

Student Conduct

Rights, Responsibilities,
Rules, Due Process
Procedures



Discipline is everyone's responsibility

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It is the policy of the Clarksville-Montgomery County School System (CMCSS) not to discriminate against any student, employee, or applicant on the basis of sex, marital status, race, color, creed, national origin, sexual preference, or handicapping condition. CMCSS will ensure that no student will be excluded from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources based on unlawful discrimination. CMCSS will take all necessary steps to ensure that each employee's work environment is free of unlawful discrimination. No office, administrator, or employee of CMCSS, including any persons representing CMCSS, shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy.

Introduction:

The student handbook is intended to inform students of some of the Clarksville-Montgomery County School System's policies that pertain directly to students. **This is not an exclusive list of student policies.**

STUDENT CONDUCT

TO STUDENTS:

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning you receive only the minimum in return. Even with your parents' best example and your teachers' best efforts, in the end it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity. 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 students and/or parent or guardian to appeal administrative decisions or express grievances.

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 the 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.

LEGAL AUTHORITY (TCA 49-6-4011)

The Board of Education of the Clarksville-Montgomery County School System 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 and/or expulsion of such pupils.

APPLICATION OF CODE

The following regulations concerning standards of conduct and behavior will apply to every student in Clarksville-Montgomery County Schools. **THIS POLICY APPLIES TO ANY STUDENT WHO IS ON SCHOOL PROPERTY, WHO IS ON A SCHOOL BUS, WHO IS IN ATTENDANCE AT SCHOOL OR AT ANY SCHOOL-SPONSORED ACTIVITY, OR WHOSE CONDUCT AT ANY TIME OR PLACE (I.E., OFF-CAMPUS CONDUCT) HAS A DIRECT AND IMMEDIATE EFFECT ON MAINTAINING ORDER AND DISCIPLINE IN THE SCHOOLS.**

Students while in transit to classes off school property, including but not limited to dual enrollment, job shadowing, internships, apprenticeships, and clinical, are not the responsibility of CMCSS during the time he/she is en route to and from CMCSS by personal transportation means and will be asked to sign appropriate releases in order to participate in such activities.

DISCIPLINE-GENERAL

NO DISCIPLINARY MEASURE OF ANY NATURE SHALL BE IMPOSED AGAINST THE STUDENT UNTIL THE STUDENT HAS BEEN ADVISED OF THE NATURE OF THE STUDENT'S MISCONDUCT, QUESTIONED ABOUT IT AND ALLOWED TO GIVE AN EXPLANATION.

When it has been determined by the principal that a student has been guilty of a violation of the provisions of this policy, the principal shall impose appropriate disciplinary measures. It is the intention of the Board of Education that this policy be viewed as cumulative so that repeat or persistent violations of the policy should result in enhanced punishment. A discipline record will be maintained on each student. Disciplinary offenses have been assigned various point ratings in this policy. Whenever a child is found guilty of a violation of the policy, the principal will, in addition to issuing appropriate discipline, assign points for the offense. **A principal may recommend for remandment any student who has accumulated seventy-five (75) or more discipline points within a school year.**

Discipline-Students with Disabilities under I.D.E.A., 504, and ADA.

If a student is subject to the provisions of IDEA, 504, and/or ADA, discipline not involving a change of placement for a period longer than ten (10) cumulative days may be imposed without regard to whether the behavior requiring discipline is a manifestation of the handicapping condition. It is advisable to create, or review and modify as necessary, any behavior plan which may be in place to address the conduct so that it does not reoccur. The suspension of a student with disabilities (SWD) for more than ten (10) cumulative days, or when a series of removals constitutes a pattern, is considered a change of placement. To implement a change of placement based on discipline it must be determined if the behavior is a manifestation of the disability. If the behavior is a manifestation of the disability, the school must address the child's behavior through a functional behavior assessment (FBA) and a behavior plan must be developed. The student is returned to the placement from which they were removed unless the parent and school agree to a change of placement as part of the modification of the behavior intervention plan. (This does not apply to the Special Exceptions for drugs, weapons and serious body injury).

If the behaviors are not related to the disability, the student may be disciplined in the same manner as non-disabled students. However, the student must continue to receive services enabling them to participate in the general education curriculum and progress toward meeting goals in the IEP. School personnel, in consultation with one of the student's teachers, determine the extent to which services are needed.

Parent/Student Rights in Identification, Evaluation, and Placement of Students with Disabilities.

(Please Keep this Explanation for Future Reference)

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have the School District advise you of your rights under federal law.
2. Have your child receive accommodations, special education, and/or related services if he/she is found to be eligible under the Individuals with Disabilities Education Act, Americans with Disabilities Act, or Section 504 of the Rehabilitation Act.
3. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
4. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options. If you feel the school's evaluation is unfair or inaccurate, you may request an independent evaluation by an outside agency or professional.
5. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
6. Receive written notice within a reasonable time prior to any action requiring your consent, such as when the School System either proposes or refuses to change identification, assessment, or educational placement.
7. Receive a response from the School District to a reasonable request for explanation and interpretations of your child's records.
8. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made in writing to the Special Education Supervisor, Clarksville-Montgomery County Schools, 621 Gracey Avenue, Clarksville, TN 37040, phone: (931) 648-5600.

Further explanation of students rights and child advocacy group contact information may be obtained by contacting the Clarksville-Montgomery County School System or the Tennessee Department of Education, 8th Floor, Gateway Plaza, Nashville, TN 37243-0380, phone: (615) 741-2851.

A. DETENTION

A student may be detained before or after school for disciplinary reasons provided the parents of such student have been given advance notice. Saturday detention may also be assigned, if available. Parents shall be responsible for arranging the student's transportation to comply with the detention schedule. While in detention, the student will be required to engage in some constructive activity related to the school. Such activity shall be in compliance with School and State rules and regulations relative to the student's safety and welfare. Supervised study of class assignments or additional assignments for discipline may be used. A student shall not be assigned detention and any other punishment for a single offense. Failure to attend detention will result in additional discipline/punishment.

B. IN-SCHOOL SUSPENSION (WHERE AVAILABLE)

Rationale

The maintenance of discipline is viewed by many as the single greatest problem in the classroom. Traditionally one of the standard penalties for students who violate the discipline policy has been suspension from school. By using this form of punishment, students who may already be experiencing learning difficulties are denied the opportunity for badly needed instruction. We believe that a program of in-school suspension that entails the suspension of the offender from regular classes while still keeping the student in school is a more positive approach. There are several reasons for using this approach:

1. It does not deprive the student of valuable instruction time.
2. The "holiday" attitude often associated with suspension by some students is eliminated.
3. It eliminates the possibility of students getting into further mischief while out of school.

Objectives

To provide a program of:

- Strict Discipline
- Intensive Instruction
- Values Examination
- Rehabilitation

An in-school suspension teacher will be assigned to each middle school or high school where the program is available. Teachers may be utilized by the principal as either substitute or supplementary teachers when no students are assigned to the I.S.S. classroom.

Facilities

The principal of each middle or secondary school will identify an isolated area where students assigned to I.S.S. have no contact with other students.

IN-SCHOOL SUSPENSION PROCEDURE

1. Students shall be assigned to the I.S.S. program by the principal or his/her designee. Students assigned shall be given due process.
2. After a student has been assigned to I.S.S. the principal or his/her designee will notify parents .
3. The regular teachers of students assigned to the I.S.S. program will supply class work for each day the student is assigned.
4. The I.S.S. teacher will check the work assigned and return to the regular teacher for evaluation.
5. At the discretion of the principal, early exit from the I.S.S. program may be granted for first offenders.
6. The early exit opportunity may not be allowed in the case of a repeat offender.
7. Students may be assigned I.S.S. on a repeated basis in any given school year.

IN-SCHOOL SUSPENSION OPERATION

1. The student will be required to sign a contingency contract with the I.S.S. teacher that must be completed prior to return to regular classes. The I.S.S. teacher will determine if the contract is fulfilled.
2. Students will be required to do specific work that has been assigned by regular teachers and additional work assigned by the I.S.S. teacher designed to foster a more positive attitude. When work assigned by regular teachers has been completed to the satisfaction of the I.S.S. teacher, it will be returned to the regular teachers for evaluation.
3. Students will eat lunch in the I.S.S. classroom.
4. Students will have two five-minute designated restroom breaks, one during the morning session and one during the afternoon session. Restroom breaks will not be scheduled so as to coincide with regular classroom changes.
5. Students will be totally restricted while assigned to the I.S.S. program. This includes all assemblies and school-sponsored activities both during and after school.
6. Students assigned to I.S.S. will lose all privileges normally enjoyed by regular students.
7. The I.S.S. teacher will maintain a file of each student's assignment. This information will not become a part of the student's permanent record.
8. At the option of the principal, a conference may be required with the student, the principal, or his designee, the parents, or guardian, and the I.S.S. teacher upon assignment to the I.S.S. program and before returning to the regular program. The failure of parents or guardian to attend a conference may result in recommendation for suspension.

9. The I.S.S. teacher may assign up to five (5) additional days of in-school suspension for misconduct or lack of cooperation by the student. Continued or severe misconduct or lack of cooperation will result in further disciplinary action to include possible expulsion.
10. Misconduct in the I.S.S. classroom or lack of cooperation with the teacher may result in a recommendation for suspension.

C. SUSPENSIONS AND REMANDMENT/EXPULSIONS

1. Suspensions and Remandment/Expulsions-General

- (A) Suspension is defined as exclusion from school and school-sponsored activities for a definite period not to exceed ten (10) days. Remandment/Expulsion is defined as exclusion from school and any activity sponsored by any Clarksville-Montgomery County School and a minimum of thirty (30) school days at the Alternative School, if available.
- (B) Any principal, principal-teacher or assistant principal is authorized to suspend a pupil from attendance at school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for such suspension include, but are not limited to:
 1. Willful and persistent violation of the rules of the school or truancy;
 2. Immoral or disreputable conduct or vulgar or profane language;
 3. Violence or threatened violence against the person of any personnel attending or assigned to any public school;
 4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
 5. Inciting, advising or counseling of others to engage in any of the acts herein before enumerated;
 6. Marking, defacing or destroying school property;
 7. Possession of a pistol, gun or firearm on school property;
 8. Possession of a knife, etc., as defined in § 39-17-1301 on school property;
 9. Assaulting a principal or teacher with vulgar, obscene or threatening language;
 10. Unlawful use or possession of barbitol or legend drugs, as defined in § 53-10-101;
 11. Any other conduct prejudicial to good order or discipline, including, but not limited to, any other offenses defined in this policy; and
 12. Off-campus criminal behavior which results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.
 13. Bomb threat including false report.
 14. Two or more students initiating attack on student at school or school activity including travel to and from school.
- (C) Except in an emergency, no principal shall suspend any student until that student has been advised of the nature of the student's misconduct, questioned about it, and allowed to give an explanation.
- (D) Upon suspension of any student other than for in-school suspension of one (1) day or less, the principal shall, within twenty-four (24) hours, notify the parent or guardian and the Director or the Director's designee of:
 1. The suspension, which shall be for a period of no more than ten (10) **school days; if schools are closed for any reason days out of school will not count toward the days suspended.**
 2. The cause for the suspension; and
 3. The conditions for readmission, which may include, at the request of either party, a meeting of the parent or guardian, student and principal.
- (E) If the suspension is for more than five (5) days, the principal shall develop and implement a plan for improving the behavior which shall be made available for review by the Director upon request.
- (F) 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, such person may suspend a student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
 1. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student. Such appeals shall be filed with the office of the Director of Student Services.
 2. The appeal from this decision shall be to the Board of Education or to the Disciplinary Hearing Authority appointed by the Board. The Disciplinary Hearing Authority shall consist of the Director of Student Services or his/her designee.
 3. The hearing shall be held no later than ten (10) days after the beginning of the suspension. The Hearing Authority shall give written notice of the time and place of the hearing to the parent or guardian, the student, and the school official designated above who ordered the suspension. Notice shall also be given to any local education agency employee

referenced in subdivision (F)1 who requests a hearing on behalf of a suspended student.

- (G) After the hearing, the Disciplinary Hearing Authority may affirm the decision of the principal, 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.
- (H) A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the Disciplinary Hearing Authority. The student or principal may, within five (5) days of the decision, request review by the Director of Schools. Absent a timely appeal, the decision shall be final. Such request will be made, in writing, addressed to the Director. The Director may review the matter solely upon the record before the Disciplinary Hearing Authority or may conduct a hearing, or meet with the administration and/or persons appealing the Disciplinary Authority's decision in order to resolve the issues. Within ten (10) days from the receipt of the request for review, the Director shall give written notice to the student and principal by mail of the Director's decision. The Director may designate a staff member, other than the Hearing Officer who heard the matter, to consider the appeal. Absent a timely appeal, the determination of the Director or Director's designee shall be final.
- (I) The student or principal may appeal the decision of the Director of Schools to the Board of Education provided such appeal is made within five (5) days from receipt of the decision. Such appeal shall be made in writing, and directed to the Director of Schools on behalf of the Board of Education. 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 Hearing Authority with or 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. After reviewing the record, and when the matter is presented to the Board of Education for determination, if no motion is made to grant a hearing, to affirm or overturn the decision of the Hearing Authority, or to modify the discipline imposed, the decision of the Director shall be considered affirmed. In all respects, once the matter has been determined by the Board of Education, the action of the Board shall be final.
- (J) In the event the suspension occurs during the last ten (10) days of any term or semester, the pupil may be permitted to take such final examinations or submit such required work as is necessary to complete the course of instruction for that semester, subject to the action of the principal, or the final action of the Board of Education upon any appeal from an order of a principal continuing a suspension.
- (K) **ZERO TOLERANCE.** Notwithstanding the foregoing or any other law to the contrary, a pupil determined to have brought to school or to be in unauthorized, knowing and intentional possession on school property of a "firearm", as defined in 18 U.S.C. § 921, shall be expelled for a period of not less than one (1) calendar year, except that the director or superintendent may modify this expulsion on a case-by-case basis. In addition to the other provisions of this part, a student committing battery upon any teacher, principal, administrator, any other employee of a local education agency, or school resource officer, or unlawfully possessing any drug including any "controlled substance" as defined in §§ 39-17-403 through 39-17-415, or "legend drug" as defined by § 53-10-101, shall be expelled for a period of not less than one (1) calendar year, except that the director or superintendent may modify this expulsion on a case-by-case basis. Nothing in this section shall be construed to require or prohibit the assignment of such students to an alternative school. **NOTE:** Zero Tolerance students are not allowed to participate in any school activities to include graduation exercises.

2. Administrative Procedures.

- (A) When a student is to be suspended for a period longer than ten (10) days or expelled, the principal shall make every effort to secure written statements regarding the incident and shall maintain documents and relevant information relating to the incident. Copies of written statements and documents shall be available at the school for review by the student's parents, guardians or representatives; however, names of student witnesses shall be deleted from such statements and documents before they are made available to non-school personnel.
- (B) When a student is suspended, it will be the student's responsibility to see the teacher about any missed work, nine weeks test, unit tests, or semester examinations upon the day of the student's return to school. When a student is suspended, the student will have the opportunity to receive credit for any work missed, if the student makes arrangements with his/her teachers to do so.
- (C) Whenever a student is suspended and the number of school days remaining in the school year is less than the number of days of the suspension imposed, the student shall serve the balance of the suspension at the beginning of the following school year.
- (D) Upon imposing any suspension/expulsion, the principal shall notify the parent or guardian and the Director of Student Services of the suspension, the cause of the suspension, and any conditions for readmission. The principal shall attempt to

give such notice by telephone and, in any event, shall mail such notice to the parent or guardian with a copy to the Director of Student Services within 24 (twenty-four) hours from the imposition of the suspension. The principal's decision regarding a request for re-admission prior to the expiration of the term of suspension shall be final.

- (E) A student recommended for remandment a second time during a school year may not attend the Alternative School a second time that school year. Such remandment would result in expulsion for the remainder of that school year or thirty (30) school days as determined by the CMCSS school calendar, whichever is greater. The student may make a written application to be re-admitted at the beginning of the next school year in all cases. That application shall be submitted to the school principal for consideration. The principal shall schedule a conference with the student and the student's parents or guardian and make a determination regarding re-admission prior to the completion of the thirty (30) days. Upon making a decision the principal shall notify the student's parent or guardian and shall forward the basis of their decision to the director or his/her designee.

In considering the request for re-admission, the following factors shall be considered:

1. The student's prior discipline record and progress in school.
2. Whether the student shows genuine remorse for the actions which prompted the expulsion.
3. Whether the student's activities during the period of expulsion demonstrate genuine change in the student's attitude and genuine interest in pursuing the educational goals of the Clarksville-Montgomery County School System.
4. The student's relationship with his peers and the faculty and staff of the school.
5. In considering re-admission, the Director of Schools, the Director of Student Services, and the referring principal may impose such conditions upon re-admission as they, in their sole discretion, see fit. Conditions of readmission shall be reduced to writing, signed by the student and parent or legal guardian, and must contain a provision that additional discipline problems may result in a second expulsion.

D. DISCIPLINARY HEARING AUTHORITY

The Hearing Authority will consider appeals of a principal's decision to suspend or expel students for longer than ten (10) days and perform other duties set forth in this policy.

1. Composition of the Hearing Authority

The Hearing Authority shall be comprised of the Director of Student Services or his/her designee, who shall serve as the Hearing Officer. The Hearing Officer shall be the presiding officer at any hearing and shall:

- (a) Schedule a hearing at a specified date, time and place. The Hearing Officer may re-schedule at a date and time or place for good cause.
- (b) Be available before the hearing to answer any questions that the student, his parents, guardians, or representative may have about the nature and conduct of the hearing.
- (c) Have full charge of the hearing and have the authority to direct its proceedings and to control the conduct of all persons present, subject to the general directions of this policy.
- (d) Make a written record of the proceedings to include a summary of the facts and reasons supporting the decision.
- (e) Transmit written findings and recommendations to the Director of Schools, the principal, the student, and the student's parents, guardians or representatives.

2. Conduct of the Hearing

(a) Closed Hearing

Unless an open hearing is requested on behalf of the student, the hearing may be attended only by the Hearing Officer, the principal or his designee, the student, the parents, the student's representative, the Board Attorney, if requested by the Director of Student Services, the recording secretary, and school officials who may observe but not participate in the hearing. Witnesses should be present only when giving information to the Hearing Authority. The student may be excluded at the discretion of the Hearing Officer, with the concurrence of the student's parents (or the representative when the representative acts in the place of the parents) at times when the student's psychological or emotional problems are being discussed.

(b) Student Testimony

Students are obligated to cooperate with administrators investigating suspected violations of Student Conduct, and should truthfully respond to inquiries put to them about their conduct or the conduct of other students. Students may testify on their own behalf or may be called to testify by the Principal or Hearing Officer. Students may be questioned about their testimony. Any statements made by the student may be considered by the Hearing Authority in reaching its determination.

(c) Record of the Hearing

A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the Hearing Authority.

(d) Principal's Presentation of Evidence and Witnesses

It shall be the principal's duty to produce witnesses having knowledge of the relevant facts or such other evidence as is necessary to establish by a preponderance of evidence the student's guilt. Hearsay evidence is admissible but shall not be used as the only basis for a finding of guilt. Further, upon request of the Hearing Authority, the student, the parents (or the student's representative), or the principal shall submit to the Hearing Authority the student's record of previous behavior and his academic record. If the principal or the

Hearing Authority deems it necessary, the information contained in such records shall be explained and interpreted by a person trained in its use and interpretation.

(e) Use of Witnesses

At any time it appears necessary to do so, the Hearing Authority may recess or adjourn for the purpose of securing additional evidence or testimony to aid it in reaching a decision. Scheduled hearings may be adjourned or postponed for any reasonable cause such as the illness or absence of witnesses and the decision of such matters rest within the sound discretion of the Hearing Officer.

(f) Examination of Witnesses

The Hearing Officer, the principal, the student, or the student's parents or representative may question witnesses about any matters logically relevant to the charges against the student and the proper disposition of the matter. The Hearing Officer has the responsibility and authority to limit repetitious, unproductive, unduly long, or irrelevant questioning.

(g) Role of the Parents

The parents should be present at the hearing and should have an opportunity to make a statement to the Hearing Authority of their opinions about the proper disposition of the case and to answer questions relating thereto.

(h) Adult Representation in Addition to Parents

If the parents cannot be present or if the student or the parents think the student's interest can be better protected at the hearing by the presence of another adult in addition to the parents or guardian, the student may bring another adult to the hearing. The non-parent adult may act as a representative on behalf of the student, with the right to present witnesses, question any and all witnesses, make a statement on the nature of the evidence and the proper disposition of the case, and otherwise assist the student. The non-parent may be an attorney.

3. Disposition of the Case

The decision must be based solely on the evidence presented at the hearing. If no misconduct is found, the matter is terminated and no further action may be taken against the student, and records of the disciplinary action shall be removed from the student's permanent records. When some misconduct is found, the Hearing Officer shall determine what action, if any, should be taken based the Student Conduct policy. A copy of the Hearing Officer's decision shall be mailed to the student's parents or representative within three (3) school days from the date of the hearing. If Alternative School attendance is required as part of the decision, and the student fails to enroll in the Alternative School within seven (7) days from the time the decision is mailed to the student and his/her parents, a truancy petition will be filed by Student Services. If continued misbehavior occurs while in the Alternative School, the student will not be allowed to continue and an appropriate petition will be filed by Student Services.

E. ALTERNATIVE SCHOOL

As a means of furthering its program of progressive discipline and assisting students who may require a more structured academic environment, the School System provides an alternative school setting for middle and high school students. Students who are suspended or expelled may be required to attend the Alternative School as a condition of readmittance to their assigned school. Such attendance shall be limited to a maximum of one semester in a school year. The length of assignment to Alternative School is to be determined by the Alternative School Coordinator, the principal who imposed the suspension/remandment and the Director of Student Services. Their decision may be altered only by the Director of Schools. Students expelled under the zero tolerance provisions of this policy and who are expelled for a period of not less than one year, will be allowed to attend the Alternative School only as allowed by the Director of Schools after consideration of the modification of such expulsion on a case by case basis, and only upon a space available basis. Students who are expelled for a period of less than one year, or whose suspension or expulsion is in two school years, may be subject to further discipline, including suspension and expulsion for additional violations of the code of conduct while attending the Alternative School.

OFFENSES

IN GRADES K THROUGH 5, ALL DISCIPLINARY ACTION IS AT THE DISCRETION OF THE SCHOOL PRINCIPAL, WITH MAXIMUM PUNISHMENT FOR ANY OFFENSE NOT TO EXCEED THAT PROVIDED FOR MIDDLE SCHOOL STUDENTS.

REPETITION OF ANY OF THE OFFENSES SET FORTH HEREIN SHALL REQUIRE ASSIGNMENT OF ADDITIONAL POINTS IN A MINIMUM OF FIVE-POINT INCREMENTS IN ADDITION TO ANY DISCIPLINE IMPOSED.

ALL REFERENCE TO DAYS SUSPENDED SHALL MEAN "SCHOOL DAYS" RATHER THAN "CALENDAR DAYS".

OFFENSE	DISCIPLINARY ACTION HIGH SCHOOL	DISCIPLINARY ACTION MIDDLE SCHOOL
<p>Tardiness: Failing to attend classes promptly within the time limits set by the school. Teachers may impose classroom penalties for any unexcused tardiness. After being tardy three (3) unexcused times to any class, on the third and subsequent unexcused tardy the student will be referred to the principal for discipline.</p>	<p><u>First Offense:</u> For all tardy offenses, assign 5 pts. At discretion of the principal, not to exceed in-school suspension. 5 pts. <u>Second & Third Offenses:</u> At discretion of the principal, not to exceed in-school suspension, if available, or five days short term suspension, if not available. 5 pts. <u>Fourth & Subsequent Offenses:</u> Short term suspension or remandment. 5 pts.</p>	<p><u>First Offense:</u> At discretion of the principal not to exceed in-school suspension. 5 pts. <u>Second & Third Offenses:</u> At discretion of the principal, not to exceed five days short-term suspension. 5 pts. <u>Fourth & Subsequent Offenses:</u> At discretion of the principal, not to exceed five days short-term suspension. 5 pts.</p>
<p>Skipping Class: Willfully refusing to attend and participate in assigned classroom and/or leaving a classroom without permission from the person in charge.</p>	<p><u>First Offense:</u> At discretion of the principal not to exceed in-school suspension, if available 10 pts. <u>Second Offense:</u> At discretion of the principal, in-school suspension, if available, or short-term suspension. 15 pts. <u>Third Offense:</u> Short-term suspension. 20 pts. <u>Fourth & Subsequent Offenses:</u> Remandment. 25 pts.</p>	<p><u>First Offense:</u> At discretion of the principal not to exceed in-school suspension, if available 10 pts. <u>Second Offense:</u> At discretion of the principal, in-school suspension, if available, or short-term suspension. 15 pts. <u>Third Offense:</u> Short-term suspension. 20 pts. <u>Fourth & Subsequent Offenses:</u> Remandment. 25 pts.</p>
<p>Leaving School without Permission.</p>	<p><u>First Offense:</u> At discretion of the principal, not to exceed five (5) days short-term suspension. 10 pts. <u>Second Offense:</u> At discretion of the principal, not to exceed short-term suspension. 15 pts. <u>Third Offense:</u> Short-term suspension or remandment. 20 pts. <u>Fourth Offense:</u> Remandment. 25 pts.</p>	<p><u>First Offense:</u> At discretion of the principal, not to exceed five (5) days short-term suspension. 10 pts. <u>Second Offense:</u> At discretion of the principal, not to exceed short-term suspension. 15 pts. <u>Third Offense:</u> Short-term suspension or remandment. 20 pts. <u>Fourth Offense:</u> Remandment. 25 pts.</p>
<p><u>OC-24</u></p>	<p>Grades K-12: First Offense: 1-3 day bus suspension. 5 pts. Grades K-12: Second Offense: 2-10 day bus suspension. 10 pts. Grades K-12: Third Offense: 3-15 day bus suspension. 15pts. Grades K-8: Fourth Offense: 15 days or remainder of school year. 25 pts. Grades 9-12: Fourth Offense: 30 days or remainder of school year. 25 pts.</p>	<p>Grades K-12: First Offense: 1-3 day bus Suspension. 5 pts. Grades K-12: Second Offense: 2-10 day bus suspension. 10 pts. Grades K-12: Third Offense: 3-15 day bus suspension. 15pts. Grades K-8: Fourth Offense: 15 days or remainder of school year. 25 pts. Grades 9-12: Fourth Offense: 30 days or remainder of school year. 25 pts.</p>
<p>Conduct on School buses: All offenses at Principal's Discretion. (Refer to p. 18)</p>		

OFFENSE	DISCIPLINARY ACTION HIGH SCHOOL	DISCIPLINARY ACTION MIDDLE SCHOOL
<p>Vulgar and Profane Language: Using profane, vulgar, or obscene language or gestures. For purposes of determining punishment hereunder, use of such language or gestures toward any School System employee shall be viewed as requiring short-term suspension or greater punishment.</p>	<p><u>First Offense:</u> At discretion of the principal, not to exceed five (5) days short-term suspension. 10 pts. <u>Second Offense:</u> At discretion of the principal, not to exceed short-term suspension. 15 pts. <u>Third Offense:</u> Short-term suspension or remandment. 20 pts. <u>Fourth Offense:</u> Remandment. 25 pts.</p>	<p><u>First Offense:</u> At discretion of the principal, not to exceed five (5) days short-term suspension. 10 pts. <u>Second Offense:</u> At discretion of the principal, not to exceed short-term suspension. 15 pts. <u>Third Offense:</u> Short-term suspension or remandment. 20 pts. <u>Fourth Offense:</u> Remandment. 25 pts.</p>
<p><u>Possession of Adult-Oriented Publications or Obscene Materials.</u></p>		
<p>Lewd or Lascivious Conduct: Any obscene exposure of the body or lustful advances toward other students, school employees, or the general public <u>OC-24</u></p>	<p><u>First Offense:</u> At discretion of the principal. 10-75 pts.</p>	<p><u>First Offense:</u> At discretion of the principal. 10-75 pts.</p>
<p>Bullying: Repeated negative behaviors intended to frighten or cause discomfort. These may include, but are not limited to, verbal or written threats of physical harm, including harassment and bullying relating to sexting. <u>OC-29</u> (Refer to page 14)</p>	<p><u>First Offense:</u> At discretion of the principal. 10-75 pts.</p>	<p><u>First Offense:</u> At discretion of the principal. 10-75 pts.</p>
<p>Hazing: Any intentional or reckless act on or off school system property by a student acting alone or in concert with others which is directed against any other student which endangers the mental or physical health or safety of that student or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. <u>OC-29</u></p>	<p>(Refer to page 14)</p>	<p>(Refer to page 14)</p>
<p>Threats: Threatening physical violence against any other student. <u>OC-28</u></p>	<p><u>First Offense:</u> At discretion of the principal. 10-75 pts.</p>	<p><u>First Offense:</u> At discretion of the principal. 10-75 pts.</p>
<p>Assault, and Fighting:* Physically assaulting another student, except in self defense. Report to proper law enforcement officials if bodily harm is inflicted. <u>OC-30</u></p>		
<p>Beepers, Pagers, Laser Pointers, and Any Other Inappropriate electronic devices:** Because of the disruption these devices cause, students are prohibited from having them in their personal possession within school buildings. Use or display of electronic devices other than those required for instructional purposes, is prohibited. (Examples of such devices include but are not limited to: electronic games, portable radios, CD players, walkmans ipods, mp3 players, PSP, Nintendo DS . <u>OC-24</u></p>	<p><u>First Offense:</u> At discretion of the principal, not to exceed five (5) days short-term suspension. 10 pts. <u>Second Offense:</u> At discretion of the principal, not to exceed short-term suspension. 15 pts. <u>Third Offense:</u> Short-term suspension or remandment. 20 pts. <u>Fourth Offense:</u> Remandment. 25pts.</p>	<p><u>First Offense:</u> At discretion of the principal, not to exceed five (5) days short-term suspension. 10 pts. <u>Second Offense:</u> At discretion of the principal, not to exceed short-term suspension. 15 pts. <u>Third Offense:</u> Short-term suspension or remandment. 20 pts. <u>Fourth Offense:</u> Remandment. 25 pts</p>
<p>Children Internet Safety Act: Inappropriate or unauthorized use of Internet. <u>OC-24</u></p>	<p><u>First Offense:</u> At discretion of principal. 10-75 pts. (Refer to page 26)</p>	<p><u>First Offense:</u> At discretion of principal. 10-75 pts. (Refer to page 26)</p>
<p>Cell phones: Must be "Off" and put away upon arrival to school and shall not be used until school dismissal.(Refer to Student Conduct on school buses(p.18) <u>NOTE: School administration may search and review any and all electronic devices, including cell phones, calls, contacts, texts, internet access, etc., if there is a reasonable suspicion that a search will reveal a violation of school rules. Students have no expectation of privacy for cell phone use or use of any other electronic devices.</u> <u>OC-24</u></p>	<p><u>First Offense:</u> 2 days ISS 10 pts <u>Phone confiscated.</u> <u>Second Offense:</u> 3 days ISS 15 pts <u>Phone confiscated.</u> <u>Third Offense:</u> 3 days suspension 20 pts <u>Phone confiscated.</u> <u>Fourth Offense:</u> Remandment 25 pts <u>Phone confiscated.</u></p>	<p><u>First Offense:</u> 2 days ISS 10 pts <u>Phone confiscated.</u> <u>Second Offense:</u> 3 days ISS 15 pts <u>Phone confiscated.</u> <u>Third Offense:</u> 3 days suspension 20 pts <u>Phone confiscated.</u> <u>Fourth Offense:</u> Remandment 25 pts <u>Phone confiscated.</u></p>
<p>Sexting: Possession of any sexually explicit digital pictures on any electronic device is prohibited. Sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone or other electronic device is prohibited. Appropriate law enforcement authorities may be contacted as required by law. <u>NOTE: School administration may search and review any and all electronic devices, including cell phones, calls, contacts, texts, internet access, etc., if there is a reasonable suspicion that a search will reveal a violation of school rules. Students have no expectation of privacy for cell phone use or use of any other electronic devices.</u> <u>OC-24</u></p>	<p>First Offense: At discretion of the principal. 10-75 pts.</p>	<p>First Offense: At discretion of the principal. 10-75 pts.</p>

OFFENSE	DISCIPLINARY ACTION HIGH SCHOOL	DISCIPLINARY ACTION MIDDLE SCHOOL
<p>Disrespect Towards a Teacher or Any School System Employee</p> <p><u>OC-24</u></p>	<p><u>First Offense:</u> At discretion of the principal. 10-75 pts.</p>	<p><u>First Offense:</u> At discretion of the principal. 10-75 pts.</p>
<p>Disobedience: Willfully disobeying the authority of a person duly authorized to exercise such authority at school or at a school-sponsored activity. Mere non-participation in classroom assignments shall not be deemed disobedience.</p> <p>Disruptive or Boisterous Conduct: Engaging in conduct which is boisterous or disruptive to the educational process. Teachers charging students with boisterous or disruptive conduct shall specify in detail in what way the conduct was disruptive or boisterous.</p> <p>Cheating, Plagiarism, Forgery. <u>OC-24</u></p> <p>Theft:* Theft of property of the school or property or services of any person on school premises. Possession of stolen property with the intent to deprive the true owner thereof shall be considered theft. IN ALL CASES, the student shall be required to pay for the damage if the student has any independent income. If the student has no independent source of income, the parents of the student shall be required to pay for the theft. Report to law enforcement officials if theft exceeds \$25 or if there is suspicion of chronic theft. <u>OC-25</u></p> <p>Gambling: Wagering money or personal property. <u>OC-24</u> Possession of Gambling Devices: Being in unauthorized possession of playing cards, dice or other gaming devices.(Devices shall be confiscated.) <u>OC-24</u></p> <p>Extortion* Obtaining anything of value or forcing anyone to do something against his will or attempting to do so by threat or violence or retribution. Report to proper law enforcement officials upon second offense. <u>OC-24</u></p> <p>Gangs: <u>OC-24</u></p>	<p><u>First Offense:</u> At discretion of the principal, not to exceed five (5) days short-term suspension. 10 pts. <u>Second Offense:</u> At discretion of the principal, not to exceed short-term suspension. 15 pts. <u>Third Offense:</u> Short-term suspension or remandment. 20 pts. <u>Fourth Offense:</u> Remandment. 25 pts</p> <p><u>First Offense:</u> At discretion of the principal, not to exceed five (5) days short-term suspension. 10 pts. <u>Second Offense:</u> At discretion of the principal, not to exceed short-term suspension. 15 pts. <u>Third Offense:</u> Short-term suspension or remandment. 20 pts. <u>Fourth Offense:</u> Remandment. 25 pts</p> <p><u>First Offense:</u> At discretion of the principal. 10-75 pts.</p>	<p><u>First Offense:</u> At discretion of the principal, not to exceed five (5) days short-term suspension. 10 pts. <u>Second Offense:</u> At discretion of the principal, not to exceed short-term suspension. 15 pts. <u>Third Offense:</u> Short-term suspension or remandment. 20 pts. <u>Fourth Offense:</u> Remandment. 25 pts.</p> <p><u>First Offense:</u> At discretion of the principal, not to exceed five (5) days short-term suspension. 10 pts. <u>Second Offense:</u> At discretion of the principal, not to exceed short-term suspension. 15 pts. <u>Third Offense:</u> Short-term suspension or remandment. 20 pts. <u>Fourth Offense:</u> Remandment. 25 pts</p> <p><u>First Offense:</u> At discretion of the principal. 10-75 pts.</p>
<p>Gangs: <u>OC-24</u></p>	<p><u>First Offense:</u> At discretion of the principal. 10-75 pts. (Refer to page 24)</p>	<p><u>First Offense:</u> At discretion of the principal. 10-75 pts. (Refer to page 24)</p>
<p>Tobacco:** Possessing any type of tobacco or smoking paraphernalia on school premises or at any school-sponsored activity as set forth in TCA, Section 39-17-1505. (Smoking paraphernalia includes, but is not limited to, cigarette lighters and matches.) OC-24</p>	<p><u>First Offense:</u> At discretion of the principal not to exceed in-school suspension, if available 10 pts. <u>Second Offense:</u> At discretion of the principal, in-school suspension, if available, or short-term suspension. 15 pts. <u>Third Offense:</u> Short-term suspension. 20 pts. <u>Fourth & Subsequent Offenses:</u> Remandment. 25 pts.</p>	<p><u>First Offense:</u> At discretion of the principal not to exceed in-school suspension, if available 10 pts. <u>Second Offense:</u> At discretion of the principal, in-school suspension, if available, or short-term suspension. 15 pts. <u>Third Offense:</u> Short-term suspension. 20 pts. <u>Fourth & Subsequent Offenses:</u> Remandment. 25 pts.</p>

OFFENSE	DISCIPLINARY ACTION HIGH SCHOOL	DISCIPLINARY ACTION MIDDLE SCHOOL
<p>Drugs:* a. Possession of or being under the influence of marijuana, any controlled substance, or drug paraphernalia as defined under Tennessee or Federal Law OR b. Selling, buying or trying to sell/buy, marijuana, or any controlled substance as defined under Tennessee or Federal law or any item sold or dispensed under the pretense of a controlled substance, or any sale or dispensation of any prescription drugs, or the possession of any prescription drugs not prescribed for the individual. OC-17</p> <p>.....</p> <p>POSSESSION,SELLING,DISTRIBUTION OF OVER-THE-COUNTER DRUGS OC-24 NOTE: If this offense occurs on school property, on a school bus, or at any school event or activity, this policy does apply.</p> <hr/> <p>Alcohol: Possession of or being under the influence of or having consumed alcohol. OC-23 NOTE: If this offense occurs on school property, on a school bus, or at any school event or activity, this policy does apply.</p>	<p>Zero Tolerance <u>Drugs: Possession, use, or distribution of illegal drugs.</u> <u>OC-17</u> <u>Prescription Drugs: Any drug you must have a prescription to obtain.</u></p> <p>NOTE: If any of these offenses occur on school property, on a school bus, or at any school event or activity, it is Zero Tolerance.</p> <p>.....</p> <p>First Offense: At discretion of the principal. 10-75 pts.</p> <hr/> <p>First Offense: Remandment 75 pts.</p>	<p>Zero Tolerance <u>Drugs: Possession, use, or distribution of illegal drugs.</u> <u>OC-17</u> <u>Prescription Drugs: Any drug you must have a prescription to obtain.</u></p> <p>NOTE: If any of these offenses occur on school property, on a school bus, or at any school event or activity, it is Zero Tolerance.</p> <p>.....</p> <p>First Offense: At discretion of the principal. 10-75 pts.</p> <hr/> <p>First Offense: Remandment 75 pts.</p>
<p>Arson:* Starting a fire, implying a fire will be started, or being an accomplice to starting a fire, or to implying a fire will be started on school property. OC-24</p>	<p>First Offense: Remandment. Restitution for damages shall be made before readmission will be considered. 75 pts.</p>	<p>First Offense: Remandment. Restitution for damages shall be made before readmission will be considered. 75 pts.</p>
<p>Threats Toward any School System Employee: *Threatening physical violence against any School System employee.</p>	<p>First Offense: Remandment 75 pts.</p>	<p>First Offense: Remandment 75 pts.</p>
<p>Bomb Threat:* Making a bomb threat relative to any School System property. OC-27</p> <p>Activating a False Fire Alarm:* Activating a false fire alarm in any school. OC-24</p>	<p>First Offense: Remandment 75 pts.</p>	<p>First Offense: Remandment 75pts</p>
<p>Vandalism and Defacing School Property* Willfully damaging or destroying property of any other person. IN ALL CASES the student shall be required to pay for the damage if the student has any independent source of income. If the student has no independent source of income, the parents shall be required to pay for the damage. Report to proper law enforcement officials if damage exceeds \$25.00. OC-26</p> <hr/> <p>Possession of a Folding-Blade Knife With Blade Not Exceeding 3" In Length. OC-22</p>	<p><u>First Offense:</u> At discretion of the principal. 10-75 pts.</p> <hr/> <p><u>First Offense:</u> At discretion of the principal. 10-75 pts.</p>	<p><u>First Offense:</u> At discretion of the principal. 10-75 pts.</p> <hr/> <p><u>First Offense:</u> At discretion of the principal. 10-75 pts.</p>

OFFENSE	DISCIPLINARY ACTION HIGH SCHOOL	DISCIPLINARY ACTION MIDDLE SCHOOL
<p>Weapons and Dangerous Instruments:* a. Being in unauthorized possession of any of the following: shell or bullet, taser, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, lock-blade knife, blackjack, metallic knuckles, mace, razor blade, boxcutter, or any other item of similar description or possession of any knife with a blade in excess of 3 inches in length OR b. Using or threatening to use any such weapon or any other Sharp pointed or edged instrument or other instruments such as a chair, bat, tool, or other contrived weapons in order to inflict bodily harm. c. The School System considers firecrackers, stink bombs, bottle rockets, or other such devices to be explosives, regardless of whether such devices must be ignited in order to activate. Possession of such devices is absolutely prohibited and will be punished by remandment.</p> <p>OC-21</p>	<p>First Offense: Remandment. 75 pts.</p> <p><u>NOTE: Non-lethal firearm: The weapon involved was another known object (e.g. stun gun, BB, air, pellet, cap, or toy gun.</u> OC-21</p>	<p>First Offense: Remandment, 75pts.</p> <p><u>NOTE: Non-lethal firearm: The weapon involved was another known object (e.g. stun gun, BB, air, pellet, cap, or toy gun.</u> OC-21</p>
<p>Other Criminal Conduct:* Any other conduct, not specifically enumerated herein, which constitutes a crime under the laws of the State of Tennessee or the United States, on school premises or at any school-sponsored activity.</p> <p>Other Conduct Warranting Discipline: Any conduct which is disruptive, dangerous, harmful to the student or others, not otherwise specifically enumerated herein.</p> <p>OC-24</p>	<p>First Offense: At discretion of principal. Restitution for any damages shall be part of any disciplinary action. 10-75 pts.</p>	<p>First Offense: At discretion of principal. Restitution for any damages shall be part of any disciplinary action. 5-75pts.</p>
<p>Zero Tolerance Violations: <u>Possession of a shotgun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, explosive device is a ZERO TOLERANCE OFFENSE . These offenses require a mandatory one (1) calendar year expulsion.</u></p> <p><u>Assault of teacher or staff: Intentionally, knowingly or recklessly causing bodily injury to a staff person, or causing physical contact with another that was extremely offensive or provocative.</u> OC-32</p> <p><u>DRUGS: Possession, use, or distribution of illegal drugs</u> OC-17</p> <p><u>Prescription drugs: Any drug you must have a prescription to obtain.</u></p>	<p>Zero Tolerance offenses require mandatory calendar year expulsion unless modified by the Director of Schools.</p> <p>NOTE: If any of these offenses occur on school property, on a school bus, or at any school event or activity, it is Zero Tolerance.</p>	<p>Zero Tolerance offenses require mandatory calendar year expulsion unless modified by the Director of Schools.</p> <p>NOTE: If any of these offenses occur on school property, on a school bus, or at any school event or activity, it is Zero Tolerance.</p>

* Student will be reported to appropriate law enforcement officials in addition to school imposed discipline.
**"Possession", as used herein, shall mean that the student "knowingly" and "intentionally" possessed the contraband.

LEGAL REFERENCES:

- TCA 39-17-1505 ET.SEQ TCA 49-6-4201 ET.SEQ
- TCA 49-6-3401 ET.SEQ TCA 49-6-4204 ET.SEQ
- TCA 49-6-3401 (g) ET.SEQ TCA 49-6-4216 (g) ET.SEQ
- TCA 49-6-4011 ET.SEQ TCA 49-6-4301 ET.SEQ
- through TCA 49-6-4017 ET.SEQ TCA 49-6-4101 ET.SEQ TCA 49-6-4103 ET.SEQ

Last Policy Revision/Adoption: April 14, 2009

Notification of Rights under FERPA for Elementary and Secondary Institutions

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Clarksville-Montgomery County School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records, without consent, to officials of another School District in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

DIRECTORY INFORMATION PUBLIC NOTICE: The Clarksville-Montgomery County School System may disclose certain information, known as directory information, in its discretion without consent. Parents or eligible students may refuse to permit the School System release any or all of this information. If you do not want this information released, you must send written notice to your child's school on or before September 1 of each year. The following information regarding students is considered directory information:

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
7. Dates of attendance
8. Recognitions and awards received
9. Other similar information that would not generally be considered harmful or an invasion of privacy if disclosed, such as a photograph

Local educational agencies receiving federal assistance must make the same information about high school students that is available to postsecondary institutions or prospective employers available to military recruiters.

Harassment, Intimidation, and Bullying

In accordance with Administrative Policy, INS-A016, Harassment, Intimidation, and Bullying, the Clarksville-Montgomery County School System prohibits acts of harassment, intimidation and bullying. A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment. Since students learn by example, administrators, faculty, staff, and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Students are expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment, intimidation, or bullying. In addition, CMCSS prohibits administrators, faculty, staff, volunteers, and students from engaging in reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying; or against any person who is a victim of, witness to, or who has reliable information about an act of harassment, intimidation or bullying.

Harassment, Intimidation, and Bullying Defined:

Any act of harassment, intimidation or bullying, including any act that takes place on school grounds, at any school sponsored activity, on school-provided transportation, at any official school bus stop, and any act that takes place off school property or outside a school-sponsored activity if it is directed specifically at a student or students and has the effect of creating hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

Harassment, intimidation or bullying includes any act 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;
- (3) creating a hostile educational environment; or
- (4) causing emotional distress to a student.

Cyber-bullying includes bullying undertaken through an electronic communications device and is also prohibited.

Reporting Procedures for Harassment, Intimidation, and Bullying:

1. The building principal or his/her designee is responsible for receiving oral or written reports of "harassment, intimidation, and bullying" at the building level.
2. Students who have been subjected to, or who have witnessed acts of harassment, intimidation, or bullying or who have reliable information that a student has been subjected to such acts are encouraged to report the act to the building principal or his/her designee.
3. Complaints alleging harassment, intimidation, or bullying-related conduct or offenses will be promptly investigated. Appropriate disciplinary action will be taken and written findings provided to the Director of Student Services, CMCSS.
4. An individual may make an anonymous report; however, no formal disciplinary action may be taken against the individual solely on the basis of any anonymous report.
5. Individuals are discouraged from making a report of conduct aimed at defining a student in a sexual manner or conduct impugning the character of a student based on allegations of sexual promiscuity.

Consequences:

Consequences for a student involved in harassment, intimidation, or bullying-related conduct or offenses range from behavioral interventions up to and including suspension or expulsion as permitted by district policy. Harassment, intimidation, or bullying-related conduct or offenses include: 1) actions of harassment, intimidation, or bullying committed; 2) actions of engaging in reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying; 3) actions of engaging in reprisal or retaliation against any person who is a victim of, witness to, or with reliable information about an act of harassment, intimidation, or bullying; and 4) actions in which one falsely accuses another of having committed an act of harassment, intimidation, or bullying as a means of reprisal or retaliation or as a means of harassment, intimidation or bullying.

The following factors will be considered in determining the consequences and appropriate remedial action for harassment, intimidation or bullying-related offenses.

1. The developmental level and maturity levels of the parties involved;
2. The levels of harm as determined by the student's ability to be educated in a safe and orderly environment.
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns of behavior
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.

This policy will be publicized in the Student Code of Conduct and on the Clarksville-Montgomery County Schools Website.

NOTE: Clarksville- Montgomery County Schools prohibits hazing by any student or organization operating under the sanctions of Clarksville-Montgomery County Schools. (Refer to page 9)

Legal Reference: TCA: 49-6-1016

SEXUAL HARASSMENT and SEXUAL ABUSE (EMPLOYEES, ADULTS and STUDENTS)

Introduction:

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq. Sexual abuse is a crime prosecutable under the criminal laws of the State of Tennessee.

It is the policy of the Clarksville-Montgomery County School System to maintain a learning and working environment that is free from sexual harassment. The School System prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of the School System to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The School System will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the School System.

Sexual abuse must be reported immediately to the Department of Children Services TCA 37-1-605. The Clarksville-Montgomery County School System has a duty to cooperate with Department of Children Services investigations. School employees will not notify parent(s) or guardian(s) of visits to the school from DCS personnel or Law Enforcement personnel related to a DCS action nor will they release any information regarding DCS inquires, interviews or investigations to parent(s) or guardian(s). DCS personnel will make such notifications at the time and in the detail as determined by their protocols.

Sexual Harassment Defined:

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.
2. Sexual harassment may include, but is not limited to:
 - a. Verbal harassment or abuse;
 - b. Subtle pressure for sexual activity;
 - c. Intentional brushing against a student's or an employee's body;
 - d. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. Unwelcome touching.

Sexual Abuse Defined:

1. Sexual abuse may include, but is not limited to:
 - a. Inappropriate patting or pinching;
 - b. Any sexually motivated unwelcome touching, especially if one person is under the age of 13;
 - c. Any penetration of the vagina, anus, or mouth of a person with the sex organ of another, a finger or an object, by force, coercion or where either person is under the age of 13.

Reporting Procedures for Sexual Harassment Only:

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of the School System, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate School System official as designated by this policy. The School System encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School System Central Office.

1. **In Each School Building.** The building principal is the person responsible for receiving oral or written reports of sexual harassment at the building level. Upon receipt of a report, the principal must notify the District Human Rights Officer immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Human Rights Officer. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the Human Rights Officer.
2. **District-Wide.** The School Board hereby designates the Director of Human Resources as the School System Human Rights Officer to receive reports or complaints of sexual harassment from any individual, employee or victim of sexual harassment and also from the building principals as outlined above. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Director of Schools.

The Human Rights Officer may be reached at:	The Director of Schools may be reached at:
Director of Human Resources Clarksville-Montgomery County School System 621 Gracey Avenue Clarksville, TN 37040 Main Switchboard: (931) 648-5600 Direct Number: (931) 920-7914	Director of Schools Clarksville-Montgomery County School System 621 Gracey Avenue Clarksville, TN 37040 Main Switchboard: (931) 648-5600 Direct Number: (931) 920-7808 / 920-7809

3. Submission of a good faith complaint or report of sexual harassment will not affect the individual’s future employment, grades or work assignments.
4. Use of formal reporting forms is not mandatory. The School System will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School System’s legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

Reporting Procedures for Sexual Abuse Only:

Any person who knows or has reasonable ground to believe sexual abuse has occurred, either on or off campus, shall report it immediately to the local office of the department responsible for the investigation of reports made pursuant to this section or to the judge having juvenile jurisdiction or to the office of the sheriff or the chief law enforcement official of the municipality where the child resides. (Tennessee Code Annotated 37-1-605).

Investigation and Recommendation for Sexual Harassment:

By authority of the School System, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment, shall immediately authorize an investigation. This investigation may be conducted by School System officials or by a third party designated by the Director or Human Rights Officer. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Director of Schools and the Human Rights Officer. Such report will not be made to the Director or Human Rights Officer if he or she is the subject of the investigation. In determining whether alleged conduct constitutes sexual harassment, the School System should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. The investigation should consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. In addition, the School System may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment. The Human Rights Officer shall make a report to the Director or School Board as appropriate, upon completion of the investigation.

Reprisal:

The School System will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. However, the School System will also take disciplinary action against any student or employee who, in bad faith or with motive, makes a complaint of sexual harassment which is found to be false.

Non-Harassment:

The School System recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory effect requires a determination based on all the facts and surrounding circumstances. Accusations of sexual harassment can have a serious detrimental effect on innocent parties and will result in appropriate disciplinary action if found to have been made in bad faith.

Right to Alternative Complaint Procedures:

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with other appropriate agencies, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

Discipline:

Any action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Tennessee statutes, and School System policies. The School System will take such disciplinary action it deems necessary and appropriate to end sexual harassment and prevent its recurrence.

Last Policy Revision/Adoption: July 23, 2004

GRIEVANCES AND THE AMERICANS WITH DISABILITIES ACT

Definition

A grievance shall mean a complaint by an individual that he/she has been discriminated against because of some real or perceived disability.

Coordinator

The Director of Human Resources has been designated by the School System as the person responsible for coordinating the System's efforts to comply with the Americans with Disabilities Act. Complaints may be filed with the Director of Human Resources by addressing the same to:

Director of Human Resources

Clarksville-Montgomery County School System

621 Gracey Avenue

Clarksville, TN 37040

Main Switchboard: (931) 648-5600 / Direct Number: (931) 920-7914

Procedures

All grievances must be presented to the ADA Coordinator. If satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the grievant may discuss the matter with the Director of Schools. After review of the case, the Director of Schools shall take action as he deems appropriate and shall notify all parties concerned of his decision. The grievant may appeal the Director of Schools' decision to the Board. The Board will hear only those complaints which have been carried through the proper procedure from the point of origin.

Legal Reference:

1. Public Law 101-36; U.S.C. 12101.

Last Policy Revision/Adoption: February 27, 2001

NON-DISCRIMINATION (GENDER, EMPLOYEES AND ADULTS)

Title IX of the Educational Amendments of 1972, 20 U.S.C., §1861 et seq.,(1) prohibits gender discrimination in educational programs or activities that receive Federal Financial Assistance. It is the policy of the School Board that discrimination on the basis of sex will not be permitted. The School System has designated the Director of Human Resources as its Human Rights Officer and as the Title IX Coordinator to receive and investigate any complaints involving gender discrimination. Any person having a complaint involving alleged gender discrimination on the part of any student, employee, or official of the Clarksville-Montgomery County

School System should contact the School System Title IX Coordinator as follows:

Director of Human Resources
Clarksville-Montgomery County School System
621 Gracey Avenue
Clarksville, TN 37040
Main Switchboard: (931) 648-5600
Direct Number: (931) 920-7914

(1) Title IX of the Educational Amendments of 1972, 20 U.S.C., §1861 et seq.

Last Policy Revision/Adoption: February 27, 2001

DANGEROUS WEAPONS ON SCHOOL PROPERTY

It is in violation of school policy and State law for anyone to be in unauthorized possession of a weapon upon school premises or to bring unauthorized weapons upon school premises. Any unauthorized weapons found upon a person, within an automobile, or any other manner upon school property will be confiscated and reported to law enforcement authorities. Possession of a weapon upon school premises will be considered "authorized" if such possession is in furtherance of the academic program of the school system and occurs with the express permission of school authorities. As an example, authorization may be given for possession and use of such weapons in the ROTC program, for marksmanship or hunter safety courses, or as part of an academic presentation in history or other classes. Other persons, such as commissioned law enforcement officers, who are authorized to carry weapons, shall be considered authorized to carry their weapons upon school premises. However, the mere possession of a permit to carry a concealed weapon does not authorize the permit holder to possess or bring a weapon upon school grounds.

In addition, school officials who find any other contraband materials upon the school premises will immediately report same to appropriate law enforcement authorities. Persons who bring such material upon school premises, whether students or not, will be prosecuted in accordance with State law.

As used herein, "contraband" includes all substances or materials, the presence of which is prohibited by school policy or State law, including, but not limited to, controlled substances, drugs, alcoholic beverages, legal products which are misused or possessed for illegal purposes (i.e. glue or petroleum products misused for inhalation, abused or misused prescription medications, etc.) and stolen property. As used herein, a "weapon" is a gun, shotgun, rifle, pistol, **taser**, dynamite cartridge, bomb, grenade, mine, explosive device, shell or bullet, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, locked blade knife, blackjack, metallic Knuckles, mace, a knife with a blade in excess of three inches in length or any other item of similar description.

The School System retains authority to conduct routine patrols of parking lots and inspection of interiors of automobiles on school property. Searches of such automobiles may be conducted in accordance with State law. Dogs, metal detectors, and/or other devices may be used in conducting such searches.

Last Policy Revision/Adoption: March 14, 2000

STUDENT CONDUCT ON SCHOOL BUSES

PART I. STUDENT CONDUCT ON BUSES

A. The bus driver shall be competent and fair in dealing with students, and shall be responsible to the principal for the conduct of students on the bus. The driver shall so plan and arrange to provide all pupils the safest, most comfortable, and least troublesome journey to and from school.

The following procedure shall be followed for misconduct:

Grades K - 12 Verbal warning: Students must be warned by driver of misconduct and given the opportunity to correct the misconduct.

Written Warnings By Driver

Grades K - 12: First warning issued by driver with copies given to student, parent, and principal. Driver keeps a copy.

Grades K - 5 (only): Second Warning issued by driver with copies given to student, parent, and principal. The driver must advise

student and parent that the next offense may warrant time off school bus if corrective action is not taken by the student.

NOTE: Profanity, smoking, chewing or dipping tobacco products, threatening driver or fellow students, alcohol, controlled substances (drugs), drug paraphernalia, damaging property or use or display of cell phones on the bus are prohibited. (Refer to cell phones, p.9) A written report will be given to the student's principal without any prior warnings. Disciplinary action will be taken by student's principal based upon principal's discretion and/or administrative policy.

B. After a bus driver has verbally warned a student for behavior problems and has issued a written warning, the bus driver shall report offenses, in writing, to the principal. The pupil guilty of said misconduct will be called into the office and such disciplinary action as deemed necessary shall be taken, and future acceptable conduct required. A report to the student's parents or guardian or a conference with parents or guardian is the recommended procedure in all cases.

Punishment

Grades K – 12: First offense not to exceed a 1 to 3 day bus suspension. At Principal's discretion. 5 pts.

Grades K - 12: Second offense not to exceed a 2 to 10 day bus suspension. At Principal's discretion. 10 pts.

Grades K - 12: Third offense not to exceed a 3-15 day bus suspension. At Principals, discretion. 15 pts.

Grades K - 8: Fourth offense will warrant a long term bus suspension. ("Long Term" meaning not less than 15 days and may be as long as the remainder of the school year.) At principal's discretion. 25 pts.

Grades 9 - 12: Fourth offense will warrant a long term bus suspension ("Long Term" defined as not less than 30 days and may be as long as remainder of school year.) At principal's discretion. 25 pts.

C. Pupils shall become ineligible for transportation when their behavior is such as to cause dissension on a school bus, or when they disobey state or local rules and regulations pertaining to pupil transportation and/or his/her behavior poses a threat to the health and safety of the other occupants and passengers.

STUDENT - PARENT INFORMATION

Any student or parent who makes a request for reinstatement for students with a long term bus suspension, must do the following:

1. Parents must request a meeting with the principal, bus driver, Transportation Director or Designee, parent and student. If an agreement is reached for reinstatement, the agreement must be put in writing with all parties' signatures. School officials will determine the requirements of the reinstatement.
2. At the principal's discretion, he or she may know of circumstances that may warrant a student's reinstatement. If an agreement is reached, a conference call must be made to the Transportation Director informing him of the reason for reinstatement. The student will be reinstated and parents given special conditions in writing. The Transportation Director will inform the driver of the student's reinstatement.

Note: Video surveillance on buses will be used as a tool to monitor student conduct. In order to preserve the reasonable expectation of privacy, video tapes shall be treated as confidential records.

Last Policy Revision/Adoption: July 9, 2002

VANDALISM OF SCHOOL BUSES

Care of the bus and prevention of needless abuse shall be the responsibility of the driver. Unnecessary and wanton abuse of a school bus by a pupil shall result in that student being made ineligible for transportation in addition to any other disciplinary measures. Said pupil shall become eligible again only when payment is made for damage and assurance is given that the abuse will not reoccur.

The following procedure shall be followed when damage is done to a bus by a student.

First Offense: Any student caught cutting, tearing, or defacing a bus seat in any manner will be suspended from riding any bus in the Clarksville-Montgomery County School System until restitution is made, either by the student, parent, or guardian. 10 pts. Second Offense: Any student caught cutting a seat the second time must pay for the restitution of the seat and will be suspended from riding the bus for the remainder of the school year. If the offense occurs during the second semester of the school year, the student shall be suspended for the first semester of the following year also. 25 pts. Third Offense: Any student caught cutting or defacing a seat the

third time must pay for the restitution of the seat and will be suspended from riding a school bus for the remainder of his/her school career. 50 pts.

Last Policy Revision/Adoption: July 25, 1989

STUDENT ABSENCES AND EXCUSES

In order to meet the requirements for promotion, students in elementary school grades must attend school 85% of the days school is in session. Attendance for promotion will be determined at the end of each school year.

In order to meet the requirements for promotion, students in middle school grades must attend each class 85% of the days school is in session. Attendance for promotion will be determined at the end of each school year.

In order to meet the requirements for receiving course credits, and/or graduation, students in high school must attend each class 90% of the school days per semester. Attendance for credits earned in each class will be determined at the end of each semester (school-sponsored events do not constitute absences for this purpose).

Exclusive of suspension/expulsion as defined by the Student Code of Conduct (page 7 (B)) it will be the student's responsibility to see the teacher about allowable make-up work upon the day of the student's return to school. During the school year, this work must be completed at the convenience of the teacher within an equal number of days commensurate with the number of consecutive days of the absences.

PLEASE NOTE: This policy is intended to encourage full-time school attendance. It recognizes that students may be ill, have doctor's appointments that cannot be scheduled outside of school hours or may have other legitimate reasons for missing school. Thus, the policy provides that students may miss a certain percentage of school days for these purposes; however, students should understand that this policy is not intended to allow a certain number of days or classes to be missed without good cause. If a student exceeds the number of allowable absences, the student will be required to provide documentation sufficient to explain all prior absences, not just the absences which got them over the limit. Therefore, students should not miss class without good cause.

Compulsory Attendance Law: TCA 49-6-3001, TCA 49-6-3007, TCA 49-6-3009

SCHOOL-SPONSORED ACTIVITIES:

School-sponsored activities is defined as participating in activities or contests representing the school. *Last Policy Revision/Adoption: July 28, 1992*

STUDENT DRESS CODE

The Board believes that proper etiquette, social customs, and good grooming are part of the educational process. While parents should exercise the primary authority in determining what is appropriate dress and grooming for their children in accordance with their age and grade, it is the responsibility of the School System to work with parents in encouraging students to assume this responsibility and to execute it sensibly as they mature. It is also the responsibility of the School System to provide an educational atmosphere conducive to learning.

The Dress Code is designed to ensure the health and safety of students and to avoid distractions to the educational process, while preserving the basic rights of individuals. The following guidelines must be followed:

1. Attire must not be destructive to school property (i.e. body chains, spikes).
2. Dress must comply with the health and safety codes of the State of Tennessee.
 - a. For health reasons, shoes must be worn.
3. Dress or appearance must not interfere with the educational process or the rights of others.
 - a. Headwear or hair rollers are prohibited inside buildings.
 - b. Sunglasses are prohibited inside buildings unless prescribed.
 - c. Bare midriffs, see-through garments, undergarment type shirts, bare backs, halter tops, low-cut blouses and pants, mini-skirts, tank tops, and cut-offs are prohibited.
 - d. Shorts, in appropriate lengths and materials, are permitted in grades K-12. No spandex or brief type shorts are permitted.
 - e. **Leggings are permissible when worn with outer garments that are longer than mid-thigh.**
 - f. **Skirts and dresses must be longer than mid-thigh.**
 - g. Obscene, profane, provocative, or inflammatory words or pictures on body/skin, clothing or jewelry, or clothing advertising alcoholic beverages, drugs, drug paraphernalia, or tobacco products are prohibited.
 - h. Students in grades 6-12 are prohibited from wearing, while on school property or at any school-sponsored activity, any type of clothing, apparel, or accessory, which denotes such students' membership in or affiliation with any gang. (1)
 - i. Extremely low-riding pants are not allowed because they are a safety hazard. "Sagging" is not permitted.
 - j. Body piercing jewelry, with the exception of earrings, is prohibited in school or at school-sponsored activities.
 - k. Jewelry ornaments or accessories which distract from the educational process or which present a safety concern will not be allowed (i.e. grills, spacers)

- l. Clothes worn with holes in them must have outer garment worn beneath them.
- m. Standard footwear (shoes, boots, athletic shoes, and sandals). House shoes, or skate shoes will not be allowed.

NOTE: Individual schools will assume responsibility for determining compliance with the Dress Code for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being, and general welfare of students.

Additionally, existing laws and/or school regulations require the wearing of protective clothing, eye shields or other dress for the health or safety of students participating in certain activities. Each school will notify students of these rules. Students failing to comply with the Dress Code shall be required to make immediate arrangements for appropriate clothing. Refusal to make such arrangements shall result in suspension for one school day for the first offense and up to 10 days for repeated violation.

(1) TCA 49-6-4215 Last Policy Revision/Adoption: May 8, 2007

RULES OF BEHAVIOR FOR STUDENT ATHLETES

The Clarksville-Montgomery County School System considers participation in interscholastic athletics a privilege afforded to students by the district. Therefore, participation in athletics is not protected by due process appeals procedures related to student discipline that are afforded to all students under state law. Student participating in athletics are expected to demonstrate responsible behavior and high ethical standards at all times. Negative or inappropriate behavior by athletes during the school year, during out-of-school periods and during non-school hours can affect other students' perception of the integrity of an athletic program as well as the public's perception of the ethical standards established by the school for all students. The Rules of Behavior for Student Athletes apply to all students participating in interscholastic athletics and apply during the school year (on and off school property) and during the non-school term. These Rules of Behavior are in addition to the rules and regulations outlined in the CMCSS Student Code of Conduct, which governs the behavior of all students at the school.

Athletic penalties and sanctions apply to conduct that violates ethical standards and reflects negatively upon the athletic program or the school. The penalties apply to school-related conduct that violates the Student Code of Conduct or that generally falls below the ethical (e.g., other actions prohibited by law) standards of the school or athletic program. The penalties also apply year round to any off campus conduct that has become public through reports in the media; through direct observation by the principal (or assistant principal) or the district's or school's athletic staff; or through reports to the principal or athletic staff by other school personnel, students, parents and members of the public. All alleged violations that are reported to the principal (or assistant principal) or athletic staff will be investigated by the coach, as the circumstances require. The results of the investigation, as well as the penalty, if any, shall be reported to the student, his parents or guardians, the principal, and CMCSS Activities Coordinator. Upon the recommendation of the coach, the principal may authorize a hearing by the Director of Schools to determine whether an offense has been committed.

GANGS

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

DEFINITIONS: For the purposes of this policy, a "gang" is defined as any group or association, whether formal or informal, which encourages, solicits, promotes, urges, counsels, furthers, advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity, whether on or off school campuses.

PROHIBITED ACTIVITY:

No student shall:

1. Display or wear gang articles, paraphernalia, clothing, or symbols.
2. Threaten to commit, or actually commit, any crime of violence or burn or damage property with the purpose of terrorizing another or, of causing the evacuation of a building, place of assembly, school bus, or other school facility or otherwise causing disruption to the orderly operation of any activity on any school campus or school property, or reckless disregard of the risk of causing such terror or disruption.
3. Shoot at or throw an object at a school bus or other school owned or operated vehicle.
4. Recruit or solicit membership in any gang or gang related organization.
5. Hold himself or herself out as a member of a gang. Any student who urges, encourages, counsels, furthers, promotes, assists, causes, advises, procures, or abets any other student or students to violate any section or paragraph of this policy shall be deemed to have violated that section or paragraph.

Punishment: At discretion of the principal. 10-75 pts.(Refer to page 13)
Last Policy Revision/Adoption: May 8, 2007

INTERROGATIONS AND SEARCHES

I. INTERROGATIONS

- A. **Interrogations by School Personnel:** School officials may question students at any time regarding suspected violations of school policies or State laws by the student or others. A student's failure to answer and otherwise cooperate may be grounds for further disciplinary action.
- B. **Interrogations by Law Enforcement Personnel:** Interrogations of pupils by law enforcement officers, who show proper identification, will be permitted during the school day only when non-school hours are impossible, impractical, or would

unduly interfere with law enforcement. Efforts should be made to notify the parent, guardian, or other adult person having the care and custody of the child. In the event that an interrogation is conducted on the school premises, the principal or his representative must be present.

II. SEARCHES AND SEIZURES

A. Introduction:

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, students are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students and school property when there is reasonable suspicion to believe that students may be in possession of drugs, drug paraphernalia, weapons, alcohol, stolen property and other material (contraband) in violation of school policy or State law. School property shall remain under the control of school officials, and shall be subject to search. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

B.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

"Contraband" is all substances or materials, the presence of which is prohibited by school policy or State law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons, incendiary devices, and stolen property.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

B. Personal Searches:

The person of a student or visitor and his/her personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the person is in possession of illegal, unauthorized, or contraband materials. "Reasonable Suspicion" is the standard for a search on school property or at school related events. It is based on the school official's specific reasonable inferences which he or she is entitled to, drawn from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including, but not limited to: a tip from a reliable student, suspicious behavior which suggests that contraband is present, a smell indicating the presence of contraband, or a bulge in a pocket, etc. Reasonable suspicion should not be based on mere hunch but rather should take into consideration the child's age, history and school record, the prevalence and seriousness of the problem in the school to which the search is directed, the exigencies in making a search without delay and further investigation, the probative value and reliability of the information used as a justification for the search, the particular teacher or school official's experience with the student, and the experience of the involved school officials with the type of problem to which the search was directed.

If a "pat down" search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, such as a weapon or unauthorized drugs, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Director of Schools or his designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

The following procedures are suggested for a search but are not mandated because the circumstances attendant to the need for each search may vary. Ordinarily the student should be required to be present and asked to consent to the search. If, after being informed of the basis for the school official's reason to search, the student does not consent and the circumstances permit, the student's parent or guardian should be called and informed of the circumstances. If the parent or guardian will not consent to the search, the school official may proceed with the search, impose other appropriate disciplinary measures, or call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his or her effects should be conducted out of the presence of other students.

C. Locker Searches:

Student lockers are school property and remain at all times under the control of the school; however, students are expected

to assume full responsibility for the security of their lockers. When individual circumstances, as defined by TCA 49-6-4204(b) indicate, searches of lockers may be conducted by school authorities at any time without notice, without student consent, and without a search warrant.

D. Automobile Searches:

Students and other visitors are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of parking lots and any vehicle on school property may be searched whenever individual circumstances dictate.

Students are responsible for the contents of the vehicle they drive to school. Such patrols and searches may be conducted without notice, without student consent, and without a search warrant. Searches of such automobiles may be conducted in accordance with State law. Dogs, metal detectors, and/or other devices may be used in conducting such searches.

E. Use of Dogs, Metal Detectors, or Other Devices:

Dogs, metal detectors or other devices may be used in conducting searches. Dogs shall not be used to search individuals unless school officials have established independently that there is a reasonable cause to believe that a particular student or visitor possesses illegal, unauthorized, or contraband materials on his or her person. In such cases, every precaution shall be taken to insure safety while such searches are being conducted. An indication by the dog, metal detector, or other device that illegal, unauthorized, or contraband material is present shall be reasonable cause for a further search by school officials. In view of the escalating presence of weapons in our schools, the Board of Education authorizes the use of hand-held or walkthrough metal detectors to check a student's person or personal effects as follows:

School official or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a manner (e.g., on all students in a randomly selected class; on every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension.

F. Notification of Law Enforcement Authorities:

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

G. Mass Searches:

Mass searches shall not be permitted except in the most unusual and exigent circumstances indicating that the delay required in narrowing suspicion to a particular student is likely to result in serious danger to life or property. In all such cases, effort shall be made to contact the Director of Schools and the School Board's attorney before conducting such mass searches.

H. Arrest:

Custody and/or arrest may be effected by a police officer after he has shown proper identification and credentials.

I. Training:

Training regarding the provision of this policy and student due process rights in general shall be included in annual in-service.

Last Policy Revision/Adoption: November 22, 1994

NON-DISCRIMINATION (GENDER)

Title IX of the Educational Amendments of 1972, 20 U.S.C., §1861 et seq., (1)prohibits gender discrimination in educational programs or activities that receive Federal Financial Assistance. It is the policy of the School Board that discrimination on the basis of sex will not be permitted. The School System has designated the Director of Human Resources as its Human Rights Officer and as the Title IX Coordinator to receive and investigate any complaints involving gender discrimination. Any person having a complaint involving alleged gender discrimination on the part of any student, employee or official of the Clarksville-Montgomery County School System should contact the School System Title IX Coordinator as follows:

Director of Human Resources

Clarksville-Montgomery County School System
621 Gracey Avenue
Clarksville, TN 37040
Main Switchboard: (931) 648-5600
Direct Number: (931) 920-7914

(1) Title IX of the Educational Amendments of 1972, 20 U.S.C., §1861 et seq.

Last Policy Revision/Adoption: February 27, 2001

FAMILY ENGAGEMENT POLICY

Clarksville-Montgomery County School System developed the following standards of family engagement to help accomplish our mission to educate and empower our students to reach their potential.*

District:

The school district will establish opportunities for families to actively engage in the district’s mission and strategic goals.

Indicators:

- a. The district provides and supports multiple means of informing stakeholders.
- b. There is written family engagement district policy that is made public through intentional strategic, thorough, and frequent notifications.
- c. The district’s family engagement policy document is clear and understandable by all families, community members, and staff.
- d. The district-wide consolidated planning involves a variety of community stakeholders.
- e. All district-level departments, offices, and staff are expected to be friendly, knowledgeable and open points of contact for all families.
- f. The district works in collaboration with community agencies to express and encourage the importance of family involvement.
- g. All families receive quality customer service from people working for the school district.
- h. The district has district-level, communication groups that provide input on district concerns such as budget, curriculum, and assessment.
- i. The district provides different ways for individual families to voice concerns, raise issues, and resolve problems.
- j. Families are well-informed and up-to-date on important district issues and understand the major goals of the district.
- k. The district has a variety of publications and other regular communications with families.
- l. The district has several ways of listening to parents and engaging them in two-way communication (for example, giving time to families at Board meeting, holding open forums).

Schools:

The school will establish opportunities for families to actively support its mission and goals.

Indicators:

- a. There are goals in the individual School Improvement Plan that have action items and desired outcomes related to family involvement.
- b. The school has formal, written policies or vision statements describing its commitment to increase the level and quality of family involvement.
- c. Family involvement initiatives are based on identified needs (family input) and desired outcomes.
- d. Parents and or other family members serve on School Improvement Planning committees and have meaningful decision-making roles.
- e. Handbooks, newsletters, report cards and other communication are easy to understand and are translated as appropriate.
- f. School communication allows for feedback as well as input

Teachers:

The teacher will establish opportunities for families to actively engage in supporting their children's education.

Indicators:

- a. Teachers treat families as partners in their children's education.
- b. Teachers communicate expectations and progress to families on a regular basis.
- c. Teachers provide families with clear information on the school curriculum content standards, class schedules, policies and procedures.
- d. Teachers encourage families to support their children's learning at home to reinforce what is being taught at school.
- e. Teachers respond to feedback from families.
- f. Teachers respect and value each family's experiences, knowledge, and culture.
- g. Teachers work to develop partnerships with all families.
- h. Teachers establish high expectations for all children.
- i. Teachers treat all children with respect and value.

Home:

The family will engage support for the life-long learning of its members.

Indicators:

- a. Families will participate as partners in their children's education.
- b. Families will provide an environment that supports learning.
- c. Families/parents will educate themselves on information regarding school curriculum, class schedules, policies and procedures
- d. Families will work with teachers to understand expectations in and outside of the classroom.
- e. Families will communicate high expectations and praise to their children regularly.
- f. Families will provide an environment within the home that supports learning.
- g. Families will encourage children learning at home.
- h. Families will provide and respond to feedback from teachers and administrators.
- i. Families will respect and value the teacher's knowledge and expertise.
- j. Families will work to develop and maintain partnerships with teachers.
- k. Families will know what community resources exist and utilize them to meet their children's needs.

***Executive Summary and Background**

The Clarksville-Montgomery County School System formed a representative group of staff to create a parental engagement policy involving parents, teachers, administrators, students and central office staff. CMCSS gathered input from stakeholders for the purpose of developing the policy as well as indicators of success for family engagement. This committee communicated the development of this policy to stakeholders through communication groups.

The CMCSS Family Engagement Policy is based on the overwhelming body of research that confirms the positive impact family engagement has on student achievement, including:

- Higher grades and test scores
- Better attendance and homework completion
- Fewer placements in special education
- More positive attitudes and behavior
- Higher graduation rates
- Greater enrollment in post secondary education

Research confirms Family Engagement positively impacts families, including:

- Improved understanding of their child's development
- Improved ability to parent
- Improved ability to assist their children with school and learning
- Improved relationships among all stakeholders

This is a living document and will continue to evolve as our district grows and changes.

Last Policy Revision/Adoption: 8/22/05

TECHNOLOGY ACCEPTABLE USAGE POLICY

The intent of this policy is to raise awareness about what is appropriate, ethical, legal and professional use of a valuable shared resource, not to enumerate all uses that are or are not appropriate.

Acceptable use of CMCSS information technology resources is based on common sense, common decency, and civility applied to the networked computing environment. There is no expectation of privacy by users when using the internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without any prior notice) all usage of district computers and computer systems. The district may access district-owned or networked computers for maintenance, upgrades, and at any time of suspected abuse of district policy. Appropriate use of these facilities must be consistent with the purpose for which the computer/security accounts (logins) were originally requested and provided.

Consequences for any violation of this policy: First Offense: At discretion of the principal, 10-75pts. Refer to page 9.

Expressly prohibited are any uses:

Which benefit any political, religious, or commercial organization.

Which are illegal or for profit.

That adversely affect the reputation or image of this organization are prohibited.

Of unauthorized attempts to log in to any network as a system administrator. This will result in cancellation of user privileges.

Involving vandalism; this will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy CMCSS data, data of another user, or other CMCSS computing facilities or equipment.

Network Security

Network passwords and account information are only given to authorized personnel.

Only users with valid CMCSS network accounts are authorized to use the CMCSS network and computer equipment. Employees and students must only use their assigned network account.

Do not allow anyone to use a computer while you are logged in. All computer users should always log off the network before leaving their room or office. The individual assigned a computer/security, account is accountable for any and all transactions entered under that computer/security account login.

For the protection and security of the CMCSS data, all equipment attached to the CMCSS physical network (equipment located at a CMCSS facility either wired or wireless) must be CMCSS property or have received approval from the IT Department management.

Use of software designed to gain passwords or access beyond the rights assigned to a user or computer is strictly prohibited. Use of such programs risk the security of the network and is considered "hacking". The intent to control unauthorized access is a violation of State and Federal law. Violators will be prosecuted. Should you inadvertently discover passwords or any other method used to control unauthorized access; this must be reported to supervisory personnel in the room (in case of students) or the Chief Technology Officer (in case of staff).

The following activities and uses of the CMCSS computer equipment and network are prohibited:

1. Downloading, installation or use of programs that infiltrate computing systems and/or damage software components, including "viruses" and "worms".
2. Downloading, installation or use of any program or software without prior written authorization of IT Department management. Automatic updates of existing IT installed software are permitted.
3. Intentionally disrupting network traffic, crashing the network, or gaining unauthorized access to the files of another user.
4. Use of the network to personally attack, harass, or threaten another person intentionally or recklessly publish false information about another person.

5. Use of inappropriate language in any type of communication, including, but not limited to, language that is illegal, vulgar, profane, abusive or threatening.
6. Any access to the network through false identity including anonymous communication, falsifying, concealing, or misrepresenting the user's identity or sharing or loaning network accounts.
7. Mass e-mailing of unsolicited and unwanted messages ("spamming"), including text, software, video images, graphics and chain letters.
8. Downloading music and sound recording for non-instructional purposes without the permission of supervisory personnel.

Workstation/Computer Use

All employees and students are prohibited from installing any software on any computer unless authorized in writing by the IT Department management. Illegal download or use of copyrighted software, music, videos, pictures or other files is strictly prohibited.

All employees and students are prohibited from using any computer for illegal or commercial activity.

Any desktop application designed to limit access to students or staff, other than those used by the IT Department for network security purposes, is prohibited.

Changing or tampering with any computer's system configuration is strictly prohibited.

Any action which violates Board or Administrative policies, local, state or federal law is prohibited.

Computers found to be tampered with or computers with unapproved software or files will be re-formatted and restored to compliance.

All computer equipment loans must comply with the district equipment loan agreement.

Internet Connectivity

CMCSS provides internet connectivity to improve the District's educational, administrative and clerical functions. Responsible and ethical use of the internet connectivity system is required. Internet use is intended for valid and legitimate district related purposes. Classroom use of the internet is intended for instructional related purposes only. Internet connectivity may not be used for personal gain or political or religious views or in any illegal, offensive or unethical manner. All internet traffic is subject to review at any time by authorized CMCSS personnel.

Viruses and Virus Protection

The CMCSS IT Department will provide all virus protection and related software for all workstations and servers. Virus protection and related software will be installed by authorized IT personnel unless otherwise approved by the IT Department.

Do not open any e-mail attachments from anyone you do not know. Never send anyone e-mail you suspect may contain a virus. The intentional spreading of messages or files containing damaging or destructive programs or data is against federal law. Violators will be prosecuted. If you suspect your computer may contain a virus, please contact the IT Department immediately.

There are many virus hoaxes. Never delete system files from a computer in order to remove a potential virus without first checking with the IT Department to ensure the virus is valid and not a hoax.

Copyright Policy

All students and employees will comply with all applicable copyright laws in the use of all media and materials and model legal and ethical practices related to technology.

Last Policy Revision/Adoption: 4117106

GLOSSARY OF TERMS

For the purpose of this Code, the following terms shall apply:

- **Alternative School Program**
A structured learning environment where students are assigned for behavior infractions. Instruction shall proceed as nearly as practicable in accordance with the instructional program at the student's home school. Attendance is mandatory.
- **Assaultive Offenses: 39-13-101.Assault. A person commits assault who:**
 - 1) Intentionally, knowingly or recklessly causes bodily injury to another;
 - 2) Intentionally or knowingly causes another to reasonably fear imminent bodily injury; or
 - 3) Intentionally or knowingly causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative.
- **Detention**
A student may be detained before or after school for disciplinary reasons.
- **Expulsion** - shall be defined as removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance.
- **In-School Suspension**
The principal reassigns the student to a separate, supervised area, isolated from usual activities in the school. Student is counted present.
- **Legend Drug** - as defined in TCA 53-10-101, is any item which federal law prohibits dispensing without a prescription from a licensed doctor, dentist, optometrist or veterinarian.
- **Out-of-School-Suspension** - shall be defined as dismissed from attendance at school for any reason for not more than ten (10) consecutive days. The student is excluded from school and all curricular and extra curricular activities. Student is counted absent.
- **Parent** - shall also be defined as legal guardian.
- **Remandment** - shall be defined as assignment to an alternative school.
- **School function** - means any school-sponsored extra-curricular event or activity.
- **School property** - means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, at school bus stops or in or on a school bus.
- **Weapon** - Being in unauthorized possession of any of the following: any gun, shotgun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, explosive device, shell or bullet, Bowie knife, dirk, dagger, slingshot, leaded can, blackjack, metallic knuckles, mace, or any item of similar description or possession of any knife with a blade in excess of 3 inches in length.
- **ZERO TOLERANCE** violations:
 - (1) Possession of firearm
 - (2) Assault of teacher or staff
 - (3) Drugs: Possession, use, or distribution of illegal drugs.
Prescription Drugs: Any drug you must have a prescription to obtain.

NOTE: Zero tolerance offenses require mandatory calendar year expulsion unless modified by the director of schools.

Name of School:

Teacher' name:

Please sign this page and return it to the student's school

ACKNOWLEDGMENT FORM

Student Handbook and Code of Conduct

STATEMENT

TCA 10-7-504 provides that the records of students in public educational institutions are treated as confidential. Information in such records relating to academic performance may not be released without the consent of the student involved or the parent/ guardian of a minor student. The undersigned student, or parent/ guardian of a minor student, hereby grants permission to the Clarksville-Montgomery County School System to publish the student's name on honor rolls, class or club projects, and any and all other academic achievements and/or awards.

My child and I have access to a copy of the Student Code of Conduct as well as my child's School Parent/Student Handbook for the 2011-2012 school year. I understand that the Student Code of Conduct Handbook includes Rights, Responsibilities, Rules, Due Process Procedures, and a Statement of Rights for Disabled Children. We understand that our child is expected to read and become familiar with all of this Code. We understand that our child is subject to the rules and the disciplinary actions that it provides.

Please sign and return bottom portion indicating you have read and reviewed the 2011-2012 Code of Conduct.

Signature of Parent / Date

Signature of Student / Date

Signature of Teacher / Date