and including suspension.

#### **REPORTING SUSPECTED CHILD ABUSE--TENNESSEE CODE ANNOTATED 37-1-403**

"Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse or neglect...shall report it, by telephone or otherwise," to the one of the following agencies:

- 1) Department of Children's Services
- 2) the SRO or Sheriff of the County where the child resides, Include DCS Referral #
- 3) the Chief Law Enforcement Officer of the city where the child resides
- 4) to the juvenile court having jurisdiction over the child.

To report child abuse, call the **Department of Children's Services:**

**HOTLINE: 1-877-237-0004**

The **Children's Advocacy Center of Sullivan County** "combats child sexual and severe physical abuse by coordinating and providing services to children and families in a crisis in a safe, caring environment".

**HOTLINE: 1-877-54-ABUSE**

### **Medication Policy**

If any student must have medication of any type given during school hours, the parent/guardian has the following choices.

1. The parent/guardian may come to the school and give the medication at the appropriate time(s).
2. The parent/guardian may obtain a copy of the "Permission for Medication" form on the website, from the school secretary or the nurse. This form must be submitted and completed for both prescription and non-prescription medication. **For all prescription medication**, the form must be signed by the doctor and brought to the school by the parent/guardian in a pharmacy-labeled bottle containing instructions regarding how and when the medication is to be given as well as the name of the student for whom the medication is prescribed. **For non-prescription medication**, the medication must be delivered to the school by the parent/guardian in its original, sealed container with the student's name written clearly on the bottle.
3. The parent/guardian may discuss with the doctor any alternative schedule for administering the medication. If medication is ordered three times a day, it should be given before school, after school and at bedtime unless the doctor states otherwise.

**All medications (prescriptions and otherwise) must be brought to school by parent/guardian—NO EXCEPTIONS!**

- Any medication containing aspirin will require a Medical Practitioner's signature (MD, DO, or NP).
- Any medication given to a pregnant student will require a Medical Practitioner's signature.
- School personnel will not assist with any medication given to students unless the school has received a properly completed medication form and the medication is inside an appropriately labeled container delivered to the school by a parent/guardian.
- Medication brought to school in envelopes, baggies, aluminum foil or any other type of container will **not** be given to students.
- Questions regarding this policy or other issues related to the administration of medication in the schools should be directed to the school administrators, the school nurse or the School Health Services Supervisor.

## **STUDENT RIGHTS AND RESPONSIBILITIES POLICY**

### **A. INTRODUCTION**

In any organized society, appropriate rules and regulations must be set forth if the society is to function properly. Even in the best organized societies disputes are bound to arise. When they do, if that society is to remain orderly, some agent or agency must be responsible for settlement of the disagreement. In the case of the school community, these agencies are the Board of Education, Director of Schools, and/or principals and their delegates, as authorized by the state legislature.

The philosophy of the Sullivan County Schools presupposes that most disciplinary problems will be handled among teachers, students, parents and/or guardians in a calm, reasonable manner. This philosophy assumes that effective discipline leads to increased maturity and desirable behavior on the part of the student. It is the intent of this school system that every effort be taken on the part of each school to work constructively with the student in such a manner that the student will be allowed to attain his/her education goals without interruption.

School boards are delegated the authority to make rules and policies governing the conduct of students in school and may in return delegate this authority to the Director of Schools and other proper personnel. In this document we are attempting to communicate clearly to all concerned what the policies on conduct are and to stipulate due process procedures which may be used by the student and/or parent or guardian to appeal administrative decisions or express grievances.

In every situation, students shall be afforded the right to due processes required by law. This shall include, as a minimum, the

right to be advised of charges or allegations against the student, and the right to present the student's side of the situation.

## **B. STUDENT EXPECTATIONS**

- Students will respect their fellow students, teachers, rules and regulations as they respect themselves.
- Students will communicate with others to help unite their school.
- Students will help eliminate the use of violence as an answer to problems and become a good citizen of their school.
- Students will demonstrate respect for their school campus.
- Students will support their school's activities and organizations.
- Students will display good sportsmanship and school spirit at all times.
- Students will have reverence for their own beliefs and respect those of others.
- Students will work to improve their school.

## **C. LEGAL AUTHORITY (TCA 49-6-4012)**

The Board of Education of the Sullivan County School Department is required by State Statute to make and adopt rules setting forth standards of conduct and behavior that must be met by all pupils as a condition to the right of such pupils to attend schools in this district. The rules shall take into account the necessity for scholastic progress in order that the welfare of the greatest number of pupils shall be promoted, even though such rules may result in the ineligibility of pupils who fail to observe the required standards and may require the suspension or permanent dismissal of such pupils.

## **D. APPLICATION OF CODE**

The following regulations concerning standards of conduct and behavior will apply to every student in Sullivan County Schools. They will apply to the student while present at the school where he/she is enrolled, while present at any other school in Sullivan County, while on school buses, and while present at any school-sponsored activity, likewise, the regulations apply to student conduct on or off the school campus, or whose conduct at any time or place (including off-campus conduct) has a direct effect on maintaining order and discipline in the school.

## **E. STUDENT GROUPS/CLUBS SCHOOL SPONSORED EVENTS (Limited Public Forum)**

BOE Policy 4.802 set the rules and requirements for the formation of student clubs/groups and rules regarding school sponsored events.

## **SEARCH PROCEDURES**

### **A. SEARCH OF LOCKERS (TCA 49-6-4204)**

Permits a principal to order that lockers, packages, containers, vehicles parked on school property by students or visitors, or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the principal's presence or in the presence of other members of the principal's staff when individual circumstances dictate it. Such circumstances may include incidents on school property, including school buses, involving, but limited to, the use of dangerous weapons, drugs or drug paraphernalia by students. Such incidents may be known to the principal or to other school staff or based on information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or intent to assault on school property with dangerous weapons, or any other actions or incidents known by the principal which give rise to reasonable suspicion that alcohol and other drugs, drug paraphernalia or dangerous weapons are held on school property by one or more students. A notice that such searches are possible must be posted in the school by the school principal.

### **B. SEARCH OF PERSONS AND CONTAINERS (TCA 49-6-4205)**

Permits the physical search of a student when a locker search indicates the need, or when information received from a teacher, staff member, student, or other person makes such a search reasonable in the eyes of the principal. Standards of reasonableness set forth in this section are:

1. A particular student has violated school policy.
2. The search will yield evidence of the violation of school policy or will lead to disclosure of alcohol, dangerous weapon, drug paraphernalia or other drugs.
3. The search is in pursuit of a legitimate interest of the school in maintaining order, discipline, safety, supervision and education of students.

4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution.
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

**C. SEARCH OF VEHICLES (TCA 49-6-4204)**

A notice shall be posted where it is visible from the school parking lot that vehicles parked on school property by students or visitors are subject to search for alcohol and other drugs, drug paraphernalia or dangerous weapons.

**D. USE OF METAL DETECTORS (TCA 49-6-4207)**

Permits the use of metal detectors in conducting searches, including hand held models which are passed over a student’s or visitor’s body, and stationary detectors through which students, visitors, containers and packages are required to pass.

**E. USE OF ANIMALS (TCA 49-6-4208)**

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

**VII. OFFENSES AND ACTIONS**

**When there is a violation of alcohol and other drugs, dangerous instrument(s) or substance, bomb threat, arson or intentional assault policies, the parent/guardian, Director’s Office and Sheriff’s Department will be notified as soon as possible.**

In general, any conduct by students which is injurious to others, poses a threat to the health or safety of persons or property or themselves or other students shall result in disciplinary action. It is the intention of the Board of Education that principals be given the discretion to assess the disciplinary needs and circumstances of their school. For this reason, disciplinary action in each situation may not always result in the same consequences for the violation of the same policy. Violations which display an intent to violate school policy, or which are more serious in posing a threat to students, staff, or others, or which involve other aggravating factors will typically result in greater disciplinary action.

**The following list of offenses and suggested consequences is not intended as an all-inclusive list. It is an attempt to bring some consistency in handling breaches of conduct throughout the school system.**

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in certain behaviors listed below will be subject to expulsion for a period of not less than one (1) calendar year. The Director shall have the authority to modify this expulsion requirement on a case-by-case basis as part of the appeal procedure set out in the Student Rights and Responsibility Policy. (TCA 49-6-4216)

Discipline for ALL Zero Tolerance Offenses (1-5 below): 1-5 days OSS. Expulsion for (1) calendar year.

Principal/designee to have guardian complete “Letter of Appeal to Director of Schools Upon Expulsion from School.” This document is located in Department 6 of SCDE on-line Forms. Fax completed document to the Director of Schools office the day of suspension.

**Notify the Sheriff's Department in ALL Zero Tolerance Offenses (1-5 below).**

**Complete a DCS referral in ALL Zero Tolerance Offenses (1-5 below).**

**A. ZERO-TOLERANCE OFFENSES**

**1. DRUGS (ZERO TOLERANCE BEHAVIOR)**

Students who knowingly acquire, possess, use, sell, transmit or **are under the influence of** any narcotic drug, stimulant drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, legend drug, any manner of illegal or controlled substance or any substance used as a drug to include K2, synthetic marijuana, THC, and bath salts on school property, on a school bus or at any school activity shall be expelled for one calendar year. Use of a recommended dosage of a drug authorized by a medical prescription for a student from a registered physician in accordance with school rules and procedures shall not be considered a violation of this rule.

## **2. WEAPONS (ZERO TOLERANCE BEHAVIOR)**

Any student who possesses, handles, transmits or uses a weapon or a knife on school property, on a school bus or any school activity shall be expelled for one calendar year. For purposes of this policy "weapon" is defined as a firearm, explosive, or any object normally used as a weapon including an object that can be easily modified to become a weapon or as defined at 18 USC 930. For purpose of this policy a "knife" is a knife with a blade 2 1/2" or more in length, a switchblade, box cutter, razor blade or other knife-like instrument utilizing a razor blade or similar blade. This includes pocket knives with weapon-like characteristics or that are intended to be used as a weapon.

## **3. AGGRAVATED ASSAULT ON STAFF (ZERO TOLERANCE BEHAVIOR)**

Students who commit aggravated assault on a teacher or other employee of the school-on-school property, school bus or any school activity shall be expelled for one calendar year. Aggravated assault is defined as intentionally or knowingly causing serious bodily injury to another; using or displaying a deadly weapon; or attempting or intending to cause bodily injury to another by strangulation. (Amendment to TCA 49-6-3401(g), Public Chapter No. 442, effective July 1, 2013).

## **4. TRANSMISSION OF THREAT BY ELECTRONIC DEVICE (ZERO TOLERANCE BEHAVIOR)**

Students who transmit by an electronic device a credible threat to cause bodily injury or death to another student or school employee, and that threat creates actual disruptive activity at the school, shall be expelled for one calendar year. (TCA 49-6-4216, Public Chapter 375) This law also requires students, employees and volunteers to report to school officials any knowledge of such threats.

## **5. THREAT OF MASS VIOLENCE (ZERO-TOLERANCE BEHAVIOR)**

Any student who communicates a *validated*\* threat of mass violence on school property or at a school-related activity pursuant to TCA 39-16-517 shall be expelled for one (1) calendar year. This law also requires students, employees, and volunteers to report to school officials any knowledge of such threats.

*\*Validation Determination will be conducted by the School Threat Assessment Team.*

## **B. OTHER DRUG RELATED OFFENSES**

### **1. DRUG LOOK-ALIKE/PROHIBITED SUBSTANCE/RELATED PARAPHERNALIA**

“Drug look-alikes” shall include pills, powders, or substances that give the appearance of prohibited drugs. Drug paraphernalia shall include clips, rolling papers, pot pipes, pagers, hollow tubes, or any other device or materials used with illegal substances. “Prohibited substances paraphernalia” shall include alcohol containers, including flasks, bottles, cans, and the like, tobacco containers, including cigarette packs/boxes, and smokeless tobacco cans and the like, and any other containers or items the purpose of which is to be used in conjunction with a substance prohibited under this policy. This may include items that are typically used to assist in using prohibited substances such as cigarette lighters, pipes, containers or packaging. This may also include holsters, ammunition boxes, or any other items used in conjunction with an item or substance prohibited by this policy.

**Students caught with “drug look-alike/paraphernalia or prohibited substance paraphernalia”:**

#### **a. Immediate Actions**

1. The staff member who discovers the “drug look-alike/paraphernalia” will summons the principal, the principal’s designee, or escort the student to the principal’s office.
2. The student’s locker will be searched according to policy.
3. The principal, or designee, will request that the student empty his/her pockets or purse and volunteer all contents. **If the student refuses to cooperate, law enforcement will be called in to conduct a search after the parents/guardian arrive.**

#### **b. Notification of the Parents/Guardians**

1. The parents/guardians will be contacted immediately, the situation described, and a conference arranged.
2. The parents/guardians will be informed that the school is required by state law to report the incident to law enforcement personnel.

**c. Disposition of Substance** – The substance will be sealed, documented, and turned over to law

enforcement personnel with a request for analysis.

**d. Notification of Law Enforcement** – The incident will be reported to law enforcement as required by state law.

**e. Intervention** – The school will recommend to the parents/guardians that the student be assessed to determine the extent of possible involvement and the appropriate level of counseling or treatment necessary.

**f. Discipline:**

**First Offense:** 1-3 days ISS

**Second Offense:** 1-3 days OSS

**Third Offense:** 3 -5 days OSS

Notify the Sheriff's Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

**2. VIOLATION OF THE MEDICATION POLICY** - Students who require the use of medications at school are required to follow the Student Medication Policy (see p. 10) and all relevant procedures. Students who violate the Student Medication Policy are subject to the following discipline.

**1. Possession of prescription medication for which the student has a valid, up-to-date prescription:**

**First Offense:** 1-3 days OSS

**Second Offense:** 3-5 days OSS and Expulsion for the remainder of the term.

**2. Possession of non-prescription medication:**

**First Offense:** 1-5 days ISS.

**Second Offense:** 3-5 days OSS

**Third Offense:** 3-5 days OSS and expulsion for remainder of the term.

Notify the Sheriff's Department each offense.

**3. Giving, selling or transmitting prescription medication to another:**

Subject to **Zero-Tolerance Policy**,

Other Drug Related Offenses, or Violation of Medication Policy as determined by the Principal/designee. Subject to discipline specified for corresponding offense.

**4. Giving, selling or transmitting non-prescription medication to another:**

**First Offense:** 1-3 days OSS

**Second Offense:** 3-5 days OSS and expulsion for the remainder of the term

**Third Offense:** 3-5 days OSS and expulsion for remainder of the school year.

Notify the Sheriff's Department each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

**3. TOBACCO, (SMOKE OR SMOKELESS) PRODUCTS INCLUDING LIGHTERS AND MATCHES.**

The use of tobacco (Smoke or Smokeless), by students while at school or school-related functions is **prohibited**. In addition to the consequences set out in the Students Rights and Responsibilities Policy for possession or use of tobacco products, the Tennessee Legislature has passed a statute, T.C.A. 39-17-1505, making the possession of tobacco products or electronic cigarettes by persons under the age of twenty one (21) years of age, a civil offense, and providing for certain civil penalties for violation of the statute. T.C.A. 39-17-1502 prohibits the possession, distribution, sale and/or purchase of tobacco to/by persons under eighteen (18) years of age.

This statute enables law enforcement officers to issue a citation to any student under the age of twenty one (21) who violates these **statutes**. Such citation shall require the person to appear in Juvenile Court. In addition, the tobacco product/electronic cigarette must be seized as contraband.

Students who use or possess tobacco products (smoke or smokeless), including lighters or matches shall be subject to the following discipline:

**First Offense:** 1 - 3 days ISS.

**Second Offense:** 1 - 3 days OSS

**Third Offense:** 3 - 5 days OSS

Notify the Sheriff's Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

#### **4. ALCOHOLIC BEVERAGES AND INTOXICANTS**

Students shall not acquire, possess, use, sell, transmit, or be under the influence of any alcoholic beverage or intoxicants of any kind. Students who use or possess alcoholic beverages/intoxicants including all products associated with these products shall be subject to the following discipline:

**First Offense:** 1-3 days OSS

**Second Offense:** 3-5 days OSS

**Third Offense:** 5 days OSS and expulsion for remainder of the term.

Notify the Sheriff's Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

#### **5. ELECTRONIC CIGARETTES, NICOTINE PRODUCTS, OTHER SMOKING DEVICES AND PRODUCTS (NOT COVERED UNDER ZERO-TOLERANCE)**

The Tennessee Legislature has passed a statute, T.C.A. 39-17-1502, making the possession of electronic cigarettes by persons under the age of twenty one (21) years of age, a civil offense, and providing for certain civil penalties for violation of the statute.

This statute enables law enforcement officers at their discretion to issue a citation to any student under the age of twenty one (21) who violates the statute. Such citation shall require the person to appear in Juvenile Court. In addition, the product and the electronic cigarette/vaping devices must be seized as contraband.

Students who use or possess electronic cigarettes/vaping devices or any products associated with these devices shall be subject to the following discipline:

**First Offense:** 1-3 days ISS

**Second Offense:** 3-5 days OSS

**Third Offense:** 5 days OSS and expulsion for the remainder of the term.

#### **C. DANGEROUS INSTRUMENTS, SUBSTANCES, AND/OR ACTIVITIES**

### **1. DANGEROUS INSTRUMENT AND /OR SUBSTANCE**

Possession, storing, or having access to a weapon or dangerous instrument or substances not covered by the zero-tolerance offense regarding weapons on school property, school bus or at any school activity. This shall include pocket knives or a weapon replica.

**Discipline:** Principal Discretion to include any of the following: 1-5 days ISS, 1-5 days OSS, or Expulsion for the remainder of the term.

Possible notification of the Sheriff's Department depending on the instrument or substance. Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

### **2. FAILURE TO REPORT A BOMB THREAT; FALSELY ACTIVATING ANY ALARM SYSTEM; CALLING 911 UNDER FALSE PRETENSES, OR TAMPERING WITH AED.**

**Discipline:** Any student who has prior knowledge of a bomb threat and does not report it or otherwise falsely activates any alarm system shall be subject to:

1-5 days OSS

Notify the Sheriff's Department.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

### **3. BOMB THREAT**

**Discipline:** 1-5 Days OSS and expulsion for remainder of term. Possible restitution and payment of the expenses of the emergency units who respond to the threat. Appeal to Director of Schools for 45 Days Alternative School.

Notify the Sheriff's Department.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

The Director shall have the authority to modify this expulsion requirement on a case-by-case basis as part of the appeal procedure set out in the Student Rights and Responsibility Policy.

### **4. FIRE VIOLATIONS**

Starting a fire, being an accomplice to starting a fire, or implying a fire will be started on school property, or unjustified handling or activation of an alarm or fire extinguisher while at school or while riding a school bus.

**Discipline:** 1-5 Days OSS and expulsion for remainder of term. Possible restitution and payment of the expenses of the emergency units who respond to the threat.

Notify the Sheriff's Department of each offense.

Pursuant to mandatory reporting laws, if there is any suspicion of abuse, neglect, or exploitation involving a child or vulnerable adult, it must be reported immediately by filing a Department of Children's Services (DCS) referral through the DCS Hotline or online portal.

## 5. FIREWORKS

Use or possession of any type of fireworks on school property, at a school activity, or on a school bus. Fireworks may be considered a dangerous instrument.

- a. **Possession of fireworks** - 1-3 Days ISS. Notify the Sheriff's Department.
- b. **Firing of fireworks** – Notify Parents. 3-5 Days ISS. If an offense involves danger to other persons or property, students may be punished under other sections of this code. Notify the Sheriff's Department.

## D. BEHAVIOR THAT DISRUPTS THE LEARNING ENVIRONMENT

1. Classroom behavior that causes a disturbance of teaching and/or learning.
2. Behavior that causes a disruption of school-related activities outside the classroom.
3. Disrespect to staff
4. Lying
5. Cheating
6. Uncooperative behavior
7. Postings on social media that impacts the orderly learning environment of the school.

Teacher and/or principal discretion with possible actions, but not limited to the following:

**Discipline:** Verbal and non-verbal reprimand, behavioral contract, withdrawal of privileges, conference (student, parent or guardian, and/or principal), strictly supervised study, or detention. **Notify parent/guardian.**

**For repeated or serious incidents: Up to three (3) days suspension at the discretion of the principal.**

## E. BEHAVIOR THAT CREATES AN UNSAFE LEARNING ENVIRONMENT

Examples to include, but not limited to: abusive behavior, flipping desks/furniture, throwing objects or otherwise creating an unsafe environment.

**First Offense:** removal from setting and up to 3 days ISS

**Second Offense:** Parent meeting and 1 - 3 days ISS

**Third Offense:** 3 - 5 days ISS; up to 1 - 3 days OSS

## F. USE OF VULGAR, PROFANE WORDS (EITHER SPOKEN OR WRITTEN), GESTURES OR ACTS, THAT IMPACT THE ORDERLY LEARNING ENVIRONMENT OF THE SCHOOL

1. General profanity: Discipline at the discretion of the principal
2. Directly toward or about a student:
  - First Offense:** principal discretion (loss of privileges, silent lunch, etc)
  - Second Offense:** 1 - 3 days ISS
  - Third Offense:** 3 - 5 days ISS
  - Fourth Offense:** 1 - 3 days OSS
3. Directly toward or about a staff member:
  - First Offense:** 1 - 3 days ISS
  - Second Offense:** 3 - 5 days ISS
  - Third Offense:** 1 - 3 days OSS

## G. VANDALISM TO SCHOOL PROPERTY OR PERSONAL PROPERTY; MALICIOUS MISCHIEF

**Full restitution.** Hearing and suspension at the discretion of the principal, with possible recommendation for long-term suspension and notification of the Sheriff's Department.

## H. THEFT

Unlawful taking of private or school property on school property, the school bus or at school-sponsored

activities.

**Discipline:** Full restitution. Hearing and suspension at the discretion of the principal with possible recommendation for school suspension or expulsion. Possible notification of the Sheriff's Department.

#### **I. TRADING OR SELLING PERSONAL ITEMS**

Trading or selling personal items is prohibited at school, at school functions both at school and away from the school and on the school bus.

**Discipline:** At the discretion of the principal.

#### **J. FAILURE TO COMPLETE ASSIGNMENTS**

Teacher and/or principal discretion with possible actions, but not limited to the following: Verbal and non-verbal reprimand, behavioral contract, withdrawal of privileges, conference (student, parent or guardian, and/or principal) strictly supervised study, or detention. **Notification of parent and/or guardian.**

#### **K. TARDINESS**

Penalty at the discretion of the principal, depending upon circumstances and number of violations, referrals to the principal, notification of the parent and/or guardian, and referral to attendance coordinator. **Parents are required to sign students into school.**

Tardy 1-3 Excused per semester. Letter sent home with Tardy 3.

Tardy 4-9 Discipline at the discretion of the principal to include ISS and exclusion from daytime activities such as assemblies/programs. Time-Out options. Cannot be excluded from Field Trips.

Tardy 10 and beyond will be handled with discipline at the discretion of the principal that could include suspension (ISS, OSS,). A parent conference is held for each Tardy above 10 to discuss implications of tardiness. The Attendance Coordinator, Attendance Officer, and/or Student Services Coordinator should attend.

The total number of minutes of tardiness to school each day **MAY** be considered an absence once the time reaches 7 hours or 420 minutes.

#### **L. EXCESSIVE EARLY DISMISSALS**

Early dismissals must be excused with a parent note or a medical excuse. Excessive unexcused early dismissals will result in a parent conference with the school principal. Continued unexcused early dismissals may result in a hearing with the Student Services Coordinator. Principals have the authority to excuse early dismissals as needed.

The total number of minutes of Early Dismissal time from school each day **MAY** be considered an absence once the time reaches 7 hours or 420 minutes.

#### **M. LEAVING CAMPUS OR CLASS WITHOUT PERMISSION OF TEACHER OR PRINCIPAL**

**First Offense:** 1-3 Days of ISS. Notification of parent and/or guardian.

**Second and Subsequent Offense:** 1-3 days of OSS. Notification of parent/guardian.

#### **N. DRESS CODE**

##### **In General**

The dress and grooming of Sullivan County Schools' students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of

the school. These standards of dress and grooming apply to all students in Sullivan County Schools, unless a specific exemption is granted by the principal. Apparel that disrupts educational activities and processes of the school will result in the removal of the student from the regular school environment until acceptable apparel can be secured for the student. The administration will be the final judge about whether a student's clothing is appropriate for school or whether it will create an environmental climate that is distracting to learning. Principals, faculty, and staff members will enforce the dress code. Failure to comply with the dress code will be handled similarly to other disciplinary infractions.

The main purpose of the dress code and the discipline policies is to prepare students to participate in the community and the workplace and to teach students appropriate standards of dress. Every possible situation cannot be addressed in this policy; therefore, the administration reserves the right to make amendments deemed necessary for the welfare of the school.

**Requirements for student dress in all schools are listed below:**

1. All clothing must be appropriately sized, securely fastened and cover midriff, back, sides, shoulders, and all undergarments at all times.
2. Rips, holes, or tears in clothing must be below mid-thigh.
3. See-through, revealing, or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of this dress code.
4. Gang paraphernalia, garments and/or jewelry, tattoos, or other insignias, which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
5. Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or any other characteristics protected by federal or state law or Board policy.
6. Any articles of clothing or jewelry that may cause injury including, but not limited to, items with spikes, or sharp objects, wallet chains, leashes, and heavy link chains are not allowed.
7. Students must wear shoes that are safe and appropriate for the learning environment. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers/houseshoes.
8. Form fitting leotard/spandex/leggings types of clothing is not allowed unless proper outer garments cover to mid-thigh length or longer in both front, back and side. Dresses, skirts, shorts/skort, must cover to mid thigh length or longer in both front, back and side.
9. Clothing and footwear traditionally designed as sleepwear shall not be worn.
10. Head gear, including but not limited to, caps, hats, bandanas, hoodies with hoods up, sweatbands and/or sunglasses shall not be worn indoors on campus unless permitted by the principal for religious or medical reasons. Students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours, however these articles must not violate this dress code.
11. Costume wear (such as tails, ears, masks, hats, flags, etc.) are not allowed to be worn except on special days designated by the school administration.
12. Blankets are not allowed at school at any time.

**ALL administrative amendments/exceptions to the above policies MUST be approved by the grade-level supervisor at the Central Office prior to implementation each school year.**

**O. ABUSIVE CONDUCT**

Bullying, making fun of, intimidation, endangering, hazing, or harassment of another person. (Harassment occurs when a student exhibits conduct which has the purpose or effect of unreasonably interfering with another student's academic development or creates an intimidating, hostile or offensive learning environment.) Students are urged to seek the assistance of administrators, teachers, and/or counselors to help with resolving student conflict before it can result in a physical or verbal confrontation. Conduct in an extreme nature will be handled at the Principal's discretion.

1. **HORSEPLAY** - Punishment at the discretion of the principal  
Excessive/aggressive pushing and/or shoving may be considered a serious incident with discipline ranging from loss of privileges, up to 1 - 3 days ISS

**2. MUTUAL FIGHTING**—Punches exchanged between students. No distinction made between who started the fight and who was “just defending” if punches are aggressively exchanged by both students. **Refer to School Board Policy 6.316 in cases of self-defense.**

**First Offense:** 1-3 days OSS

**Second Offense:** 3-5 days OSS

**Third Offense:** 3-5 days OSS

**Fourth Offense:** 3-5 days OSS and expulsion for the remainder of the term.

**3. VERBAL AND/OR NON-VERBAL THREATS TO STUDENTS: intimidation; extortion; instigation of disruptive behavior; provocation of a fight.**

**First Offense :** The school administration may use alternative means of punishment at their discretion.

**Second Offense:** 1-3 days ISS

**Third Offense:** 1-5 days OSS

**Fourth Offense:** 1-5 days OSS and expulsion for the remainder of the term.

**4. BULLYING/CYBERBULLYING** - EPIC definition: “a person is being bullied when he or she is exposed repeatedly and over time to negative actions that creates an imbalance of power on the part of one or more persons ”

Sullivan County Schools incorporate the values of E.P.I.C. (Encourage, Protect, Invest, Connect) in all schools to help combat bullying, harassment, and inconsiderate behavior while instilling positive behavior in all students.

Students are to report to a staff member if they are or have knowledge of, a student being bullied/harassed/Cyber-bullied.

**49-6-1014. Legislative findings - Safety and civility** - The general assembly hereby finds and declares that:

- (1) A safe and civil environment is necessary for students to learn and achieve high academic standards;
- (2) Harassment, intimidation or bullying, like other disruptive or violent behavior, is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment.

**49-6-1015. Definition of "harassment, intimidation or bullying"** - As defined in TCA 49-6-1015 “harassment, intimidation, or bullying “means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

- (1) Physically harming a student or damaging a student's property;
- (2) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- (3) Creating a hostile educational environment.

\*Bullying may include acts that are carried out by use of a computer (Cyberbullying), cell phone or other electronic means.

#### **Response to Reported Bullying/Cyberbullying.**

**Administrator will:**

- Document date and time of report and when investigation began within 48 hours.

- Contact parents of both the victim and perpetrator(s).
- Investigate accusations.
- Develop an Intervention Plan within 20 days of when the incident was reported.
- Investigation will determine the intensity needed for the intervention.

**Discipline:**

Investigation of Bullying/Cyberbullying will begin within 48 hrs of notification and completed plan of action within 20 days. Severe situations involving harassment, intimidation or bullying may result in expulsion and reported to the Sullivan County Sheriff’s Office. Each School will develop a plan to monitor, regulate, and educate those who bully others.

Discipline at the discretion of the principal including ISS or OSS.

**Severe situations involving harassment, intimidation or bullying may result in expulsion for the remainder of the term.**

**5. HARASSMENT**

In an effort to help students understand the damaging effects harassment can have on individuals who are the victims of harassment, Sullivan County Schools will make every endeavor to educate the student populace on issues concerning the various factors and the “intent and impact” of harassment. It is understood that education alone might not be enough to eradicate harassment from our schools. Therefore, disciplinary actions must be taken to help the students in refraining from harassing activities. Every effort will be made to use education as a first attempt to stop harassment. If the initial attempts are not successful, then a combination of education and discipline will be administered. Appropriate incident report must be filed immediately and a copy sent to the system wide compliance official.

- First Offense:** Discipline at the discretion of the principal.
- Second Offense:** 1-5 days ISS.
- Third Offense:** 1-3 days OSS

Some harassment incidents may be severe enough that the above disciplinary steps might not be adequate. In these incidents, the administration **must** immediately notify the Sheriff’s Department and suspend the student out of school until an investigation may be completed. Complete a DCS referral to the DCS Hotline or online website.

**P. ELECTRONIC TAMPERING, OTHER INAPPROPRIATE USE OF SCDE-OWNED TECHNOLOGY**

**1. User Obligations and Responsibilities**

SCDE's technological resources, including the Internet, can be used only for legitimate educational pursuits. Use of the computer and other technological devices and the Internet is limited to authorized district business use by employees and authorized educational activities by employees and students.

The use of the Internet is a privilege, not a right.

No student shall be allowed to use SCDE's access to the Internet unless the student and the student's parent or guardian first signs an Internet Acceptable Use Agreement. Employees shall be allowed to use SCDE's access to the Internet only after signing the Internet Acceptable Use Agreement.

**2. Prohibitions**

The following are examples of the types of activities that will result in the loss of Internet privileges and/or disciplinary action and/or legal action if appropriate. These include, but are not limited to, the following:

- a. Facilitation of illegal activity.
- b. Commercial for-profit purposes.
- c. Unauthorized non-work or non-school-related activity.
- d. Hate mail, discriminatory remarks, and offensive or obscene communications.
- e. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
- f. Accessing, uploading or downloading inappropriate material.
- g. Use of inappropriate language or profanity.
- h. Transmission of material likely to be offensive or objectionable to recipients, such as sexually harassing material.
- i. Intentionally obtaining or modifying files, passwords or data belonging to other users or to the district.
- j. Impersonation of another user, posting anonymously or using pseudonyms.
- k. Fraudulent copying, communications or modification of materials in violation of copyright laws.
- l. Loading or use of unauthorized games, programs files, or other electronic media on district equipment.
- m. Disrupting the work of users.
- n. Destroying, modifying or abusing network hardware or software.
- o. Recording personal communications in a public post without the original author's prior consent.
- p. Participating in or accessing chat rooms, such as ICQ, IRC, MIRC, AOL Instant Messenger, Windows Messenger, or Yahoo Messenger, accessing unauthorized social media networks.

### 3. Consequences for Inappropriate Use of Technology

Students who fail to abide by this policy **may be** subject to disciplinary action, revocation of their privilege to use the Internet, or legal action as appropriate. In appropriate cases, the Sheriff's Department may be notified. (Parents/guardians may make written requests for alternative school.) Severe cases could result in expulsion. In addition, a user who damages equipment, systems or software in a deliberate or willful manner will be responsible for repair or replacement costs. Users who incur unauthorized charges or fees resulting from access to the Internet will be responsible for payment of the same. Any violation of copyright law will be the liability of the one who violated the copyright.

Disciplinary action to include: ISS, OSS, and/or 5 or 10-day Alternative School placement.

### Q. Technology and Cell Phones, Smart Watches, Personal and Electronic Devices

#### **ALL DEVICES ARE TO BE TURNED OFF AND STORED FOR THE ENTIRETY OF THE SCHOOL DAY**

- Must be in silent mode while riding the school bus.
- May not be used to harass, bully, or intimidate anyone.
- May not be used to record, transmit, post, or share and view photographic images or video of a person, or persons on campus or during school activities and/or hours to include all students and personnel at school.
- May not be used to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- If technology or cell phones are used for illegal acts or purposes which would otherwise constitute a violation of this policy, such as, but not limited to, profanity, sending pornographic images, or selling banned substances, the phone/technology will be kept for police/school evidence.
- If reasonable suspicion exists, a cell phone or technology's memory may be accessed and reviewed by school personnel. The Attorney General of Tennessee states "a school has the authority to confiscate a cell phone when the cell phone has been determined to be an unauthorized item in the school rules. The disciplinary action is cumulative so that repeat or persistent violations of the policy result in enhanced disciplinary action. Further, a student's due process rights are ensured with notification of the cell phone policy."

Students using a cell phone or technology must turn over the device to the teacher or school administration.

Violation of this technology usage policy will result in the following consequences:

**First Offense:** Technology device or cell phone will be confiscated and held for 1 school day. The device will be returned to the student at the end of the designated time. Parent/Guardian must be notified.

**Second Offense:** Technology device or the cell phone will be confiscated and held for 1 school day. The device will be returned to the parent/guardian at the end of the designated time.

**Third Offense:** Technology device or the cell phone will be confiscated and held for 3 school days. The device will be returned to the parent/guardian at the end of the designated time.

**Fourth and subsequent offenses:** 1-3 Days ISS and technology device or the cell phone will be confiscated and held for 5 school days. The device will be returned to the parent/guardian at the end of the designated time.

**Serious offenses will be at the discretion of the Principal.**

Refusal to hand over a cell phone or technology device will result in:

**First Offense:** 1-3 days OSS.

**Second Offense:** 3-5 days OSS. + Contract

**Third Offense:** 5 days OSS and Alternative School Placement

**Recording or transmitting a fight will result in the following consequences:**

**First Offense:** 1-3 days ISS.

**Second Offense:** Discretion of Principal. Possible 5 days OSS and/or an Alternative School Placement..

(Notification of the Sullivan County Sheriff's Office will be notified if needed.)

**Pursuant to T.C.A. 37-1-1:**

“A minor commits **illegal use of a telecommunication device** who: (1) Intentionally or knowingly, by use of a telecommunication device, transmits, distributes, publishes, or disseminates a photograph, video, or other material that contains a sexually explicit image of a minor; or (2) Intentionally possess a photograph, video, or other materials; that contains a sexually explicit image of a minor.

Consequences of this action will be:

**Report to the Sullivan County Sheriff's Office**

**First Offense:** 1-3 days OSS + Contract

**Second Offense:** 1-3 days OSS and Alternative School Placement.

**Third Offense:** 3-5 days OSS and expulsion for the remainder of the term.

**(Regardless of the number of offenses, if the offense is determined to be egregious enough that it causes a major disruption of the learning environment, in addition to being charged with the Sheriff's Office, an immediate expulsion can occur.)**

**R. CONSISTENT OFFENDER**

Wherever a student has five (5) offenses that involve suspension (ISS or OSS) and/or a student's conduct is so consistently disruptive over a fair period of time that the teacher's opportunity to teach and other student's right to learn have been impaired, the student may be considered a consistent offender and include a loss of school privileges. (Examples of school privileges are, but not limited to participation or attendance of extracurricular activities, end of year field trips, school dances, etc.)

1. The parents and the student shall be afforded an immediate opportunity for a parent conference with a school counselor's involvement. **A school disciplinary plan must be developed.**
2. Principal Discretion

**SCHOOL BUS TRANSPORTATION**

We know you share our concern for the safety of every student who rides a school bus or an activity bus. We ask that you impress upon your child that it is absolutely necessary to follow all rules while on the bus. The principal of each public school in Sullivan County has local supervision of all buses operating to and from that school, to include the supervision of all students on-loading or off-loading and the conduct of pupils being transported. All school rules apply to each student while on the school bus. The school bus is an extension of the school classroom/building. Discipline for many bus infractions could be the same as those in the classroom unless the safety of the student(s) on the bus are at risk. In this case, alternative discipline measures can be considered. ***To report safety complaints, call 423-354-1000 or 423-712-0788***

**COMPLAINT PROCESS:**

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation coordinator.
2. Complaints may be submitted in person, via phone, mail, or email.
3. Written complaints shall be submitted on forms located on the district’s website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation coordinator.

The transportation coordinator shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation coordinator shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation coordinator shall submit a final written report to the director of schools that details the investigation’s findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

**REGULATIONS FOR PUPILS RIDING SCHOOL BUSES AND PARENT INFORMATION:**  
PARENTS ARE NOT ALLOWED TO BOARD A BUS FOR CONFRONTATION WITH A BUS DRIVER or STUDENT. ANY COMPLAINT MUST BE FILED WITH THE TRANSPORTATION COORDINATOR, PRINCIPAL, or BUS OWNER.

- A. PRIOR TO LOADING** (At a bus stop in the morning and when loading buses at school in the afternoon)
1. Be on time at the designated school bus stop; the bus cannot wait for those who are not on time.
  2. Students should be at the bus stop 5 minutes before the bus is scheduled to arrive.
  3. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
  4. Respect other people's property. If the bus stop is in front of someone's home, stay off his or her property.
  5. Do not move toward the bus at the school bus loading zone until the buses have been brought to a complete stop.
  6. Once the bus has stopped, students should board in an orderly manner with no pushing or shoving.

**B. WHILE ON THE BUS**

1. Keep hands, head and feet inside the bus at all times.
2. Assist in keeping the bus safe and clean at all times.
3. Maintain a noise level which will not distract from the driver's concentration. Remember that loud

talking and laughter or unnecessary confusion diverts the driver's attention and could result in a serious accident.

4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, windows, etc. must be paid for by the offender.
5. Seats may be assigned by the driver in whatever way that the driver deems necessary to maintain order.
6. Bus riders should never remove safety padding from seat backs, tamper with the bus or any of the equipment.
7. Books, lunches, or other articles should not be left on the bus.
8. Do not throw things inside the bus or out of bus windows and doors.
9. Keep books, packages, coats and all other objects out of the aisles.
10. Help look after the safety and comfort of young children.
11. Bus riders are not permitted to leave their seats while the bus is in motion.
12. It is a violation of state law to stand in the stairwell or beyond the guardrails.
13. Occupy no position which interferes with the driver's vision to the front, side or by means of mirrors to the rear.
14. Horseplay is not permitted around or on the school bus.
15. Bus riders are expected to be courteous to fellow pupils and the driver.
16. Be absolutely quiet when approaching a railroad-crossing stop.
17. In case of a road emergency involving vehicles other than the school bus, children are to remain on the bus, unless instructed to do otherwise by the driver.
18. Use the rear door ONLY in an emergency.
19. Absolutely no eating on the school bus.
20. Abstain from the use of foul language.
21. In order to maintain order and safety, students may at times be videotaped while on the school bus.

#### **C. AFTER LEAVING THE BUS**

1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus to enable the driver to see your shoes in the event you drop something) but only after seeing the driver's or patrolman's signal and looking to be sure that no traffic is approaching from either direction.
2. Be alert to the danger signal from the driver.
3. The driver will not discharge riders at other places than the regular bus stop at home or at school unless by proper authorization from the parent and signed by the child's principal.
4. Abide by all other school regulations governing conduct on buses, before, during and after the ride.

#### **D. EXTRA-CURRICULAR TRIPS**

1. The above rules and regulations would apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of a chaperone appointed by the school.
3. The principal has the right to exclude any parent from school activities to include field trips and school activities.

#### **E. RESPONSE TO STUDENT MISBEHAVIOR ON BUSES**

The driver shall monitor the conduct of passengers while riding on the school bus. Disciplinary problems that the driver is unable to control are reported to the principal of the school, which the student attends. En route to and from school, if a disciplinary problem arises which would affect the safe operation of the bus, the driver is instructed to park the bus in a safe location and call the principal for instructions. In extreme cases where a student(s) is out of control or a safety situation of an extreme nature exists, the driver is instructed to park the bus in a safe location and call 911 for immediate assistance and then the principal of the school and the bus owner.

#### **F. CONSEQUENCES OF VIOLATIONS OF RULES:** (Bus driver makes referrals to the school administrator. The Principal will investigate the referral and determine if the referral is a bus offense.)

**First Offense:** Discipline at the discretion of the principal.

**Second Offense:** Student **may** be suspended from riding the school bus up to one (1) week.

**Third Offense:** Student **may** be suspended from riding the school bus up to two (2) weeks.

**Fourth Offense:** If, after a fourth (4th) offense, a pupil persists in uncontrollable conduct while riding a school bus, he/she may be suspended from riding such bus for the remainder of the school year with the approval of the Transportation Coordinator.

**Serious misbehavior by student passengers on buses may result in immediate removal from the bus for an indeterminate length of time. More drastic measures may be necessary to curb any behavior that jeopardizes the safety and well-being of all persons on the bus. Notify the Student Services Coordinator in these circumstances.**

#### **G. FIELD TRIPS**

Professional staff are to report violations/violators of the Student Rights and Responsibility Policy to the school administrator as soon as possible and a full report be given upon the return to school.

#### **H. OUT-OF-ZONE STUDENTS**

Transportation is not provided for out-of-zone students. Parents/guardians of out of zone students must provide transportation.

### **IX. METHODS OF DISCIPLINE**

The Board of Education of Sullivan County Schools affirms that every effort should be taken on the part of each school to work constructively with the student in such a manner that the student be allowed to preserve uninterrupted educational goals. Disciplinary measures should be used constructively, when possible, punitively when necessary. The following are some methods of discipline.

#### **A. CONSEQUENCES FOR MINOR VIOLATIONS NORMALLY IMPOSED BY THE CLASSROOM TEACHER**

If a student is accused of a minor violation of school and/or School Board Student Rights and Responsibility Policy, the consequence might include the following:

- admonishing the student
- denial of class privileges
- temporary removal from (class in a time-out room)
- issuance of demerits that might affect citizenship or department grades
- restricting activities
- requirement of restitution
- behavior modification activities

Such consequences are normally imposed by the classroom teacher. Before imposing such consequences, the teacher will make an investigation into the incident to assure that the guilty is accurately identified, that he or she understands the nature of the offense, and that he or she was on notice as to the consequences to which he or she is subject for that offense. The consequence should be reasonably related to the offense. Any explanation of conduct that the pupil may offer should be considered as the teacher decides upon the appropriate consequence.

#### **B. EXTRACURRICULAR ACTIVITIES AND DISCIPLINE**

Sullivan County Schools promotes good sportsmanship. **“Athletic events are played according to the rules of the Tennessee Secondary School Athletic Association (TSSAA). These rules provide for a fair competition among players. All spectators are expected to promote good sportsmanship at all times. Each one is expected to take personal responsibility for keeping each game at a high level of sportsmanship.”** (TSSAA creed). Therefore, poor sportsmanship such as; taunting of players, officials and/or fans, racial or ethnic slurs, profanity, inappropriate signs and cheers, etc. will not be allowed. Anyone who conducts themselves in an inappropriate manner will be asked to leave and could be banned from future events at the discretion of the principal. Students may also receive additional disciplinary action as listed in other sections of the “Student Rights and Responsibilities” handbook.

Participation and attendance in extracurricular activities is a privilege, not a right, as affirmed by the U.S. Supreme Court.

1. Students are not guaranteed a position in any school-sponsored organization to include, but not limited to, Athletic Teams, Bands, Cheerleader Teams, Drill Teams, Student Government, or any other group representing the school.
2. Infractions of any disciplinary rules of the school may result in removal from any organization and its activities.
3. As a result of any suspension (i.e. OSS, ISS) or alternative school placement students who represent their school in any school-sponsored activity or organization will forfeit their opportunity to participate in or attend said activities for the duration of that suspension (to include the entire last day of the ISS, OSS or alternative school placement).
4. Students participating in any planned extra-curricular activity shall be present in school the entire day of and the entire day following the scheduled activity. (Refer to Section 1 of Attendance Policy.)

If a student does not attend school the entire day on the above-mentioned days, he/she will not be permitted to participate in or attend the next planned extra-curricular activity. Exceptions to this rule, would be those groups attending functions out-of-town and unable to return to school the next day.

### **C. IN-SCHOOL SUSPENSION**

**IN LIEU OF IN-SCHOOL SUSPENSION FOR GRADES K-5, DISCIPLINE WILL BE AT THE DISCRETION OF THE PRINCIPAL. STUDENTS WHO COMMIT MINOR VIOLATIONS ARE NOT TO BE PLACED IN IN-SCHOOL SUSPENSION.**

1. In-school suspension should be used to minimize the number of days that a student would be otherwise out-of-school through the disciplinary process.
2. After a student has been in the in-school suspension program for a total of twelve (12) days or four (4) times, a school discipline board will be held to determine the effectiveness of the in-school suspension program for that student.
3. In-school suspension is not to be used for trivial incidents.
4. In-school suspension should not be used for extended periods of time, i.e., five (5) days should be the maximum number of days per occurrence.
5. The following procedure will be used when disciplining students who are involved in school-sponsored programs: If a student should have a disciplinary problem that warrants placement in the in-school suspension program late on Monday or near the end of a school day, the student will appear before the appropriate administrator and will be informed that he/she would secure classroom assignments for the period of in-school suspension on Tuesday. In this example, a three-day in-school suspension would begin on Wednesday and end on Friday. The student would not be eligible to participate in athletics or school-sponsored activities, to include practice, during the time of his/her suspension.

It is the administrators' responsibility to inform the student of the school's desire as it pertains to attending school-sponsored activities as a spectator during the period of suspension. Should a student become involved in a problem early in the school day on Monday, as in the example above, which would permit him/her to obtain assignments on Monday, the three-day in-school suspension should begin on Tuesday, with student eligibility to participate in or attend athletics or school activities to be reinstated on Friday.

### **D. SCHOOL DISCIPLINE BOARD**

The school discipline board is a school building level committee designed to develop a plan in order to attempt to prevent the continuation of disciplinary problems with a student who is identified as a consistent offender. The school disciplinary board must complete a plan before students are brought to the SDHA for cases of consistent offender.

When discipline procedures have failed to provide desired results in modifying student behavior, a discipline board may be convened to attempt to solve the problem.

The discipline board will be held at the school in which the student attends. In addition to the student, members of the board may consist of the student's parent, school principal or his designee, a representative from the office of the Director of Schools, a representative from the appropriate juvenile court, a school guidance counselor, and teachers as required. During this meeting, specific behavior changes will be discussed and specific disciplinary actions will be outlined in the case of noncompliance.

The purpose of the board is to attempt to prevent the continuation of recurrence of discipline problems that the student is experiencing.

### **E. OUT-OF-SCHOOL SUSPENSION**

A principal may for disciplinary reasons, suspend a student for a period not exceeding ten (10) days, under the following guidelines:

1. The student shall be brought before the principal and orally notified of the specific charges against him/her, and be given an opportunity to present his/her version of the incident. If he/she denies the charges, he/she shall be given an explanation of the authorities' evidence.
2. Upon the suspension of a student, the principal shall send a written notice to the Director of Schools or the Student Services Coordinator and any other persons authorized by the Board to investigate and to the student's parent or guardian. The notice shall set forth the length of time of the suspension and the specific charges constituting the reason for the suspension.

## **F. SUSPENSION, PLACEMENT IN ALTERNATIVE SCHOOL, EXPULSION**

### **Alternative School**

Alternative School placement will be for students who are so disruptive that they hinder the teaching and learning environment of the school or who's apathy is so great that they resist teaching and are a negative influence on their peers. Alternative school may be used as an alternate placement, early re-admittance to school after a 365 day or shorter expulsion, or as a location for behavior modification. Each school has designated Alternative School where students are to be placed. Only the Director of School or the Student Services Coordinator can place students at another location and only the director of schools can determine if students are allowed to ride the bus to their alternative school placement. The decision to ride the school bus to alternative school will be made on a case-by-case basis.

### **Length of Stay**

The length of stay for a student will depend on the program placement, as per Student Rights and Responsibility Policy, progress in appropriate behavioral modification and/or evaluation at various intervals. Students assigned to alternative school will be assigned to the program serving that school. Only the Director of Schools or the Student Services Coordinator can assign a student to a different location.

Excused absences will be made up on a 1:1 basis. Students who accumulate two (2) unexcused absences during placement at the alternative school may receive Out-of-School suspension for the remaining days of the alternative school placement. Further discipline infractions occurring during the alternative school placement will result in additional consequences, up to and including expulsion.

1. If a student is accused of violating school and/or Student Rights and Responsibility Policy which may result in out-of-school suspension/expulsion the following procedures will be followed:
  - a. The student will be brought before the principal or principal's designee by the person making the charges.
  - b. The principal and/or principal's designee will provide the student with due process; a student should always be allowed an opportunity to demonstrate facts which indicate he/she has not committed the charged offense or which might bear upon the disciplinary action to be taken; the hearing will include the following:
    - (1) Advise the student of the charges.
    - (2) If the student denies charges, receive information regarding the charges, including the student's explanation of the evidence against him/her and the student's side of the matter.
    - (3) Decide if the student did commit the offense.
    - (4) If it is determined that the student did commit the offense, make a decision as to disciplinary action to be taken.

**In emergency situations, a student may be suspended from school without a prior hearing where his/her continued presence posed a danger to persons or property in the school or an on-going threat of following the suspension, in accordance with the procedural guideline set forth below.**

2. If the student is suspended, the principal will adhere to the following:
  - a. Except in an emergency, no principal shall suspend any student until that student has been advised of the nature of his misconduct, questioned about it, and allowed to give an explanation.
  - b. Upon suspension of any student, other than for in-school suspensions of one (1) day or less, the principal shall notify the parent or guardian and the Director or his designee:
    - (1) Of the suspension, which shall be for a period of no more than ten (10) days;
    - (2) Of the cause for the suspension; and
    - (3) Of the conditions for readmission, which may include at the request of either party, a meeting of the parent or guardian, student, and principal.

**No student will be sent home before the end of the school day unless the parent or guardian has been notified.**

If the suspension is for more than five (5) days the principal shall develop and implement a plan for improving student behavior that shall be made available for review by the Director of Schools, the Student Services Coordinator, or designee upon request.

- c. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal, would justify a suspension for more than ten (10) days, expulsion or placement in the Alternative School, and the parent/guardian wishes to appeal the discipline given by the school administration, the administrator shall refer the case to the Student Services Coordinator in order to convene the Student Disciplinary Hearing Authority appointed by the local Board of Education. The Student Disciplinary Hearing Authority will be composed of: the Director of Schools or his/her designee, an administrator, a counselor, and a Central Office Supervisor. A Hearing before the Student Disciplinary Hearing Authority shall be held no later than ten (10) school days after the beginning of the suspension. The notice of the time and place of this Hearing shall be given in writing to the parent and principal by the hearing authority.
  - d. (i) If the decision is determined by a Student Disciplinary Hearing Authority, a written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the Student Disciplinary Hearing Authority. The student, principal, principal-teacher or assistant principal may within (5) days of the decision request review by the Board of Education. Absent a timely appeal, the decision shall be final. The Board of Education, based upon a review of the record, may grant or deny a request for a Board hearing and may affirm or overturn the decision of the Student Hearing Authority without a hearing before the Board; provided, that the Board may not impose a more severe penalty than that imposed by the hearing authority without first providing an opportunity for a hearing before the Board. The action of the Board of Education shall be final.  
  
(ii) In the event of an appeal to the Board of Education, the documentation regarding the appeal shall be submitted to the Board's executive committee. The executive committee shall make a recommendation to the Board of Education as to whether to hear the appeal or not. Thereafter, the Board of Education shall vote whether to hear the appeal or not. In the event the Board of Education chooses to hear the appeal, the student shall be notified of the date that the appeal shall be heard which shall not be less than (5) days after the Board has determined to hear the appeal.
  - e. After a hearing, the Board of Education or the Student Disciplinary Hearing Authority may order removal of the suspension unconditionally or upon such terms and conditions as it deems reasonable, assign the student to an alternative program, or night school, or suspend the student for a specified period of time.
  - f. In the event that the parent or guardian is in agreement with such recommendation of the principal, the parent may waive the right to have the case determined by the Student Disciplinary Hearing Authority or by the Board of Education, in writing, and the punishment may be imposed immediately.
3. If a principal recommends long-term suspension, placement in the Alternative School, and/or expulsion to the Board and the period of time between the recommendation and a Board meeting is greater than ten (10) days, and the principal feels the student should not be allowed to return to school during the interim between suspension and the Board meeting at which the student's case is to be considered, the following procedures may be followed:
- a. The principal may submit to the Director of Schools or Student Services Coordinator the significant data concerning the student and the incident(s) with his/her recommendation no later than two (2) school days after the incident.
  - b. The Director of Schools and/or the Student Services Coordinator or designee will conduct an investigation of the incident.
  - c. The Director of Schools and/or the Student Services Coordinator or designee will schedule a date for a hearing with the Student Disciplinary Hearing Authority and will notify by certified letter, the parent or guardian of the date, time, and place of the hearing and advise them of their rights.
  - d. A hearing will be conducted by the Student Disciplinary Hearing Authority no later than ten (10) days after the incident.
  - e. The principal will present the reason for his recommendations.
  - f. The Student Disciplinary Hearing Authority will hear the case and decide to reinstate the student until the next Board meeting, suspend the student until the next Board meeting, or to continue a long-term suspension.
  - g. Following the hearing, the parent or guardian will be notified by certified letter as to the decision of

the Student Disciplinary Hearing Authority and advise them that they may appeal to the Board.

#### **G. END-OF-YEAR DISCIPLINE**

Ordinarily, discipline, suspension, placements in the Alternative School, and expulsion shall be carried out in the school year in which the offense occurred. However, where it is felt appropriate with the concurrence of either the Director of Schools, the Student Services Coordinator, or the Board, punishment may be carried out in the remainder of the current school year and/or in the succeeding school year.

### **VIII. STUDENT'S RIGHTS AND RESPONSIBILITIES FOR STUDENTS WITH DISABILITIES STATEMENT OF POLICY**

State and Federal laws relating to the education of students with disabilities contain requirements relating to the discipline of students with disabilities. The Individuals With Disabilities Education Act (IDEA) requires that school systems receiving certain public funds are required to meet certain standards for the education of disabled children. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination upon the basis of disability, and also imposes certain requirements in regard to the education of disabled children. Parents, and where appropriate, students are given statements of the rights of disabled children by the school system.

It is the purpose of this policy, and the intent of the Sullivan County Board of Education to accord to Students with Disabilities the rights and protections to which they are entitled under the law. As used herein, the term "disabled" or "disabled student" means those students identified by the Sullivan County System as disabled under the IDEA or Section 504 of the Rehabilitation Act of 1973.

Parents and students are referred to the statements of rights that are provided to disabled children pursuant to the IDEA and/or Section 504 of the Rehabilitation Act of 1973.

If a student accused of violation of school and/or the Student Rights and Responsibility Policy is identified as a disabled child (as defined herein), the applicable provision of the law relating to Students with Disabilities shall apply. All students are expected to conform to the standard of conduct established by the Student Rights and Responsibility Policy; however, the treatment of Students with Disabilities shall be governed by the additional rules and regulations applicable to Students with Disabilities where this policy conflicts with those laws.

### **NOTICE REGARDING RELEASE OF STUDENT INFORMATION**

This information is being provided to parents of students and students over 18 years of age (hereinafter referred to as "eligible students") in attendance in the Sullivan County School System, as required by the Family Educational Right and Privacy Act.

- A. Parents or eligible students may inspect and review their educational records by making a request, in writing, to the custodian of the records. The school system will comply with a request for access to the records within a reasonable period of time, but in no case more than forty-five (45) days after it has received the request. Parents or eligible students shall be entitled to inspect and review educational records unless, in the case of parents, the school system is aware of a court order preventing such inspection and review, or in the event of duplicate requests for inspection and review of the records such that the custodian concludes that an undue burden is placed upon the school system.
- B. Parents or eligible students have the right to request the amendment of the student's educational records on the ground that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.
- C. Personally identifiable information in a student's education record will not be released from an education record, except to the parent or eligible student, without the prior written consent of the parent or eligible student, except to the extent that the Family Education Right to Privacy Act and its regulations authorize disclosure without consent. Student directory information may be made available by the school system upon request without consent. Directory information relating to a student, means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing,

electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

- D. Parents of students or eligible students have two weeks after notification of rights to advise the school system in writing of items they designate not to be included as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parents or the eligible student.
- E. The school system, pursuant to law, discloses personally identifiable information from education records without parental or eligible student consent to other school officials, including teachers, within the school system whom the school system has determined to have a legitimate educational interest.
- F. Parents or eligible students have a right to file a written complaint with the Family Policy Compliance Office of the United States Department of Education regarding an alleged violation of the Family Educational Right to Privacy Act, or regulations enacted pursuant thereto. The address where such a complaint is to be filed is: Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue SW, Washington, D.C. 20202-4605.
- G. Parents or eligible students have a right to obtain a copy of the school system's full policy on student records by making a written request to the office of the Director of Schools. Copies of this policy are located at the school system's Central Office, on the system's website: [www.sullivank12.net](http://www.sullivank12.net), and in the Administrative Office of each school.

## **Sullivan County School District: Digital Learning Environments and Online Services**

### **Empowering Learning through Digital Tools and Online Services**

Dear Families,

The Sullivan County School District (SCS) is committed to providing our students with a rich and secure digital learning environment. To achieve this, we leverage a suite of online services, including Google Workspace for Education (formerly G Suite), alongside other approved third-party educational applications. These integrated solutions are designed to enhance learning, foster collaboration, and equip students with essential 21st-century skills.

### **What are Digital Learning Environments and Online Services?**

Our digital learning environment encompasses a range of online platforms and applications that facilitate teaching and learning. This primarily includes **Google Workspace for Education**, a comprehensive suite of communication and collaboration tools hosted by Google and managed by SCS. It allows students to create, store, and access documents, presentations, and spreadsheets, engage in collaborative projects, and access educational resources.

In addition to Google Workspace for Education, SCS may utilize various **approved third-party educational applications** to supplement instruction and cater to diverse learning needs. These applications are carefully vetted to ensure they align with our educational goals and meet our privacy and security standards.

Students can access these online services both at school and remotely from any location with internet access, providing flexible learning opportunities.

## Privacy, Security, and Data Governance

The privacy and security of our students' data are paramount. SCS is committed to protecting student information in compliance with all applicable federal and state privacy laws, including but not limited to the Children's Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and relevant state data privacy laws for Tennessee.

**Google Workspace for Education:** Google Workspace for Education is designed with robust security features to protect student data. Its use is governed by a detailed Privacy Policy that ensures Google will not share or otherwise use personal information placed into the system for advertising purposes or for purposes unrelated to providing the Google Workspace for Education services. Google also guarantees its compliance with applicable U.S. privacy laws. For more information on Google's commitment to education privacy, please visit <https://edu.google.com/our-values/privacy-security/>

**Approved Third-Party Applications:** Prior to implementation, all third-party applications used by SCS undergo a thorough review process to ensure they meet our stringent data privacy and security requirements. We prioritize applications that adhere to industry best practices for data encryption, access controls, and privacy policies. SCS will only utilize applications that have entered into appropriate agreements with the district to protect student data.

## Student Account Structure and Functionality

To ensure age-appropriate access and foster responsible digital citizenship, SCS implements the following account structures:

- **Students grades K-5:** Will be issued a partial Google Workspace for Education account providing access to core collaboration tools such as Google Drive, Docs, Sheets, and Slides. Email functionality will be disabled for these accounts.
- **Students grades 6-12:** Will be issued a full Google Workspace for Education account, which includes an "in-house" email service. This email service is restricted to communication with teachers and other students within the Sullivan County School District domain.
- **Disabled Services:** For all student accounts, services such as Google Chat, Google Voice, and other non-essential or age-inappropriate services will be disabled by default. The district reserves the right to enable or disable services as deemed appropriate for educational purposes and student safety.

## Digital Citizenship and Internet Safety Training

SCS is committed to educating students about responsible and safe online behavior. Your child will receive comprehensive internet safety and digital citizenship training throughout the school year as an integral part of our curriculum. This training will cover topics such as online safety, cyberbullying prevention, digital footprints, and responsible use of technology.

## District Policies and Guidelines

We encourage all families to review the district's comprehensive policies related to technology use. Specifically, **Policy 4.406: Use of Internet/Use of the Computer Systems** provides detailed guidelines and expectations for appropriate technology use within the Sullivan County School

District. This policy can be found on the Sullivan County School District website under "Board of Education Policies" or by clicking [here](#).

We believe that by providing a secure and dynamic digital learning environment, we can empower our students to thrive in an increasingly connected world. We look forward to partnering with you in your child's educational journey.

Sincerely,

The Sullivan County School District Administration

### **Use of the Internet/Use of the Computer Systems Policy 4.406**

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

#### **Employees**

Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign a written agreement, developed by the director/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file. All employees must maintain confidentiality of all computer systems, to include passwords, any and all student information, and all other information obtained from and pertaining to the Sullivan County Department of Education computer system.

The director of schools shall develop and implement procedures for appropriate Internet use which shall address the following:

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. Prohibited and illegal activities, including but not limited to the following:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, defaming or attacking others
  - Damaging computers, computer systems or computer networks
  - Hacking or attempting unauthorized access to any computer
  - Violation of copyright laws
  - Trespassing in another's folders, work or files
  - Intentional misuse of resources
  - Using another's password or other identifier (impersonation)
  - Use of the network for commercial purposes
  - Buying or selling on the Internet

#### **Students**

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, defaming or attacking others
  - Damaging computers, computer systems or computer networks
  - Hacking or attempting unauthorized access
  - Violation of copyright laws

- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet
- 

### **INTERNET SAFETY MEASURES**

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
- Maintaining and securing a usage log
- Monitoring on-line activities of students<sub>2</sub>

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures<sub>2</sub>.

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

### **E-MAIL**

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection<sub>3</sub>.

### **INTERNET SAFETY INSTRUCTION**

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. The director shall provide adequate in-service instruction on internet safety. Parents and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

### **SOCIAL NETWORKING**

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.
3. District staff are encouraged to establish and maintain communication with students and parents on educational matters only, and through resources such as district-based email, web portal accounts, or other venues approved by the principal. Any communication created or received by an employee in his or her capacity as such is subject to retention, and perhaps disclosure under public records law.

4. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

## **VIOLATIONS**

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

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### Legal References Cross References

1. TCA 39-14-602
2. 47 U.S.C. § 254; Federal-State Joint Board on Universal Service, CC Docket No. 96-45
3. Report and Order (March 30, 2001)
4. TCA 10-7-512
5. TCA 49-1-221 Use of Electronic Mail (e-mail) 1.805 Web Pages 4.40

The Sullivan County Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Angela S. Buckles  
Assistant Director of Schools  
154 Blountville Bypass  
Blountville, TN 37617  
423-354-1007

# Sullivan County Schools Code of Conduct

Parents, community members, and any other visitors to school property or during school programs/activities **MUST NOT**:

1. Act in a threatening manner toward another or others.
2. Injure or threaten another or others.
3. Damage school property, or the personal property of another or others.
4. Disrupt classes, school programs or other school activities in any way.
5. Communicate with another or others in an abusive, harassing, or threatening manner.
6. Audio or video record where there is an expectation of privacy (*i.e.*, classroom instruction, locker rooms, etc.).
7. Disrupt school transportation or confront transportation staff on a bus/vehicle, a road, a neighborhood, etc.
8. Distribute or wear materials which are vulgar, obscene, advocate illegal action, promote drugs, or are disruptive.
9. Harass or discriminate against another or others based on protected class status (*e.g.*, race, color, religion, etc.).
10. Enter school property, or certain areas of school property, when otherwise restricted from entering the same.
11. Fail to promptly leave school property upon being directed to do so by school administration or law enforcement.
12. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, vaping products, or illegal drugs.
13. Possess or use firearms or dangerous weapons, except in the case of law enforcement officers.
14. Gamble or encourage another or others to gamble.
15. Violate any applicable federal or state statute, local ordinance, or board policy.

***If you have questions about this Code of Conduct, please refer to the school system's online Policy Manual located at [www.sullivank12.net](http://www.sullivank12.net) (Policy 1.501), and/or contact Central Office at 423-354-1000. Reviewed by Attorney Chris McCarty TBPR No. 025551.***



# *State of Tennessee*

## **PUBLIC CHAPTER NO. 852**

**SENATE BILL NO. 2139**

**By White, Bailey, Bowling**

Substituted for: House Bill No. 2096

By White

AN ACT to amend Tennessee Code Annotated, Title 49, relative to education.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 49-2-203(c)(2), is amended by deleting the subdivision and substituting:

(2)(A) Except as provided in subdivision (c)(2)(B), a board meeting must not be conducted with electronic participation unless a quorum of members is physically present at the location of the meeting.

(B) A board meeting may be conducted with electronic participation without a quorum of members being physically present at the location of the meeting when inclement weather or a natural disaster makes the physical presence of a quorum of members at the location of the meeting impractical or unsafe; provided, that a board meeting must not be conducted with electronic participation without a quorum of members being physically present at the location of the meeting more than three (3) times per year.

(C) All members participating in a board meeting conducted with electronic participation must be visually identified in the meeting.

SECTION 2. Tennessee Code Annotated, Section 49-13-111(h), is amended by deleting the subsection and substituting:

(h) The meetings of the governing body of a public charter school are deemed public business and must be held in compliance with title 8, chapter 44, part 1. All information providing notice of public meetings as required under § 8-44-103 must be kept current by a public charter school on the public charter school's website. Notwithstanding title 8, chapter 44, part 1 to the contrary, a governing body of a public charter school may conduct a scheduled board meeting by electronic means in the same manner local boards of education may conduct, and local board of education members may participate in, board meetings by electronic means pursuant to § 49-2-203(c). Notwithstanding this subsection (h) to the contrary, a member of a governing body of a public charter school who does not reside in this state may participate in all scheduled board meetings via electronic means.

SECTION 3. This act takes effect upon becoming a law, the public welfare requiring it.

SENATE BILL NO. 2139

PASSED: April 13, 2026

  
\_\_\_\_\_  
RANDY McNALLY  
SPEAKER OF THE SENATE

  
\_\_\_\_\_  
CAMERON SEXTON, SPEAKER  
HOUSE OF REPRESENTATIVES

APPROVED this 27<sup>th</sup> day of April 2026

  
\_\_\_\_\_  
BILL LEE, GOVERNOR

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Board Meetings</b>	Descriptor Code: <b>1.400</b>	Issued Date: <b>11/02/23</b>
		Rescinds: <b>1.400</b>	Issued: <b>07/06/23</b>

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the Board, except with the attorney to discuss pending or threatened litigation, will  
3 be open to the public.<sup>1</sup> Open meetings will be physically accessible to all students, employees, and  
4 interested citizens.<sup>2</sup>

5 The Board may restrict the recording of Board meetings via camera, camcorder or other  
6 photographic equipment when such recording creates a threat to public safety and welfare or impedes  
7 the conducting of efficient and orderly public meetings.<sup>3</sup>

## 8 **REGULAR MEETINGS**

9 Regular meetings of the Board will be scheduled for the first Thursday of the month at 6:30 p.m. in the  
10 Board Room of Health/Education Building. In the event of a conflict, such change will be announced  
11 at the preceding meeting and advance notice will be given to the public.

12 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled  
13 by the chair.

## 14 **SPECIAL MEETINGS**

15 The Board shall hold such special meetings as necessary to transact the business of the Board. Such  
16 meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools  
17 require it, or when requested to do so by a majority of the Board.<sup>4</sup>

18 Only business related to the call of the meeting, and details related to agenda items shall be discussed  
19 or transacted by the Board at a special meeting.

## 20 **ELECTRONIC ATTENDANCE<sup>5</sup>**

21 Absent Board members may attend a regular or special meeting by electronic means **for certain**  
22 **qualifying reasons subject to the following requirements:** ~~if the member is absent because of work, a~~  
23 ~~family emergency, or the member's military service. If a board member is absent due to military service,~~  
24 ~~he/she may participate electronically as often as he/she is able to do so. However, a board member may~~  
25 ~~not participate electronically more than two (2) times per year for absences due to work and/or family~~  
26 ~~emergencies.~~

27 *General Requirements*

1 ~~The following requirements apply to all electronic attendance, regardless of the reason for the~~  
2 ~~member's absence:~~

- 3
- 4 1. A quorum of the Board must be physically present at the meeting in order for any member to  
5 attend electronically, **except in the case of inclement weather or natural disasters**  
6 **(permitted for a maximum of three times per year);**
- 7
- 8 2. Any **board** member wishing to participate electronically must do so using technology  
9 which allows the Chair to visually identify the **board** member; **and**
- 10
- 11 3. The responsibility for the connection lies with the **board** member wishing to participate  
12 electronically. No more than three (3) attempts to connect shall be made, unless the Board  
13 chooses to make additional attempts.

#### 14 *Work Related Absence*

15 A board member may attend a meeting by electronic means if out of the county due to work;  
16 however, he/she may only participate electronically two (2) times per year for this reason. The board  
17 member shall give the Chair and Director of Schools at least five (5) days notice prior to the meeting  
18 of the board member's intention to participate electronically.

#### 19 *Sickness or Period of Convalescence*

20 A board member may attend a meeting by electronic means if sick or in a period of convalescence on  
21 the advice of a healthcare professional; however, he/she may only participate electronically three (3)  
22 times per year for this reason.

#### 23 *Inclement Weather or Natural Disaster*

24 A board member may attend a meeting by electronic means due to inclement weather or natural disaster  
25 if the schools in the district are closed; however, he/she may only participate electronically three (3)  
26 times per year for this reason.

#### 27 *Family Emergency*

28 A board member may attend a meeting by electronic means if there is a family emergency that  
29 prevents him/her from attending in person. The absence shall be due to the hospitalization of the  
30 board member or the death or hospitalization of the member's spouse, father, mother, son, daughter,  
31 brother, sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law,  
32 brother-in-law, or sister-in-law. The board member may only participate electronically two (2) times  
33 per year for this reason.

#### 34 *Military Service*

- 1 A board member may attend a meeting by electronic means if out of the county due to military
- 2 service. The board member may participate electronically as often as he/she is able to do so.

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Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att’y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2023, Chapter No. 350

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Cross References

School Board Legal Status and Authority 1.100  
Section 504 & ADA Grievance Procedures 1.802

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Agendas</b>	Descriptor Code: <b>1.403</b>	Issued Date: <b>04/10/12</b>
		Rescinds: <b>1011</b>	Issued: <b>09/05/06</b>

1 The Executive Committee of the Board shall be responsible for developing an agenda for each board  
2 meeting. Any board member may place items on the agenda for discussion. The particular order may  
3 vary from meeting to meeting in keeping with the business at hand.

4 For a regular board meeting, the agenda (which shall include the consent agenda), together with  
5 supporting materials, shall normally be distributed to board members at least five (5) days prior to the  
6 scheduled date of the meeting. **The draft agenda shall be available for public inspection and/or**  
7 **distribution on the school district website when it is distributed to board members.** and made  
8 available to the public. The agenda shall be available for public inspection and/or distribution when it  
9 is distributed to the board members. **The final agenda, together with supporting materials, shall be**  
10 **published on the school district website no later than forty-eight (48) hours prior to the regular**  
11 **board meeting.**

12 At the beginning of each meeting, the Board shall, by a majority vote, approve the agenda for the  
13 meeting, which may involve the addition to or deletion of items previously included on the agenda.  
14 The Board, however, shall not revise board policies or adopt new ones, unless such action has been  
15 scheduled.

16 Staff members or citizens of the district may suggest items for the agenda.

17 For items to be considered on the agenda, they must be received in the director of schools' office five  
18 (5) days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda  
19 shall forward any background information to the director of schools' office so that the material will be  
20 included in the delivery to the board members prior to the meeting.

## 21 CONSENT AGENDA

22 While developing the agenda, the chair and director of schools shall identify routine or non-  
23 controversial items to be placed on the consent agenda, which shall become a part of the regular  
24 agenda. If any member objects to including an item on the consent agenda, that item shall be moved to  
25 the regular agenda as an action item requiring discussion. The remaining consent items shall be  
26 adopted in a single vote without discussion.

## 27 TIMED AGENDA

28 The Executive Committee shall assign to each item a certain amount of time determined to be  
29 sufficient for disposing of each item on the agenda. **a sufficient amount of time for each item on the**  
30 **agenda.**

## 31 ANNUAL AGENDA

1 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-  
2 by-month actions required by law and those required to carry out the Board's annual goals, ~~and~~  
3 ~~objectives and the State Board of Education's performance standards~~. In addition, the annual agenda  
4 shall designate dates to ~~monitor~~/review designated sections of the *Board Policy Manual* and to  
5 evaluate progress of programs for student achievement.

6

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7 **Legal References**

8 **Public Acts of 2026, Chapter No. 699**

9

10

**Cross References**

**Duties of Officers 1.201**

**Executive Committee 1.301**

**Appearances Before the Board 1.404**



# *State of Tennessee*

## **PUBLIC CHAPTER NO. 699**

**SENATE BILL NO. 1775**

**By Gardenhire, Bowling**

Substituted for: House Bill No. 1797

**By Lynn, Todd, Hardaway**

AN ACT to amend Tennessee Code Annotated, Section 8-44-110, relative to public meetings.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 8-44-110(e), is amended by deleting "and" at the end of subdivision (8), by deleting the period at the end of subdivision (9) and substituting ";", and by adding the following as new subdivisions:


(10) The governing body of a local education agency (LEA); and

(11) Any other local governing body as defined in § 8-44-102(b)(1)(A) that also has the authority to make binding decisions or the ability to appropriate funds, excluding a private nonprofit community organization that is eligible to receive funds from the community services block grant program under 42 U.S.C. §§ 9901 — 9926.

SECTION 2. This act takes effect upon becoming a law, the public welfare requiring it.

SENATE BILL NO. 1775

PASSED: March 30, 2026

  
\_\_\_\_\_  
RANDY McNALLY  
SPEAKER OF THE SENATE

  
\_\_\_\_\_  
CAMERON SEXTON, SPEAKER  
HOUSE OF REPRESENTATIVES

APPROVED this 14<sup>th</sup> day of April 2026

  
\_\_\_\_\_  
BILL LEE, GOVERNOR

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Appeals to and Appearances Before the Board</b>	Descriptor Code: <b>1.404</b>	Issued Date: <b>05/27/26</b>
		Rescinds: <b>1.404</b>	Issued: <b>03/05/18</b>

## 1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, ~~the~~  
3 ~~Board desires that~~ **the parties shall attempt to settle** all matters ~~be settled~~ at the lowest level of  
4 responsibility, **and the Board shall not** ~~and will not~~ hear complaints or concerns which have not  
5 advanced through the proper administrative procedure.

6 If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the  
7 Board, the matter shall be referred in writing to the office of the Director of Schools and the Board  
8 shall determine whether to hear the appeal.

## 9 APPEARING BEFORE THE BOARD

10 Individuals speaking to the Board shall address remarks to the Chair and may direct questions to  
11 individual board members or staff members only upon approval of the Chair. Each person speaking  
12 shall state his/her name and subject of presentation. The Chair shall have the authority to terminate the  
13 remarks of any individual who violates state law or does not adhere to board rules.<sup>1</sup>

## 14 Public Comment Period<sup>2</sup>

15 There shall be a public comment period for each meeting with actionable items on the agenda, with the  
16 exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda  
17 and matters that are germane to the school board's jurisdiction. The total public comment period shall  
18 be for no more than thirty (30) minutes. If an individual wishes to address the Board, he/she shall sign  
19 up on the form provided before the beginning of the board meeting to request time to speak. Each  
20 speaker shall be given no more than 3-5 minutes. Delegations shall select only one (1) individual to  
21 speak on their behalf unless otherwise determined by the Board.

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### Legal References

1. [TCA 39-17-306](#)
2. [TCA 8-44-112](#)

### Cross References

School Board Meetings 1.400  
Public Hearings 1.401  
Agendas 1.403  
Discrimination/Harassment of Employees 5.500  
Complaints and Grievances 5.501  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying, and Intimidation 6.304  
Student Concerns 6.305



# State of Tennessee

## PUBLIC CHAPTER NO. 620

### HOUSE BILL NO. 22

**By Representatives Davis, Sparks, Cepicky, Fritts, McCalmon, Rudd, Capley,  
Greg Martin, Howell, Reneau, Hardaway, Todd**

**Substituted for: Senate Bill No. 178**

**By Senators Lowe, Bailey, Seal**

AN ACT to amend Tennessee Code Annotated, Title 8, Chapter 44, relative to public meetings.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 8-44-112, is amended by designating subsection (a) as subdivision (a)(1) and by adding the following as subdivision (a)(2):

(2)

(A) A local governing body shall, for each public meeting, reserve a period for public comment to provide the public with the opportunity to comment:

(i) On matters that are germane to the items on the agenda for the meeting; and

(ii) On any matter that is germane to the jurisdiction of the local governing body, regardless of whether such matter is an item on the agenda for the meeting.

(B) As used in this subdivision (a)(2), "local governing body" means the governing body of an incorporated city or town, county, metropolitan government, school district, regional authority, or other political subdivision of this state other than a state governmental agency or entity.

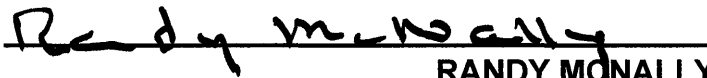
SECTION 2. This act takes effect upon becoming a law, the public welfare requiring it.

HOUSE BILL NO. 22

PASSED: March 12, 2026



CAMERON SEXTON, SPEAKER  
HOUSE OF REPRESENTATIVES



RANDY MCNALLY  
SPEAKER OF THE SENATE

APPROVED this 26<sup>th</sup> day of March 2026



BILL LEE, GOVERNOR



# State of Tennessee

## PUBLIC CHAPTER NO. 1012

HOUSE BILL NO. 2177

By Representatives Slater, White, Cepicky, Maberry

Substituted for: Senate Bill No. 2351

By Senators Watson, Gardenhire, Lowe, Stevens, White

AN ACT to amend Tennessee Code Annotated, Title 9; Title 49, Chapter 13; Title 49, Chapter 2; Title 49, Chapter 3 and Title 49, Chapter 1, Part 3, relative to public education.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 49-1-301(a)(6), is amended by deleting the last sentence of the subsection and substituting:

The student member must be appointed each year from nominees submitted by the local board of education in each school system at each board's discretion or from nominees submitted by a public charter school governing body to the Tennessee public charter school commission, with no more than one (1) student being nominated by the commission and no more than one (1) student from each school system being nominated, and with the students having reached their junior or senior year in high school. This subdivision (a)(6) does not prevent a local board of education from nominating, as its singular nomination, a student who is enrolled in a public charter school authorized by the local board.

SECTION 2. Tennessee Code Annotated, Section 49-2-112(a), is amended by adding the following as a new subdivision:

(3) If a school has less than fifty thousand dollars (\$50,000) in combined total funds from the internal school fund and student activity fund, as described in § 49-2-110, then the school is not required to conduct a separate audit for each of those funds. This subdivision (a)(3) does not exempt a school from conducting an audit of internal school funds or student activity funds as part of a general school audit required pursuant to subdivision (a)(1) or (a)(2).

SECTION 3. Tennessee Code Annotated, Section 49-3-316(a), is amended by deleting subdivisions (2)-(6) and substituting:

(2) Each LEA shall, within thirty (30) days after the beginning of each fiscal year, submit to the commissioner a complete and certified copy of its entire school budget for the current school year that is signed by the director of schools and the local legislative body that serves as the funding body for the LEA.

(3) A local legislative body shall make records related to the local revenue collections used to fund public schools in the city or county available upon the request of the LEA or a public charter school operating in the county or city that is funded by the local legislative body.

(4) Each LEA shall, on or before October 1 of each year, submit to the commissioner a correct and accurate financial report of the receipts and expenditures for all public school purposes in the LEA during the school year ending on June 30 immediately preceding the October 1 report date set forth in this subdivision (a)(4) that is signed by the director of schools and the school district's local legislative body.

(5) Each LEA shall deliver to the commissioner, within ten (10) days of receiving the audit report, a copy of the audit report required by law to be made of the school funds of the LEA.

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(6) Notwithstanding another law to the contrary, any submission of, or revision to, an LEA's financial report required under subdivision (a)(4) made after December 1 must not decrease the per-pupil funding allocated to public charter schools located in the geographic boundaries of the LEA pursuant to § 49-13-112.

(7) A distribution of state funds must not be made to any LEA that has not furnished the commissioner with all records and reports required by this part and by other laws for the current or the preceding school year.

(8) Any records or reports provided to the commissioner by any LEA shall be made available to the comptroller of the treasury upon request.

SECTION 4. Tennessee Code Annotated, Section 49-13-105, is amended by adding the following as a new subsection:

(p) The commission may require an LEA to contract with the commission to provide school support or student support services for any public charter school authorized by the commission that is located in the geographic boundaries of the LEA for special education services and educational placements, alternative schools, or student assessment for special education eligibility that are compliant with all laws and regulations governing such services. The LEA shall not be required to develop new school support or student support services for purposes of entering into a contract with the commission in accordance with this subsection (p). In such cases, the contract developed must address the terms and conditions of these services, and the commission shall reimburse the actual cost to the LEA providing such services.

SECTION 5. Tennessee Code Annotated, Section 49-13-113(d), is amended by deleting subdivision (4) and substituting:

(4) If an enrollment lottery is conducted, a public charter school shall give enrollment preferences in the order established in a lottery policy that is approved by the public charter school's governing body. The lottery policy approved pursuant to this subdivision (d)(4) must determine the order of the following enrollment preferences:

(A) Students enrolled in a pre-kindergarten program operated by the charter school sponsor;

(B) Students who are economically disadvantaged as provided in subdivision (d)(5), if the enrollment preference is used by the public charter school;

(C) Students enrolled in another charter school that has an articulation agreement with the enrolling public charter school; provided, that the articulation agreement has been approved by the authorizer;

(D) Siblings of students already enrolled in the public charter school;

(E) Students residing within the geographic boundaries of the LEA in which the public charter school is located who were enrolled in another public school during the previous school year; and

(F) Students residing outside the geographic boundaries of the LEA in which the public charter school is located; provided, the enrollment preference in this subdivision (d)(4)(F) is the last enrollment preference.

SECTION 6. Tennessee Code Annotated, Section 49-13-121, is amended by adding the following as a new subsection:

(e)

(1) If a public charter school has met or exceeded standards on at least seventy-five percent (75%) of the indicators in each section of the school performance framework, adopted pursuant to § 49-13-143, in each of the three (3) immediately preceding school years; has attained a school composite level of

"above expectations" or "significantly above expectations" as represented by the Tennessee Value-Added Assessment System (TVAAS) developed pursuant to chapter 1, part 6 of this title and guidelines adopted by the state board of education pursuant to chapter 1, part 3 of this title, in each of the three (3) immediately preceding schools years; and has had no significant audit findings during the term of the current charter agreement, then the public charter school is deemed as a high-performing public charter school.

(2) Notwithstanding this section to the contrary, an authorizer that receives a high-performing public charter school renewal application, developed by the state board, from a high-performing public charter school pursuant to this section shall automatically approve the high-performing public charter school for renewal.

(3) No later than ten (10) days after an authorizer approves a high-performing public charter school for renewal, the authorizer shall report the approval to the department of education and commission and include in the report that the approval is pursuant to this subsection (e).

SECTION 7. Tennessee Code Annotated, Section 49-13-108(a), is amended by adding ", subject to § 49-13-121(e)," after "renewal".

SECTION 8. Tennessee Code Annotated, Section 49-13-121(a), is amended by designating the subsection as subdivision (a)(2) and adding the following as a new subdivision:

(1) Each authorizer shall adopt a public charter school renewal policy that outlines the performance standards and procedures that will be used for approval or denial for public charter school renewal in accordance with this section. The performance standards must be aligned to the authorizer's school performance framework required under § 49-13-143. Authorizers shall annually notify each of their authorized public charter schools of whether the public charter school is "on-track" or "off-track" for renewal and publish the status of each public charter school in the annual authorizing report required under § 49-13-120(b).

SECTION 9. Tennessee Code Annotated, Section 49-13-127(b), is amended by adding the following as a new subdivision:

(4) If a public charter school has less than fifty thousand dollars (\$50,000) in combined total funds from the internal school fund and student activity fund, as described in § 49-2-110, then the governing body of the public charter school is not required to conduct a separate audit for each of those funds. This subdivision (b)(4) does not exempt a public charter school from auditing internal school funds or student activity funds as part of a general school audit required pursuant to subdivision (b)(1).

SECTION 10. Tennessee Code Annotated, Section 49-13-137, is amended by deleting the section and substituting:

(a) A governing body that has at least one (1) public charter school authorized by a local board of education or the commission that has been in operation for at least three (3) full school years may submit a replication application, developed by the state board of education, to a local board of education through the application process outlined in §§ 49-13-107 and 49-13-108.

(b)

(1) A governing body that has at least one (1) public charter school authorized by the commission that has been in operation for at least three (3) full school years may apply for replication in the LEA in which the governing body is currently operating as a commission-authorized public charter school directly to the commission.

(2) If a sponsor for replication chooses to apply directly to the commission, then the application process must be in accordance with §§ 49-13-107 and 49-13-108 and the following:

(A) The commission shall rule by resolution, at a regular or specially called meeting, to approve or deny a replication application no later than ninety (90) days after the commission's receipt of the completed application. If the commission fails to approve or deny a replication application within the ninety-day time period prescribed in this subdivision (b)(2)(A), then the replication application is deemed approved;

(B) If the commission denies an application, then the commission's grounds for denial must be stated in writing and must specify objective reasons for the denial. The sponsor has thirty (30) days from the date of receipt of denial to submit an amended application to correct the deficiencies. The commission must approve or deny the amended application no later than sixty (60) days after the commission's receipt of the amended application. If the commission fails to approve or deny the amended application within sixty (60) days, then the amended application is deemed approved;

(C) The commission's decision is final and is not subject to appeal;  
and

(D) If the commission approves an application, then the commission is the authorizer and the LEA for that public charter school.

(c) Notwithstanding this chapter to the contrary, the commission may promulgate rules for the authorization of replication applications submitted to the commission pursuant to this section. The rules must be promulgated in accordance with the Uniform Administrative Procedures Act, compiled in title 4, chapter 5.

SECTION 11. Tennessee Code Annotated, Section 49-13-128(e), is amended by deleting the first sentence of the subsection and substituting:

If the commission authorizes a public charter school under this chapter, then the commission must receive an annual authorizer fee of up to three percent (3%) of the public charter school's per pupil state and local funding as allocated under § 49-13-112(a) or four hundred sixty-three thousand dollars (\$463,000), whichever is less.

SECTION 12. Section 5 of this act takes effect upon becoming a law, the public welfare requiring it. All other sections of this act take effect July 1, 2026, the public welfare requiring it.

HOUSE BILL NO. 2177

PASSED: April 22, 2026



CAMERON SEXTON, SPEAKER  
HOUSE OF REPRESENTATIVES

  
RANDY McNALLY  
SPEAKER OF THE SENATE

APPROVED this 19<sup>th</sup> day of May 2026



BILL LEE, GOVERNOR

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Charter School Renewal</b>	Descriptor Code: <b>1.905</b>	Issued Date: <b>07/03/25</b>
		Rescinds:	Issued:

## 1 **ANNUAL NOTICE**<sup>1</sup>

2 **The Director of Schools/designee shall annually notify the charter school of whether the charter**  
3 **school is “on-track” or “off-track” for renewal. The status of each charter school shall be**  
4 **published in the annual authorizing report.**

## 5 **INTERIM REVIEW**

6 The Director of Schools/designee shall conduct an interim review of a charter school in the fifth year  
7 of a charter term in accordance with guidelines developed by the State Board of Education. As part of  
8 this process, the charter school shall submit a report on the progress of the school in achieving the  
9 goals and objectives set forth in the charter agreement.<sup>+ 2</sup>

## 10 **CUMULATIVE PERFORMANCE REPORT**

11 Three (3) months prior to the date on which a charter school is required to submit a renewal  
12 application, the Director of Schools/designee shall submit a performance report to the charter school  
13 that summarizes the school’s performance record over the charter term and states the summative  
14 findings concerning the school’s performance and prospects for renewal.<sup>2</sup>

## 15 **APPLICATION AND EVALUATION**

16 No later than April 1<sup>st</sup> of the year prior to the year in which the charter school agreement expires, the  
17 governing body of a charter school shall submit a renewal application to the Board.<sup>3 4</sup>The Director of  
18 Schools/designee shall report each renewal application received to the Tennessee Public Charter  
19 School Commission (“the Commission”) within ten (10) days of receipt.<sup>3 4</sup>

20 The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school  
21 that submits a charter school renewal application.

22 The Board will make renewal decisions by February 1<sup>st</sup> in the year the charter school agreement  
23 expires.

## 24 **RENEWAL CRITERIA**<sup>45</sup>

1 The Board shall define and communicate with schools the criteria for renewal that is consistent with  
 2 the charter agreement. The Board shall make its renewal decision based on the renewal application,  
 3 annual authorizer reports, and renewal performance report.

4 Within ten (10) days of the Board voting by resolution on a renewal application, the Director of  
 5 Schools/designee shall promptly notify a school of its renewal recommendation and decision,  
 6 including the reasons for the decision and any rights to an appeal. The Director of Schools/designee  
 7 shall promptly communicate renewal decisions to the school community and public as well as the  
 8 Department of Education and the Commission.

9 **High-Performing Charters**

10 **High-performing charter school renewal applications shall be automatically approved for**  
 11 **renewal. A charter school will be deemed high-performing if it:<sup>1</sup>**

12 **Has met or exceeded standards on at least seventy-five percent (75%) of the indicators in each**  
 13 **section of the school performance framework in each of the three (3) immediately preceding**  
 14 **school years:**

15 **Has attained a school composite level of “above expectations” or “significantly above**  
 16 **expectations” as represented by the Tennessee Value-Added Assessment System (TVAAS) in**  
 17 **each of the three (3) immediately preceding school years; and**

18 **Has had no significant audit findings during the term of the current charter agreement.**

19 **Within ten (10) days of the Board approving a high-performing charter school for renewal, the**  
 20 **Director of Schools/designee shall report the approval of the Department of Education and the**  
 21 **Commission.**

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Legal References

1. **Public Acts of 2026, Chapter No. 1012**
2. [TCA 49-13-121\(k\); Public Acts of 2025, Chapter No. 275](#)
3. [State Board of Education Policy 6.111](#)
4. [TCA 49-13-121\(a\); Public Acts of 2025, Chapter No. 275](#)
5. [TCA 49-13-121; State Board of Education Policy 6.111; Public Acts of 2025, Chapter No. 275](#)



# *State of Tennessee*

## **PUBLIC CHAPTER NO. 808**

### **SENATE BILL NO. 2310**

**By Hensley, Crowe, Lowe, Powers, Stevens**

Substituted for: House Bill No. 2393

By Reneau; Mr. Speaker Sexton; Cepicky, Maberry, Renea Jones, Barrett, McCalmon, Reedy, Eldridge, Terry, Hardaway, Cochran, Todd, Grills

AN ACT to amend Tennessee Code Annotated, Title 49, relative to education.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 6, Part 3, is amended by adding the following new section:

(a) As used in this section:

(1) "Digital device" means electronic hardware used for instructional purposes that can access, process, store, or transmit data;

(2) "Parent" means a parent or legal guardian of a student in any of the grades kindergarten through five (K-5); and

(3) "Social media" means a form of interactive electronic communication through an internet website or application by which a user creates a service-specific profile to connect with other users for communication or content sharing.

(b) Each LEA and public charter school serving students in any of the grades kindergarten through five (K-5) shall adopt a policy governing the age-appropriate and instructional use of digital devices by students to minimize unnecessary screen time while preserving instructional effectiveness.

(c) A policy adopted pursuant to subsection (b) must:

(1) Prioritize in-person, teacher-led instruction and the use of non-electronic instructional materials as the primary mode of instruction for students in any of the grades kindergarten through five (K-5);

(2) Limit the use of digital devices issued by the LEA or public charter school for students who are in any of the grades kindergarten through five (K-5) to instructional purposes for which such use provides a clear educational benefit;

(3) Prohibit students in any of the grades kindergarten through five (K-5) from accessing social media platforms through internet services provided by the LEA or public charter school during the instructional day;

(4) Ensure that electronic assessments and instructional tools used by students in any of the grades kindergarten through five (K-5) are developmentally appropriate and aligned with state academic standards; and

(5) Provide parents with transparency regarding the types of digital devices used by students and the instructional purposes for any such use.

(d) This section does not prohibit the use of digital devices for:

(1) Targeted instructional support, intervention, or remediation;

(2) Accommodations or services required under the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.), Section 504 of the Rehabilitation Act (29 U.S.C. § 794), or the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.);

(3) Administration of a universal screener adopted by the state board of education, a Tennessee universal screener, dyslexia screenings, state-adopted benchmark assessments, or other assessments required by state or federal law;

(4) Teacher preparation, lesson planning, or professional use;

(5) Public virtual schools;

(6) Homebound instruction established in § 49-10-1101;

(7) Remote instructional days provided pursuant to § 49-6-3004(i); or

(8) Hybrid learning days provided pursuant to § 49-6-3004(j).

SECTION 2. This act takes effect July 1, 2026, the public welfare requiring it.

SENATE BILL NO. 2310

PASSED: April 2, 2026

  
\_\_\_\_\_  
RANDY McNALLY  
SPEAKER OF THE SENATE

  
\_\_\_\_\_  
CAMERON SEXTON, SPEAKER  
HOUSE OF REPRESENTATIVES

APPROVED this 21<sup>st</sup> day of April 2026

  
\_\_\_\_\_  
BILL LEE, GOVERNOR

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Interscholastic Athletics</b>	Descriptor Code: <b>4.301</b>	Issued Date: <b>07/03/25</b>
		Rescinds: <b>4.301</b>	Issued: <b>07/09/24</b>

## 1 *General*

2 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be  
3 treated differently from another person or otherwise be discriminated against in any athletic program of  
4 the school. Equal athletic opportunity shall be provided for members of both sexes.<sup>1</sup>

5 **Sex shall be defined as the “immutable characteristics of the person’s reproductive system that**  
6 **identify the person as male or female, as determined by the anatomy and genetics existing at the**  
7 **time of birth”.**<sup>2</sup> Student athletes shall only be allowed to participate in athletic activities or events that  
8 align with the student’s sex indicated on his/her original birth certificate.<sup>2</sup> <sup>3</sup>The Director of  
9 Schools/designee shall require the parent/guardian to provide the student’s original birth certificate prior  
10 to participation in any interscholastic athletics. If the original birth certificate is not available or does not  
11 indicate the student’s sex at time of birth, the parent/guardian shall provide medical documentation  
12 showing evidence of the student’s sex at birth.

13 Interscholastic athletics shall be administered as a part of the regular school program and shall be the  
14 principal’s responsibility. Principals shall ensure that school regulations regarding participation in a sport  
15 are reasonable. Athletic schedules shall be filed in each school principal’s office. The principal or his/her  
16 designee must accompany an athletic team on trips.

17 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control  
18 of secondary athletics.<sup>3</sup> The Director of Schools shall develop a code of conduct for all coaches to follow  
19 in order to ensure the health and safety of athletes.<sup>4</sup>

## 20 **INSURANCE AND PHYSICAL EXAMINATIONS**

21 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must  
22 provide proof of independently secured catastrophic coverage, and liability coverage, with the school  
23 system as a named insured, of not less than the limits set forth in state law.<sup>5</sup> It shall be the responsibility  
24 of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating  
25 in interscholastic athletics.

26 Prior to participation in interscholastic athletics, every student shall complete an annual physical  
27 examination.<sup>6</sup> The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the  
28 examination, and these records shall be on file in the principal’s office.

## 1 SCHEDULING CONFLICTS

2 No principal or teacher shall dismiss his/her school or any group of students for the purpose of attending  
3 practice of any interscholastic sport during the school day without written permission from the Board.  
4 This does not prevent the inclusion of training lessons in the daily school program.<sup>4</sup>

5 Students shall not be required to attend a school athletic event, or event related to participation on a  
6 school athletic team, if the event is on an official school holiday, observed day of worship, or  
7 religious holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full  
8 school days prior to the event.<sup>8</sup>

## 9 SEVERE WEATHER<sup>4</sup>

10 Severe weather is any type of weather that could impede the safety of any athlete by compromising the  
11 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,  
12 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be  
13 discussed with all players, coaches, and officials, if applicable.

14 All coaches who oversee or participate in outdoor training, practice, or competition shall annually  
15 complete a heat illness prevention course approved by the Tennessee Department of Health as well as  
16 receive training on activity modifications based on environmental conditions.

## 17 PROHIBITION AGAINST HAZING

18 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or  
19 tolerate hazing activities.<sup>9</sup>

## 20 HOME SCHOOL STUDENT PARTICIPATION<sup>10</sup>

21 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA  
22 guidelines. If a school is not a member with these organizations, home school students that are zoned  
23 for the school shall be permitted to participate in interscholastic athletics to the same extent as other  
24 students.

## 25 VIRTUAL SCHOOL STUDENT PARTICIPATION<sup>11</sup>

26 Virtual school students shall be permitted to participate in accordance with TSSAA or TMSAA  
27 guidelines. If a school is not a member with these organizations, virtual school students that are zoned  
28 for the school shall be permitted to participate in interscholastic athletics to the same extent as other  
29 students.

## 30 PRIVATE SCHOOL STUDENT PARTICIPATION<sup>12</sup>

31 **While students from private schools are permitted to try out for interscholastic athletic teams,**  
32 **this does not guarantee that they will make the team. As with all students, those from other**  
33 **schools shall only be admitted to the team subject to the independent decision of the coach or**  
34 **other relevant school official.**

1 **Public Schools with TSSAA or TMSSAA Membership**

2 **Private school students shall be permitted to participate in accordance with TSSAA or TMSAA**  
 3 **guidelines subject to the following conditions. These students must:**

4 **Attend a private school that is not a member with TSSAA or TMSAA and serves fewer than two**  
 5 **hundred (200) students in grades six through eight (6-8) or fewer than two hundred students in**  
 6 **grades nine through twelve (9-12);**

7 **Satisfy the eligibility requirements established by TSSAA or TMSAA; and**

8 **Reside within the geographic boundaries of the district.**

9 **These students shall be permitted to participate in athletic programs not offered by the private**  
 10 **school, but only in the middle or high schools that they are zoned to attend.**

11 **Public Schools without TSSAA or TMSSAA Membership**

12 **If a school is not a member with these organizations and offers its students the opportunity to**  
 13 **participate in interscholastic athletic competition, private school students that are zoned for the**  
 14 **school shall be permitted to participate in interscholastic athletics to the same extent as other**  
 15 **students.**

16 **PERSONAL CONDUCT AT SPORTING EVENTS**

17 Good sportsmanship and appropriate personal conduct are expected from all student athletes, coaches,  
 18 and spectators.

19 In the event any student of Sullivan County Schools behaves in a manner that violates the Code of  
 20 Acceptable Behavior, the school administration will impose appropriate discipline. Additionally, if any  
 21 spectator, whether student or adult, behaves in a manner that results in TSSAA imposing a fine on the  
 22 school for unruly behavior, then any such person will be barred from attending any extracurricular  
 23 activities of the Sullivan County Schools until such fine has been reimbursed to the Board.

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Legal References

Cross References

- |   |                                      |
|---|--------------------------------------|
| 1. <a href="#">34 CFR § 106.41</a> ; <a href="#">20 USCA § 1681 et seq.</a>         | Special Use of School Vehicles 3.402 |
| 2. <a href="#">TCA 49-6-310(a)</a>  | Student Insurance Program 3.601      |
| 3. <a href="#">TRR/MS 0520-01-02-.08(1)</a>   | Extracurricular Activities 4.300     |
| 4. <a href="#">TCA 49-6-3601</a>  | Attendance 6.200                     |
| 5. <a href="#">TCA 29-20-403</a>  |                                      |
| 6. <a href="#">20 USCA § 1232h(c)</a> ; <a href="#">TRR/MS 0520-01-13-.01(1)(a)</a> |                                      |
| 7. <a href="#">TCA 49-6-1002(a)</a>   |                                      |
| 8. <a href="#">TCA 49-6-1002(c)</a>   |                                      |
| 9. <a href="#">TCA 49-2-120</a>   |                                      |
| 10. <a href="#">TCA 49-6-3050(e)(1)(B)</a>  |                                      |
| 11. <a href="#">Public Acts of 2025, Chapter No. 173</a>                            |                                      |

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Sick Leave</b>	Descriptor Code: <b>5.302</b>	Issued Date: <b>08/08/23</b>
		Rescinds: <b>5.302</b>	Issued: <b>02/04/21</b>

## 1 PROFESSIONAL PERSONNEL

2 Professional personnel shall earn one (1) day of sick leave for each month employed during the school  
3 year, and these days shall accumulate for an unlimited number of days.<sup>1</sup>

4 **10-month contract = 8 sick days earned per year**

5 **11-month contract = 9 sick days earned per year**

6 **12-month contract = 10 sick days earned per year**

7 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness  
8 or death of a member of the immediate family of a teacher, including the teacher's wife or husband,  
9 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,  
10 daughter- in-law, son-in-law, brother-in-law, and sister-in-law.<sup>2</sup>

11 A signed statement listing the cause of absence shall be provided by the employee on forms furnished  
12 by the **D**irector of **S**chools and shall promptly be given to the immediate supervisor in support of all  
13 claims for sick leave pay. A falsified statement shall be grounds for dismissal. **An employee absent**  
14 **for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury**  
15 **of the employee or immediate family member.**

16 **Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for**  
17 **requiring a physician's certificate stating the reason for absence.**

18 ~~A certificate~~ **Documentation** ~~from the a physician on forms furnished by the Board~~ may be required in  
19 support of any claim for sick leave pay.

20 The principal shall notify the director of schools' office at once if an employee is sick beyond the limit  
21 of his/her sick leave accumulation. ~~The substitute teacher, beyond this point, must have a certificate or~~  
22 ~~permit and must be paid according to the state salary scale.~~

23 Permanent, cumulative sick leave records for each active professional employee shall be kept in the  
24 director of schools' office.

25 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee  
26 school system, provided that the director of schools of the system in which the accumulated leave was  
27 held provides notarized verification.<sup>3</sup>

## 28 SUPPORT PERSONNEL

29 Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

1 At the termination of the employment of any employee, all unused sick leave accumulated by the  
2 employee shall be forfeited.

3 The immediate supervisor may require a physician's certificate stating the reason for absence.

#### 4 **SICK LEAVE BANK**

5 The purpose of the sick leave bank is to provide sick leave to all employees<sup>4</sup> who have suffered an  
6 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

7 To form a sick leave bank, a minimum of twenty (20) employees from the school system shall petition  
8 the Board for permission to establish a sick leave bank.<sup>5</sup> Upon approval, sick leave bank trustees shall  
9 be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and  
10 regulations consistent with state law.<sup>6</sup> Employees electing to participate shall do so during the months  
11 of August, September, or October of each year. Employees wishing to participate shall initially give a  
12 maximum of three (3) days of sick leave. These days are to be deducted from the employee's personal  
13 accumulation and donated to the sick leave bank. Donations of sick leave to the bank are  
14 nonrefundable and nontransferable.<sup>7</sup>

15 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee  
16 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess  
17 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick  
18 leave at the time of assessment, the first earned days shall be donated as they are accrued by the  
19 employee.<sup>7</sup>

20 An employee who is a member of the sick leave bank may request an allotment of days (for the  
21 employee's personal illness or on account of an illness of his/her minor child) in the manner designated  
22 by the trustees. The need for these days must be verified by a statement from a doctor.<sup>8</sup>

23 By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any  
24 year.<sup>9</sup> Membership withdrawal results in forfeiture of all days contributed.

25 The sick leave bank shall be operated in accordance with state law.<sup>10</sup>

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#### Legal References

1. TCA 49-5-710(a)(1); **Public Acts of 2026, Chapter No. 1022**
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. **Public Acts of 2023, Chapter No. 151**; TCA 49-5-808(j)
9. TCA 49-5-806(d)
10. TCA 49-5-801 *et seq.*

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#### Cross References

- Workers' Compensation 3.602
- Orientation and Probation 5.107
- Short Term Leaves of Absence 5.300
- Family and Medical Leave 5.305
- Physical Assault Leave 5.307



# State of Tennessee

## PUBLIC CHAPTER NO. 1022

HOUSE BILL NO. 2343

**By Representatives Harris, Cepicky, Miller, Russell**

**Substituted for: Senate Bill No. 2669**

**By Senators Akbari, Kyle, Yager, Seal, Crowe, Pody**

AN ACT to amend Tennessee Code Annotated, Title 49, relative to leave for teachers.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 49-5-711(a), is amended by deleting the first sentence of the subsection and substituting:

Under policies adopted by the local board of education, a teacher must be allowed personal and professional leave earned at the rate of two (2) days for each one-half (½) year employed.

SECTION 2. Tennessee Code Annotated, Section 49-5-205(a), is amended by deleting "two (2) days" and substituting "four (4) days".

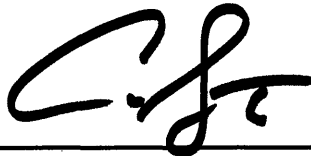
SECTION 3. Tennessee Code Annotated, Section 49-5-710(a)(1), is amended by deleting the subdivision and substituting:

(1) The time allowed for sick leave within the meaning of this section for any teacher is one (1) day for each month employed up to eight (8) days per year for employees with ten-month contracts, up to nine (9) days per year for employees with eleven-month contracts, and up to ten (10) days per year for employees with twelve-month contracts, plus any personal and professional leave transferred to sick leave. Sick leave is cumulative for all earned or transferred days not used.

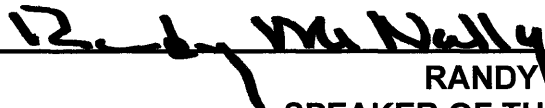
SECTION 4. This act takes effect July 1, 2026, the public welfare requiring it.

HOUSE BILL NO. 2343

PASSED: April 23, 2026



\_\_\_\_\_  
CAMERON SEXTON, SPEAKER  
HOUSE OF REPRESENTATIVES



\_\_\_\_\_  
RANDY MCNALLY  
SPEAKER OF THE SENATE

APPROVED this 19<sup>th</sup> day of May 2026



\_\_\_\_\_  
BILL LEE, GOVERNOR

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Personal and Professional Leave</b>	Descriptor Code: <b>5.303</b>	Issued Date: <b>02/04/21</b>
		Rescinds: <b>5.303</b>	Issued: <b>07/12/05</b>

1 Professional employees shall earn personal and professional leave at the rate of ~~one (1)~~ **two (2)** days for  
2 each half-year employed for a total of ~~two (2)~~ **four (4)** days per year. Any personal and professional  
3 leave remaining unused at the end of a year shall be credited to sick leave.<sup>1</sup>

4 If, at the termination of services, any employee has been absent for more days than leave has been earned,  
5 an amount sufficient to cover the excess days used shall be deducted from the employee's final salary  
6 payment.<sup>2</sup>

## 7 PERSONAL LEAVE

8 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 9 1. Except in an emergency, each employee shall give the principal at least five (5) days' notice in  
10 writing of intent to take leave;
- 11 2. The approval of the principal of the school shall be required:<sup>3</sup>
- 12 a. If more than ten percent (10%) of the teachers in any given school request its use on the  
13 same day;
- 14 b. If requested during any prior established student examination period;
- 15 c. If requested on the day immediately preceding or following a holiday or vacation period;
- 16 d. If personal leave is requested for days scheduled for professional development or in-  
17 service training, according to a school calendar adopted by the Board prior to the  
18 commencement of the school year; or
- 19 e. If personal leave is requested for days scheduled for parent-teacher conferences,  
20 according to a school calendar adopted by the Board prior to the commencement of the  
21 school year.

## 22 PROFESSIONAL LEAVE

23 Professional leave is a short, temporary absence for the purpose of attending workshops and other  
24 meetings relating to school business or serving on boards and commissions which meet during daytime  
25 hours when appointed by a mayor, city council, county executive, or county commission.<sup>4</sup>

## Legal References

1. TCA 49-5-711(a); **Public Acts of 2026, Chapter No. 1022**; TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(b)
3. TCA 49-5-711(c)(1)
4. TCA 49-5-205

## Cross References

Short Term Leaves of Absence 5.300  
Legislative Leave 5.309



# State of Tennessee

## PUBLIC CHAPTER NO. 1022

HOUSE BILL NO. 2343

**By Representatives Harris, Cepicky, Miller, Russell**

**Substituted for: Senate Bill No. 2669**

**By Senators Akbari, Kyle, Yager, Seal, Crowe, Pody**

AN ACT to amend Tennessee Code Annotated, Title 49, relative to leave for teachers.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 49-5-711(a), is amended by deleting the first sentence of the subsection and substituting:

Under policies adopted by the local board of education, a teacher must be allowed personal and professional leave earned at the rate of two (2) days for each one-half (½) year employed.

SECTION 2. Tennessee Code Annotated, Section 49-5-205(a), is amended by deleting "two (2) days" and substituting "four (4) days".

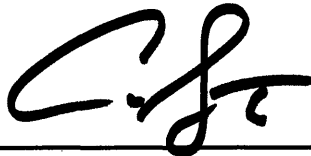
SECTION 3. Tennessee Code Annotated, Section 49-5-710(a)(1), is amended by deleting the subdivision and substituting:

(1) The time allowed for sick leave within the meaning of this section for any teacher is one (1) day for each month employed up to eight (8) days per year for employees with ten-month contracts, up to nine (9) days per year for employees with eleven-month contracts, and up to ten (10) days per year for employees with twelve-month contracts, plus any personal and professional leave transferred to sick leave. Sick leave is cumulative for all earned or transferred days not used.

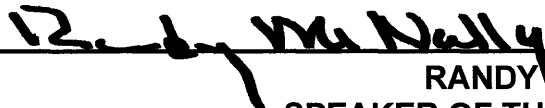
SECTION 4. This act takes effect July 1, 2026, the public welfare requiring it.

HOUSE BILL NO. 2343

PASSED: April 23, 2026



\_\_\_\_\_  
CAMERON SEXTON, SPEAKER  
HOUSE OF REPRESENTATIVES



\_\_\_\_\_  
RANDY MCNALLY  
SPEAKER OF THE SENATE

APPROVED this 19<sup>th</sup> day of May 2026



\_\_\_\_\_  
BILL LEE, GOVERNOR



# State of Tennessee

## PUBLIC CHAPTER NO. 898

SENATE BILL NO. 2106

By White

Substituted for: House Bill No. 1973

By White, Reneau

AN ACT to amend Tennessee Code Annotated, Title 49, relative to discipline of an educator license.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 49-5-411, is amended by deleting subsection (b) and substituting instead the following:

(b) A teacher shall give the director of schools written notice of resignation at least thirty (30) days in advance of the effective date of the resignation.

SECTION 2. Tennessee Code Annotated, Section 49-5-1003(b), is amended by deleting subdivision (15) and substituting instead the following:

(15) Not engage in any conduct prohibited in § 49-5-1008;

SECTION 3. Tennessee Code Annotated, Title 49, Chapter 5, Part 10, is amended by adding the following as a new section:

**49-5-1008. Discipline of educator license for educators engaging in sexually related behavior with or toward a student or former student.**

(a)(1) An educator shall not engage in any sexually related behavior with:

(A) A student enrolled in the school or LEA in which:

(i) The educator provides instruction to students, serves as an administrator, or performs any other official duties as an educator, regardless of whether the educator is employed or serves as a volunteer in a teaching or non-teaching role; or

(ii) The educator has, within the immediately preceding twelve (12) months, provided instruction to students, served as an administrator, or performed any other official duties as an educator, regardless of whether the educator was employed or served as a volunteer in a teaching or non-teaching role; or

(B) A student who, within the immediately preceding twelve (12) months, graduated or withdrew from, ceased enrollment in, or completed the highest grade level offered by the LEA or school in which the student was formerly enrolled, if, during the period for which the student was enrolled in the LEA or school, the educator provided instruction to students, served as an administrator, or performed any other official duties as an educator, regardless of whether the educator was employed or served as a volunteer in a teaching or non-teaching role.

(2) Subdivision (a)(1) prohibits an educator from engaging in sexually related behavior with a student, with or without the student's consent, and applies to all sexually related behavior regardless of whether the sexually related behavior was

communicated to or with the student verbally or nonverbally, or in a written, visual, auditory, physical, virtual, digital, or electronic format.

(b) As used in this section, "sexually related behavior" includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks; engaging in sexual kidding, sexual teasing, or sexual innuendo; pressuring the student or former student for dates or sexual favors; engaging in inappropriate physical touching, groping, or grabbing; kissing; threatening physical harm; and committing a sexual offense or violent sexual offense, as those terms are defined in § 40-39-202.

(c) A violation of this section must be reported to the state board of education in accordance with its rules and constitutes a basis for educator license discipline.

SECTION 4. The heading in this act is for reference purposes only and does not constitute a part of the law enacted by this act. However, the Tennessee Code Commission is requested to include the heading in any compilation or publication containing this act.

SECTION 5. For the purpose of promulgating rules, this act takes effect upon becoming a law, the public welfare requiring it. For all other purposes, this act takes effect July 1, 2026, the public welfare requiring it.

SENATE BILL NO. 2106

PASSED: April 16, 2026

  
\_\_\_\_\_  
RANDY McNALLY  
SPEAKER OF THE SENATE

  
\_\_\_\_\_  
CAMERON SEXTON, SPEAKER  
HOUSE OF REPRESENTATIVES

APPROVED this 5<sup>th</sup> day of May 2026

  
\_\_\_\_\_  
BILL LEE, GOVERNOR

## Sullivan County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Staff Rights &amp; Responsibilities</b>	Descriptor Code: <b>5.600</b>	Issued Date: <b>08/08/23</b>
		Rescinds: <b>5.600</b>	Issued: <b>04/10/12</b>

1 In fulfilling any rights and responsibilities, employees shall give proper consideration to the  
2 educational welfare of students and ensure that no conflict exists with their duties.

3 Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious  
4 discrimination/harassment.<sup>1</sup>

5 Educators have the right to:<sup>2</sup>

6 1. Be treated with civility and respect;

7  
8 2. Have their professional judgment and discretion respected;

9  
10 3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or  
11 appropriate agencies;

12  
13 4. Provide students with a safe environment;

14  
15 5. Defend themselves and their students from physical violence or harm;<sup>3</sup>

16  
17 6. Share information regarding a student's educational experience, health, or safety with the  
18 student's parent(s)/guardian(s) unless otherwise prohibited;<sup>4</sup>

19  
20 7. Review all instructional material or curriculum before being utilized by students;

21  
22 8. Not be required to use his/her personal money to appropriately equip a classroom;

23  
24 9. Report students who commit offenses of assault and battery or vandalism on school property  
25 endangering the life, health, or safety of others pursuant to state law;<sup>5</sup> and

26  
27 10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to  
28 a physical assault or other violent criminal act committed during the course of employment.<sup>6</sup>

29 Each staff member has the responsibility to:

30 1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and  
31 the procedures designed to implement them;

32 2. To adhere to the Teacher Code of Ethics, to the extent applicable;<sup>7</sup>

- 1        3. **Refrain from any sexually related behavior with students, including students who have**
- 2        **graduated or withdrawn in the immediately preceding twelve (12) months;**<sup>8</sup>
- 3        4. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
- 4        students and the students' right to know;
- 5        5. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors, and
- 6        members of the public;
- 7        6. Keep all records and prepare and submit promptly all reports that may be required by state law,
- 8        State Board of Education rules and regulations, board policy, and administrative procedures; and
- 9        7. Wear appropriate dress for work according to local school rules.

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 Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209; Public Acts of 2023, Chapter No. 153
3. TCA 49-6-2802
4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001 *et seq.*
8. **Public Acts of 2026, Chapter No. 898**

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 Cross References

Curriculum Development 4.200  
 Controversial Issues 4.800  
 Religious Content of Courses 4.804  
 Staff-Student Relations 5.610  
 Ethics 5.611

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b style="text-align: center;">Director of Schools Recruitment and Selection</b>	Descriptor Code: <b>5.801</b>	Issued Date: <b>02/07/19</b>
		Rescinds: <b>5.801</b>	Issued: <b>06/28/12</b>

1 When a vacancy occurs, the appointment of a director of schools is a function of the Board.<sup>1</sup> The  
 2 Board is responsible for finding the person it believes can most effectively translate into action the  
 3 policies of the Board and the goals of the community and the professional staff.

4 The Board may employ a consultant to advise and assist the Board in the search and selection process.  
 5 However, final selection shall rest with the Board after a thorough consideration of qualified  
 6 applicants. An interim director of schools appointed during the time of a search shall not become a  
 7 candidate unless the Board expressly permits such inclusion in the selection procedures. A board  
 8 member may not apply for or in any other way be considered for the position of director of schools.<sup>2</sup>

9 Prior to conducting a search to fill the position, the Board shall initially develop the following<sup>3</sup>:

- 10 1. A job description;
- 11 2. A timeline;
- 12 3. ~~A process for accepting and reviewing applications~~ **System for accepting and reviewing**  
 13 **applications, including a process for handling public versus non-public material (Note: Per**  
 14 **state law, records of all applicants are public unless candidates request their records be**  
 15 **made private**); and

16 4. Selection procedures which shall include, but not be limited to, the following:<sup>3</sup>

- 18 ~~1. The Board shall invite the community, including board employees, to participate in the~~  
 19 ~~process of selecting a director of schools. Resumes of persons interviewed by the Board~~  
 20 ~~shall be available in the central office for public inspection.~~
- 21 ~~2. The interview process for each finalist shall include meetings with various staff and~~  
 22 ~~community groups and an interview with the entire board.~~
- 23 ~~3. Only candidates receiving four out of seven board member votes will be interviewed by the~~  
 24 ~~Board in an open session. Only board members will be allowed to ask questions during the~~  
 25 ~~interview.~~

26 a) **Candidates shall be interviewed by the Board in an executive session. All**  
 27 **deliberation shall occur during public meetings.**  
 28  
 29  
 30  
 31

- 1                   **b) The Board shall attempt to select a Director of Schools by unanimous vote**  
2                   **during a regular meeting, but only a majority vote of the membership of the**  
3                   **Board shall be required for the appointment of a Director of Schools.**

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Legal References

1. TCA 49-2-203(a)(14)
2. TCA 49-2-203(a)(1)(D)
3. TCA 49-2-203(a)(14)(B); **Public Acts of 2026, Chapter No. 1048**



# State of Tennessee

## PUBLIC CHAPTER NO. 1048

HOUSE BILL NO. 2616

By Representative Moon

Substituted for: Senate Bill No. 2162

By Senators Briggs, Haile

AN ACT to amend Tennessee Code Annotated, Title 8, relative to executive sessions for consideration of employment by a governing body.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 8-44-102, is amended by adding the following as a new subsection:

(e)

(1) A governing body may conduct an executive session for the purpose of interviewing applicants for employment as director-level staff of the body. A governing body conducting an executive session pursuant to this subsection (e):

(A) Is not required to provide public notice of such executive session;

(B) Shall not make hiring decisions or deliberate in the executive session. All deliberation and voting must be done in an open, publicly noticed meeting;

(C) Shall cause the minutes of such session to disclose all persons who were in attendance, except the applicants who attend for the purpose of being interviewed by the governing body;

(D) Shall limit attendance to members of the governing body, relevant staff invited by the body, and the applicants;

(E) Shall treat an applicant's application materials as confidential, and such materials are not open to public inspection, upon request by the applicant; and

(F) Shall treat the selected applicant's interview, if recorded, and application materials as public records, subject to a public records request pursuant to § 10-7-503, upon the applicant being selected for employment or appointment. Notwithstanding § 10-7-503, the application materials and interview of applicants not selected must remain confidential upon request.

(2) As used in this subsection (e), "director-level" means a position that:


(A) Is filled by the mayor or a vote of the governing body or by the mayor with confirmation by the governing body, excluding the chief of police; and

(B) Has authority over the operation and employees of a department, agency, or division of the governmental entity.

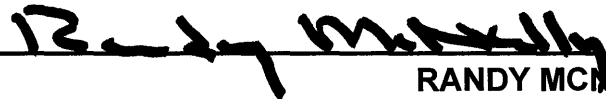
SECTION 2. This act takes effect upon becoming a law, the public welfare requiring it.

HOUSE BILL NO. 2616

PASSED: April 15, 2026



\_\_\_\_\_  
CAMERON SEXTON, SPEAKER  
HOUSE OF REPRESENTATIVES



\_\_\_\_\_  
RANDY MCNALLY  
SPEAKER OF THE SENATE

APPROVED this 21<sup>st</sup> day of May 2026



\_\_\_\_\_  
BILL LEE, GOVERNOR

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Outside Applied Behavior Analysis Therapy</b>	Descriptor Code: <b>6.4053</b>	Issued Date: <b>draft</b>
		Rescinds:	Issued:

*General*

This policy applies to “private pay providers”, which include licensed behavior analysts, registered behavior technicians, and licensed assistant behavior analysts, who are under contract with parent(s)/guardian(s) of students with autism spectrum disorder or developmental delays.<sup>1</sup>

Private pay providers shall adhere to the memorandum of understanding (“MOU”), board policies, and state and federal laws while assisting students on school property and/or at school functions. This includes adhering to student confidentiality laws for any student the private pay provider encounters. The school district shall require a background check and fingerprinting of all private pay providers.

A private pay provider accompanying a student on campus shall be responsible for attending to the ongoing needs of the student they are contracted to assist. The school district shall not request the private pay provider to provide services to any other students, staff, or visitors.

The Director of Schools shall develop administrative procedures to implement this policy.

**IEP TEAM COORDINATION**

Private pay providers shall coordinate with the student’s IEP team by:

- Attending an onboarding session;
- Defining roles and communication channels;
- Conducting a review of relevant student records;
- Ensuring documentation is accurate and promptly provided to all parties; and
- Coordinating with the IEP team prior to each meeting.

**TERMINATION OF SERVICES**

Services of the private pay provider may be terminated for cause. Termination shall be based on violation of the terms of the MOU. If termination is necessary, the Director of Schools shall provide the parent/legal guardian with a letter outlining the reason for the termination.

## **APPEALS PROCESS**

If a parent/legal guardian disagrees with the school district on the provision of services, a complaint may be filed in writing with the Director of Schools. The Director shall appoint a panel to make a decision on the appeal. The panel shall be composed of three individuals: a building level administrator, a special education staff member, and one other school employee. The panel shall review the complaint from the parent/legal guardian along with information provided by district staff and make a determination on the matter within ten (10) business days.

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### Legal References

1. [Public Acts of 2026, Chapter No. 1112; 20 U.S.C. § 1401](#)

**Sullivan County Department of Education**

**School Nutrition Price List**

**2026/2027 School Year**

<b>ELEMENTARY STUDENTS</b>			<b>BREADS/SNACK ITEMS</b>	
CEP Lunch	\$0.00		Roll/Biscuit/Breadstick	\$0.75
CEP Breakfast	\$0.00		Chips	\$1.00
			Animal/ Graham/Goldfish/Cheez-it Crackers	\$0.75
<b>MIDDLE SCHOOL STUDENTS</b>			Nutri-grain Bar	\$1.00
CEP Lunch	\$0.00		Donut, powdered or chocolate	\$1.50
CEP Breakfast	\$0.00		Chex Mix	\$0.75
			Cookie, 1oz	\$0.50
<b>HIGH SCHOOL STUDENTS</b>			Rice Krispie Bar- Large	\$0.75
CEP Lunch	\$0.00		Rice Krispie- Small	\$0.25
CEP Breakfast	\$0.00		Cream Filled Cupcake	\$1.00
			Confetti Cake Cookie	\$1.00
<b>ADULTS</b>			Fudge Filled Cookie	\$1.00
Breakfast	\$3.75		Grandma's Cookies- Blueberry Vanilla	\$0.75
Lunch	\$5.25		Grandma's Cookies- Chococlote Chip	\$0.75
			Sherbet Cup	\$0.50
<b>LUNCH A-LA-CARTE ITEMS</b>			Fruit Snacks	\$0.75
Second Lunch- Elem	\$2.75			
Second Lunch- Middle	\$3.00		<b>BEVERAGES</b>	
Second Lunch- High	\$3.25		Milk, 8 oz	\$0.75
Extra Entree- Elem	\$2.50		Water, plain 8oz	\$0.75
Extra Entree- Middle	\$2.75		Water, plain 16.9 oz	\$0.75
Extra Entree- High	\$3.00		Water, flavored 16.9 oz	\$1.50
			Water, plain 25.3 oz Sports Cap	\$1.00
<b>BREAKFAST A-LA-CARTE</b>			Propel Water	\$1.50
Fruit	\$0.75		Switch or Gatorade G2	\$1.50
Juice 4oz	\$0.75		Coffee 8 oz	\$0.75
Breakfast Entree	\$1.50		Tea, (12-oz cup) STAFF ONLY	\$1.00
Pop-Tart-Single	\$0.75		Tea, (32 oz cup) STAFF ONLY	\$1.25
Pop-Tart- Double	\$1.00		Sparkling ICE	\$1.75
Second Breakfast	\$1.75		Sparkling ICE + Caffeine	\$2.00
Cereal/ Cereal bar	\$1.00		Lemonade ( Staff Only)	\$1.00
<b>VEGETABLES/FRUITS</b>			<b>Ice Cream</b>	
Fries/ Extra Vegetable	\$1.00		Ice Cream Sundae Cup- Chocolate, Vanilla, Strawberry	\$1.00
Fruit	\$0.75		Fudge O Bar	\$1.00
Raisins/Craisins	\$0.50		Cotton Candy Yogurt Twisiter	\$1.25
Baked Potato	\$2.00		Cookies and Cream Sandwich	\$1.25
Large Garden Salad	\$2.50		Classic Ice Cream Sandwich	\$1.25
			Pandy Party Sandwich	\$1.25
<b>MISCELLANEOUS</b>			Strawberry Scooter	\$1.25
Extra Condiment	\$0.50		Chocolate Scooter	\$1.25
Holiday Dessert	\$1.00		Cookies and Cream Cone	\$1.25
Peanut Butter and Jelly Sandwich	\$1.00		Crazy Vanilla Cone	\$1.25
Mozzarella String Cheese/Colby Jack Stick	\$0.75		Vanilla Chocolate Twist Cone	\$1.25
			Watermelon Silly Tub- Dairy Free	\$1.25
<b>USDA is an equal opportunity provider employer.</b>			Polar Blast Fruit Punch Freeze- Dairy Free	\$1.25

# Floating Cafeteria Manager

## Nature of Work

This position will be a current cafeteria manager. This manager will have a home school and will travel to any and all locations as needed, for any duration of time. The purpose of this position is to assist in the training of new managers and staff.

The duties of this position are an extension of the regular Cafeteria Manager position. \* See cafeteria Manager job description\*.

This position will be compensated by a \$1/hour pay differential. This will be in addition to the regular hourly rate of the manager.

## Illustrative Examples of Work

- Oversees and assists with checking daily menus and pulling food from coolers, freezers and dry storage area in a timely fashion...
- Supervises the preparation of meals according to established recipes after determining the proper amounts of ingredients and correct yield.
- Ensures that special meals are prepared for children with special nutritional needs and/or diets.
- Checks and records the temperatures of freezers and coolers on a daily basis.
- Enters money into student's accounts upon receipt utilizing the current software program.
- Deposits money to the School Nutrition bank account on a daily basis or at a minimum within 3 banking days.
- Counts all inventory on hand and computes the aggregate value on a monthly basis.
- Oversees and assists with setting up and stocking serving lines including utensils, napkins, plates, condiments, salt and pepper, etc.
- Supervises and assists with chopping vegetables, preparing salads, and preparing fruit for meals.
- Supervises the baking of bread and desserts to accompany meals in accordance with established menus.
- Oversees and assists with operating cash registers, ensuring the proper entry of students' PIN numbers and receiving the proper amount of money for each student's meal.
- Ensures the proper operation of industrial dishwashers and cleaning of utensils, trays, pots and pans, etc.
- Supervises the operation of deep fryers utilized to prepare french fries, tater tots, etc.
- Oversees and assists with filling out production sheets indicating the amount of food consumed and left over for each meal.

- Ensures the proper operation of washers and dryers to clean laundry utilized in cooking operations.
- Ensures the proper utilization of the HACCP (Hazard Analysis and Critical Control Points) procedures to ensure food safety.
- Orders groceries and supplies, and verifies the receipt and accuracy of all deliveries.
- Oversees and assists with receiving food items and dietary supplies, stocking them in the appropriate location and submitting accurate records of food purchased and available food inventories.
- Trains new employees and coordinates the use of substitute personnel as needed.
- Prepares and submits accident reports in accordance with established procedures.
- Completes and submits time sheets for all employees in accordance with established schedules.
- Participates in training sessions and workshops when required.
- Oversees and assists with cleaning and sanitizing cooking surfaces and equipment, coolers, ice boxes, sinks, trash cans, etc.
- Assists with preparing and serving meals and snacks for employees when required.
- Oversees and assists with preparing meals and/or snacks for special occasions including open houses, parties, etc.
- Ensures the power and accurate monitoring and recording of temperatures of cold and hot food items and ensures they are held and served at acceptable temperatures.
- Assists with preparing meals and snacks for employees when required.
- Oversees and assists with preparing meals and/or snacks for special occasions including open houses, parties, etc.
- Ensures the proper and accurate monitoring and recording of temperatures of cold and hot food items and ensures they are held and served at acceptable temperatures.
- Assists with cleaning ice filters and air conditioning filters when necessary.
- Supervises the cleaning of ovens, steamers and other kitchen equipment in accordance with established procedures.
- Submits all reports, invoices, etc. to the central office on a timely basis.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited four year high school (or GED program); strong organizational working in a commercial or institutional kitchen setting; considerable supervisory experience, through experience preparing large quantities of food; ability to enforce and follow detailed instructions and operational policies and procedures; sufficient strength and agility to meet the physically demanding aspects of the position; or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Through knowledge of the school age children including special dietary supplements and special diets required for various medical conditions.
- Through knowledge of the proper temperatures for serving hot and cold components of meals to avoid contamination and/or spoilage.
- Through knowledge of the state and federal regulations pertaining to school age program for the preparation and serving of meals.
- Through knowledge of cooking all food items according to established recipes.
- Through knowledge of OSHA regulations and the proper handling and use of cleaning and sanitizing chemicals used in industrial kitchen facilities including the Material Safety Data Sheets (MSDS).
- Through knowledge of proper cleaning and sanitation practices for kitchen equipment, utensils and surfaces.
- Through knowledge of proper food handling practices which ensure the proper storage, rotation and sanitation of food supplies.
- Through knowledge of the Sullivan County Department of Education procurement and purchasing policies and procedures.
- Through knowledge of Tennessee Department of Health and Fire Department regulations pertaining to public school cafeteria operations.
- Considerable knowledge of acceptable inventory control practices and procedures.
- Considerable knowledge of the Sullivan County Department of Education personnel policies and procedures.
- Considerable knowledge of federal and state regulations pertaining to the free and/or reduced meal programs.
- Considerable knowledge of effective supervisory techniques and practices including motivation and evaluation.
- Considerable knowledge of acceptable accounting practices involving the receipt and deposit of funds, use of internal controls and reconciliation of accounts.
- Ability to consistently enforce and follow detailed instructions and operational policies and procedures.
- Ability to effectively supervise and direct the activities of assigned personnel.
- Ability to maintain required files and related documentation in an organized and accessible manner.
- Ability to determine the proper amount of ingredients for preparing large quantities of food.
- Ability to consistently perform accounting transactions in an accurate and thorough manner.
- Ability to make appropriate and timely decisions in response to situations encountered on the job.
- Ability to interact with co-workers, children, teaching staff and family members in an effective and courteous manner.
- Ability to perform the physically demanding aspects of the job including heavy lifting (up to 50 lbs.), standing, walking, bending and stooping.
- Ability to effectively organize personal time and activities on the job to meet established deadlines and reporting requirements.

- Ability to recognize unsafe situations on the job that could potentially endanger co-worker and and/or children.
- Skilled in the use industrial kitchen equipment and devices including steam pots, steamers, industrial ovens, chill blasters, microwaves, blender, mixers, slicers, etc.

**Necessary Special Requirements**

Incumbents are subject to a criminal background check.

By signing this document you are aware of the responsibilities of this position.

Name: \_\_\_\_\_

Date: \_\_\_\_\_



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Buttrum, Kirsten

**Production**  
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## Budget Overview

Sullivan County (820) Public District - FY 2026 - ATSI 25 Grant - Rev 0 - ATSI 25

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### Indirect Cost Guide

Total Allocation	\$110,000.00
Existing Budget In Categories Not Eligible for Indirect Cost	\$92,200.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$17,800.00
Indirect Cost Rate	0.65%
Max Available Budget In Categories Eligible for Indirect Cost	\$17,685.05
Max Indirect Cost	\$114.95

Filter by Location: All - \$110,000.00

[Show Unbudgeted Categories](#)

	Account Number 71100 - Regular Instruction Program	72210 - Support Services/Regular Instruction Program	Total
Line Item Number			
<b>198 - Non-certified Substitute Teachers</b>	17,350.00	0.00	17,350.00
<b>399 - Other Contracted Services</b>	0.00	92,200.00	92,200.00
<b>429 - Instructional Supplies &amp; Materials</b>	450.00		450.00
<b>Total</b>	17,800.00	92,200.00	110,000.00
		<b>Adjusted Allocation</b>	110,000.00
		<b>Remaining</b>	0.00

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## Budget Overview Plus/Minus

Sullivan County (820) Public District - FY 2026 - Consolidated - Rev 6 - IDEA, Part B

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### Indirect Cost Guide

Total Allocation	\$3,206,981.45
Existing Budget In Categories Not Eligible for Indirect Cost	\$5,700.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$3,201,281.45
Indirect Cost Rate	0.65%
Max Available Budget In Categories Eligible for Indirect Cost	\$3,180,607.51
Max Indirect Cost	\$20,673.94

Filter by Location: All - \$3,206,981.45

[Show Unbudgeted Categories](#)

Buttrum, Kirsten

**Production**  
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Account Number	71200 - Special Education Program	72220 - Support Services/Special Education Program	72710 - Transportation	Total
Line Item Number				
105 - Supervisor / Director		108,000.00	0.00	108,000.00
116 - Teachers	753,000.00			753,000.00
124 - Psychological Personnel		210,000.00		210,000.00
163 - Educational Assistants	1,162,000.00			1,162,000.00
189 - Other Salaries & Wages	0.00	304,755.20 +\$5,490.49	3,376.74	308,131.94 +\$5,490.49
201 - Social Security	113,000.00	32,039.13 +\$39.13	300.00	145,339.13 +\$39.13
204 - Pensions	82,000.00	34,421.89 +\$421.89	0.00	116,421.89 +\$421.89
206 - Life Insurance	1,300.00	300.00	0.00	1,600.00
207 - Medical Insurance	230,000.00	112,008.61 -\$5,991.39	0.00	342,008.61 -\$5,991.39
208 - Dental Insurance	5,000.00	1,439.88 +\$39.88	0.00	6,439.88 +\$39.88
212 - Employer Medicare	27,000.00	8,800.00	40.00	35,840.00
313 - Contracts with Parents			200.00	200.00
322 - Evaluation & Testing	1,300.00	0.00		1,300.00
429 - Instructional Supplies & Materials	3,600.00			3,600.00
524 - In-Service / Staff Development		7,400.00	0.00	7,400.00
725 - Special Education Equipment	4,400.00			4,400.00
790 - Other Equipment		1,300.00		1,300.00
<b>Total</b>	<b>2,382,600.00</b>	<b>820,464.71</b>	<b>3,916.74</b>	<b>3,206,981.45</b>
			<b>Adjusted Allocation</b>	<b>3,206,981.45</b>
			<b>Remaining</b>	<b>0.00</b>

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Buttrum, Kirsten

<b>Production</b>
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## Budget Overview

Sullivan County (820) Public District - FY 2027 - Consolidated - Rev 0 - Consolidated Admin Pool

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### Indirect Cost Guide

Total Allocation	\$382,000.00
Existing Budget In Categories Not Eligible for Indirect Cost	\$15,000.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$367,000.00
Indirect Cost Rate	1.44%
Max Available Budget In Categories Eligible for Indirect Cost	\$361,790.23
Max Indirect Cost	\$5,209.77

Filter by Location: All - \$382,000.00

[Show Unbudgeted Categories](#)

Account Number	72210 - Support Services/Regular Instruction Program	Total
Line Item Number		
105 - Supervisor / Director	130,000.00	130,000.00
162 - Clerical Personnel	50,760.00	50,760.00
189 - Other Salaries & Wages	50,000.00	50,000.00
201 - Social Security	18,000.00	18,000.00
204 - Pensions	25,000.00	25,000.00
206 - Life Insurance	115.00	115.00
207 - Medical Insurance	33,725.00	33,725.00
208 - Dental Insurance	400.00	400.00
212 - Employer Medicare	6,000.00	6,000.00
336 - Maintenance & Repair Services - Equipment	3,000.00	3,000.00
355 - Travel	15,000.00	15,000.00
499 - Other Supplies and Materials	15,000.00	15,000.00
524 - In-Service / Staff Development	20,000.00	20,000.00
790 - Other Equipment	15,000.00	15,000.00
<b>Total</b>	<b>382,000.00</b>	<b>382,000.00</b>
	<b>Adjusted Allocation</b>	<b>382,000.00</b>
	<b>Remaining</b>	<b>0.00</b>

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## Budget Overview

Sullivan County (820) Public District - FY 2027 - Consolidated - Rev 0 - Title I, Part A

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### Indirect Cost Guide

Total Allocation	\$2,642,902.40
Existing Budget In Categories Not Eligible for Indirect Cost	\$300,000.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$2,342,902.40
Indirect Cost Rate	1.44%
Max Available Budget In Categories Eligible for Indirect Cost	\$2,309,643.54
Max Indirect Cost	\$33,258.86

Filter by Location: All - \$2,642,902.40

[Show Unbudgeted Categories](#)

Buttrum, Kirsten

**Production**  
 Session Timeout  
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Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72710 - Transportation	Total
Line Item Number					
163 - Educational Assistants	818,422.59		0.00		818,422.59
189 - Other Salaries & Wages	320,726.89	320,000.00	0.00	0.00	640,726.89
201 - Social Security	77,910.00	20,100.00	0.00	0.00	98,010.00
204 - Pensions	18,000.00	23,300.00	0.00	0.00	41,300.00
206 - Life Insurance	900.00	235.00	0.00	0.00	1,135.00
207 - Medical Insurance	33,700.00	28,200.00	0.00	0.00	61,900.00
208 - Dental Insurance	1,796.83	500.00	0.00	0.00	2,296.83
212 - Employer Medicare	25,106.32	5,200.00	0.00	0.00	30,306.32
307 - Communication		4,000.00	0.00	0.00	4,000.00
355 - Travel		11,428.55	0.00	45,000.00	56,428.55
429 - Instructional Supplies & Materials	341,498.40				341,498.40
499 - Other Supplies and Materials	2,374.81	44,503.01	0.00	0.00	46,877.82
524 - In-Service / Staff Development		0.00	70,000.00	0.00	70,000.00
599 - Other Charges	130,000.00	0.00	0.00	0.00	130,000.00
722 - Regular Instruction Equipment	300,000.00				300,000.00
<b>Total</b>	<b>2,070,435.84</b>	<b>457,466.56</b>	<b>70,000.00</b>	<b>45,000.00</b>	<b>2,642,902.40</b>
				<b>Adjusted Allocation</b>	<b>2,642,902.40</b>
				<b>Remaining</b>	<b>0.00</b>

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Buttrum, Kirsten

**Production**  
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## Budget Overview

Sullivan County (820) Public District - FY 2027 - Consolidated - Rev 0 - Title I, Part A-Neglected

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### Indirect Cost Guide

Total Allocation	<input type="text" value="\$19,461.98"/>
Existing Budget In Categories Not Eligible for Indirect Cost	<input type="text" value="\$0.00"/>
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	<input type="text" value="\$19,461.98"/>
Indirect Cost Rate	<input type="text" value="1.44%"/>
Max Available Budget In Categories Eligible for Indirect Cost	<input type="text" value="\$19,185.71"/>
Max Indirect Cost	<input type="text" value="\$276.27"/>

Filter by Location:

[Show Unbudgeted Categories](#)

Account Number	71100 - Regular Instruction Program	Total
Line Item Number		
<b>399 - Other Contracted Services</b>	19,461.98	19,461.98
<b>Total</b>	19,461.98	19,461.98
	<b>Adjusted Allocation</b>	19,461.98
	<b>Remaining</b>	0.00

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## Budget Overview

Sullivan County (820) Public District - FY 2027 - Consolidated - Rev 0 - Title II, Part A

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### Indirect Cost Guide

Total Allocation	\$377,607.82
Existing Budget In Categories Not Eligible for Indirect Cost	\$5,000.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$372,607.82
Indirect Cost Rate	1.44%
Max Available Budget In Categories Eligible for Indirect Cost	\$367,318.44
Max Indirect Cost	\$5,289.38

Filter by Location: All - \$377,607.82

[Show Unbudgeted Categories](#)

Buttrum, Kirsten

### Production

Session Timeout  
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Account Number 72210 - Support Services/Regular Instruction Program

Total

Line Item Number

189 - Other Salaries & Wages	268,072.82	268,072.82
201 - Social Security	17,900.00	17,900.00
204 - Pensions	16,580.00	16,580.00
206 - Life Insurance	155.00	155.00
207 - Medical Insurance	35,000.00	35,000.00
208 - Dental Insurance	700.00	700.00
212 - Employer Medicare	4,200.00	4,200.00
499 - Other Supplies and Materials	5,000.00	5,000.00
524 - In-Service / Staff Development	25,000.00	25,000.00
790 - Other Equipment	5,000.00	5,000.00
<b>Total</b>	<b>377,607.82</b>	<b>377,607.82</b>
	<b>Adjusted Allocation</b>	<b>377,607.82</b>
	<b>Remaining</b>	<b>0.00</b>

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## Budget Overview

Sullivan County (820) Public District - FY 2027 - Consolidated - Rev 0 - IDEA, Part B

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### Indirect Cost Guide

Total Allocation	\$2,510,087.00
Existing Budget In Categories Not Eligible for Indirect Cost	\$7,000.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$2,503,087.00
Indirect Cost Rate	1.44%
Max Available Budget In Categories Eligible for Indirect Cost	\$2,467,554.22
Max Indirect Cost	\$35,532.78

Filter by Location: All - \$2,510,087.00

[Show Unbudgeted Categories](#)

Buttrum, Kirsten

**Production**  
 Session Timeout  
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Account Number	71200 - Special Education Program	72220 - Support Services/Special Education Program	72710 - Transportation	Total
Line Item Number				
105 - Supervisor / Director		107,716.00	0.00	107,716.00
116 - Teachers	455,000.00			455,000.00
124 - Psychological Personnel		201,500.00		201,500.00
163 - Educational Assistants	780,560.74			780,560.74
189 - Other Salaries & Wages	0.00	300,000.00	3,376.74	303,376.74
201 - Social Security	101,585.71	42,000.00	300.00	143,885.71
204 - Pensions	77,928.81	36,000.00	0.00	113,928.81
206 - Life Insurance	1,200.00	275.00	0.00	1,475.00
207 - Medical Insurance	225,000.00	103,000.00	0.00	328,000.00
208 - Dental Insurance	5,000.00	1,600.00	0.00	6,600.00
212 - Employer Medicare	26,000.00	9,800.00	40.00	35,840.00
312 - Contracts with Private Agencies	1,500.00	0.00	0.00	1,500.00
313 - Contracts with Parents			200.00	200.00
322 - Evaluation & Testing	2,000.00	0.00		2,000.00
399 - Other Contracted Services	0.00	1,000.00	0.00	1,000.00
429 - Instructional Supplies & Materials	10,000.00			10,000.00
499 - Other Supplies and Materials	500.00	200.00	0.00	700.00
524 - In-Service / Staff Development		9,704.00	0.00	9,704.00
599 - Other Charges	0.00	100.00	0.00	100.00
725 - Special Education Equipment	5,000.00			5,000.00
790 - Other Equipment		2,000.00		2,000.00
<b>Total</b>	<b>1,691,275.26</b>	<b>814,895.00</b>	<b>3,916.74</b>	<b>2,510,087.00</b>
			<b>Adjusted Allocation</b>	<b>2,510,087.00</b>
			<b>Remaining</b>	<b>0.00</b>

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**00:29:55**



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## Budget Overview

Sullivan County (820) Public District - FY 2027 - Consolidated - Rev 0 - IDEA Preschool

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### Indirect Cost Guide

Total Allocation	\$129,953.00
Existing Budget In Categories Not Eligible for Indirect Cost	\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$129,953.00
Indirect Cost Rate	1.44%
Max Available Budget In Categories Eligible for Indirect Cost	\$128,108.25
Max Indirect Cost	\$1,844.75

Filter by Location: All - \$129,953.00

[Show Unbudgeted Categories](#)

Buttrum, Kirsten

### Production

Session Timeout  
(Hide Timer)  
00:29:56

Line Item Number	Account Number	71200 - Special Education Program	72220 - Support Services/Special Education Program	Total
116 - Teachers		34,916.17		34,916.17
163 - Educational Assistants		20,000.00		20,000.00
171 - Speech Pathologist		15,083.83	0.00	15,083.83
189 - Other Salaries & Wages		0.00	18,407.65	18,407.65
201 - Social Security		5,347.00	2,100.00	7,447.00
204 - Pensions		4,433.00	2,700.00	7,133.00
206 - Life Insurance		45.00	35.00	80.00
207 - Medical Insurance		10,090.00	8,000.00	18,090.00
208 - Dental Insurance		300.00	300.00	600.00
212 - Employer Medicare		1,300.00	900.00	2,200.00
429 - Instructional Supplies & Materials		5,995.35		5,995.35
<b>Total</b>		<b>97,510.35</b>	<b>32,442.65</b>	<b>129,953.00</b>
			<b>Adjusted Allocation</b>	<b>129,953.00</b>
			<b>Remaining</b>	<b>0.00</b>

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## Budget Overview

Sullivan County (820) Public District - FY 2027 - CTE Perkins Basic - Rev 0 - CTE Perkins Basic

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### Indirect Cost Guide

Total Allocation	\$169,718.07
Existing Budget In Categories Not Eligible for Indirect Cost	\$45,206.07
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$124,512.00
Indirect Cost Rate	1.44%
Max Available Budget In Categories Eligible for Indirect Cost	\$122,744.48
Max Indirect Cost	\$1,767.52

Filter by Location: All - \$169,718.07

[Show Unbudgeted Categories](#)

Buttrum, Kirsten

**Production**  
 Session Timeout  
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Account Number	71300 - Vocational Education Program	72130 - Other Student Support	72230 - Support Services/Vocational Education Program	72710 - Transportation	Total
Line Item Number					
162 - Clerical Personnel	0.00		2,284.00		2,284.00
189 - Other Salaries & Wages	0.00	10,000.00	0.00		10,000.00
201 - Social Security	0.00	650.00	155.00	0.00	805.00
204 - Pensions	0.00	975.00	225.00	0.00	1,200.00
212 - Employer Medicare	0.00	175.00	48.00	0.00	223.00
315C - Contracts with Vehicle Owners			0.00	3,500.00	3,500.00
399PD - Other Contracted Services (PD)		5,206.07			5,206.07
429 - Instructional Supplies & Materials	18,000.00				18,000.00
471 - Software	13,000.00				13,000.00
499 - Other Supplies and Materials	20,000.00	0.00	0.00		20,000.00
524 - In-Service / Staff Development			4,000.00		4,000.00
524PD - In-Service / Staff Development (PD)		20,000.00			20,000.00
599 - Other Charges	2,500.00	0.00	0.00		2,500.00
599C - Other Charges (CTSO)		29,000.00			29,000.00
730 - Vocational Instruction Equipment	40,000.00				40,000.00
<b>Total</b>	<b>93,500.00</b>	<b>66,006.07</b>	<b>6,712.00</b>	<b>3,500.00</b>	<b>169,718.07</b>
				<b>Adjusted Allocation</b>	<b>169,718.07</b>
				<b>Remaining</b>	<b>0.00</b>

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*Sullivan County*  
*Board of County Commissioners*  
*246th Annual Session*

Item  
No. 2026-7-

To the Honorable Richard S. Venable, Sullivan County Mayor and the Board of Sullivan County Commissioners meeting in Regular Session this 16th day of July, 2026.

**RESOLUTION TO AMEND THE GENERAL PURPOSE SCHOOL FUND BUDGET BY APPROPRIATING ROLLOVER AND NEW GRANT FUNDS FOR THE GEAR UP GRANT FROM EAST TENNESSEE STATE UNIVERSITY (ETSU)**

**WHEREAS**, Sullivan County Schools has been awarded continuing participation in the GEAR UP Grant program through East Tennessee State University (ETSU) to support student readiness and success; and

**WHEREAS**, the GEAR UP Grant program has unspent rollover funds from the 2025-2026 fiscal year in the amount of \$128,414.26 that need to be recognized and re-allocated into the current budget; and

**WHEREAS**, ETSU has also allocated new grant funds for the 2026-2027 fiscal year in the amount of \$130,638.00 to continue funding the program's operations, staffing, and student resources; and

**WHEREAS**, the total combined amount to be appropriated into the General Purpose School Fund budget for the GEAR UP Grant program equals \$259,052.26; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Sullivan County, Tennessee, assembled in regular session, that the General Purpose School Fund budget be amended to reflect the receipt and appropriation of the GEAR UP Grant funds as follows:

<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>
46790-725	Other Vocational	\$128,414.26
46790-728	Other Vocational	\$130,638.00
71300-429-725	Instructional Supplies & Mtls	\$21,909.26

71300-449-725	Textbooks	\$10,000.00
71300-471-725	Software & Online Curriculum	\$15,000.00
71300-499-725	Other Supplies & Materials	\$5,000.00
71300-730-725	Instructional Equipment	\$15,000.00
72130-189-725	Salaries & Wages	\$10,287.00
72130-201-725	Social Security	\$638.00
72130-204-725	Retirement	\$925.84
72130-212-725	Medicare	\$149.16
72130-315-725	Transportation-Contracted Svs	\$19,505.00
72130-524-725	Inservice & Professional Dev	\$15,000.00
72230-355-725	Travel	\$15,000.00
71300-429-728	Instructional Supplies & Mtls	\$23,638.00
71300-449-728	Textbooks	\$10,000.00
71300-471-728	Software & Online Curriculum	\$15,000.00
71300-499-728	Other Supplies & Materials	\$5,000.00
71300-730-728	Instructional Equipment	\$15,000.00
72130-189-728	Salaries & Wages	\$10,287.00
72130-201-728	Social Security	\$638.00
72130-204-728	Retirement	\$925.84
72130-212-728	Medicare	\$149.16
72130-315-728	Transportation-Contracted Svs	\$20,000.00
72130-524-728	Inservice & Professional Dev	\$15,000.00
72230-355-728	Travel	\$15,000.00

This resolution shall take effect from and after its passage. All resolutions in conflict herewith be and the same rescinded insofar as such conflict exists.

Approved this 16th day of July, 2026.

Attest: \_\_\_\_\_  
Teresa Jacobs, County Clerk

Approve: \_\_\_\_\_  
Richard S. Venable, County Mayor

**Sponsored By:**  
**Co-Sponsor(s):**

ACTIONS: