Maury County Public Schools
Student/Parent Handbook
2018-19
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Our vision:

Educating every child for LIFE!

Our mission: We will provide the educational instruction, tools, and environment for every child to succeed in LIFE as Life-long Learners, Independent Thinkers, Fearless Innovators and Exemplary Citizens
Welcome!

Welcome to Maury County Public Schools. Our mission is that we will provide the educational instruction, tools, and environment for every child to succeed in LIFE as Life-long Learners, Independent Thinkers, Fearless Innovators and Exemplary Citizens and our vision is educating every child for LIFE! A community is known by the schools that it keeps. Maury County Public Schools has a reputation for excellence and our students are celebrated for their achievements. We serve more than 12,000 kindergarten through twelfth grade students and operate 17 traditional elementary, middle and high schools; three K-12 unit schools, one non-traditional high school; and one alternative school in our county.

In an era of great global change, we face the challenge of preparing today’s students for an unknown and uncertain future. Today’s kindergarten students will pursue careers that have yet to be imagined. This is also a time of great financial challenges, both for our schools and our families. However, I know that if we commit to excellence, our children and young people will respond in kind. Our commitment to Professional Learning Communities (PLCs) guides teachers to collaborate, share best practices, review data and discuss strategies to help maximize student learning. In the end, student learning depends first, last and always on the quality of teachers, administrators, and support staff in our schools; our children deserve no less than our very best every single day.

As both a parent and educator, I know that we hold the future of our community for the next generation. Involved parents and community members are vital to the success of our schools, and I am proud to be a part of a school community where education is valued. I appreciate your support as we continue to secure a bright future for the children and communities that we serve.

I encourage you to please contact us if we can be of service in any way.

Sincerely,

C. Marczak

Chris Marczak, Ed.D.
Superintendent of Maury County Public Schools
What’s cool about Maury County?

EVERYTHING....

Learn more at www.mauryk12.org
<table>
<thead>
<tr>
<th>Month</th>
<th>Dates</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2018</td>
<td>1st - Central Office Closed</td>
<td>1st - Central Office Closed</td>
</tr>
<tr>
<td></td>
<td>4th - Admin. Inservice Day</td>
<td>4th - Central Office Closed</td>
</tr>
<tr>
<td></td>
<td>17th - Prof. Development</td>
<td>17th - Prof. Development</td>
</tr>
<tr>
<td></td>
<td>20th - End of 2nd 9 wks (48 days)</td>
<td>20th - End of 2nd 9 wks (48 days)</td>
</tr>
<tr>
<td>August 2018</td>
<td>1st - 1st Day of School--FULL DAY</td>
<td>1st - 1st Day of School--FULL DAY</td>
</tr>
<tr>
<td></td>
<td>3rd - Labor Day (No School); Central Office Closed</td>
<td>3rd - Labor Day (No School); Central Office Closed</td>
</tr>
<tr>
<td></td>
<td>4th - Prof Development</td>
<td>4th - Prof Development</td>
</tr>
<tr>
<td></td>
<td>11th - P/T Conf. - Middle (4 - 7 pm)</td>
<td>11th - P/T Conf. - Middle (4 - 7 pm)</td>
</tr>
<tr>
<td></td>
<td>18th - P/T Conf. - High (4 - 7 pm)</td>
<td>18th - P/T Conf. - High (4 - 7 pm)</td>
</tr>
<tr>
<td>September 2018</td>
<td>28th - End of 1st 9 wks (40 days)</td>
<td>28th - End of 1st 9 wks (40 days)</td>
</tr>
<tr>
<td>October 2018</td>
<td>Fall Break Oct. 1st - 5th</td>
<td>Fall Break Oct. 1st - 5th</td>
</tr>
<tr>
<td></td>
<td>19th - Issue Report Cards</td>
<td>19th - Issue Report Cards</td>
</tr>
<tr>
<td></td>
<td>21st - 23rd -- Central Office Closed</td>
<td>21st - 23rd -- Central Office Closed</td>
</tr>
<tr>
<td>November 2018</td>
<td>20th - End of 2nd 9 wks (48 days)</td>
<td>20th - End of 2nd 9 wks (48 days)</td>
</tr>
<tr>
<td></td>
<td>24th - 26th -- Central Office Closed</td>
<td>24th - 26th -- Central Office Closed</td>
</tr>
<tr>
<td>December 2018</td>
<td>November 26th thru December 14th Fall TCAP EOC TEST**</td>
<td>November 26th thru December 14th Fall TCAP EOC TEST**</td>
</tr>
<tr>
<td>January 2019</td>
<td>1st - Central Office Closed</td>
<td>1st - Central Office Closed</td>
</tr>
<tr>
<td></td>
<td>6th - Mule Day</td>
<td>6th - Mule Day</td>
</tr>
<tr>
<td>March 2019</td>
<td>4th - Prof Development</td>
<td>4th - Prof Development</td>
</tr>
<tr>
<td></td>
<td>11th - P/T Conf. - High (4 - 7 pm)</td>
<td>11th - P/T Conf. - High (4 - 7 pm)</td>
</tr>
<tr>
<td></td>
<td>15th - P/T Conf. - High (4 - 7 pm)</td>
<td>15th - P/T Conf. - High (4 - 7 pm)</td>
</tr>
<tr>
<td>April 2019</td>
<td>4th - Prof Development</td>
<td>4th - Prof Development</td>
</tr>
<tr>
<td></td>
<td>11th - P/T Conf. - High (4 - 7 pm)</td>
<td>11th - P/T Conf. - High (4 - 7 pm)</td>
</tr>
<tr>
<td></td>
<td>15th - P/T Conf. - High (4 - 7 pm)</td>
<td>15th - P/T Conf. - High (4 - 7 pm)</td>
</tr>
<tr>
<td>May 2019</td>
<td>4th - Prof Development</td>
<td>4th - Prof Development</td>
</tr>
<tr>
<td></td>
<td>15th - P/T Conf. - High (4 - 7 pm)</td>
<td>15th - P/T Conf. - High (4 - 7 pm)</td>
</tr>
<tr>
<td></td>
<td>21st - LAST DAY OF SCHOOL (FULL DAY)</td>
<td>21st - LAST DAY OF SCHOOL (FULL DAY)</td>
</tr>
<tr>
<td></td>
<td>22nd &amp; 23rd -- Admin Inservice</td>
<td>22nd &amp; 23rd -- Admin Inservice</td>
</tr>
<tr>
<td>June 2019</td>
<td>4th - Prof Development</td>
<td>4th - Prof Development</td>
</tr>
<tr>
<td></td>
<td>11th - P/T Conf. - High (4 - 7 pm)</td>
<td>11th - P/T Conf. - High (4 - 7 pm)</td>
</tr>
<tr>
<td></td>
<td>15th - P/T Conf. - High (4 - 7 pm)</td>
<td>15th - P/T Conf. - High (4 - 7 pm)</td>
</tr>
</tbody>
</table>

**State Testing Dates Subject to change pending TDOE Testing Calendar**

Special Notes:
- *13 Stockpile Days = 8 inclement weather and 5 PD Days; Good Friday--April 19th; Easter--April 21st
- 152 Instruction days before testing

Number of Teaching Days (including 8 inclement weather days): 175
Number of Professional Development Days: 5
Number of Administrative Days / Inservice Days: 5
Number of Teacher Prep Day(s): 1
No. of Parent-Teacher Conference Days: 2
No. of Paid Vacation Days: 10
No. of Paid Holidays (Thanksgiving & Christmas): 2

Accountability Days: 200

August 1st and May 21st will be FULL DAYS (NO EARLY DISMISSAL)
Hey Parents!!!!
Your child should not miss more than 2 days of school during each report card period!!!!

Every Child: 95% Attendance every 9-week period
(No more than 2 days absent per quarter)

Sponsored by:

Maury County Juvenile Court

Maury County Public Schools

Maury County Chamber & Economic Alliance
# MCPS Schools Directory

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>PHONE NUMBER</th>
<th>WEB PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker Elementary</td>
<td>931-388-3319</td>
<td>bakerelementarymauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>Brown Elementary</td>
<td>931-388-3601</td>
<td>brownnelementarymauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>Highland Park Elementary</td>
<td>931-388-7325</td>
<td>highlandparkelementarymauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>Howell Elementary</td>
<td>931-540-1032</td>
<td>howellelementarymauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>McDowell Elementary</td>
<td>931-840-4418</td>
<td>mcdowellelementarymauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>Riverside Elementary</td>
<td>931-840-4422</td>
<td>riversideelementarymauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>Spring Hill Elementary</td>
<td>931-486-2291</td>
<td>springhillelementarymauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>Woodard Elementary</td>
<td>931-380-2872</td>
<td>woodardelementarymauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>Wright Elementary</td>
<td>931-486-3586</td>
<td>wrightelementarymauryk12.ss9.sharpschool.com</td>
</tr>
</tbody>
</table>

## Middle Schools

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>PHONE NUMBER</th>
<th>WEB PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cox Middle</td>
<td>931-840-3902</td>
<td>coxmiddleschoolmauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>Mt. Pleasant Middle</td>
<td>931-379-1100</td>
<td>mttpleasantmiddlemauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>Spring Hill Middle</td>
<td>931-451-1531</td>
<td>myshmsmauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>Whitthorne Middle</td>
<td>931-388-2558</td>
<td>whithornemiddlemauryk12.ss9.sharpschool.com</td>
</tr>
</tbody>
</table>

## Unit Schools

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>PHONE NUMBER</th>
<th>WEB PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culleoka Unit</td>
<td>931-987-2511</td>
<td>culleokaschoolmauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>Hampshire Unit</td>
<td>931-285-2300</td>
<td>hampshireschoolmauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>Santa Fe Unit</td>
<td>931-682-2172</td>
<td>santafeschooltnmauryk12.ss9.sharpschool.com</td>
</tr>
</tbody>
</table>

## High Schools

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>PHONE NUMBER</th>
<th>WEB PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbia Central High</td>
<td>931-381-2222</td>
<td>columbiacentralhighmauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>Spring Hill High</td>
<td>931-486-2207</td>
<td>springhillhighschoolmauryk12.ss9.sharpschool.com</td>
</tr>
<tr>
<td>Northfield Academy</td>
<td>931-381-1468</td>
<td>northfieldacademymauryk12.ss9.sharpschool.com</td>
</tr>
</tbody>
</table>
# ACT TEST DATES

**National Benchmark Score:** 21

## 2018-2019 Test Dates (National)

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
<th>(Late Fee Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 27, 2018</td>
<td>September 28, 2018</td>
<td>September 29-October 14, 2018</td>
</tr>
<tr>
<td>December 8, 2018</td>
<td>November 2, 2018</td>
<td>November 3-19, 2018</td>
</tr>
<tr>
<td>February 9, 2019*</td>
<td>January 11, 2019</td>
<td>January 12-18, 2019</td>
</tr>
<tr>
<td>April 13, 2019</td>
<td>March 8, 2019</td>
<td>March 9-25, 2019</td>
</tr>
<tr>
<td>June 8, 2019</td>
<td>May 3, 2019</td>
<td>May 4-20, 2019</td>
</tr>
<tr>
<td>July 13, 2019*</td>
<td>June 14, 2019</td>
<td>June 15-24, 2019</td>
</tr>
</tbody>
</table>
Immunizations

About 60 years ago, when clever doctors and scientists discovered new vaccines for some diseases, immunization programs began to protect children. Nowadays, so many children are being immunized that some diseases are very rare, and maybe will vanish altogether in years to come. It’s important to have your immunizations, and not just for your own protection. The immunizations stop you from getting sick, which also means that you can’t spread the infection to someone else who isn’t immunized, such as a small baby (for example, by coughing on them). State law in Tennessee requires up-to-date immunizations for school entry. The table included shows a list of the required immunizations. If you have questions about immunizations, or what immunizations you may need, talk with your physician or the Maury County Health Department at 931-388-5757.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Child Care</th>
<th>Kindergarten</th>
<th>New students, Grades 1-12</th>
<th>All incoming 7th graders</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. flu type B (Hib)</td>
<td>Up to date/complete</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Pneumococcus (PCV)</td>
<td>Up to date/complete</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Diphtheria, Tetanus, Pertussis</td>
<td>Up to date (no 4y dose)</td>
<td>Complete (incl. 4y dose)</td>
<td>Same as K, Tdap req’d only for 7th gr.</td>
<td>Tdap booster</td>
<td>-</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella</td>
<td>1 dose</td>
<td>2 doses</td>
<td>2 doses</td>
<td>-</td>
<td>2 doses</td>
</tr>
<tr>
<td>Polio</td>
<td>Up to date (no 4y dose)</td>
<td>Complete (incl. 4y dose)</td>
<td>Complete (incl. 4y dose)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Up to date/complete</td>
<td>Complete</td>
<td>Complete</td>
<td>-</td>
<td>If training incl. direct pt. care</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>1 dose</td>
<td>2 doses</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Meningococcal disease (MenACWY)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1 dose for some (see school)</td>
</tr>
</tbody>
</table>
**DEPRESSION**

Depression can be long-lasting or recurrent, substantially impairing an individual’s ability to function at work or school, or cope with daily life. At its most severe, depression can lead to suicide. When mild, people can be treated without medicines. When depression is moderate or severe, however, they may need medication, along with counseling or therapeutic treatments.

Depression is a disorder that can be reliably diagnosed and treated by a primary health care professional. Specialist care is needed for a small proportion of individuals with complicated depression or those who do not respond to initial treatments ([www.who.int](http://www.who.int))

---

**Warning signs:**

- Difficulty concentrating or remembering details
- Decreased energy level
- Feelings of worthlessness and hopelessness
  - Insomnia
  - Irritability
- Loss of interest in activities which once brought enjoyment
  - Change in appetite
  - Suicidal thoughts
- Persistent sad, “empty,” or anxious feelings

---

**BULLYING**

**Warning signs:**

- Sudden change in interest in school
- Sudden drop in grades
- Withdrawal from family and/or school activities
- Stealing money from home
- Rushing to the bathroom immediately upon arriving at home
- Sad, scared, or angry after receiving phone calls, texts, or emails
- Physical injuries not consistent with explanations given
- Behaving out of character
- Torn or missing clothing
- Multiple stomachaches, headaches, panic attacks, difficulty sleeping, or sleeps too much ([www.kidsareworthit.com](http://www.kidsareworthit.com))

**A few Resources:**

- US government website devoted to bullying ([www.stopbullying.gov](http://www.stopbullying.gov))
- STOP!T Program (A quick and anonymous way to report bullying at participating schools)
SUICIDE

Warning signs:

- Talking about suicide and death
- Withdrawal from friends and social activities
- Sudden changes in behavior
- Loss of interest in hobbies and school
- Giving away prized possessions
- Previous attempts of suicide
- Loss of interest in personal appearance
- Generalized hopelessness
- Recent experience of humiliation or failure
- Unwillingness to connect with potential helpers

(additional community resources)

American Academy of Child and Adolescent Psychiatry
2101 Constitution Avenue, NW
Washington, DC 20005
(202) 966-9000

American Psychological Association
750 First Street, NE
Washington, DC 20002
(202) 336-5700

National Alliance on Mental Illness
1915 Massachusetts Avenue, NW
Washington, DC 20036
(202) 466-6750

National Council for Behavioral Health
1500 Florida Avenue, NW
Washington, DC 20005
(202) 466-6700

National Institute of Mental Health
10 Center Drive, MSC 9660
Bethesda, MD 20892
(301) 443-4500

National Suicide Prevention Lifeline (1-800-273-TALK (8255))
Crisis Text Line: (Text “Connect” to 741741 to connect with crisis counselors)
Tennessee Suicide Prevention Network (www.tspn.org)
Cowboy Up (www.facebook.com/CowboyUpJA)
The Jason Foundation (www.jasonfoundation.com)
The Trevor Lifeline (A lifeline for LGBTQ youth; 866-488-7386)

A few resources:

National Suicide Prevention Lifeline (1-800-273-8255)
Crisis Text Line: (Text “Connect” to 741741 to connect with crisis counselors)
Tennessee Suicide Prevention Network (www.tspn.org)
Cowboy Up (www.facebook.com/CowboyUpJA)
The Jason Foundation (www.jasonfoundation.com)
The Trevor Lifeline (A lifeline for LGBTQ youth; 866-488-7386)

For more resources, go to:

Drug & Substance Abuse Resources

Bradford Health Services
www.bradfordhealth.com
  Intensive inpatient or outpatient substance abuse treatment
  (888) 577-0012

Cumberland Heights
www.cumberlandheights.org
  Residential or outpatient resource for substance abuse and addiction
  (800) 646-9998

Centerstone
www.centerstone.org/our-services/alcohol-and-substance-use
  Comprehensive treatment for adolescents ages 12-18 and transitional youth ages 18-24
  (931) 490-1500

Health Connect America
www.healthconnectamerica.com
  Intensive Outpatient Substance Abuse Treatment program for adults and adolescents
  (931) 981-9851

Oak Plains Academy
www.oakplainsacademy.com
  For males 13-17 with TennCare Select (not UHCP) or Blue Care
  (931) 362-4723

Place of Hope
www.placeofhopeinternational.com
  Drug and Alcohol Treatment facility
  (931) 388-9406

Buffalo Valley
www.buffalovalley.org
  Provides alcohol and substance abuse treatment, including levels I-IV residential, outpatient treatment, and detox.
  (800) 447-2766
Student Handbook

INTRODUCTION:
This student handbook is intended to inform you of some of the Maury County Public School System’s Policies, Rules, and the Laws that pertain directly to students. This is not an exclusive list of student policies, rules and the law. For a complete list of policies, refer to www.mauryk12.org Board Policy Manual, Maury County Public School System. The MCPS Student-Parent Handbook was written in accordance with the policies and procedures of the Maury County School Board in conjunction with the Tennessee Department of Education. This manual is intended to serve as a reference guide for student expectations regarding conduct and disciplinary responses that apply for infractions. School administrators are empowered to utilize disciplinary responses that focus on intervention strategies and character development. The use of suspensions and expulsions are exclusionary measures that should only be used as a last resort to correct severe violations of the student code of conduct.

Maury County Public Schools recognizes that additional steps must be considered when students with disabilities are disciplined. This manual requires school leaders to follow all Board polices and abide by all state and federal laws concerning students with disabilities and students who are on 504 service plans. Maury County Public Schools is committed to applying the code of conduct fairly without bias, or discrimination based on a student’s disability, race, ethnicity, national origin, creed, religion or sexual orientation.

Maury County Public Schools Student Creed

I will use what I learn in Maury County Public Schools to better my life and the lives of others!

I will follow the rules of my school and treat others with respect!

I will conduct myself in a positive manner by taking responsibility for my words and my actions!

I will put forth my best effort in the classroom every day!
## Student Code of Conduct

<table>
<thead>
<tr>
<th>Discipline Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Alcohol Possession/Use</td>
<td>A student shall not possess, sell, use, transmit or be under the influence of any alcoholic beverage or intoxicant of any kind on the school grounds or while under school supervision.</td>
</tr>
<tr>
<td>*Assault</td>
<td>A student shall not willfully attempt or threaten to inflict harm or injury upon another person. This includes any intent using a display of force such as would give the victim reason to fear or expect immediate bodily harm. An assault may be physical, verbal, or both. Assault is an unprovoked, intentional, physical attack on another person. (TCA 49-6-3401) Minor physical contact such as pushing and shoving does not constitute assault.</td>
</tr>
<tr>
<td>*Assault of an Employee Zero-Tolerance</td>
<td>A student shall not cause bodily harm to any employee of the Maury County Public School System.</td>
</tr>
<tr>
<td>*Bomb Threat</td>
<td>A student shall not verbally, electronically, or in any manner create a threat of manufacturing or placing any explosive device in a school or on school grounds.</td>
</tr>
<tr>
<td>*Bullying/Cyberbullying</td>
<td>Students shall not knowingly or willingly create physical harm or cause emotional distress through teasing, harassment, threatening, or intimidating other students. Students shall not use electronic devices and/or social media platforms to initiate acts of public humiliation intended to cause embarrassment or shame, use racial slurs, display bias based upon gender or display content that encourages religious or ethnic discrimination. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following de-boarding. Substantiated charges against any student(s) assisting, supporting, or furthering harassment, intimidation or bullying acts may also result in disciplinary action. Routine conflict between students does not constitute bullying.</td>
</tr>
<tr>
<td>*Cutting Class</td>
<td>Students are expected to be present and in the classroom each day school is in session unless they are prevented from attending school due to one of the following: (1) personal illness; (2) illness of immediate family member; (3) death in the family; (4) extreme weather conditions; (5) religious observances; or (6) circumstances which in the judgment of the principal create emergencies over which the student has no control. A student shall not be absent from school or class without authorization by an official of the school or guardian. When a student arrives on campus, he/she becomes the responsibility of the school and under no circumstances may the student leave the campus without an authorized dismissal through the office.</td>
</tr>
<tr>
<td>*Leaving Campus w/o Permission</td>
<td>No student shall cheat on any exam, project, homework or report. No student shall falsify signatures on documentation for school purposes.</td>
</tr>
<tr>
<td>*Chronic Absenteeism</td>
<td>A student shall not cause or attempt to cause damage to school or private property or steal or attempt to steal said property either on the school grounds or during school activities, functions or events off school grounds or while under school supervision.</td>
</tr>
<tr>
<td>*Defiance of Authority</td>
<td>A student shall not fail to comply with reasonable directions, commands or disciplinary actions of teachers, substitute or assistant teachers, principals, bus drivers or other authorized school personnel when on the school grounds or during a school activity, function or event off school grounds or while under school supervision.</td>
</tr>
<tr>
<td>*Disruption of School Environment</td>
<td>No student shall interfere or prevent any class or function from taking place within the Maury County School System. This includes creating false fire alarm, and/or continuously and intentionally making noise(s) or act in any other manner as to disrupt with the teacher’s ability to conduct his/her class.</td>
</tr>
</tbody>
</table>

**SUSPENSION IS THE LAST RESORT**
<table>
<thead>
<tr>
<th>Discipline Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Dress Code</td>
<td>A student shall not dress, groom, wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any mode of dress apparel, grooming or use of emblems, insignias, badges or other symbols results in such interference or disruption, and its cause, to all students by announcement or posting at the school. Obscene pictures or symbols or lewd, profane or suggestive language shall not appear on clothing. Hats, headbands, hair rollers, visors and sunglasses are not considered appropriate attire inside the building.</td>
</tr>
<tr>
<td>*Drugs Possession/Use Zero-Tolerance</td>
<td>A student shall not possess, sell, use, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any drugs requiring a prescription controlled by the Tennessee State Board of Pharmacy while on the school grounds or while under school supervision. [ZERO TOLERANCE] <em><strong>Over the counter medication is not allowed in schools.</strong></em></td>
</tr>
<tr>
<td>*Drug Paraphernalia</td>
<td>A student shall not be in possession of material used to consume illegal drugs. Examples include: roach clips, rolling papers, bongs, pipes, spoons or other objects.</td>
</tr>
<tr>
<td>*Gambling</td>
<td>Gambling or betting on school property or at school functions will not be tolerated.</td>
</tr>
<tr>
<td>*Gang Activity</td>
<td>Gestures, actions, signals, literature, colors, drawings, signs, jewelry, apparel or manner of grooming implying affiliation with unauthorized societies, clubs or gangs shall not be tolerated.</td>
</tr>
<tr>
<td>Electronic Cigarettes, Vapor Devices/Alternative Smoking Devices:</td>
<td>A student shall not be in possession of electronic cigarettes, vapor devices or other smoking related devices/paraphernalia.</td>
</tr>
<tr>
<td>Electronic Devices/Cell Phones</td>
<td>Refer to policy on page 19 (elementary) or 20 (secondary).</td>
</tr>
<tr>
<td>*Fighting Self-Defense</td>
<td>Mutual participation in an incident that results in physical violence. School administrators will utilize discretion in determining the magnitude of each incident. Consequences will be determined by the administration based upon individual severity. (Self-defense) TCA 49-6-3049 if a pupil is determined, via a fair and thorough investigation made by the principal or the principal's appointed representative, to have acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, which the student honestly believed to be real at that time, then, at the principal's recommendation, the student may not face any disciplinary action.</td>
</tr>
<tr>
<td>*Horseplay/Inappropriate Physical Contact Harassment</td>
<td>Engaging in minor physical contact with another student or staff member. Examples include: pushing, shoving, wrestling, bumping, hitting etc. Students should refrain from conduct that degrades other students on the basis of race, color, gender or national origin.</td>
</tr>
<tr>
<td>*Intimidation</td>
<td>A student shall not intentionally posture, gesture, use non-verbal cues or behave in a manner that would reasonably be perceived as threatening to another student or staff member on campus.</td>
</tr>
<tr>
<td>*Rude &amp; Disrespectful Behavior</td>
<td>No student will curse, talk back, harass, “sass” or intentionally argue in a demanding or disruptive manner with any teacher, administrator, or otherwise show disrespect for school personnel.</td>
</tr>
<tr>
<td>*Profanity</td>
<td>A student shall not use profane, vulgar or obscene words, gestures or other actions which disrupt school system operations.</td>
</tr>
<tr>
<td>Discipline Code</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>*Sexting</td>
<td>Possession of any sexually explicit content or 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. 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.</td>
</tr>
<tr>
<td>*Sexual Misconduct</td>
<td>Physical touching, groping, molestation, indecent exposure, with or without clothing while on school property or at a school sanctioned event is prohibited.</td>
</tr>
<tr>
<td>*Sexual Assault</td>
<td>Unwanted sexual contact which includes: 1) the use of force 2) occurs against a person's will or 3) when the victim is unable to give consent</td>
</tr>
<tr>
<td>*Sexual Harassment</td>
<td>Engaging in unwanted sexual advances, requests for sexual favors, or other physical or verbal communication and / or actions of a sexual nature. Sexual harassment includes gender based harassment that creates an unsafe, intimidating or hostile school environment.</td>
</tr>
<tr>
<td>*Tardiness</td>
<td>A student is expected to be on time to school and to class, and be seated in his/her desk in the classroom when the tardy bell rings. A student should not have more than 7 tardies per school year.</td>
</tr>
<tr>
<td>*Threats/Threatening</td>
<td>A student shall not make threatening remarks verbally or via social media about committing harmful acts to another student, staff member, SRO, or the school.</td>
</tr>
<tr>
<td>*Tobacco</td>
<td>Use or possession of tobacco products on school property as defined in TCA 39-17-1505 is prohibited.</td>
</tr>
<tr>
<td>*Weapons and Dangerous Instruments</td>
<td>A student shall not possess, handle or transmit any of the following items: Knife (regardless of blade length), razor, ice pick, explosive, sword, machete, chains, pellet gun, mace, brass knuckles, pepper spray, or other objects that can be considered a weapon on school grounds or during a school activity, function or event off school grounds or while under school supervision. Possession or use of any type of firearm/look alike or any other dangerous weapon/look alike as defined in TCA 39-4901</td>
</tr>
</tbody>
</table>

**Zero-Tolerance Infractions – (TCA 49-6-3401)**

I. Possession of a firearm—Expelled 1 calendar year.
II. Possession and or use of Drugs/Narcotics – Remand to alternative school for 1 calendar year.
III. Assault on School Employee/SRO – Remand to alternative school for 1 calendar year.
IV. Bomb Threat/Explosives – Remand to alternative school for 1 calendar year.
V. Possession, use, transmittal, handling, or attempt to use any dangerous weapon – remand to alternative school for 1 calendar year for each violation.
VI. Transmittal of a threat by electronic device or other means, or any communication containing a credible threat to cause bodily injury or death to another student, school employee, or school resource officer – remand to alternative school for 1 calendar year for each violation.
100 Level Offenses
101-Cutting Class/Leaving Campus
102- Repeatedly Tardy to school/class
103- Gambling
104- Dress Code
105- Cheating

200 Level Offenses
201- Profanity
202- Defiance of Authority
203- Damage/Theft or Destruction of School Property
204- Horseplay/Physical Contact
205- Gang Gestures or Symbols
206- Excessive Absenteeism
207- Rude/Disrespectful Behavior

300 Level Offenses
301- Disruption of School Environment
302- E-Cigarettes/Vaping
303- Tobacco Possession
304- Intimidation
305- Threats/Threatening
306- Alcohol/Drinking
307- Cellphone/Electronic Devices
308- Bullying/Cyberbullying
309- False Allegations

400 Level Offenses
401- Fighting
402- Assault
403- Sexual Misconduct
404- Sexual Assault
405- Sexual Harassment
406- Drug Paraphernalia
407- Weapon/Dangerous Instrument
408- Harassment based upon race, gender or origin
409- Fleeing/Refusing a Drug/Weapon Search

500 Level Offenses
501- Assault of a school employee/SRO
502- Possession of a firearm
503- Bomb Threat/Explosives
504- Possession and Use of Drugs
505- Possession, use, transmittal, handling, or attempt to use any dangerous weapon
506- Transmittal of a threat by electronic device or other means

SEARCHES & SEIZURES
The following procedures will apply to the search of lockers, buses, other areas of the school and vehicles parked on school property. Lockers and other storage areas are the property of Maury County Public Schools and are subject to search. The search will be conducted by the principal and his/her designee.

Based upon TCA 49-6-4202 there should be reasonable suspicion for school authorities to investigate if a student is in possession of an illegal item or substance while on school property. If circumstances in a school dictate, either a general or random search of lockers or other school property accessible to students may be conducted.

- Searches will be conducted by the principal or his/her designee in the presence of an adult witness
- Any item reasonably felt to necessitate criminal activity will be turned over to the appropriate law enforcement officials
- School authorities may seize any item reasonably felt to be a threat to the safety of others or is used to disrupt or interfere with the educational process.
- NOTE: State law permits school officials to use metal detectors or other devices, as well as K9’s trained to detect drugs or weapons to assist in the discovery of weapons or drugs that could be found on school property
- Any contraband found on school property or turned in to school staff will be turned over to the School Resource Officer

A student shall not refuse or flee a drugs or weapons search when an administrator has reasonable suspicion to conduct a search.
Maury County Elementary School Discipline Plan

(Note: It is understood that every offense must be investigated and that the nature and severity of the offense must be taken into account. It is therefore important to note that the principal/assistant principal, with proper documentation, has the authority to alter the sequence of actions according to the facts in evidence in each case.) Extended Learning--The school administrator or designee assigns the student to a study time before, during, or after school, or on Saturday. Elementary principals may place students in the alternative program while awaiting a Disciplinary Hearing rather than suspend. Students suspended from school or assigned to the Alternative Program may not be on any other school campus or at a school sponsored event and will be suspended for defiance of authority and may be charged with trespassing for violating this policy.

Alcohol/Possession or Use:
[Suspend and Refer to Disciplinary Hearing Authority]

Assault on a Student:
[Suspend and Refer to Disciplinary Hearing Authority]

Bullying/Cyber Bullying:
1st Offense: Counseling/Conference, and/or parent contact
2nd Offense: 1 Day In-School Alternative Setting and parent conference
3rd Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Bus Misconduct/Misbehavior on Bus:
1st Offense: Administrative Conference, Parent Contact, Bus Probation
2nd Offense: Administrative Conference, Parent Contact, Bus Suspension for 3 days
3rd Offense: Administrative Conference, Parent Contact, Bus Suspension for 5 days
4th Offense: Administrative Conference, Parent Contact, Bus Suspension for 20 days
5th Offense: Administrative Conference, Parent Contact, Bus Suspension for Remainder of Year

Cheating/Forgery:
1st Offense: Administrative Conference, Parent Contact
2nd Offense: Extended Learning or In-School Alternative Setting
3rd Offense: 2 days In-School Alternative Setting
4th Offense: [Refer to Disciplinary Hearing Authority]

Cutting Class/Hooky:
1st Offense: Administrative Conference, Parent Contact and/or Extended Learning
2nd Offense: Parent Contact & Behavior Plan/Behavior Contract
3rd Offense: Referral to Truancy Review Board and In-School Alternative Setting
4th Offense: 3 days In-School Alternative Setting
5th Offense: [Refer to Disciplinary Hearing Authority]

Damage, Destruction, or Theft of School/Private Property:
1st Offense: Administrative Conference, Parent Contact, Clean-Up if appropriate and/or In-School Alternative Setting and payment/restitution for damage or loss
2nd Offense: [Refer to Disciplinary Hearing Authority]
Defiance of Authority:
1st Offense: Administrative Conference, Parent Contact and/or Extended Learning
2nd Offense: In-School Alternative Setting
3rd Offense: 2 days In-School Alternative Setting
4th Offense: 3 days In-School Alternative Setting
5th Offense: 1 day Out of School Setting
6th Offense: 2 days Out of School Setting
7th Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Disruption of Class/School Environment:
1st Offense: Administrative Conference, Parent Contact
2nd Offense: Extended learning or In-School Alternative Setting
3rd Offense: Extended learning or In-School Alternative Setting
4th Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Dress Code Violation:
1st Offense: Parent Contact, Appropriate clothing brought, Behavior Plan, In-School Alternative
2nd Offense: In-School Alternative Setting or Extended Learning, review Behavior Plan
3rd Offense: 2 days In-School Alternative Setting
4th Offense: 3 days Out-of-School Suspension
5th Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Drugs/Possession or Use: Zero-Tolerance
[Remand to Alternative School]
*Possession of prescription medication will be considered a zero-tolerance offense. Alternate consideration may be reviewed on a case-by-case basis for personal prescriptions.

Drug Paraphernalia
- Possession of material used to consume illegal drugs. Examples include: roach clips, rolling papers, bongs, pipes, spoons or other objects. [Suspend and refer to Disciplinary Hearing Authority]

Excessive Absences/Chronic Absenteeism:
3 Unexcused absences: Parent contact by the school
5 Unexcused absences: Tier I of the Progressive Truancy Intervention Plan begins:
   Letter sent to Parent
   Student placed under Attendance Contract
Additional unexcused absences: Tier II of the Progressive Truancy Intervention Plan:
   Grade level and student specific to address student’s attendance
Additional unexcused absences: Tier III of the Progressive Truancy Intervention Plan:
   TBD by the school
If Progressive Truancy Intervention Plan fails to address student’s attendance:
   District Truancy Review Board and Petition to Juvenile Court

Electronic Cigarettes, Vapor Devices, or other Alternative Smoking Devices:
1st Offense: Confiscation, Administrative Conference; Parent Contact, 2 days In-School Alternative Setting
2nd Offense: Confiscation, Administrative Conference, Parent Contact, 2 days Out of School Suspension
3rd Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Fighting: (Mutual Participation)
1st Offense: Administrative Conference, Parent Contact and In-School Alternative Setting or Extended Learning
2nd Offense: Extended Learning
3rd Offense: Remand to Alternative School or Suspend for 3 days
4th Offense: Remand to Alternative School and [Refer to Disciplinary Hearing Authority] or Suspend until Disciplinary Hearing
False Allegations against an Employee/SRO
*Administrative Discretion or [Refer to Disciplinary Hearing] if incident is severe

Gambling or Possession of Gambling Material:
1st Offense: 1 Day In-School Alternative Setting
2nd Offense: Extended Learning, Parent Contact, Behavior Plan
3rd Offense: Extended Learning, Parent Contact
4th Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Gang Gestures, Symbols, Literature, Colors, Drawings, Signs, Jewelry, Apparel, etc.:
1st Offense: In-School Alternative Setting or Extended Learning
2nd Offense: In-School Alternative Setting or Extended Learning
3rd Offense: Extended Learning
4th Offense: 2 Days Out-of-School Suspension

Horseplay/Inappropriate Physical Contact: *Severity may be altered if injuries are involved
1st Offense: Administrative Conference, Parent Contact
2nd Offense: Extended Learning or In-School Alternative Setting
3rd Offense: 1 day In-School Alternative Setting
4th Offense: 2 days In-School Alternative Setting, Parent Contact, Behavior Plan
5th Offense: 1 day Out of School Suspension

Intimidation:
*Administrative Discretion or [Refer to Disciplinary Hearing Authority] if incident is severe

Rude/Disrespectful Behavior:
1st Offense: Administrative Conference, Parent Contact and/or Extended Learning
2nd Offense: Extended Learning or In-School Alternative Setting
3rd Offense: Extended Learning
4th Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Profanity:
Profanity directed toward a teacher could be considered rude and disrespectful behavior and/or defiance of authority.
1st Offense: Administrative Conference, Parent Contact and/or Extended Learning
2nd Offense: Extended Learning or In-School Alternative Setting
3rd Offense: Extended Learning
4th Offense: Extended Learning
5th Offense: [Suspend and Refer to Disciplinary Hearing Authority] or Out of School Suspension

Sexting:
[Suspend and Refer to Disciplinary Hearing Authority]

Sexual Misconduct/ Harassment/ Sexual Assault:
Type 1 Offense: Deliberate physical and inappropriate contact, such as touching over clothing - 3-5 days OSS
Type 2 Offense: Aggressive, egregious, touching or advances without mutual consent:
[Suspend and Refer to Disciplinary Hearing Authority]

Tardiness at school: Infractions are cleared at the end of the semester.
5 Unexcused: Administrative conference, parent contact
7 Unexcused: Referral to School Truancy Review Team
Threats/Threatening students, employees, SRO or school facility:

Threat Type 1: A verbal, written or electronic threat to cause harm to students, staff members, SRO or a school facility that would cause a person to reasonably fear bodily injury.

1st Offense: Administrative Conference, Parent Contact, ISAS 3 days/1-3 days Out of School Suspension if deemed appropriate by the administration

Threat Type 2: A verbal, written or electronic threat to cause harm to students, staff members, SRO or a school facility in which evidence of a credible plan exists that would cause a person to reasonably fear bodily injury.

1st Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Tobacco Products:
Principal or School Resource Officer must write a citation per Tennessee Code Annotated 39-17-1505

1st Offense: Administrative Conference, Parent Contact
2nd Offense: Administrative Conference, Parent Contact, In-School Alternative Setting
3rd Offense: In-School Alternative Setting or Extended Learning

Weapon(s), dangerous instrument, or use of any object as a dangerous instrument:
[Remand if violation is Zero Tolerance] or [Suspend and refer to Disciplinary Hearing Authority]

Cell Phones/Electronic Devices- Policy # 6.300

Students may possess cell phones and other electronic devices during school hours within the following specified governing parameters:

- Cell Phones and devices may be used during instructional time when permitted by the classroom instructor. These items must be immediately put away upon the instructor’s request. Failure to comply will constitute a “defiance of authority” infraction and may result in disciplinary action. MCPS supports the professional judgment of classroom instructors to determine the parameters governing appropriate usage during classroom time.
- Maury County Public Schools will not accept responsibility for lost or stolen devices.

Inappropriate Uses

I. Texting or engaging in social media sites during instructional time is not allowed.

II. Taking photographs or recording students, teachers, administrators, school resource officer(s) or other staff members without their consent is prohibited when there is an expectation of privacy. Students shall not use social media or other sites to harass, degrade, embarrass, spread false information or humiliate other students. Violations of this nature will be coded as Cyberbullying/Cyber-harassment.

III. Swiping- A student shall not take another person’s image or personal information without authorization and use or display it in an inappropriate manner.

IV. Threats by Electronic Transmission- A student shall not use email, social media, or any form of electronic device to communicate a threat or to harass other students, teachers, administrators, School Resource Officer(s) or other staff members. This includes: threats of a violent nature-where bodily harm is mentioned, photos/memes that could be perceived as threatening, name calling, racial slurs, or gender slurs etc.

V. Sexting- possession of any sexually explicit digital pictures on any electronic device is prohibited. Sending, sharing, 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 strictly prohibited. Appropriate law enforcement authorities may be contacted as required by law. Legal sanctions may be imposed as deemed necessary by law enforcement officials.

VI. Impersonation/Catfishing- Students shall not create false profiles or an alias/avatar using social media or an electronic device that mimics another person that contains similar information to the profile of another person. Furthermore, sending information whether true or false using another person as an alias is strictly prohibited.

VII. Hacking- Students may not use an electronic device of any kind as an instrument to gain access to the personal information of students, teachers or other staff members. This includes passwords, social media accounts, email accounts, school records or personal/financial records. Additionally, any attempt to evade or disrupt the cyber security (firewall) of the MCPS databases may result in disciplinary action in addition to legal action as well.
VIII. **False Alarms**- Students shall not use social media or other forms of electronic communication to disrupt the school environment or to falsely create "public panic" by spreading unsolicited rumors. This includes bomb threats, false weather reports, false reports of lock downs, school shootings, school closings etc.

IX. **Downloading/Piracy**- Students shall not utilize school owned technology or the MCPS network to download, duplicate, or share any content or media that is copyright protected. Downloading music, videos, MP3’s, movies or any content of a vulgar or explicit nature is strictly prohibited. Legal sanctions may be imposed in addition to school disciplinary actions if violated.

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### SEVERITY METER

**ACTION**

- Sexting
- Hacking
- False Alarms
- *Cyberbullying
- Catfishing/Impersonation
- Downloading/Piracy
- *Image Swiping
- Recording

**On social media during class time**

- Texting during class time

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Maury County Public Schools
Student Resource Guide for Electronic Devices
Be Cool... Know the Rules!
Maury County Public Schools supports the use of cell phones and other electronic devices during school hours under the following parameters:

- Cell Phones and devices may be used during instructional time when permitted by the classroom instructor. These items must be immediately put away upon the instructor’s request.
- MCPS students get free guest Wi-Fi access in all schools.
- MCPS students get free access to the Microsoft Office Suite of Tools.

Be Responsible: Rise Above Inappropriate Usage

The following behaviors are prohibited by MCPS:

- Texting or engaging in personal social media sites during instructional time.
- Taking photographs or recording students, teachers, administrators, school resource officer(s) or other staff members without their consent.
- Communication threats via Electronic Transmission.
- Swiping - What is this? [refer to definitions on back]
- Hacking - Students may not use an electronic device of any kind as an instrument to gain access to the personal information of others.
- Sexting - Possession of any sexually explicit digital pictures on any electronic device is prohibited.
- Cyberbullying - Using social media or digital platforms to embarrass, humiliate or degrade other students.
- Catfishing/Impersonating - Creating false profiles or alias accounts to impersonate or mimic others.
- False Alarms - Creating panic by spreading false information.
- Downloading/Piracy - Using technology to duplicate, download or share copyrighted content.
Definitions

- **Swiping**: A student shall not take another person’s image or personal information without authorization and use or display it in an inappropriate manner.
- **Sexting**: Possession of any sexually explicit digital pictures on any electronic device is prohibited. Sending, sharing, 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 strictly prohibited. Appropriate law enforcement authorities may be contacted as required by law. Legal sanctions may be imposed as deemed necessary by law enforcement officials.
- **Impersonation/Catfishing**: Students shall not create false profiles or an alias/avatar using social media or electronic devices that mimics another student or staff members that contains similar information to the profile of another student or staff members. Furthermore, sending information whether true or false using another student or staff member as an alias is strictly prohibited.
- **Hacking**: Students may not use an electronic device of any kind as an instrument to gain access to the personal information of students, teachers or other staff members. This includes pass words, social media accounts, email accounts, school records or personal/financial records. Additionally, any attempt to evade or disrupt the cyber security (firewall) of the MCPS databases may result in disciplinary action in addition to legal action as well.
- **False Alarms**: Students shall not use social media or other forms of electronic communication to disrupt the school environment or to falsely create “public panic” by spreading unsolicited rumors. This includes bomb threats, false weather reports, false reports of lockdowns, school shootings, school closings etc.
- **Downloading/Piracy**: Students shall not utilize school owned technology devices to download, duplicate, or share any content or media that is copyright protected. Downloading music, videos, MP3’s, movies or any content of a vulgar or explicit nature is strictly prohibited. Legal sanctions may be imposed in addition to school disciplinary actions if violated.
- **Cyber-bullying**: Students shall not use social media or any other sites to harass, degrade, embarrass, spread false information or humiliate other students. Violations of this nature will be coded as Cyberbullying/Cyber-harassment.

Maury County Digital Citizenship Pledge

Please initial below:

I will follow the acceptable use guide as outlined for technology by Maury County Public Schools. ________
I will not use social media or other electronic platforms to degrade, tease, threaten, harass or embarrass other people. ________
I will use caution in posting personal information about myself. ________
I will report any suspicious activity to the school administration immediately. ________

Name__________________________________ (print) Grade_______
Signature______________________________
School______________________________________________
Maury County Secondary School Discipline Plan

(Note: It is understood that every offense must be investigated and that the nature and severity of the offense must be taken into account. It is therefore important to note that the principal/assistant principal, with proper documentation, has the authority to alter the sequence of actions according to the facts in evidence in each case.)

Extended Learning—The school administrator or designee assigns the student who misbehaves to an assigned room for a study time before, during, or after school, or on Saturday.

*5th Graders in Middle Schools will follow the Maury County Secondary School Discipline Plan.

Students suspended from school or assigned to the Alternative Program may not be on any other school property or at a school sponsored event and will be suspended for defiance of authority and may be charged with trespassing for violating this policy.

Alcohol/Possession or Use:
[Suspend and Refer to Disciplinary Hearing Authority]

Assault on a Student:
[Suspend and Refer to Disciplinary Hearing Authority]

Bullying/Cyber Bullying:
1st Offense: Counseling/Conference, and/or Parent Contact
2nd Offense: 1 Day In-School Alternative Setting and parent conference
3rd Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Bus Misconduct/Misbehavior on Bus:
1st Offense: Administrative Conference, Parent Contact, Bus Probation
2nd Offense: Administrative Conference, Parent Contact, Bus Suspension for 3 days
3rd Offense: Administrative Conference, Parent Contact, Bus Suspension for 5 days
4th Offense: Administrative Conference, Parent Contact, Bus Suspension for 20 days
5th Offense: Administrative Conference, Parent Contact, Bus Suspension for Remainder of Year

Cheating/Forgery:
1st Offense: Administrative Conference, Parent Contact
2nd Offense: Extended learning or In-School Alternative Setting
3rd Offense: 2 days In-school Alternative Setting
4th Offense: [Refer to Disciplinary Hearing Authority]

Cutting Class/Hooky/Leaving Campus:
1st Offense: Administrative conference, Parent Contact and/or Extended learning
2nd Offense: Parent Contact & Behavior Plan/Behavior Contract
3rd Offense: Referral to Truancy Review Board and In-school Alternative setting
4th Offense: 3 days In-School Alternative Setting
5th Offense: [Refer to Disciplinary Hearing Authority]
Damage, Destruction, or Theft of School/Private Property:
1st Offense: Administrative Conference, Parent Contact, Clean-Up if appropriate and/or In-School Alternative Setting and payment/restitution for damage or loss
2nd Offense: [Refer to Disciplinary Hearing Authority]

Defiance of Authority:
1st Offense: Administrative Conference, Parent Contact and/or Extended learning
2nd Offense: In-School Alternative Setting
3rd Offense: 2 days In-School Alternative Setting
4th Offense: 3 days In-School Alternative Setting
5th Offense: 1 day Out of School Suspension
6th Offense: 2 days Out of School Suspension
7th Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Disruption of Class/School Environment:
1st Offense: Extended Learning
2nd Offense: 1 In-School Alternative Setting
3rd Offense: 2 In-School Alternative Setting
4th Offense: 2 days Out of School Suspension
5th Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Dress Code Violation:
1st Offense: Parent Contact, Appropriate clothing brought, Behavior Plan, In-School Alternative Setting
2nd Offense: In-School Alternative Setting or Extended Learning, review Behavior Plan
3rd Offense: 2 days In-School Alternative Setting
4th Offense: 3 days Out-of-School Suspension
5th Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Drugs/Possession or Use: Zero-Tolerance
[Remand to Alternative School]
*Possession of prescription medication will be considered a zero-tolerance offense. Alternate consideration will be reviewed on a case-by-case basis for personal prescriptions.

Drug Paraphernalia
- Possession of material used to consume illegal drugs. Examples include: roach clips, rolling papers, bongs, pipes, spoons or other objects. [Suspend and Refer to Disciplinary Hearing Authority]

Excessive Absences/Chronic Absenteeism:
3 Unexcused absences: Parent contact by the school
5 Unexcused absences: Tier I of the Progressive Truancy Intervention Plan begins:
   Letter sent to Parent
   Student placed under Attendance Contract
Additional unexcused absences: Tier II of the Progressive Truancy Plan:
   Grade level and student specific to address student’s attendance
Additional unexcused absences: Tier III of the Progressive Truancy Plan:
   TBD by school
If Progressive Truancy Intervention Plan fails to address student’s attendance:
   District Truancy Review Board and Petition to Juvenile Court

Electronic Cigarettes, Vapor Devices, or other Alternative Smoking Devices:
1st Offense: Confiscation, Administrative Conference; Parent Contact, 2 days ISAS
2nd Offense: Confiscation, Administrative Conference, Parent Contact, 2 days OSS
3rd Offense: [Suspend and Refer to Disciplinary Hearing Authority]
Fighting: (Mutual Participation)
1st Offense: 3 days Out of School Suspension, Parent Conference/Behavior Plan, School may petition to court
2nd Offense: 5 days Out of School Suspension, Parent Conference, Referral to counselor, Family Resource Center, school may petition to court
3rd Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Gambling or Possession of Gambling Material:
1st Offense: Extended Learning, parent contact, behavior plan
2nd Offense: 1 day In-School Alternative Setting
3rd Offense: 2 days In-School Alternative Setting
4th Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Gang Gestures, Symbols, Literature, Colors, Drawings, Signs, Jewelry, Apparel, etc.: 
1st Offense: In-School Alternative Setting or Extended Learning
2nd Offense: In-School Alternative Setting or Extended Learning
3rd Offense: Extended learning
4th Offense: 2 Days Out of School Suspension

Horseplay/Inappropriate Physical Contact: *Severity may be altered if injuries are involved
1st Offense: Administrative Conference, Parent Contact
2nd Offense: 1 day In-School Alternative Setting
3rd Offense: 2 days In-School Alternative Setting
4th Offense: 1 day Out of School Suspension, Parent Contact, Behavior Plan
5th Offense: 2 days Out of School Suspension, Parent Contact, Behavior Plan

Intimidation:
*Administrative Discretion or [Refer to Disciplinary Hearing Authority] if the incident is severe

Rude & Disrespectful Behavior:
1st Offense: Extended Learning
2nd Offense: 1 day In-School Alternative Setting
3rd Offense: 2 days In-School Alternative Setting
4th Offense: 1 day Out of School Suspension
5th Offense: 2 days Out of School Suspension
6th Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Sexting: 
[Suspend and Refer to Disciplinary Hearing Authority]

Sexual Misconduct/ Harassment/ Sexual Assault:
Type 1: Deliberate physical and inappropriate contact, such as touching over clothing
3-5 days Out of School Suspension
Type 2: Aggressive, egregious, touching or advances without mutual consent, could also include skin contact [Suspend and Refer to Disciplinary Hearing Authority]

Tardiness at school: Infractions are cleared at the end of the semester.
5 Unexcused: Administrative conference, parent contact
7 Unexcused: Referral to School Truancy Review Team

Threats/Threatening students, employees, SRO or school facility:
Threat Type 1: A verbal, written or electronic threat to cause harm to students, staff members, SRO or a school facility that would cause a person to reasonably fear bodily injury.
1st Offense: Administrative Conference, Parent Contact, In-School Alternative Setting 3days/1-3 days Out of School Suspension if deemed appropriate by the administration
Threat Type 2: A verbal, written or electronic threat to cause harm to students, staff members, SRO or a school facility in which evidence of a credible plan exists that would cause a person to reasonably fear bodily injury.  
1st Offense: [Suspend and Refer to Disciplinary Hearing Authority]

Tobacco Products:
Principal or School Resource Officer must write a citation per Tennessee Code Annotated 39-17-1505  
1st Offense: Administrative Conference, Parent Contact  
2nd Offense: Administrative Conference, Parent Contact, In-School Alternative Setting  
3rd Offense: In-School Alternative Setting or Extended learning

Weapon(s), dangerous instrument, or use of any object as a dangerous instrument:  
[Remand if violation is ZT] or [Suspend and refer to Disciplinary Hearing Authority]

Cell Phones/Electronic Devices- Policy # 6.300

Students may possess cell phones and other electronic devices during school hours within the following specified governing parameters:

- Cell Phones and devices may be used during instructional time when permitted by the classroom instructor. These items must be immediately put away upon the instructor’s request. Failure to comply will constitute a “defiance of authority” infraction and may result in disciplinary action. MCPS supports the professional judgment of classroom instructors to determine the parameters governing appropriate usage during classroom time.
- Maury County Public Schools will not accept responsibility for lost or stolen devices.

Inappropriate Uses

I. Texting or engaging in social media sites during instructional time is not allowed.
II. Taking photographs or recording students, teachers, administrators, school resource officer(s) or other staff members without their consent is prohibited when there is an expectation of privacy. Students shall not use social media or other sites to harass, degrade, embarrass, spread false information or humiliate other students. Violations of this nature will be coded as Cyberbullying/Cyber-harassment.
III. Swiping- A student shall not take another person’s image or personal information without authorization and use or display it in an inappropriate manner.
IV. Threats by Electronic Transmission- A student shall not use email, social media or any form of electronic device to communicate a threat or to harass other students, teachers, administrators, School Resource Officer(s) or other staff members. This includes: threats of a violent nature-where bodily harm is mentioned, photos/memes that could be perceived as threatening, name calling, racial slurs, or gender slurs etc.
V. Sexting- possession of any sexually explicit digital pictures on any electronic device is prohibited. Sending, sharing, 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 strictly prohibited. Appropriate law enforcement authorities may be contacted as required by law. Legal sanctions may be imposed as deemed necessary by law enforcement officials.
VI. Impersonation/Catfishing- Students shall not create false profiles or an alias/avatar using social media or an electronic device that mimics another person that contains similar information to the profile of another person. Furthermore, sending information, whether true or false, using another person as an alias is strictly prohibited.
VII. Hacking- Students may not use an electronic device of any kind as an instrument to gain access to the personal information of students, teachers or other staff members. This includes passwords, social media accounts, email accounts, school records or personal/financial records. Additionally, any attempt to evade or disrupt the cyber security (firewall) of the MCPS databases may result in disciplinary action in addition to legal action as well.
VIII. False Alarms- Students shall not use social media or other forms of electronic communication to disrupt the school environment or to falsely create “public panic” by spreading unsolicited rumors. This includes bomb threats, false weather reports, false reports of lockdowns, school shootings, school closings etc.
IX. **Downloading/Piracy**- Students shall not utilize school owned technology or the MCPS network to download, duplicate, or share any content or media that is copyright protected. Downloading music, videos, MP3’s, movies or any content of a vulgar or explicit nature is strictly prohibited. Legal sanctions may be imposed in addition to school disciplinary actions if violated.

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**SEVERITY METER**

**ACTION**

- Sexting
- Hacking
- Threats Type II via electronic transmission
- False Alarms
- *Cyberbullying
- Catfishing/Impersonation
- Downloading/Piracy
- *Image Swiping
- Recording
- On social media during class time
- Texting during class time

**Severity Levels**

- **Major**
- **Serious**
- **Minor**

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30
A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, and cyberbullying are conducts that disrupt a student's ability to learn and/or participate, as well as a school's ability to educate its students in a safe environment.

Students shall be provided an environment free from all such discrimination/harassment acts. It shall be a violation of this policy for any employee, student, or third party to discriminate against or harass, intimidate, or bully a student or employee through disparaging conduct or communication. The following guidelines are set forth to protect students from discrimination/harassment.

Harassment, intimidation, or bullying
Any act (either in-person or via electronic devices) that substantially interferes with a student’s educational benefits, opportunities or performance and:

(A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop, the act has the effect of:
(i) Physically harming a student or damaging a student’s property;
(ii) Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property;
(iii) Causing emotional distress to a student or students;
(iv) Creating a hostile educational environment; or

(B) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile environment or otherwise creating a substantial disruption to the educational environment or learning process.

Hostile environment
Unwelcome conduct performed on- or off-campus that is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student’s ability to participate in a program or activity.

What is Harassment?
Harassment is any unwelcome conduct based on a protected class under the federal civil rights laws that is severe, pervasive, or persistent and creates a hostile environment. Because public schools receive federal financial assistance from the U.S. Department of Education, they are required to adhere to the civil rights laws.

Cyberbullying
What is the difference between bullying and harassment?
Bullying and harassment both involve behavior which harms, intimidates, threatens, victimizes, offends, degrades, or humiliates someone. Although bullying and harassment sometimes overlap, not all bullying is harassment and not all harassment is bullying. Bullying is considered a relationship issue that involves an abuse of power, while harassment is a human rights issue. Harassment takes place when someone discriminates against another on the basis of a protected class, such as age, sex, race, color, religion, national origin, or disability. Alleged victims or anyone having knowledge of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. Any allegations shall be fully investigated by complaint managers (as set forth in Student Concerns, Complaints and Grievances 6.304). The complaint managers, who are appointed annually by the Superintendent of Schools, are the Director of Pupil Services and the Chief of Staff. The complaint managers may be reached at 501 W. 8th St, and by phone at 931-388-8403.
IN-SCHOOL ALTERNATIVE SETTING

1. Any principal or assistant principal may remove any student from attendance in a specific class, classes or school-sponsored activity without suspending such student from attendance at school. Good and sufficient reasons for such in-school alternative setting shall include, but not be limited to:
   a. Behavior which adversely affects the safety and well-being of other students;
   b. Behavior which disrupts a class or school sponsored activity; or
   c. Behavior prejudicial to good order and discipline occurring in class, during school sponsored activities or on the school campus.
2. Students given an in-school alternative setting in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study.
3. Personnel responsible for in-school alternative setting will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school alternative setting shall be required to complete academic assignments and shall receive credit for work completed.
4. Students given in-school alternative setting shall be recorded as constituting a part of the public school attendance in the same manner as students who attend regular classes.

PROCEDURES FOR IN-SCHOOL ALTERNATIVE SETTING AND OUT-OF-SCHOOL SUSPENSION

1. Unless the student’s continued presence in the school, class or school related activity presents an emergency to the students or other persons or property, 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.
2. Upon suspension of any student, the Principal/designee shall, within twenty-four (24) hours, notify the parent or guardian and the Superintendent of Schools/designee:
   a. The suspension, which shall be for a period of no more than ten (10) days;
   b. The cause for the suspension; and
   c. The conditions for re-admission, which may include, at the request of either party, a meeting of the parent or guardian, student and principal.

The students shall not be sent home before the end of the school day unless the parent or guardian has been contacted.

3. If the suspension is for more than five (5) school days, the principal shall develop and implement a plan for improving the behavior which shall be made available for review by the Superintendent of Schools upon request.
4. If, at the time of the suspension, the principal or assistant 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. All appeals must be filed, orally or in writing, within five (5) school 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.

The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board.

5. The hearing shall be held no later than ten (10) school days after the beginning of the suspension. The Disciplinary 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 the local education agency employee referenced above who requests a hearing on behalf of a suspended student.
6. During 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 suspend the student for a specified period of time.
7. When the decision is determined by the Disciplinary Hearing Authority, a written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the Disciplinary Hearing Authority. The student, parent/guardian, principal, or assistant principal may within five (5) school days of the decision request review by the Superintendent of Schools prior to a request for review to the Board of Education. Exception: Zero tolerance offenses
will be appealed only to the Superintendent of Schools. Absent a timely appeal, the decision shall be final. The Board of Education, based upon a review of the record, may grant or deny a request for a Board hearing and may affirm or overturn the decision of the Disciplinary 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 Disciplinary Hearing Authority without first providing an opportunity for a hearing before the Board. The action of the Board of Education shall be final.

8. In the event the suspension occurs during the last ten (10) school days of any term or semester, the student 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.

9. Students while under suspension from one school in the local school system cannot enter another school in the local school system.

10. Maury County Public Schools is not required to enroll a student who is under suspension for the remainder of the year and/or expelled in another local education agency. The Superintendent of Schools for the school system in which the suspended student request enrollment shall make a recommendation to the local Board of Education to approve or deny the request. Such recommendation shall occur only after investigation of the facts surrounding the suspension from the former school system. If the recommendation is to deny admission, and if the local board approves the Superintendent of Schools’ recommendation, the Superintendent of Schools shall on behalf of the Board of Education, notify the Commissioner of the decision. Nothing in this subsection shall affect the children in state custody or their enrollment in Maury County Public Schools (exception: Student who commits a Zero Tolerance offense). Upon accepting enrollment of a student from another local education agency, Maury County Public Schools may dismiss such student if it is determined subsequent to enrollment that the student had been suspended or expelled by the other education agency.

11. The principal of the school shall give written notice to the faculty whenever a student is placed on out-of-school suspension. The notice shall be given no later than the next day after the suspension has occurred.

12. The principal shall have full authority of enforcing an out-of-school suspension including the removal of a suspended student from campus, if necessary.

13. Suspended students are not allowed to attend school-related functions unless they have written permission from site administrator.

14. All policies will be adhered to concerning the discipline of special education students. This policy will not conflict with laws governing special education students.

15. All policies will be adhered to unless exceptions are mandated by the court.

PROCEDURES FOR ALTERNATIVE SCHOOL PROGRAM

1. It is the objective of the alternative school program to provide students an opportunity to learn, in a structured environment, while addressing their behavior.

2. Students are remanded to an alternative school program by:
   a. Principal, assistant principal, or
   b. Disciplinary Hearing Authority (DHA)

3. Appeals may be made in writing within five (5) school days to the Director of Pupil Services.

4. All course work completed and credits earned in the alternative school program shall be transferred to and recorded in the student’s home school which shall grant credit earned and progress thereon as if earned in the home school.

5. A student who has been certified for special education and related services shall be placed and served in accordance with the laws and rules relating to special education.

6. Students remanded to an alternative school program are not allowed to attend school-related functions unless they have written permission from the site administrator.
7. A violation of alternative school program rules by a student may result in the student’s removal from this program for the duration of the original suspension or expulsion. When appropriate, a court petition may be filed on a student in violation of the rules.

8. An onsite principal/coordinator may, in consultation with the alternative school teacher and the home school principal, appeal the length of the assignment to the Superintendent of Schools.

9. All students assigned to the alternative program must be inside the building no later than 7:45 am. Any student arriving after the assigned time will not be admitted unless they have a doctor or court excuse.

**Student Rights**

**Due Process Procedures**

**District Policies**

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**REPORT OF REASONABLE SUSPICION BY A PRINCIPAL TO A LAW ENFORCEMENT OFFICER**

It is the duty of a principal of a school, who has reasonable suspicion (either as a result of a search or otherwise) that any student is committing or has committed any violation of TCA 39-17-1307, or of Title 39, Chapter 17, part 4, upon the school grounds or within any school building or structure under his/her supervision, to report such reasonable suspicion to the appropriate law enforcement officer. (TCA 49-6-4209) Charges may be filed.

**SEARCHES:**

Lockers and desks, which have been assigned to a student, are and remain school property. These may be inspected at any time by school officials. Vehicles parked on school property by students or visitors, containers, packages, and other areas accessible to students or visitors may be searched. The search may be in the student’s or visitor’s presence or in the presence of other members of the staff. (TCA 49-6-4204)

**SEARCHES OF PERSONS AND CONTAINERS:**

May be conducted because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person if such action is reasonable to the principal. (TCA 49-6-4205)

**USE OF METAL DETECTORS:**

To facilitate a search of students, school visitors, containers, or packages, metal detectors, (including hand-held models “which are passed over or around a student’s or visitor’s body”), stationary detectors, and other devices designed to indicate the presence of dangerous weapons, drug paraphernalia, or drugs, may be used. (TCA 49-6-4207)
Maury County Public Schools Step by Step Appeal Process

The following steps should be adhered to when making an appeal:

**For Disciplinary Issues:**
- 1st appeal to the Maury County Public Schools Disciplinary Hearing Authority; if the problem is not resolved...
- 2nd appeal must be a written appeal to the Maury County Public Schools Superintendent and must be made within five (5) school days of the Disciplinary Hearing Authority's decision; if the problem is not resolved...
- 3rd appeal may be made to the Maury County Board of Education by requesting placement on the board meeting agenda to appear before the Maury County Board of Education

**For Instructional Issues:**
- 1st appeal to the student's teacher; if the problem is not resolved...
- 2nd appeal to the school principal (if he/she is not the administrator in the earlier appeal); if the problem is not resolved, please choose appropriately from the following:
- 3rd appeal to the grade appropriate Instructional Supervisor for Maury County Public Schools; if the problem is not resolved...
- 4th appeal must be a written appeal to the Maury County Public Schools Assistant Superintendent; if the problem is not resolved...
- 5th appeal may be made to the Maury County Public Schools Superintendent; if the problem is not resolved...
- 6th appeal may be made to the Maury County Board of Education by requesting placement on the board meeting agenda to appear before the Maury County Board of Education

**NON-DISCRIMINATION POLICY**

No person in the United States shall, on the ground of race, color, age, gender, disability or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance. The Maury County Board of Education does not discriminate on the basis of race, color, age, gender, disability or national origin.

**WHAT TITLE VI DOES**

- Prohibits entities from denying an individual any service, financial aid, or other benefit.
- Prohibits entities from providing services to some individuals that are different or inferior (either in quantity or quality) to those provided to others.
- Prohibits segregation or separate treatment in any manner related to receiving program services or benefits.
- Prohibits entities from requiring different standards or conditions as prerequisites for serving individuals.
- Encourages the participation of minorities as members of planning or advisory bodies for programs receiving federal funds.
- Prohibits discriminatory activity in a facility built in whole or part with federal funds.
- Requires information and services to be provided in languages other than English when significant numbers of beneficiaries are of limited English speaking ability.
- Requires entities to notify the eligible population about applicable programs.
- Prohibits locating facilities in any way that would limit or impede access to a federally funded service or benefit.
- Requires assurance of nondiscrimination in purchasing of services.

**HOW TO FILE A COMPLAINT WITH OCR FOR TITLE VI**

Title VI complaints involving recipients and beneficiaries may be filed with Karl A. Lang, Director of Pupil Services, at the Maury County Board of Education, 501 West 8th Street, Columbia, TN 38401, 931-388-8403 or the Department of Education Office of Civil Rights (OCR) by an individual, a class, or by a third party, within 180 days from the date of the alleged discriminatory act. OCR may be contacted as follows:
TITLE IX OF THE EDUCATION AMENDMENT 1972
Title IX is a federal law that prohibits discrimination on the basis of sex in providing educational programs and services.

WHAT TITLE IX COVERS
- Recruitment of students
- Admission and enrollment of students
- Participation in education programs, courses, activities
- Counseling and use of appraisal and counseling materials
- Athletics
- Employee recruitment and employment practice

HOW TO FILE A COMPLAINT WITH A TITLE IX COORDINATOR
A person who feels he/she has been discriminated against based on sex may file a complaint with Karl A. Lang, Director of Pupil Services, or Ron L. Woodard, Ed.D., at the Maury County Board of Education, 501 West 8th Street, Columbia, TN 38401, 931-388-8403, or the Tennessee State Department of Education Title IX Coordinator at 710 James Robertson Parkway, Nashville, TN 37243-0375, or the U. S. Department of Education Office of Civil Rights at 61 Forsyth Street SW, Suite 19T10, Atlanta, GA 30303.

SECTION 504 OF THE REHABILITATION ACT OF 1973
No otherwise qualified individual with a disability shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Under 504, a person is considered to have a disability if that person:
   (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities,
   (2) has a record of such an impairment, or
   (3) is regarded as having such an impairment.

HOW TO FILE A COMPLAINT FOR 504
Parents or guardians who allege that the Maury County School System has violated the provision of Section 504 may file a complaint to Dr. Robb Killen, Supervisor of Counseling & Mental Health at the Maury County Board of Education, 501 West 8th Street, Columbia, TN 38401, 931-388-8403 or the United States Department of Education Office of Civil Rights 61 Forsyth Street SW, Suite 19T10, Atlanta, GA 30303.

Annual Notification of Rights
6.601
Within the first three (3) weeks of each school year, the school system will notify parent(s) of students and eligible students* of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment.¹

The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records; and
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as “Directory information.”: Parent(s) of students or eligible students have two (2) weeks after notification to advise the school system in writing of items they designate not to be used as Directory information. The records custodian will mark the appropriate student records for which Directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student’s parent(s) or the eligible student.

The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary school, at which time all the above rights become the student’s rights.²

SPECIAL EDUCATION
The Maury County School System assures that special education and related services will be provided in compliance with state and federal laws. (Public Law 94-142, P.L. 101-476 Individuals with Disabilities Education Improvement Act, 2004 Reauthorization of IDEA.)

DISCIPLINE OF SPECIAL EDUCATION STUDENTS
A student who has been certified or referred for special education and related services shall be disciplined in accordance with the laws and rules relating to special education.

PARENTAL RIGHTS IN SPECIAL EDUCATION
Your rights are listed below in outline form under thirteen headings. If you would like a further explanation of any of these rights, you may contact your local board of education or the State Department of Education, Division of Special Education, 8th Floor, Andrew Johnson Tower, 710 James Robertson Parkway, Nashville, TN 37243-0380 or call (615) 741-2851 or toll free 1-888-212-3162.

www.tn.gov/education/speced/index.shtml

TITLE II OF THE AMERICANS WITH DISABILITIES ACT
Unlike section 504 of the Rehabilitation Act of 1973, which only covers programs receiving Federal financial assistance, Title II extends to all the activities of State and local governments whether or not they receive Federal funds. State and local governments may not refuse to allow a person with a disability to participate in a service, program, or activity simply because the person has a disability, and are required to make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the program would result.
HOW TO FILE A COMPLAINT UNDER TITLE II OF THE ADA

Parents or guardians who allege that the Maury County School System has violated the provision of Title II may file a complaint to Ron L. Woodard, Ed.D., Director of Pupil Services at the Maury County Board of Education, 501 West 8th Street, Columbia, TN 38401, 931-388-8403 or the U. S. Department of Education Office of Civil Rights at 61 Forsyth Street SW, Suite 19T10, Atlanta, GA 30303.

SPECIAL EDUCATION/504 CHILD FIND

The purpose of Child Find is to locate children with disabilities who may be eligible for services in section Special Education or via 504. If you or someone you know has a child, age 3-21, who is disabled and is not currently enrolled in school and/or receiving special education services, please contact the Special Education Supervisor at the Maury County Board of Education.

ADA AND SECTION 504 GRIEVANCE PROCEDURES

6.802

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

DEFINITION

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.¹

Title II of the Americans with Disabilities Act, 1990 provides that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.²

COORDINATOR³

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

NOTICE⁴

The Board shall make available the name, office address and telephone number of the ADA/Section 504 coordinator.

Methods of initial and continuing notification may include the posting of notices, publication in newspapers and student and employee handbooks and distribution of memoranda or other written communications.

COMPLAINT PROCEDURE⁵

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

DUE PROCESS HEARING PROCEDURES

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

Written Request for Hearing

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

Impartial Hearing Officer

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

Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA  30303-8927
Telephone: 404-974-9406; TDD: 877-521-2172
Email: OCR.Atlanta@ed.gov

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

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

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

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

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

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

**Recording**
Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

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

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

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

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

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

**Review Procedure/Appeal**
If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction.

**RECORDS:**
1) Right to inspect and review records; 2) Right to have a representative appointed by you to review records; 3) Right to make copies of records; 4) Right to be informed of all types and locations of records being collected, maintained or used by the agency; 5) Right to ask for an explanation of any items in the records; 6) Right to ask for any amendment of any record if it is inaccurate, misleading or violates privacy acts; 7) Right to a hearing if the agency refuses to make the requested amendment.

**CONFIDENTIALITY OF INFORMATION:**
Your consent must be obtained before personally identifiable information is disclosed to parties other than officials of participating agencies.

**INDEPENDENT EVALUATION:**
Private Expense:
1. Right to obtain an independent evaluation at private expense.
2. Right to have the results of an independent evaluation considered in meetings regarding program and placement decisions.
3. Right to be told where an independent evaluation may be obtained.

Public Expense:
1. Right to request an independent evaluation at public expense if you disagree with the evaluation of your child obtained by the school district.
2. This is subject to the following conditions; once an independent evaluation at public expense is requested the school system must either:
   a. File a due process complaint to request a hearing to show that its evaluation of your child is appropriate OR
   b. Provide the independent evaluation without delay.
3. You are entitled to request only one independent evaluation of your child at public expense, each time the district conducts an evaluation of your child with which you disagree.

**In order to request an independent evaluation at public expense, the parent/guardian must submit in writing the request to the Supervisor of Special Education, 501 West 8th Street, Columbia, TN 38401.**
NOTICE:
1) Right to be notified and present at all meetings before the school system initiates or changes (or refuses to initiate or change) the identification, evaluation or placement of your child; 2) Right to have that notice in writing, in your native language, or other principal mode of communication at a level understandable to the general public; 3) Right to have the notice describe the proposed action, explain why it is proposed, describe the options considered and explain why those other options were rejected; 4) Right to be notified of each evaluation procedure, test, record, or report the school system has used as a basis for proposed action; 5) Right to a description of any other factors which are relevant to the school system's proposed action; 6) Right to be present at all IEP meetings.

CONSENT:
1) Right to give consent before an initial evaluation is conducted; 2) Right to give consent for any future evaluations conducted during the triennial reevaluation; 3) Right to a description of the activity requiring consent; 4) Right to give or refuse consent before provision of special education services.

ADMINISTRATIVE COMPLAINT:
1) Right to file an administrative complaint with the State Department of Education, Division of Special Education when you believe the school system has failed to comply with state or federal regulations governing the education of children with disabilities. The complaint must include a statement of the violation and the facts on which this statement is based.

HEARINGS AND APPEAL:
1) Right to request mediation and/or an impartial due process hearing to question the school system's identification, evaluation, or placement of your child or to question the school system's provision of a free appropriate public education (FAPE); 2) Right to be told of any low-cost legal and other relevant services available; 3) Right to have the hearing conducted by an Administrative Law Judge who is not employed by a school system involved in the education of your child; 4) Right to be advised and accompanied at the hearing by counsel and to be accompanied by individuals with special knowledge or training in problems of the disabled; 5) Right to have your child present; 6) Right to have the hearing closed or open to the public; 7) Right to present evidence and confront, cross-examine and compel the attendance of witnesses; 8) Right to prohibit the introduction of any evidence at the hearing that has not been disclosed at least five days before the hearing; 9) Right to have a written or electronic verbatim record of the hearing; 10) Right to obtain written findings of fact and a written decision within 45 days after the school system received the initial request for the hearing; 11) Right to appeal the decision of the Administrative Law Judge to state or federal court; 12) Right to have a hearing and an appeal set at a time reasonably convenient to you; 13) Right to have your child remain in his or her present educational placement until completion of hearing proceedings, unless you and the agency agree otherwise or unless applicable law provides otherwise; 14) Right of the agency to be informed by you or your attorney about the child's name, address, and school; the description of the problem; and the proposed resolution of the problem prior to filing due process action.

ATTORNEY FEES:
In any action or proceeding brought under I.D.E.A., the administrative law judge presiding over the case may award the parent reasonable attorneys’ fees.

UNILATERAL PLACEMENT IN PRIVATE SCHOOL AT PUBLIC EXPENSE:
1) If seeking public reimbursement, requirement to inform the school district at the IEP meeting or give written notice 10 school days before transfer to private school about concerns, rejection of proposed placement, and intent to transfer to private school; 2) Right to reimbursement if administrative law judge or judge determines that the child was entitled to but not provided FAPE.

EVALUATION PROCEDURES:
1) Right to a full and individual evaluation of your child to determine eligibility for Special Education services; 2) Right to receive a description of any evaluation the LEA proposes to conduct; 3) The LEA has the right to use a variety of assessment tolls and strategies to gather information; 4) Right to have no single measure or assessment as the sole criteria for determining eligibility; 5) The LEA will use technically sound instruments; 6) The right to have this evaluation conducted within 40 school days of the school receiving informed written consent; 7) Right to be part of the reevaluation process every 3 years, or sooner if requested by the parent or teacher.
LEAST RESTRICTIVE ENVIRONMENT:
1) Right to have your child educated with non-disabled children to the maximum extent appropriate; 2) Right to have a continuum of placement available to meet needs of student; 3) Right to have placement in the school your child would attend if non-disabled, unless the individual education program requires some other arrangement; 4) Right to have your child participate with non-disabled children in non-academic and extracurricular services and activities such as meals, recess, counseling, clubs, athletics, and special interest groups, to the maximum extent possible.

INTERIM ALTERNATIVE EDUCATION SETTINGS:
1) Right of the agency to place your child in an appropriate interim alternative education setting, or suspension, for not more than 10 school days (or more than 45 days for zero tolerance violations); 2) Requirement of the agency to conduct functional behavior assessment and to develop and/or revise an assessment plan to address behavior; 3) Requirement that alternative setting enable your child to participate in general curriculum (in another setting), to receive services and modifications enabling your child to meet the goals of the IEP, and to include services and modifications designed to address the behavior in question; 4) Requirement of the agency to conduct a manifestation determination to determine if behavior was a result of students identified disability or failure of school system to follow IEP.

TRANSFER OF PARENTAL RIGHTS AT AGE OF MAJORITY:
1) Right of student with disabilities to assume procedural rights when reaching the age of majority under state law, but who have not been determined to be incompetent under state law.

Tennessee Department of Education Contact Information
Answers too many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting http://www.tn.gov/education/speced.

Legal Services Division
Division of Special Education, Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 7th Floor
Nashville, TN 37243-0380
Phone: 615-741-0660
Fax: 615-253-5567 or 615-532-9412

Child Advocacy Group Contact Information
For an extensive list visit the Tennessee Disability Services-Disability Pathfinder Database: http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp
On the web page, select your “county” and the “service” you desire from the drop-down lists and click “Submit.

Tennessee Comprehensive School Planning Process
The Maury County School Public Schools assures that the Tennessee Comprehensive School Planning Process and related services will be provided in compliance with state and federal law. (Public Law 107-110, 2001 Reauthorization of ESEA)

Parental Notifications Under No Child Left Behind Act
Title I Schools And Schoolwide Eligibility
Title I schools in which at least 40% of the students are from low-income families are eligible for Title I Schoolwide status. Schoolwide status enables the school to consolidate funds from federal, state, and local sources to upgrade the entire educational program of the school.

Teacher Qualifications
Parents may request information about the professional qualifications of their child’s classroom teacher(s), as well as the qualifications of paraprofessionals who work with their children. This information can be obtained through Maury County Public Schools, 501 West 8th Street, Columbia, TN, 388-8403 or online at the Tennessee Department of Education Teacher Licensing. www.state.tn.us/education/tc_home.htm.

Each school receiving Title I funds will provide parent’s information on the achievement level of their child on each of the state academic assessments as soon as possible after test is taken. Assessment results will be distributed at the child’s school.
Report on Statewide Academic Assessment

Parents will have access to system and school report cards as developed by the State Department of Education (usually available in late fall of each year) through the web site (www.state.tn.us/education) or at the school and/or central office. Results will also be publicized through local media.

Limited English Proficiency Program

Parents of a limited English proficiency student (ELL-English Language Learner) will be notified in a timely manner of the child’s participation in the ELL program, details of the program, right to waive participation, and specific information on the child’s level of English proficiency.

National Assessment of Educational Progress

School districts, schools, and students may voluntarily participate in the National Assessment of Educational Progress. Parents of children selected to participate in any NAEP assessment will be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question.

Safe and Drug-Free School Programs Title IV, Part A

The Safe and Drug-Free Schools and Communities Act provides funding to Maury County Schools to assist in preventing violence, promoting safety and discipline for students as well as preventing the illegal use of alcohol, tobacco, and other drugs by school-age youth. The drug and violence prevention programs in Maury County Public Schools are, Life Skills Training, Peaceable Schools, Second Step Project, Project Alert, Aspire. Parents will be informed of and involved in violence and drug prevention efforts including program content and activities. Parents may request in writing their child’s exemption from participation in such activities.

Homeless Students

6.503

In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply:

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

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

ENROLLMENT/PLACEMENT

The district will consider the best interests of the student with parental involvement in determining whether the student should be enrolled in the school of origin or the school that non-homeless students who lives in the attendance area in which the homeless students is actually living are eligible to attend. To the extent feasible, and in accordance with the student’s best interest, the student should continue his/her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the student in deciding where the student shall be educated. The choice regarding placement shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of the student to submit contact information.

The district shall provide a written explanation, including a statement regarding the right to appeal, to the homeless student’s parent/guardian, or to the homeless student if unaccompanied, if the district sends the student to a school other than the
school of origin ("school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled) or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The student or parent/guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

SERVICES
Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before-and after-school care programs and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the student’s status as homeless.

TRANSPORTATION
In the event that it is in the best interest of the homeless student to attend the school of origin, transportation to and from school shall be provided at the request of the parent/guardian or, in the case of an unaccompanied student, the homeless coordinator. If the student’s temporary housing is outside the district of the school of origin, the Maury County Public Schools will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the student. If an agreement cannot be reached, the costs will be shared equally.

RECORDS
Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

COORDINATOR
The Board designates the following individual to act as the district’s homeless coordinator:
Karl L. Lang-Director of Pupil Services/Dr. Robb Killen-Supervisor of Counseling/Mental Health
Maury County Public Schools
501 W. 8th Street
Columbia, TN 38401
(931) 388-8403, Fax (931) 840-4410

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator shall ensure that:

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families and students receive educational services, for which such families and students are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless student and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered, and they will be provided notice of the right to appeal.

9. Students who need to obtain immunizations, or medical records, will receive assistance.

**Migrant Students Policy**

**6.504**

The Board directs the administration to identify migrant students in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migrant students the district will:

1. Identify migrant students and assess the educational and related health and social needs of each student.
2. Provide a full range of applicable services to meet the needs of migrant students.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all students are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migrant students and their families and professional development for district staff.
5. Provide parents an opportunity for meaningful participation in the program.

If a migrant student is identified by the district, the Superintendent of Schools or designee will notify the Tennessee State Department of Education and request assistance if needed.

The Migrant Education Program Occupational Survey is attached to the Student Enrollment Form and is available in your child’s school office.
Testing Information for 2018-2019 Maury County Public Schools

• Name of tests

State Mandated Tests

1. TCAP Grades 2nd – 8th
2. TCAP EOC Grades 9th – 12th
3. ACT (11th grade)
4. ACCESS for EL’s (WIDA) for English Learners (K-12th)
5. NAEP (grades 8th, and 12th selected schools and students)
6. PISA (15 year olds {selected schools and students})
7. TCAP Alt Portfolio (Science and Social Studies Only)
8. MSAA (replaces TCAP Alt for RLA/Math)
9. TCAP Alt – 2nd Grade

System Mandated Tests

1. RTI Response to Intervention Screenings (K-12th)
2. Benchmark Assessment

Optional

1. ACT Retake (12th grade)
2. PSAT
3. ACT Practice – (this is not mandated, determined on a school by school basis)

• Purpose and use of the tests

1. TCAP Grades 2nd – 8th, TCAP EOC, are given to help measure how much a student grows academically over the course of a year.
2. ACCESS for EL’s (WIDA) is administered to English Learners to evaluate English language skills in the area of listening, speaking, reading and writing.
3. ACT is used to measure college readiness and HOPE scholarship eligibility.
4. NAEP measures Tennessee’s academic achievement against other states also taking the test.
5. PISA is an international assessment that measures 15-year-old students’ reading, mathematics, and science literacy. The 2016 assessment will also include a collaborative problem-solving assessment and an optional financial literacy assessment.
6. TCAP Alt Portfolio is an alternative assessment based on alternate achievement standards for students with most significant cognitive disabilities.
7. MSAA is an alternative assessment based on alternate achievement standards for students with most significant cognitive disabilities.
8. Response to Intervention (RTI2) screenings are administered to identify skills that students may need additional help to reach mastery. Also, it may identify skills that can be used in enrichment.
9. ACT Practice is to familiarize students with the test format and to assist teachers with student needs.
10. PSAT provides practice for the SAT and gives students the chance to qualify for National Merit Scholarships.
11. Benchmark Assessments provide formative information for the district, school, and classroom to determine next steps in instruction.

- **How and when parents and students will be informed of the results of the test**

1. TCAP Grades 2nd – 8th, TCAP EOC Grades 9th – 12th – Individual performance reports which detail student performance received by early summer to the district. District will release those reports to parents at the start of the new school year.
2. ACCESS for EL’s (WIDA) – District will release those reports to parents at the start of the new school year.
3. ACT – 3 to 8 weeks after the administration of the assessment by ACT, information is sent directly to students
4. NAEP – no student level results provided
5. PISA – no student level results provided
6. TCAP Alt Portfolio & MSAA– District releases to parents once they are received
7. Response to Intervention (RTI2) screening – parents will receive a letter if their child will be receiving intervention or enrichment.
8. ACT Practice – after local scoring
9. PSAT – 3 to 8 weeks after the administration of the PSAT
10. Benchmark Assessment – after local scoring

**Tentative date(s) of testing administration**

<table>
<thead>
<tr>
<th>Assessment Name</th>
<th>Administration</th>
<th>Administration Window</th>
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</thead>
<tbody>
<tr>
<td><strong>RTI (Response to Intervention)</strong> (Grades K – 8th)²</td>
<td>Fall</td>
<td>8/14/18 thru 9/15/18</td>
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<td></td>
<td>Winter</td>
<td>12/1/18 thru 1/31/19</td>
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<tr>
<td></td>
<td>Spring</td>
<td>4/9/19 thru 5/21/19</td>
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<tr>
<td><strong>NAEP³ (Grades 8th)</strong></td>
<td>Winter/Spring</td>
<td>January 29th thru March 15th (tentative)</td>
</tr>
<tr>
<td><strong>ACCESS for EL’s (WIDA) for English Learners</strong> (Grades K – 8th)</td>
<td>Spring</td>
<td>February 19th thru April 5th</td>
</tr>
<tr>
<td><strong>TCAP ALT (Grades 2nd – 8th)</strong></td>
<td>Spring</td>
<td>March 18th thru May 3rd (tentative)</td>
</tr>
<tr>
<td>Science and Social Studies</td>
<td></td>
<td></td>
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<tr>
<td><strong>MSAA – ELA &amp; Math</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TCAP TNReady Testing¹ (Grades 2nd – 8th)</strong></td>
<td>Spring</td>
<td>April 15th thru May 3rd <strong>Districts must administer the writing portion of the test within the first week of the window.</strong></td>
</tr>
<tr>
<td><strong>Benchmark Assessments (Grades 2nd – 8th)</strong></td>
<td>Fall and Spring</td>
<td>TBD</td>
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<tr>
<td>Assessment Name</td>
<td>Administration</td>
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<tr>
<td>RTI (Response to Intervention) (Grades 9th – 12th)</td>
<td>Fall</td>
<td>8/14/18 thru 9/15/18</td>
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<td></td>
<td>Winter</td>
<td>12/1/18 thru 1/31/19</td>
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<tr>
<td></td>
<td>Spring</td>
<td>4/9/19 thru 5/21/19</td>
</tr>
<tr>
<td>ACCESS for EL’s (WIDA) for English Learners (Grades 9th – 12th)</td>
<td>Spring</td>
<td>February 19th thru April 5th</td>
</tr>
<tr>
<td>TCAP TNReady EOC¹ (Grades 9th – 12th)</td>
<td>Fall Block Schedule</td>
<td>November 26th thru December 14th **Districts must administer the writing portion of the test within the first week of the window.</td>
</tr>
<tr>
<td>(Algebra I &amp; II, Geometry, English I,II, Biology, and U.S. History &amp; Geography</td>
<td>Schools (Northfield)</td>
<td>Spring Traditional **Districts must administer the writing portion of the test within the first week of the window.</td>
</tr>
<tr>
<td>ACT PRACTICE TEST (Optional by School)</td>
<td>Fall</td>
<td>TBD by each school</td>
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<tr>
<td></td>
<td>Winter</td>
<td>TBD by each school</td>
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<tr>
<td>ACT Senior Retake⁶ (Grade 12th)</td>
<td>Fall</td>
<td>October 2nd and 16th Accommodations October 2nd-16th</td>
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<tr>
<td>ACT (Grade 11th)</td>
<td>Spring</td>
<td>March 12th (paper &amp; pencil)</td>
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<td>March 12th – 21st (online)</td>
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<td></td>
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<td>March 12th – April 30th (testing with accommodations)</td>
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<td></td>
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<td>Make-ups April 2nd &amp; 24th</td>
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<tr>
<td>NAEP³ (Grade 12th)</td>
<td>Winter/Spring</td>
<td>January 29th thru March 15th</td>
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<tr>
<td>PSAT⁵</td>
<td>Fall</td>
<td>October 11th</td>
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<tr>
<td>TCAP Alt (Grades 9th – 11th)⁴</td>
<td>Spring</td>
<td>March 18th thru May 3rd (tentative)</td>
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<td>(Science and Social Studies)</td>
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<tr>
<td>MSAA – ELA &amp; Math</td>
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<tr>
<td>Benchmark Assessments (Grade 9th – 11th)</td>
<td>Fall and Spring</td>
<td>TBD</td>
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<tr>
<td>AP Course Testing</td>
<td>Spring</td>
<td>May 6th – 17th; only for students enrolled in AP courses</td>
</tr>
</tbody>
</table>

1 State Assessment window – District will pick specific dates within the window
2 These dates are selected by the district and approved by the vendor
3 NAEP only schools selected by the state will administer this assessment
4 This is an alternative assessment based on alternate achievement standards for students with most significant cognitive disabilities
5 Provides practice for the SAT and gives students the chance to qualify for National Merit Scholarships; student selected participation
6 ACT Re-take – Participation is limited to seniors who took the ACT as a junior.

**Assessments will either be given on-line and/or paper**

STATE TESTING DATES SUBJECT TO CHANGE PENDING TDOE TESTING CALENDAR/TESTING WINDOWS
The purpose of the homebound program is to provide instruction in the home, hospital, or related site for students in Maury County Public Schools while the students are physically or mentally incapable of participation in regular classroom activities. To be considered for homebound services, a student must be certified by a licensed doctor of medicine or osteopathy as needing a homebound placement, as expected to be absent from school due to physical or mental condition for at least ten (10) consecutive school days, and as able to receive instruction in a homebound setting without endangering the health of personnel providing the service. The services consist of three (3) hours of instruction per week provided by a licensed and properly endorsed teacher.

In addition to the medical documentation, students referred for homebound services due to a mental health condition must have the appropriate Maury County Public Schools form completed by a licensed psychiatrist.

Students able to maintain ongoing activities in the community during the specified period of time for homebound instruction (such as a job during or after school hours, attendance at or participation in sporting events, etc.) will be denied homebound instruction. Updates from the physician may be required by the local school system at the discretion of the homebound facilitator.

HOMEBOUND PROGRAM FOR PREGNANT STUDENTS

The homebound instruction program for pregnant students shall consist of three (3) hours of instruction per week for a period of six (6) weeks.\(^1\)

The student’s physician shall recommend, in writing, the six-week period for which the student shall be eligible for homebound instruction. This time period shall not begin earlier than the third trimester of pregnancy nor extend beyond six weeks after the delivery date.

A homebound instruction program for longer than the six (6) week period shall only be provided to a student who is certified in writing by her physician as having health complications arising from the pregnancy that prevents her from returning to regular classes.

HOMEBOUND INSTRUCTION FOR STUDENTS ELIGIBLE FOR SPECIAL EDUCATION

Students with disabilities, eligible for special education services, shall be subject to the above policy with the following additions, based on federal and state laws:

1. Services and service providers will be determined by the appropriate Individualized Education Program (IEP) team.
2. Homebound placements shall be temporary.
3. Homebound placements shall not exceed thirty (30) school days in duration. If there is a medical necessity, additional homebound placements of thirty (30) school days or less may be instituted. Additional documentation from a physician may be required.
4. An IEP containing homebound placement shall be reviewed at intervals of thirty (30) school days by the student’s IEP team to determine appropriateness of the provision of instruction and appropriateness of continuing homebound placement.

HOMEBOUND PROGRAM FOR STUDENTS ELIGIBLE FOR 504 SERVICES

Placement in the homebound program for students eligible for Section 504 Services including, but not limited to, the services, service providers and duration of placement must be an individualized decision determined by the appropriate Section 504 team.
ATTENDANCE
6.200

Attendance is a key factor in student achievement and, therefore, students are expected to be present each day school is in session.

It shall be the duty of the principal or teacher of every public and non-public school to report promptly to the Superintendent of Schools or his/her designated representative, the names of all children who have withdrawn from school or who have been absent five (5) days (this means a total of five (5) days during the school year and not necessarily five (5) consecutive days.)

The Director of Pupil Services shall oversee the entire attendance program which shall include: ¹

1. All accounting and reporting procedures and their dissemination;
2. Ensuring that all school age children attend school;
3. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license;
4. Notifying the Department of Safety whenever a student with a driver's permit or license drops out of school; and
5. Report all children, without adequate excuse, after completion of the Progressive Truancy Intervention Plan, to the Juvenile Court Judge.

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee.

Excused absences shall include:

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;² or
6. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences;
5. Verification is required from an official or other source to justify absences; and
6. System-wide procedures for accounting and reporting are followed Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

The Board shall determine annually and include in the school calendar a plan for using three (3) abbreviated school days and the procedures for making up missed instructional days. The Board shall determine annually whether to use flexible scheduling for kindergarten students.

Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as “school-sponsored,” the activity must be school-planned, school-directed, and teacher-supervised. Mass exodus, early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies, such as inclement weather or other unavoidable situations, unless instruction time is made up in full.³

All missed class work or tests (whether from excused or unexcused absence) may be made up if the student makes the request within three (3) days upon returning to school and if class time is not taken from other students.

Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the
student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of the grading period.  

The principal shall be responsible for notifying, in writing, the Superintendent of Schools and the parents of the student of any action taken by the school.

Any administrative decision regarding attendance may be appealed initially to the Superintendent of Schools and ultimately to the Board. The appeal shall be made in writing to the Superintendent of Schools within five (5) days following the action or the report of the action, whichever is later.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

Requests for students to attend school in counties in adjoining states shall be considered on a case-by-case basis. In accordance with all state and federal acts regarding homelessness, the Maury County Board of Education shall appoint a member of the supervisory staff to serve as liaison to the homeless community. The liaison shall be responsible for administration of all laws and regulations regarding homeless students who are subject to the Tennessee compulsory attendance laws and for supervising homeless student programs funded through state and/or federal grants. The liaison shall ensure that homeless children and youth enroll in and are given every opportunity for success in school, and that such children and youth and their families receive the educational services for which they are eligible.

**Attendance Procedures for Truancy**

- 3 Unexcused Absences: Parent/Guardian Contact
- 5 Unexcused Absences: Tier I of the Progressive Truancy Intervention Plan begins:
  - Letter sent to Parent
  - Student placed under Attendance Contract
- Additional unexcused absences: Tier II of the Progressive Truancy Intervention Plan:
  - Grade level and student specific to address student’s attendance
- Additional unexcused absences: Tier III of the Progressive Truancy Intervention Plan:
  - TBD by the school
- If Progressive Truancy Intervention Plan fails to address student’s attendance:
  - District Truancy Review Board and Petitioned to Juvenile Court

**Compulsory Attendance Ages**

6.201

Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school. A parent/guardian or legal custodian who believes that their child is not ready to attend school at the designated age of mandatory attendance may make application to the principal of the public school which the child would attend for a one (1) semester or one year deferral in required attendance. Any such deferral shall be reported to the Superintendent of Schools by the principal. Under certain circumstances the Board may temporarily excuse students from complying with the provisions of the compulsory attendance law.

Any child residing within the state, five (5) years of age on or before August 15 of the current school year, who makes application for admission shall be enrolled in the school designated by the Board. A child entering kindergarten shall be no less than five (5) years of age on or before August 15 of the current school term. No child shall be eligible to enter first grade without having attended an approved kindergarten program.

A child entering a special education program shall be no less than three (3) years of age.

The compulsory attendance law shall not apply to the following:

1. A student who has received a diploma or other certificate of graduation;
2. A student who is enrolled and making satisfactory progress in a course leading to a GED; or
3. A student enrolled in a home school who has reached the age of seventeen (17).

Graduation Requirements

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct, and subject matter record which covers a planned program of education, and this record shall be kept on file in the high school. Students must earn 26 credits to graduate unless a hardship is determined.

The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education and the Board of Education.

Students eligible for special education services who do not earn a general educational diploma may be awarded a special education diploma as per TRR/MS 0520-01-03-.06(2)(a)2. This is based on satisfactory performance on IEP goals, behavior, and attendance.

EARLY GRADUATION

Students will be required to attend a minimum of eight (8) semesters of high school. Hardship cases stating reasons/causes for early graduation will be given consideration by the principal of the school and the Superintendent of Schools or his/her designee.

Legal References:
TCA 49-6.6001
TRR/MS 0520-01-03-.06(2)(a)(2)
TRR/MS 0520-1-.06(1)(a)
TRR/MS 0520-1-.06(1)(b)

Student Records

6.600

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his/her school career.¹

The name used on the record of the student entering the school system must be the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be as shown on documents which are acceptable to the system as proof of date of birth.

The name used on the records of a student entering the system from another school must be the same as that shown on records from the school previously attended, unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers and his/her records are requested from another school outside of the system, the school shall keep the original records and send copies to the transfer school.

Attendance records kept on each student become permanent property of the school system.

Student records shall be confidential. Only authorized school officials may have access to student information for legitimate educational purposes without the consent of the student or parent/guardian.²

Any parent who does not have custody of a child, or in the case of parents having joint custody of a child, the parent not residing with the child, or in the case of a child in the custody of a legal guardian, both parents, may request, in writing, that a copy of the child’s report card, notice of school attendance, names of teachers, class schedules, standardized test scores and any other records customarily available to parents be furnished directly to such noncustodial or nonresident parent, and such request shall be accompanied by the parent’s or parents’ current mailing address, and the local education agency (LEA) shall send a copy of the report card, notice of school attendance, names of teachers, class schedules, standardized test scores and any other records customarily available to parents to such address.
The LEA shall provide proof of a child’s graduation from high school to the department of human services, the department’s contractor, or either of the child’s parents within twenty (20) business days of the department’s, the department’s contractor, or the parent’s or parents’ written request for such proof. The LEA shall not include any information that would violate any provisions protecting the child’s privacy, or § 36-5-101(c)(2)(iv).

Any judge having jurisdiction over the custody of such a child may, upon showing a good cause, deny any information concerning the residence of the child to the noncustodial or nonresident parent.3

The principal of each school is responsible for maintaining for at least two (2) years records regarding student disciplinary actions. These records must include statutes, policies, and regulations in addition to information about disciplinary actions, hearings, and referrals to juvenile authorities. Ethnic designations for students involved with disciplinary action shall be maintained.

Four (4) years after graduation, or four (4) years after the student has left the system for any reason, all of his/her records except the permanent Record Card will be destroyed. Parents may have access to such records before destruction upon their request.

A separate folder will be kept for each student who has a certified disability and a verified need for special services.

Legal References:
1. TRR/MS 0520-1-3-.03(12)(a)
2. TCA 10-7-504(4); U.S.C.A.20-1232g.
3. TCA 36-6-104, TCA 49-6-902

DIRECTORY INFORMATION PROCEDURE

“Directory Information” relating to a student includes the following: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent or previous education agency or institution attended by the student.3

Student Directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruitment representatives of the military forces of the State and the United States.4

School food service will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures, and service of foods, and will meet all state and federal requirements necessary for participation.

The system’s food service supervisor will oversee the program. The principal of each school is responsible for administering the program in the particular school. All products and services necessary for the operation of the food service department shall be requisitioned and procured under the direction of the school nutrition supervisor, central office accounting assistants, and cafeteria managers.

School Nutrition may include the following programs: National School Lunch Program, National School Breakfast Program, Summer Food Service Program, and After School Snack Program. Meals and snacks that are offered shall meet the federal reimbursement as defined by federal regulations.

School food service receipts will be used only to pay regular food service operating costs. When food service facilities are used by outside agencies, appropriate fees approved by the Board will be charged. An employee of the school food service program will be employed by the agency to be present during their event to supervise
equipment use, etc. The manager will ensure that no USDA commodities or supplies provided for the regular program are used.

The principal shall correlate the food service program with areas of instruction.

The principal shall be responsible for maintenance of discipline in the cafeteria/lunchroom.

Students will be permitted to bring their lunches from home and to purchase beverages and incidental items at school. Students will not be permitted to have meals (breakfast or lunch) brought from outside food service facilities to be consumed in the cafeteria.

**OFFER VERSUS SERVE-SCHOOL BREAKFAST & LUNCH PROGRAMS**

Offer verses Serve is a provision designed for schools participating in the National School Lunch Program and School Breakfast Program to reduce food waste and food costs without jeopardizing the integrity of the meals served. Federal regulations require that whenever possible, students should be provided a selection of foods and types of milk from which they may make choices. This is done to provide variety in the meal service, to encourage consumption of the food items, and to increase participation. Self-serve allows students to serve themselves all or parts of a meal. The Maury County Board of Education extends the Offer Versus Serve Policy to all Students in Grades Pre-K through Twelve.

**Offer versus serve for Breakfast:**

Under the food based traditional menu plan, four food items (meat/meat alternate, grains/breads, fruit/fruit juices, and fluid milk) are to be offered to students during breakfast service. Students may refuse one food item but must choose three of four items to meet the requirements for a reimbursable breakfast.

**Offer versus serve for Lunch:**

As stated in the Healthy, Hunger-Free Kids Act of 2010, students must be offered all required food components and quantities, and students are required to select at least ½ cup of a fruit or vegetable in the National School Lunch Program, with exceptions as noted below:

Schools must offer five (5) food components (milk, fruits, vegetables, grains, meat/meat alternates). Students are allowed to decline up to two (2) of the five (5) required food components, but MUST select at least one-half (1/2) cup of either fruit or vegetable for a lunch meal to be complete. Students must select the other food components in the quantities as planned.

The meal is priced as a whole. The student’s decision to accept all food items or to decline one item at breakfast, two at lunch, shall not affect the charge for the meal.

Students may be offered additional (al a carte) items for purchase above the regular meal cost.

Offer vs. Serve is not available for meals for students attending programs housed in buildings where cafeterias are not available, for field trips, PLC days, ISS (In-School Alternative Setting) classes, or students with special needs.

**FIELD TRIPS**

Principals and/or Teachers should provide the cafeteria managers at least two (2) weeks ahead of schedule when students will be participating in field trips, etc., and will not be eating in the cafeteria. Whenever possible, the cafeteria should have the opportunity to pack sack lunches in order to provide all students lunches, and to avoid a revenue loss. The procedure for recording meals must comply with state guidelines available from the cafeteria manager.
CREDIT GUIDELINES
No student will not be allowed to purchase a la carte items when the student’s account has charges.

Schools may allow students to charge meals using the following guidelines:

Students in Elementary Schools may charge up to a maximum of five (5) days.

Students in Middle Schools may charge up to a maximum of two (2) days.

Students in High Schools may charge up to a maximum of one (1) day.

Students that participate in reduced-cost meals and have met their charge limit, will be allowed to receive a reimbursable meal only.

After a student has exceeded their maximum number of days to charge, the child will be provided with a meal on said day. Efforts will be made by school personnel to contact the student’s parent/guardian on said day to inform them of monies owed to the School Cafeteria. If debts to the school cafeteria are not paid prior to meals served on the second day after the charge limit was exceeded, the parent/guardian may provide their child’s meal from home.

No student will be allowed to charge school meals during the month of May and until the end of the school year to allow for collection of unpaid balances.

Outstanding balances must be paid from sources other than School Cafeteria Funds. Any losses arising from uncollected accounts and other claims, and related costs, (i.e., bad checks, bad debts, etc.) are not allowed.1

School staff may charge up to 1 meal on their account.

Checks are recommended for payment. The check will be made out to the school cafeteria and the entire amount of the check will be deposited into the individual’s (student or staff) account intact - no change will be given (per TN Internal School Uniform Accounting Policy Manual, Deposits, Section 6).

When a check is used as payment, and the check is returned unpaid, the check will be forwarded to a check recovery service. The check recovery service will then collect the face amount of the check, and the state allowable service fee, through electronic funds transfers. (Per Maury County Board Policy 2.500)

FREE OR REDUCED PRICE MEALS
The criteria and procedures for determining a student’s need and steps in securing for students no-cost or reduced-cost lunches as established at the state/federal level will be outlined and made known by the food service department.

Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except such staff member(s) as needed to make the special arrangements for them.

COMPETITIVE FOODS/VENDING MACHINES
The sale of competitive foods of minimal nutritional value is prohibited in the food service areas during the breakfast and lunch periods. Foods of minimal nutritional value include soft drinks, water ices, chewing gum, and certain types of candies (hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn.) See CFR documentation as follows
Federal Regulation 7 CFR 210.00 Competitive Food Services

(a) Definitions: For the purpose of this section.

(1) Competitive foods means any foods sold in competition with the Program to children in food service areas during the lunch periods.

(2) Foods of minimal nutrition value means: (i) In the case of artificially sweetened foods, a food which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and (ii) in the case of all other foods, a food which provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are – protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.

Competitive Foods that are approved by the Secretary of Agriculture can be sold during the breakfast and lunch period, and/or during morning and afternoon breaks, only if all income from the sale of such food accrues to the benefit of the school nutrition fund.

Students are encouraged to take the reimbursable meal components of the reimbursable meal.

Schools serving pupils in grades Pre-K through 8 will adopt the New Rule, 0520-1-6.04 Minimum Nutritional Standards for Individual Food Items Sold or Offered for Sale to Pupils in Grades Pre-Kindergarten through Eight (Pre K-8). T.C.A. 49-6-2307.¹

Any sale of food and beverages (other than competitive foods) to students during school hours will be under the supervision of the school food service department, and the revenue will be deposited to the food service account.

Vending machines in the schools will be controlled so that they will not offer competition to the school breakfast and lunch programs or encourage poor eating habits. Emphasis will be made to maintain a nutritionally adequate school nutrition program. If food items are sold in the schools to students outside the cafeteria, they will not be available in a period of time thirty minutes before the first breakfast period through thirty minutes after the last breakfast period, and thirty minutes before the first lunch period through thirty minutes after the last lunch period.

SANITATION
Cafeteria Managers, Principals and the School Nutrition Supervisor shall be responsible for implementing the regulations from the Department of Health and seeing that school cafeterias meet acceptable standards of cleanliness at all times.

HEALTH INSPECTIONS
Inspections of food service facilities shall be conducted semi annually in accordance with the United States Department of Agriculture guidelines. Compliance with sanitation regulations shall be an ongoing effort. During the regular school day, only authorized personnel will be allowed in the kitchen/food preparation & serving areas.

RECORDS RETENTION
All School Nutrition Program records shall be retained for a period of three (3) years after the date of final claim for reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the three (3) year period as long as required for resolution of the issues raised by the audit (CFR Section 210.9)

Records are to be sufficiently safeguarded against theft, accessibility by unauthorized personnel, and damage.
Aged documents should be destroyed in a manner that ensures all sensitive or confidential material can no longer be read or interpreted. Paper documents should be shredded.

Electronic documents should be erased or otherwise rendered unreadable. This also pertains to electronic hardware transferred to another department, traded for new equipment, or marked as surplus.

Legal Reference:

MAURY COUNTY SCHOOL NUTRITION
MEALS PRICING
2018-19

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Depository of Funds
2.500

All income payable to the Board will be deposited with the county trustee, who will credit it to the appropriate account.

All money collected at the school level, with the exception of cafeteria funds, must be cleared through the principal’s office. **When a check is used as payment, and the check is returned unpaid, the check will be forwarded to a check recovery service.** The check recovery service will then collect the face amount of the check, and the state allowable service fee, through electronic funds transfers.

The principal and cafeteria manager shall deposit funds daily if possible, but no later than three (3) days after being received. Deposit slips will be filed along with other permanent records. Each deposit slip must show the various receipt numbers. The total amount of the deposit shall be shown on the last receipt deposited.

Monies collected at the school level must be deposited to no more than three bank accounts:

1. General and/or Special School Fund;
2. School Food Service; and
3. Savings, (special approval of Superintendent required)

Student Wellness
6.411

The Board recognizes the link between student wellness and academic achievement. The Board promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. Parents, communities, and schools share the responsibility to help students establish and maintain
lifelong habits of good nutrition and being physically active. In order to implement overall wellness for students, the plan below shall be followed by all schools in the district. The Board shall permit teachers, school health professionals, parents, administrators, and any interested citizens to participate in the development of wellness policies.

**COMMITMENT TO COORDINATED SCHOOL HEALTH**

All schools shall implement CDC’s Coordinated School Health approach to managing new and existing wellness-related programs and services in schools and the surrounding community based on State law and State Board of Education CSH Standards and Guidelines. The district’s coordinated school health director shall be responsible for overseeing compliance with State Board of Education CSH Standards and Guidelines in the school district. He/she shall register with the State Department of Education.

**SCHOOL HEALTH ADVISORY COUNCIL**

An advisory council shall be established to serve as a resource to school sites for implementing policies. The council shall consist of individuals representing the school and community, including parents, students, teachers, school administrators, school board members, health professionals, school food service representatives, and members of the public. The primary responsibilities of the council include but are not limited to:

1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations as to wellness policies;
2. Ensuring all schools within the district to create and implement an action plan related to annually selected School Health Index modules;
3. Ensuring results of the action plan are annually reported to the council; and,
4. Ensuring school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education’s Coordinated Health and Physical Education Policies shall be used as guidance by the Council to make recommendations. The Board may consider recommendations of the Council in making policy changes or revisions. 1.2

**EVALUATION OF EFFECTIVENESS OF WELLNESS PROGRAM**

The Board shall monitor the effectiveness of the wellness program within a wide-range of student constituency groups. Factors to be considered shall include, but are not limited to:

1. Participation rates in school meal programs;
2. Nutrition satisfaction surveys; Health related benchmarks
3. Frequency and types of health problems which include medical issues, mental/emotional and behavioral health;
4. Teacher surveys of student’s classroom behavior, attention span, and memory; and
5. Test scores.3

**COMMITMENT TO NUTRITION**

All schools shall offer school meal and snack programs with menus that meet the patterns and nutrition standards established by the U.S. Department of Agriculture and State Board of Education’s Minimum Nutritional Standards For Individual Food Items Sold Or Offered For Sale To Pupils In Pre-K Through Eight.4 The Food Service Supervisor shall be responsible for overseeing the school district’s compliance with the State Board of Education Rules and Regulations for sale of food items in the district.
Schools should strive to provide students with adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged. Foods of minimal nutritional value shall not be used as a reward. Alternate awards should be available such as homework passes, treasure chest with non-food rewards, movies, etc. Schools shall encourage fundraisers that promote positive health habits such as the sale of non-food and nutritious food items, as well as fundraising to support physical activity events according to the USDA’s Smart Snacks rules.

COMMITMENT TO PHYSICAL ACTIVITY
The Board recognizes physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. All students shall receive 90 minutes of physical activity per week integrated into the instructional school day. Schools are prohibited from using the time provided to students to walk from one class to the next class as part of the 90 minutes per week requirement. Physical activity may be integrated into any areas of the school program, including physical activity breaks in the classroom. Physical Education classes shall be offered with moderate to vigorous physical activity being an integral part of the class. Students shall be encouraged by staff whenever possible to be physically active. Supervised recess/physical activity should be offered daily to all elementary (K-4) school children.

COMMITMENT TO ENSURING A HEALTHY SCHOOL ENVIRONMENT
The Board strives to ensure that all schools offer healthy, safe, and supportive environments for students, staff, parents, and visitors. To further this goal, the Board and each school shall implement all state and federal laws and regulations related to the development, curriculum, services, standards, staffing, and assessment of wellness programs. A comprehensive curriculum approach to nutrition, physical activity, and overall health in Pre-K through 12th grade as defined by Tennessee’s Healthful Living curriculum standards shall be in place.

All staff shall be encouraged to improve their own health and wellness.

Legal References:
1. T.C.A. 49-1-1001-1006, T.C.A. 49-6-1022, State Board of Education CSH Standards and Guidelines Policy 4.204
2. State Board of Education, Physical Activity Policy 4.206, Physical Activity, August 18, 2005
3. TRR/MS 0520-1-6
4. U.S.D.A.’s The Healthy, Hunger-Free Act of 2010, Section 204; State Board of Education 0520-1-6
5. State Board of Education Mental Health Standards and Guidelines, July 31, 2009

Maury County Public Schools Coordinated School Health

Coordinated School Health (CSH) is an effective system designed to connect health (physical, emotional and social) with education. This coordinated approach improves students’ health and their capacity to learn through the support of families, communities and schools working together. The CSH approach consists of eight major components that work together to improve the lives of students and their families.

- **Healthy School Environment** - The physical, emotional, and social climate of the school. Designed to provide a safe physical place, as well as a healthy and supportive environment that fosters learning.

- **Comprehensive Health Education** - Classroom instruction that addresses physical, mental, emotional, and social dimensions of health; develops health knowledge, attitudes, and skills; and is tailored to each age level. Designed to motivate and assist students to maintain and improve their health, prevent disease, and reduce health-related risk behaviors.

- **Physical Education/Physical Activity at School** - Planned sequential instruction that promotes lifelong physical activity. Designed to develop basic movement skills, sports skills, and physical fitness as well as to enhance mental, social, and emotional abilities.
School Nutrition Services: Integration of nutritious, affordable, and appealing meals; nutrition education; and an environment that promotes healthy eating behaviors for all children. Designed to maximize each child's education and health potential for a lifetime.

School Health Services: Preventive services, education, emergency care, referral, and management of acute and chronic health conditions. Designed to promote the health of students, identify and prevent health problems and injuries, and ensure care for students.

School Counseling, Psychological & Social Services: Activities that focus on cognitive, emotional, behavioral, and social needs of individuals, groups, and families. Designed to prevent and address problems, facilitate positive learning and healthy behavior, and enhance healthy development.

Health Promotion for Staff: Assessment, education, and fitness activities for school faculty and staff. Designed to maintain and improve the health and well-being of school staff, who serve as role models for students.

Family and Community Involvement in School Health: Partnerships among schools, families, community groups, and individuals. Designed to share and maximize resources and expertise in addressing the healthy development of children, youth, and their families.

As a part of the Coordinated School Health program, a health screening which includes vision, hearing, blood pressure and body mass index is conducted annually on students in Kindergarten, 2nd, 4th, 6th, and 8th grade, as well as lifetime wellness classes in high schools. Data does not include any identifying information. All information is private and confidential. These screenings do not qualify as an examination and parents are encouraged to make sure your child has annual medical check-ups. Following the screening, you will be notified if there is a need for further evaluation by a physician.

*If you would NOT like your child to be screened, please send a note into the child’s homeroom teacher stating that you DO NOT want your child’s vision, hearing, blood pressure or body mass index screened. Please include your child’s name and date of birth on the note, as well as your signature and the date.*

**Dress Code 6.310**

Maury County Schools recognizes the effect which student dress and grooming has upon student behavior and commitment to learning. We further recognize the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, Maury County Schools requires that all students, grades K-12, exercise good taste with regard to their personal appearance. Attire considered disruptive or risky to health or safety is not appropriate.

With this in mind, the following rules concerning dress and grooming are mandatory to students in elementary, middle and high school grades.

**Definition of Standard School Attire Includes the Following:**

Acceptable Attire in Maury County Schools

A) Pants, shorts, capri pants, skirts, skorts, jeans, or jumpers in any colors.

B) Shirts or dresses with short or long sleeves in any colors or pattern.

C) No clothing shall be modified

D) Sweaters will be allowed in any pattern or color worn over an approved school shirt.

E) Sweatshirts will be allowed in any pattern or color.
F) Appropriate t-shirts, sweatshirts, and jackets may be worn.

**General Requirements**

1. The Standard School Attire policy will be in effect during the school year, intersession and summer program.

2. Students will wear clothing of appropriate size. Appropriate sizes are defined as no more than one size smaller or one size larger than the student's actual clothing size. Pants, shorts, capri pants, skorts, jeans, or skirts must fit at the waist and must not sag or bag.
   (Sagging is defined as bottom wear being worn below the waistline.)
   (Bagging is defined as bottom wear being worn not size appropriate.)

3. Appropriate clothing must cover the student from the shoulders to three inches above the knee.

**Bottom Wear**

1. Full-length pants, cropped pants, and straight-legged capri pants are permitted. Pants, capri pants, and shorts must be dress style or casual-dress style (e.g., Dockers®). Jeans and/or pants must be straight-leg or boot-cut.

2. Pants, shorts, skirts and skorts must be worn at the waist.

3. Shorts, jumpers, dresses, skirts or skorts in any color or pattern may be worn but must be no shorter than 3” above the top of the knee.

   Leggings, yoga pants, and tights in any color or pattern may be worn as long as worn under a shirt, shorts, skirt, pants, jeans, or skorts that covers to at least three inches above the knee.

**Top Wear**

1. Shirts or dresses with short or long sleeves in any color or pattern are acceptable.

2. Chests and midriffs must be covered. Blouse / shirt material must not be see through.

**Foot Wear**

1. Standard Footwear (shoes, boots, athletic shoes, and sandals with or without a thong between the toes) may be worn.

2. House shoes or skate shoes will not be allowed.

3. Laces on shoes or sneakers must be tied.

**Additional Clothing**

A single blazer, suit jacket, vest, cardigan, windbreaker, or light jacket is permitted as a garment that may be worn over the Standard Attire top. These garments must be sized according to the General Requirements section of this policy and must not extend below the hips.

**Special Situations:**

1. Schools may develop and promote special dress for students at the discretion of the school administration (i.e. Homecoming, School Spirit, etc.)

2. If a student cannot comply with the standardized dress code based on religious beliefs or medical reasons, his or her parent or guardian may write a letter explaining the situation to the school principal with a copy to the Superintendent of Schools. Approval or denial will be determined on an individual case-by-case basis.
3. School standard attire will be the minimum policy for students in Career and Technical Education Classes. Career and Technical Teachers may extend the policy to include apparel and footwear required by safety rules of each shop or lab.

**Standard School Attire Prohibitions**

1. No bare midriffs are allowed, and tops will not reveal cleavage.

2. Ripped, cut, or torn clothing may be worn as long as there is a layer of fabric or patches underneath. In addition, no see-through clothing may be worn.

3. Coats may be worn entering or exiting of the building. Coats shall not be worn in the classroom during the day. The administration will announce exceptions to the guidelines if facilities indicate the need.

4. Logos or manufacturers’ trademarks with writing or images of substances that are illegal for teens (i.e., drugs, alcohol, or tobacco products) or are otherwise offensive, lewd, indecent, vulgar, obscene, profane, gang-related or constitute racial or ethnic slurs may not be worn.

5. Writings, symbols, or logos may not be vulgar, obscene, or disruptive to the school environment or derogatory to any individual or group (including but not limited to scrolling belt buckles).

6. Chains, spiked accessories and belt buckles with concealed weapons are not permissible.

7. Any type of clothing or personal item bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, drawing, pictures, logos, etc., which in any way can be interpreted as being suggestive, obscene, or offensive are not allowed.

8. “Gang” related slogans, names, apparel, etc., are not allowed.

9. All students are required to wear their hair in such a manner that is not considered unkempt, unclean, or impairing vision.

10. Hats, bandanas, hoods worn on head, sweatbands, curlers, rollers, gloves or sunglasses will not be allowed except for medical reasons.

11. Jewelry ornaments or accessories which distract from the educational process or which present a safety concern will not be allowed. Body-piercing jewelry or accessories are not allowed except to the ears and nose.

12. Extreme facial makeup that is disruptive to the educational environment will not be allowed.

13. Leggings, yoga pants, and tights are not considered outerwear and may only be worn under a shirt, shorts, skirt, pants, jeans, or skorts that covers to at least three inches above the knee.

**Standard School Attire Provisions**

1. Students participating in the JROTC program of their school may wear their JROTC uniform on days designated by the school.

2. Approved head coverings worn as a part of a student’s bona fide religious practices or beliefs shall not be prohibited under this policy.

**STUDENTS DRESSED INAPPROPRIATELY WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES AS PER BOARD POLICY 6.300.**

Legal Reference:

TCA 49-6-4215
**BUS CONDUCT**  
*6.308*

When a student arrives at the designated bus stop, the Maury County Public Schools discipline policies will apply. In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons lawful and valid business on the bus.¹

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

Bus drivers will not put children off the bus en route to or from school. With the approval of the principal, the driver may refuse service on the next regular trip and continue to do so until the student and his/her parent/guardian have cleared the matter. The principal will notify the bus driver when the matter has been settled.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

**Corporal Punishment**  
*6.314*

Corporal Punishment shall not be administered in Maury County Public School System.

**Disciplinary Hearing Authority**  
*6.317*

The Board shall establish a Disciplinary Hearing Authority (DHA)² for hearings, appeal and referral.

The Superintendent of Schools or designee shall serve as chairman of the DHA and shall perform the following duties:

1. Identify the members of the DHA assigned to hear each individual case;
2. Prepare and disseminate the minutes of each meeting;
3. Set the time, place and date for each hearing;
4. Notify appropriate persons of each meeting within (2) two school days of receiving notification of the suspension; and
5. Sign copy of minutes of meeting.

The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) school days after the beginning of the suspension. Notification of the decision shall include a statement of the right of either party to request a review by the Superintendent of Schools. Such appeal must be in writing and made within five (5) school days after receiving the decision.

The DHA may take the following disciplinary actions:

1. Order removal of the suspension unconditionally;
2. Order removal of the suspension upon such terms and conditions as it deems reasonable;
3. Assign the student to alternative program;
4. Suspend the student for a specified period of time.

After a review of the hearing by the Superintendent of Schools, a student, parent, or principal, may appeal for a hearing to the Board who may review the record and shall:
1. Affirm the decision of the hearing authority and/or Superintendent of Schools; or
2. Modify the decision to a lesser penalty; or
3. Grant a hearing before the Board.

If the Board chooses to grant a hearing, it may:
1. Affirm the decision of the hearing authority; or
2. Modify the decision in any manner; or
3. Impose a more severe penalty than that of the hearing authority.

Legal Reference: 1. TCA 49-6-3401(c)(4).

**Student Fees and Fines**

**6.709**

**FEES**

School fees are defined as follows: ³
1. Fees for activities that occur during regular school hours, including field trips;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
3. Equipment and supplies required to participate in interscholastic athletics and marching band, if taken for credit;
4. Fees or tuition for courses taken for credit or grade during summer school;
5. Fees required for graduation ceremonies;
6. Fees for a copy of the student's records; and
7. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

**School fees are not:** ³
1. Fines for overdue library books;
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property;
4. Charges for debts owed the school;
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;
6. Costs to participate in not-for-credit extracurricular activities, including athletics; and
7. Tuition for non-resident students.

No fee will be charged any student as a condition to attending school,¹ but students shall be responsible for normal school supplies, such as pencils and paper.

School fees shall be waived for students who receive free or reduced-price school lunches.³ The application for determining eligibility for free or reduced-price lunches on a form supplied by the State Department of Education shall be used to verify student eligibility for fee waivers.

At the beginning of the school year, each principal shall be responsible for providing to all students and their parents or guardians written notice of the required student fees and the process for fee waiver for students who receive free or reduced-price lunches. The parent or guardian of an eligible student must sign the appropriate application for free or reduced-price lunches and the waiver of school fees, but may pay for all or a portion of the school fees.

Written notice of approval or denial of request for fee waivers shall be provided to all parents or guardians. Any denial shall contain specific grounds for denial and an opportunity for the parent or guardian to meet with appropriate school personnel.

Persons collecting fees shall be provided a list containing only the names of those students eligible for waivers and for whom they are responsible for collecting fees. Any records related to this program which identify particular students shall be maintained in strictest confidence.
Prior to the beginning of school each year, the Board, upon the recommendation of the principals and Superintendent of Schools, shall approve all student fees for the upcoming school year. Additional fees may be approved during the year as needed.

No employee may charge a student for any service rendered on the school premises. Tutoring one's own student for pay is prohibited.

The Superintendent of Schools shall be responsible for maintaining copies of all correspondence relating to this program.

**FINES**

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.²

The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages.

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available free to students as a loan. Parent(s) will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s). The condition of each book and a book number shall be recorded by the teacher issuing it.

The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. For one year's wear there will be no charge.

Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.

**Transfers Within the System**

6.206

Transfer students will meet the same enrollment requirements as new students. Students transferring from within the school system must present a withdrawal slip signed by the principal/designee of the former school.

**Use of Video Cameras on School Buses**

6.3081

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

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with the law.

Video surveillance shall be used only to promote the order, safety and security of students, staff and property.

The Superintendent of Schools is directed to develop procedures governing the use of video cameras in accordance with the provisions of the law and established Board policies.
Student Clubs and Organizations

6.702

Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program. The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school. Each school shall notify the parents or legal guardians of all clubs and organizations available to students attending such school by prominently displaying the information in the school’s student handbook or other standard or policy guidebook that contains the policies and procedures of the school and is distributed annually. The list shall include:

1. The names of the clubs and organizations, including any abbreviations or acronyms;
2. The mission and purpose of the clubs and organizations;
3. All financial requirements associated with membership in the club or organization; and
4. Notification of the option set forth below to prohibit a student from participating in any club or organization.

No school shall permit a student to become a member or participate in any activities of a club or organization if the parent or legal guardian of such student has tendered a written communication prohibiting such student from such membership or participation. In order to be valid, the written communication shall be signed and dated by the parent or legal guardian.

For clubs or organizations started during the school year, the Board shall require written permission from a parent or guardian prior to a student's participation.

One or more staff members will serve as sponsors of each activity and will attend all meetings. Each sponsor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program.

An approved copy of the aims, objectives, and constitution for each organization will be kept on file in the principal's office.

The Superintendent of Schools shall approve all requirements imposed by clubs which have restricted membership.

The nature of any initiation shall be outlined and presented in writing to the club sponsor and the principal of the school for approval prior to the actual initiation. Hazing of students is strictly prohibited. Any organization which permits an initiation to go beyond the scope of activities planned and previously approved will be suspended until reinstated by the principal.

Sororities, fraternities, and all secret organizations are prohibited.

Legal References:
1. TCA 49-6-1031

Media Access

NOTICE REGARDING DIRECTORY INFORMATION
And MEDIA USE OF STUDENT INFORMATION
Maury County Public Schools and its corresponding school campuses will take photographs and videos of students for promotion and publication. The use of photographs and videos is for public relations purposes to promote our students, their accomplishments and achievements, and their participation in school events. Students will be identified by their first and last names. Examples of use include, but are not limited to, posting on the school website and the district website, posting on the school social media pages and on the district social media pages, inclusion in a digital slide show at the school or district office, inclusion in a school newsletter or district newsletter, inclusion in a school DVD, or inclusion in a print or online newspaper article.

State law requires Maury County Public Schools (MCPS) to provide the following information: Certain information about MCPS students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information. Parents or guardians who wish to opt out must do so in writing to the student’s school. The school must
receive this written documentation to opt out within ten (10) days of the child’s first day of instruction.

If a parent or guardian provides a written opt out, they are excluding their child from school news items listed in the first paragraph.

MCPS considers the following to be DIRECTORY INFORMATION that will be shared:

- Student name
- Student transcript (date of birth, address, phone)
- Attendance
- Awards, honors, and degrees
- Weight and height of athletic team members

**Use of Electronic Mail (Email)**

Electronic mail capability among board members and district staff exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Therefore, all staff and board members who have access to the district network shall adhere to the following guidelines when sending or receiving messages via system wide-electronic mail (email):

1. Email shall not be used to circumvent requirements of the Open Meetings Act.

2. Because all computer hardware and software belong to the Board, the Board retains the right to access email as it believes necessary. Staff/board members will be asked to sign an application for terms and conditions for Use of the Internet. Confidentiality of email communication cannot be assured.

3. Staff/board members shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that email has been accessed by someone without authorization, he/she shall contact the technology coordinator immediately.

4. It is the responsibility of the sender to abide by copyright laws.

5. Messages shall not be sent that contain material that may be defined by a reasonable person as harassment, stalking, displaying offensive messages or pictures, obscene, racist, sexist, promote illegal or unethical activity or for commercial purposes.

6. Accounts issued through Maury County Public Schools are the only accounts that may be used.

7. Accounts issued through Maury County Public Schools will be archived at a remote location for one year. Correspondence of employees in the form of electronic mail may be a public record under the Public Records Law and may be subject to public inspection.

Any usage contrary to the above shall be reported immediately to the immediate supervisor of the alleged offender and may result in the suspension and/or revocation of system access, or if deemed necessary, appropriate disciplinary action.

**Use of the Internet**

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

**Students**

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

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

INTERNET SAFETY MEASURES

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

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

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

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

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

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

EMAIL

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

INTERNET SAFETY INSTRUCTION

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. Parents and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.
VIOLATIONS
Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

Legal Reference: Cross References:
1. TCA 39-14-602 Use of Electronic Mail (e-mail) 1.805

Internet Publishing
4.507

In order to take advantage of the opportunities the Internet provides, the Board authorizes the creation of the school and/or district web pages on the Internet. Only those web pages maintained in accordance with Board policy and established network publishing procedures shall be recognized as official representations of the district or individual schools and as such shall reside on the district’s communication network. All information on a school or district web page must accurately reflect the mission, goals, policies, program and activities of the school and district.

The web page must have a purpose which falls within at least one of three categories:

1. Support of curriculum and instruction – intended to provide links to Internet resources for students, parents and staff in the district;
2. Public Information – intended to communicate information about the schools and district to students, staff, parents, community and the world at large; and
3. District technology support – intended to provide and respond to instructional and administrative technology needs of students and staff.

The Superintendent of Schools shall develop administrative procedures for development of web pages including content, quality and acceptable use guidelines and shall designate an individual(s) to be responsible for maintaining the official district web page and monitoring all district web page activity.

The principal at each school shall designate an individual(s) to be responsible for maintaining and monitoring the school web page. Potential electronic publishers include all students and employees of Maury County Public Schools.