



Maury County Public Schools
Parent/Student Handbook
2022-2023

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 policies 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.

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.

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WELCOME TO MAURY COUNTY PUBLIC SCHOOLS!!!!

We are happy you are here and committed to your child's education. Our mission is to provide the instruction, tools, and environment for every child to succeed in LIFE as Life-long Learners, Independent Thinkers, Fearless Innovators, and Exemplary Citizens. Our vision is to educate every child for LIFE.

MCPS is proud to offer a quality education in a variety of settings. We currently serve over 13,000 PreK through twelfth-grade students in 22 locations. MCPS offers high-quality education in ten elementary schools, five middle schools, three high schools, three (K-12) unit schools, and an Alternative Learning Center, which boasts a Virtual Academy, a non-traditional high school & an alternative learning program.

As we move through this great time of technological innovation, we know that some of our students will be entering career fields that do not even exist yet. It is challenging to prepare young minds for worlds we do not know; however, we are up for and meet that challenge every day in our schools. MCPS boasts incredible teachers and tireless administrators and support staff. Our faculties and staff go above & beyond every single day! We have several schools that are STEM (Science, Technology, Engineering, and Math) designated and certified via TN state standards and accreditation. We have increased our Career & Technical course offerings and pathways and offer a STEAM (Science, Technology, Engineering, Arts, and Math) curriculum at every single school in our district. Our schools are dedicated to continuing Professional Learning Communities (PLCs) that seek to discover each child's knowledge and take them deeper into the curriculum, ensuring state standards are met. These PLCs seek to guide teachers in collaborative practices, review of data, and student-centered instruction. Our leadership and school board are focused on providing the highest quality instructional materials, as well as athletic and extracurricular opportunities for our students.

I share the vision of every parent who wants their child to be successful and well-rounded in meeting their educational capacity and working towards being a healthy, contributing member of society. I feel the gravity of the task that lies before the MCPS faculty & staff. However, I look to the future with great hope & pride because I know that the strength and future of our communities lie in the students! Public education ensures the vitality and growth of every community!

I hope you will join me and support me in ensuring that the students of MCPS are prepared for their future endeavors. TOGETHER WE CAN!!!

Please feel free to contact me if I can be of service in any way.

Sincerely,

Lisa Ventura

Superintendent of Maury County Public Schools

2022 - 2023 School Year

Calendar originally approved at the 12.1.2020 BOE Mtg.

APPROVED Revised Calendar 2.1.22 BOE MEETING

July 2022						
S	M	T	W	T	F	S
					1	2
					4th-Central Office Closed	
3	4	5	6	7	8	9
					26th - Admin. Inservice Day	
10	11	12	13	14	15	16
					27th - Admin. Inservice Day	
17	18	19	20	21	22	23
					28th - Admin. Inservice Day	
24	25	26	27	28	29	30
					29th - Admin. Inservice Day	
31						
August 2022						
S	M	T	W	T	F	S
					1st - 1st Day of School--FULL DAY	
	1	2	3	4	5	6
					4th - Prof Dev. Day	
7	8	9	10	11	12	13
					5th - Admin. Inservice Day	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
September 2022						
S	M	T	W	T	F	S
				1	2	3
					5th - Labor Day (No School); Central Office Closed	
4	5	6	7	8	9	10
					6th - Prof Development	
11	12	13	14	15	16	17
					13th - P/T Conf. - Middle (4 - 7 pm)	
18	19	20	21	22	23	24
					19th - P/T Conf. - Elem/Unit (4 - 7 pm)	
25	26	27	28	29	30	
					20th - P/T Conf. - High (4 - 7 pm)	
					30th - End of 1st 9 wks (41 days)	
October 2022						
S	M	T	W	T	F	S
						1
					Fall Break Oct. 3rd - Oct. 7th	
2	3	4	5	6	7	8
					11th - Issue Report Cards	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
					7th - P/T Conf. - Elem., Unit (4 - 7 pm)	
6	7	8	9	10	11	12
					8th - Professional Development	
13	14	15	16	17	18	19
					10th - P/T Conf. - High (4 - 7 pm)	
20	21	22	23	24	25	26
					15th - P/T Conf. - Middle (4 - 7 pm)	
27	28	29	30			
					21st - 25th Thanksgiving Break (No School); 23rd - 25th -- Central Office Closed	
					November 28th - December 16th FALL TCAP STATE TESTING WINDOW**	
December 2022						
S	M	T	W	T	F	S
				1	2	3
					November 28th thru December 16th FALL TCAP STATE TESTING WINDOW**	
4	5	6	7	8	9	10
					16th - EARLY DISMISSAL	
11	12	13	14	15	16	17
					- End of 2nd 9 wks (44 days)	
18	19	20	21	22	23	24
					- End of 1st Semester, 85 days	
25	26	27	28	29	30	31
					Dec. 19th - Dec. 30th- Winter Break	
					23rd, 26th, 30th - Central Office Closed	

January 2023						
S	M	T	W	T	F	S
					2nd - Central Office Closed	
1	2	3	4	5	6	7
					3rd - Professional Development	
8	9	10	11	12	13	14
					6th - Issue Report Cards	
15	16	17	18	19	20	21
					16th - MLK Day (No School); Central Office Closed	
22	23	24	25	26	27	28
29	30	31				
February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
					6th - P/T Conf. - Middle (4 - 7 pm)	
12	13	14	15	16	17	18
					7th - P/T Conf. - Elem/Unit (4 - 7 pm)	
19	20	21	22	23	24	25
					9th - P/T Conf. - High School (4 - 7 pm)	
26	27	28				
					20th - President's Day (No School); Central Office Closed	
March 2023						
S	M	T	W	T	F	S
			1	2	3	4
					9th - End of 3rd 9wks (45 days)	
5	6	7	8	9	10	11
					17th - Issue Report Cards	
12	13	14	15	16	17	18
					21st - P/T Conf. - Elem/Unit (4 - 7 pm)	
19	20	21	22	23	24	25
					21st - ACT Test**	
26	27	28	29	30	31	
					23rd - P/T Conf. - Middle (4 - 7 pm)	
					28th - P/T Conf. - High School (4 - 7 pm)	
					30th - Professional Development; March 31st - April 6th Spring Break Central Office Closed Mar. 31st & April 3rd	
April 2023						
S	M	T	W	T	F	S
						1
					March 31st - April 6th Spring Break	
2	3	4	5	6	7	8
					1st - Mule Day	
9	10	11	12	13	14	15
					7th - Good Friday (No School) Central Office Closed	
16	17	18	19	20	21	22
					April 10th thru May 5th SPRING TCAP STATE TESTING WINDOW**	
23	24	25	26	27	28	29
30						
May 2023						
S	M	T	W	T	F	S
					April 10th thru May 5th SPRING TCAP STATE TESTING WINDOW**	
	1	2	3	4	5	6
					22nd - LAST DAY OF SCHOOL (FULL DAY)	
7	8	9	10	11	12	13
					- End of 4th 9 wks (45 days)	
14	15	16	17	18	19	20
					- End of 2nd Semester, 90 days	
21	22	23	24	25	26	27
					23rd - Admin Inservice	
28	29	30	31			
					29th - Memorial Day--Central Office Closed	
June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Summer Days Only
School Days with Students & Teachers
5*
5** Teacher Work Days with NO Students

Holiday/Breaks NO School for Students & Teachers
Early dismissal Day--11:15 schools starting @ 7:45; 11:45 for schools starting @ 8:15
State Testing Dates

August 1st and May 19th will be FULL DAYS (NO EARLY DISMISSAL)

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

Special Notes:
 Tennessee Code Title 49, Education § 49-6-3004

**13 Stockpile Days = 8 Inclement Weather and 5 PD Days*

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

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. The superintendent/designee shall develop appropriate administrative procedures to implement this policy.

The director of pupil services shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination.
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school or fails to maintain satisfactory academic progress.

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(s)/guardian(s).

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences with proper documentation shall include:

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. Pregnancy;
7. School endorsed activities;
8. Summons, subpoena, or court order; or
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

All attendance notes must be turned in within 5 days upon a student's return to school. Only 5 parent notes are allowed each semester.

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 and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

TRUANCY

General

Annually, the superintendent/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

A student who is absent five (5) days without adequate excuse shall be reported to the Superintendent/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Superintendent shall implement the progressive truancy plan described below prior to referral to juvenile court.

Progressive Truancy Plan

Prior to referral to juvenile court, the following progressive truancy plan will be implemented.

Tier I

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to:

1. A school-wide strategy to promote regular daily attendance with plans of action to prevent chronic absence, truancy, late arrivals, and early dismissals.
2. An attendance expectation letter to be sent to parents/guardians during the first week of school to communicate clear school-level expectations.
3. Make personal contact with the student's parent/guardian to investigate the reason for unexcused absences at three (3) days of unexcused absences.

Tier II

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

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

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the superintendent/designee. After two additional unexcused absences, the student will be referred to District Truancy where a court petition will be issued. Parent notes will not be accepted once a student is petitioned to court.

MAKE-UP WORK

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.

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be averaged into their final grade.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion. If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE SUSPENSIONS

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student 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 reinstating a driver's permit or license, the student shall return to school or become eighteen (18) years of age. For second or subsequent suspensions, a student shall have all driving privileges suspended until age eighteen (18).

ATTENDANCE HEARING

Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the superintendent of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the superintendent of schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the superintendent/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the superintendent of schools/designee. The action of the Board shall be final.

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 who is or will be five (5) years of age on or before August 15, who makes application for admission, shall be enrolled in the school designated by the Board.

If a child will be five (5) years of age on or before September 30, such child's parent(s)/legal guardian(s) may request that the child be admitted into kindergarten. Upon a request, the superintendent of schools shall administer an evaluation and examination. If the results indicate that the child is sufficiently mature emotionally and academically, then the child may be enrolled into kindergarten. The superintendent of schools shall develop procedures and forms to implement the provisions of this policy.

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.

A person eighteen (18) years of age or older who applies for admission must have the application approved by the principal and superintendent of schools when:

1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
2. He/she has dropped out of school and wants to re-enter.

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;
3. A student who is six (6) years or younger and whose parent or guardian has filed notice of intent to conduct home school with the superintendent of schools; or
4. A student enrolled in a home school who has reached the age of seventeen (17).

Physical Examinations and Immunizations (6.402)

PHYSICAL EXAMINATIONS

The principal shall ensure that there is a complete physical examination of each student prior to entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record. The principal shall ensure that there is an annual physical exam for any student participating as a member of any athletic team or in any other strenuous physical activity program.

Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the principal's office.

IMMUNIZATIONS

No students entering school, including those entering kindergarten or first grade, those from out-of-state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as determined by the Commissioner of Health unless circumstances outlined in state or federal law prevent a student from producing such records. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school which the student is to attend.

Exceptions will be granted to any child whose parent or guardian shall file with school authorities a signed, written statement that such measures conflict with one of the following:

1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic, except in the event of a COVID-19 or any variant outbreak; or
2. Due to medical reasons if such child has a written statement from his/her doctor excusing him from such immunization.

Proof of exceptions will be in writing and filed in the same manner as other immunization records. A list of transfer students shall be kept at each school throughout the school year in order that their records can be monitored by the Department of Health and Environment.

SCREENINGS

Screenings may be conducted periodically in Maury County Schools as required by Tennessee Department of Education and the Department of Health. Screenings may include vision, hearing, blood pressure, BMI (body mass index), and scoliosis. Parent(s)/guardian(s) will receive written notice of any screening result that indicates a condition that might interfere with the student's progress. The school district will not conduct physical examinations of a student without parental consent or by court order, unless the immediate health or safety of the student or others is in question.

Student Rights and Responsibilities (6.301)

<h2 style="margin: 0;">Maury County Board of Education</h2>			
Monitoring: Review: Annually, in March	Descriptor Term: Rights and Responsibilities/Expectations of Students	Descriptor Code: 6.301	Issued Date: 07/05/22
		Rescinds:	Issued: 07/05/22

The Board expects all employees, students, and parents/guardians to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities¹; and
6. Be fully informed of the Code of Conduct and Use of Personal Communication Devices and Electronic Devices as well as other reasonable rules and regulations.

Each student has the responsibility and are expected to:

1. Know and adhere to the Code of Conduct and Use of Personal Communication Devices and Electronic Devices as well as other reasonable rules and regulations.
2. established by the Board and school officials
3. Respect the human dignity and worth of every other individual;
4. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
5. Study and maintain the best possible level of academic achievement;

6. Be punctual and present in the regular school program;
7. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
8. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
9. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
10. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
11. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
12. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

Student Code of Conduct (Policy 6.300)

Maury County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Student Code of Conduct	Descriptor Code: 6.300	Issued Date: 07/05/22
		Rescinds: 6.300	Issued: 07/05/22

The Board delegates to the Superintendent of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school.¹ Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as restorative practices, RTI²B, multi-teared system of supports, and behavior intervention plans. Exclusionary discipline shall only be used as a measure of last resort.² The development of each code shall involve principals and staff members of each level and shall be based on evidence-based behavior support and interventions.³

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.⁴ These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members have the authority to enforce the code of conduct³ and shall ensure that disciplinary measures are implemented in a manner that:⁵

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: restorative practices, RTI²B, multi-tiered system of supports, and behavior intervention plans.

MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school and or classroom instruction, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness
- Cheating
- False reporting
- MCPS property misuse
- Skipping class
- Unauthorized electronic device usage
- Inappropriate language
- Failure to do assignments or carry out directions
- Dress code violation to include clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment⁶
- Rude/disrespectful to adults/students
- Not following the school's RTI-B expectations/procedures

Disciplinary Procedures

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if he/she understands the nature of the offense.
- The staff member notifies the parent/guardian.
- The staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

Disciplinary Options (not an exclusive listing) (Appropriate adjustments may be made based on grade level)

- Parent must be contacted on any documented offense
- Verbal reprimand
- Alternative assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Strict supervised study
- Detention/In-school alternative setting
- Reteaching of expectations
- Restorative practices
- Behavior contract
- Mediation
- Mentoring

MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school and or classroom instruction. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- School or class tardiness
- School or class truancy
- Using forged notes or excuses

- Disruptive classroom, bus, or school-sponsored activity behavior
- Usage of a personal communication device when not authorized, if not drug related
- Bullying or harassment by any means (to include sexual, racial, ethnic, religious)
- Horseplay/Physical Contact
- Possession of a toy weapon on school property. (Excludes toy weapons brought for school sponsored or approved purposes)

Disciplinary Procedures

- Parent must be contacted on any documented offense.
- The student is referred to the principal for appropriate disciplinary action.
- The principal initiates an investigation if needed which could include collecting written witness statements.
- The principal meets with the student and the staff member.
- The principal hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The principal or designee contacts parent/guardian.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options (not an exclusive listing) (Appropriate adjustments may be made based on grade level)

- Parent must be contacted on any documented offense
- Teacher/schedule change
- Mediation
- Modified probation
- Behavior modification programs
- Peer counseling
- Referral to outside agency
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- In-school alternative setting
- Out-of-school suspension (not more than 3 days)
- Referral for RTI²B
- BIP and or MTSS Revisions
- Reteaching of expectations
- Referral to Tier 2 behavioral supports
- Restorative practices
- Review and revision of a behavior plan
- Behavior contract
- Mentoring
- Community Service
- Personal Communication Device Ban
- No Contact Order

MISBEHAVIORS: LEVEL III

This level includes acts directly against persons or property and whose consequences may or may not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors

- Fighting
- Vandalism (minor)
- Stealing
- Throwing items from a bus
- Threats to others (including staff) – to include vulgar or obscene language
- Inappropriate physical contact with students or staff
- Elopement from classroom/school building
- Possession of fireworks not deemed an explosive by law enforcement

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action.
- The principal or designee contacts the parent/guardian
- The principal may refer the incident to the Director of Schools or Designee and make recommendations for consequences.
- If the student's program is to be changed, adequate notice shall be given to the student and his/her parent(s)/guardian(s) of the charges against him, his/her right to appear at a hearing, and his/her right to be represented by a person of his/her choosing.
- Any change in school assignment is appealable to the Hearing Authority (DHA).
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options (not an exclusive listing) (Appropriate adjustments may be made based on grade level)

- In-school alternative setting
- Detention
- Restitution from loss, damage, or stolen property
- Out-of-school suspension (not more than 5 days)
- Bus suspension up to 180 school days
- Behavioral improvement classes
- Transfer
- Referral to Tier 2 or 3 behavioral supports
- Restorative practices
- Review and revision of a behavior plan
- Behavior contract
- Mentoring
- Community Service
- Development of a safety plan
- No Contact Order
- Law enforcement officials are contacted if warranted
- Possible change of placement to the alternative learning program

MISBEHAVIORS: LEVEL IV

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

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may

use reasonable force when necessary to prevent bodily harm or death to another person.⁷

Examples (not an exclusive listing) (Appropriate adjustments may be made based on grade level)

- Continuation of unmodified Level I, II, and III behaviors
- Death or Bomb threats
- Extortion
- Assault on Student
- Use and or possession of a dangerous instrument
- Use, possession, sale, distribution, and/or being under the influence of tobacco/THC/nicotine or alcohol
- Use, possession, sale, or distribution of drug paraphernalia (to include any vaping apparatus)
- Vandalism (Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school)
- Possession and/or use of explosives
- Theft/possession/sale of stolen property
- Arson
- Sexual misconduct
- Marketing/Possession/distribution/sale/transfer of any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance
- Use/transfer of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Off-campus criminal behavior that results in the student being legally charged and/or convicted with a felony or with what would have been a felony if the student were an adult, and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.⁶

Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

Disciplinary Options (not an exclusive listing)

- Long-term out-of-school suspension (not more than 10 days)
- Expulsion up to one (1) year
- Alternative Learning Program
- Transfer

MISBEHAVIORS: LEVEL V (ZERO TOLERANCE OFFENSES)

The below offenses have been deemed zero tolerance offenses under state law and by Board Policy.

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Superintendent. Modification of the length of time shall be granted on a case-by-case basis. Upon modification, the Superintendent shall notify the Board. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Superintendent. see Board Policy 6.309.

- Bringing to school or being in unauthorized possession of a firearm on school property.
- Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event.
- Aggravated assault; or

- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.

Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified by the principal.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Superintendent of Schools.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appeal at a hearing.

Disciplinary Options

- For zero tolerance offenses, expulsion for no less than one (1) year. Student may make application for modification to the Superintendent of Schools.

ADDITIONAL GUIDELINES:

1. A student shall not be suspended/remanded solely because charges are pending against him/her in juvenile or other court, unless the charge is one identified in Policy 6.309 as a zero-tolerance offense.
2. A principal shall not impose successive short-term suspensions that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by Board Policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - a. Pay any activity fee;
 - b. Pay a library or other school fine; or
 - c. Make restitution for lost or damaged school property

DEFINITIONS OF DISCIPLINARY ACTIONS

All zero tolerance offenses will be promptly reported to the appropriate law enforcement authorities (TCA-49-6-3401).

The superintendent of schools may modify suspensions and expulsions of zero tolerance offenses on a case-by-case basis(TCA 49-6-3401).

Administrative Conference

The person dealing with the student who commits a behavioral infraction talks to the offending student and tries to reach an understanding regarding how the student should behave.

Alternative Program

An alternative program is a structured learning environment where students are remanded for behavior infractions. Instruction shall proceed as nearly as practicable in accordance with the instructional program at the students' regular school. When a student is remanded to the alternative program, attendance is mandatory and attendance credit is based on the number of days attended.

Assault

Any willful/intentional attempt or threat to inflict injury upon the person of another, when coupled with an apparent ability to do so; any intentusing 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.

Bullying

Bullying involves unwanted, deliberate aggressive behavior which results in a real or perceived imbalance of power. Such actions substantially interfere with educational opportunities, performance, or abilities to participate in school activities and programs. Although many times bullying is repeated, or has the potential to be repeated over time, it does not need to involve repetition to be defined as bullying. A one-time act could be enough to constitute bullying.

Expulsion

The student is removed from school attendance immediately. The student and parent/guardian are notified of the expulsion and his/her right under due process. The expulsion includes barring the student from all Maury County Public Schools, Maury County Public School activities and all Maury County Public School functions. The expulsion period is up to one (1) calendar year.

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.

In-School Alternative Setting

The principal reassigns the student to a separate, supervised area, isolated from usual activities in the school. The reassigned time varies from one (1) to three (3) days, depending on the nature of the student's behavior.

Inappropriate Contact

Behavior which infringes on the personal space and movement of others, is offensive, suggestive, or results the other party feeling uncomfortable.

Parent Conference

The school official requests that the parent or legal guardian attend a conference.

Parent Contact

A school official reports to the parent or legal guardian that problems have been encountered with his/her child and support from home is needed to bring about a change. This contact may be by telephone, in person, or written correspondence. Parents or legal guardians should also be contacted for students that have been directly impacted by another student's actions

Victimization

The action of singling someone out for cruel or unjust treatment. The process of being victimized, either from a physical or a psychological or a moral or a sexual point of view.

Zero Tolerance

Specific student discipline infractions are considered serious offenses and shall result in substantial mandatory punishment resulting in an expulsion.

DEFINITIONS BY CATEGORY

1. All attendance-related absenteeism, tardiness and truancy
 - a. **Tardiness**
 - i. 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.
 - b. **Absent from school without permission or cutting class**
 - i. Students are expected to be present 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.

2. Immoral, disreputable conduct: vulgar, profane language
 - a. **Rude and disrespectful behavior**
 - i. No student will curse, talk back, harass, “sass” or intentionally argue in a demanding or disruptive manner with any teacher or administrator or otherwise show disrespect for school personnel.
 - b. **Using profane, vulgar or obscene words, gestures or other actions that disrupt school operations.**
 - i. A student shall not use profane, vulgar or obscene words, gestures or other actions which disrupt school system operations.
 - c. **Sexual misconduct or offense**
 - i. Molestation, indecent exposure, sexual harassment, rape or any other sexual act on school property, during school functions or while under school supervision is prohibited.
 - d. **Sexting**
 - i. Possession of any sexually explicit digital pictures on any electronic device is prohibited. Sending sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone or other electronic device is prohibited. Appropriate law enforcement authorities may be contacted as required by law. Legal sanctions may be imposed as deemed necessary by law enforcement officials. 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.
3. Violence or threatened violence or otherwise bullying against the person or any person attending or assigned to any public school.
 - a. **Bomb threat/Bomb**
 - i. Threat of manufacturing or placement of any explosive device.
 - b. **Threats or harassment of school employees (assault)**
 - i. A student shall not cause or threaten bodily harm to any employee of the Maury County Public School System.
 - c. **Assault on employee/school resource officer**

A student shall not commit the following:

 - i. Aggravated assault; or
 - ii. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.
4. Fighting among students
 - a. **Fighting on school campuses, buses or at a school activity**
 - i. A student shall not cause or threaten to cause bodily harm, or mental anguish to any person, student or guest on school grounds or while under school supervision.
5. Willful damage to real personal property of any public school or the property of any person attending or assigned to any public school (includes marking or defacing such property)
 - a. **Damage, destruction, or theft of school or private property**
 - i. 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.
6. Drinking, possession, or distribution of an alcoholic beverage

- a. **Use or possession of alcohol**
 - i. 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
7. Possession, use or sale of any barbitol or legend drug as defined in TCA 53-10-105 and 53-10-106, or any item portrayed as being one of these drugs.
 - a. **Use or possession of drugs**
 - i. A student shall not possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any drugs requiring a prescription controlled by the Tennessee State Board of Pharmacy while on the school grounds or while under school supervision.
8. Theft, extortion, or gambling on school property
 - a. **Gambling on school property or at school functions**
 - i. Gambling on school property or at school functions will not be tolerated.
9. Use or possession of tobacco products on school property as defined in TCA 39-17-1505
 - a. **Use or possession of tobacco products, electronic cigarettes, vapor products or other alternative smoking devices:**
 - i. The possession or use of tobacco products, electronic cigarettes, vapor products or other alternative smoking devices on school property is prohibited.
10. Possession or use of any type of firearm/look alike or any other dangerous weapon/look alike as defined in TCA 39-17-1309
 - a. **Use or possession of weapons or instruments**
 - i. A student shall not possess, handle or transmit a knife (regardless of blade length), razor, ice pick, explosive, sword cane, machete, chains, pellet gun, mace, pepper spray, or other objects that can be considered a weapon on the school grounds or during a school activity, function or event off school grounds or while under school supervision.
11. Any other conduct prejudicial to good order and discipline in any public school (include any suspensions/expulsions for reasons not listed above)
 - a. **Disruption and interference with school – no student shall:**
 - i. Prevent any class or function from taking place within the Maury County School System
 - ii. Cause a false fire alarm
 - iii. Continuously and intentionally make noise or act in any other manner as to interfere seriously with the teacher's ability to conduct his class.
 - b. **Knowingly providing school authorities with false information**
 - c. **Defiance of authority**
 - i. 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.
 - d. **Misbehavior on bus**
 - i. No student shall conduct himself/herself on a school bus in such a way as to distract the bus driver or to show disrespect to fellow students.
 - e. **Violation of dress code**
 - i. 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. Students are prohibited from wearing, while on school grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment (TCA 49-6-4009). 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.

f. **Parking and traffic violations on campus**

- i. Abuse of school parking regulations or operation of a motor vehicle in such a way as to cause damage to public or private property located on school grounds or in such a way as to endanger life or limb of persons utilizing school facilities, driveways, or parking areas.

g. **Cheating and forgery**

- i. No student shall cheat on any exam, project, homework, or report. No student shall falsify signatures on documentation for school purposes.

h. **Gangs**

- i. 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.

j.

i. **Felony Charges.**

- i. A student is waiting for legal disposition of a felony charge or what would be considered a felony charge if the student were 18 years of age or older.

12. Cell Phones and Electronic Devices

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

- a. 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.
- b. Maury County Public Schools will not accept responsibility for lost or stolen devices.
- c. **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, 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. Legal sanctions may be imposed as deemed necessary by law enforcement officials. 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-
- 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.

NOTICE

In addition to criminal penalties, students who are guilty of assault, theft or vandalism will be liable for monetary damages and attorney’s fees.

Excessive Absences/Chronic Absenteeism:

A student who is absent five (5) days without adequate excuse shall be given written notice to the parent(s)/guardian(s) of the student's absence and must attend in person, the school’s truancy hearing. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the superintendent shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

Progressive Truancy Intervention Plan

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Tier I - Tier I of the progressive truancy intervention plan shall include the following: (All students begin in Tier I)

1. Teachers are the first point of contact immediately following 3 reported unexcused absences.
2. An attendance contract is provided and signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
 - a. A specific description of the school’s attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student’s progress.

Tier II - If a student accumulates 5 unexcused absences, the student will be placed in Tier II and must attend the school's truancy hearings.

Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III - This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the superintendent/designee.

Procedural Due Process (6.302)

Maury County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Procedural Due Process	Descriptor Code: 6.302	Issued Date: 07/05/22
		Rescinds:	Issued: 07/05/22

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened.¹ The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.²

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry into the incident is initiated to ensure that the offender is accurately identified, that he/she understands the nature of the offense, and that he/she knew the consequences of the offense for which he is accused.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

Interrogations and Searches (6.303)

Maury County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 02/23/17
		Rescinds: 6.303	Issued: 07/05/22

INTERROGATIONS BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely, or evasively or refusing to answer a question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s)/guardian(s).

INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), and the principal or his/her designee shall be present during the interrogation. The use of police women or female staff members is desirable in the interrogation of female students.

POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation and inform him/her of the probable cause to investigate. The principal shall make reasonable effort to notify the parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal or his/her designee shall be present during the interrogation.

USE OF METAL DETECTORS

In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects.¹

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

The superintendent of schools/designee shall develop procedures for implementing this policy.

SEARCHES BY SCHOOL PERSONNEL

In order to ensure a safe and secure learning environment, the superintendent of schools shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law and regulations. The superintendent of schools shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.²

Student Discrimination/Harassment and Bullying/Intimidation (6.304)

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:

1. 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:
 - A. Physically harming a student or damaging a student's property;

- B. Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
 - C. Causing emotional distress to a student or students;
 - D. Creating a hostile educational environment; or
2. 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. The laws that OCR enforces are:

Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits race, color, or national origin discrimination. Title VI can involve discrimination based on religion if the harassment is based on a student's actual or perceived ancestry or ethnic characteristics.

Title IX of the Education Amendments of 1972 (Title IX), which prohibits sex discrimination. Title IX covers sexual harassment, gender-based harassment, pregnancy or marital discrimination.

Section 504 of the Rehabilitation Act of 1973 (Section 504), which prohibits disability discrimination.

Harassing conduct can take on many forms, including verbal acts, name calling, graphic or written statements (may also include use of cell phones or the internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include an intent to harm, be directed at a specific target or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Sexual harassment

Unwelcome conduct of a sexual nature that can deny or limit, on the basis of sex, a student's ability to participate in or to receive benefits, services, or opportunities in the school's program.

Gender-based and gender identity harassment.

Discrimination based on student's failure to conform to stereotyped notions of masculinity and femininity.

What is Bullying?

Acts which foster a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying involves unwanted, deliberate aggressive behavior which results in a real or perceived imbalance of power. Such actions substantially interfere with educational opportunities, performance, or abilities to participate in school activities and programs. Although many times bullying is repeated, or has the potential to be repeated over time, it does not need to involve repetition to be defined as bullying. A one-time act could be enough to constitute bullying. Additionally, bullying can have a foundation in race, ethnicity, religion, gender (including sexual orientation or identification), as well as physical or mental ability. It can take place in-person or via electronic devices (i.e., cyberbullying), and can include hazing.

The three types of bullying include, verbal bullying, social bullying, and physical bullying. Verbal bullying involves saying or writing mean things. It can include inappropriate sexual comments, taunting, or threatening to cause harm. Social bullying, which is sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying can include telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public. Physical bullying involves hurting a person's body or possessions. It can include hitting/kicking/pinching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Cyberbullying

Bullying that is conducted through electronic devices where there is transmission of signs, signals, writing, images, sounds, or data. This would include posting to social networks, internet sites or forums. Examples may include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Hazing

Hazing is the use of embarrassing and often dangerous or illegal activities by a group to initiate new members. Pursuant to Tenn. Code Ann. § 49-2-120, hazing means, any intentional or reckless act in this state, on or off LEA property, by one (1) student acting alone or with others, that is directed against any other student that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. Hazing does not include customary athletic events or competitions and is limited to those situations created in connection with initiation into or affiliation with an organization.

What is not considered bullying?

There are many types of aggressive behavior that do not fit the definition of bullying. While these types of behaviors are still very serious and require immediate attention, they require different prevention and response strategies.

Peer Conflict

It is not considered bullying when individuals with no perceived imbalance of power have an argument, disagreement or fight. Examples may include, not liking someone, isolated expressions of unpleasant thoughts or feelings regarding others, single act of telling a joke about someone, accidentally bumping into someone, or horseplay.

Teasing

Teasing usually involves two or more friends who act together in a way that seems fun to all the people involved. Often individuals will tease each other equally, but it never involves physical or emotional abuse.

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 6.305). The complaint managers, who are appointed annually by the superintendent of schools, are the supervisor of attendance and discipline and the supervisor of human resources. The complaint managers may be reached at 501

W. 8th St, and by phone at 931-388-8403.

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

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student committing harassment, intimidation, or bullying acts may result in corrective or disciplinary action up to and including suspension. Additionally, substantiated charges against any students assisting, supporting, or furthering harassment, intimidation, or bullying acts may also result in corrective or disciplinary action up to and including suspension, as deemed appropriate by the principal.

There will be no retaliation against any person who reports harassment, intimidation, or bullying or who participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action.

Title IX and Sexual Harassment (6.304)

GENERAL

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

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

HARASSMENT, INTIMIDATION & BULLYING (HIB)
INCIDENT REPORT FORM

Date of Incident: _____ Time of Incident: _____ Repeat infraction? YES NO

Reported to school by (check all that apply):

- Teacher -Student -Bystander -Victim/Target -Parent -Bus Driver -Anonymous
 -Other: _____

Person Reporting incident: _____ **Signature:** _____

<i>Name of Victim(s):</i>	<i>Name of Student(s) Bullying:</i>	<i>Name(s) of Witnesses/By-Standers:</i>

Was this report based on the following protected classes?

Race, color, National Origin: Yes No

Sex (including but not limited to sexual harassment, gender-based discrimination, pregnancy discrimination, athletics, etc.): Yes No

Disability: Yes No

Location of Incident: _____

Type of Bullying:	Related Behaviors:
<input type="checkbox"/> Verbal	<input type="checkbox"/> Threatened <input type="checkbox"/> Taunted/Ridiculed <input type="checkbox"/> Demeaning Comments <input type="checkbox"/> Told lies or False rumors <input type="checkbox"/> Intimidation/Extortion <input type="checkbox"/> Excluded <input type="checkbox"/> Other
<input type="checkbox"/> Physical	<input type="checkbox"/> Stole/Damaged Possessions <input type="checkbox"/> Shoved/Pushed <input type="checkbox"/> Hit, Kicked, Punched <input type="checkbox"/> Writing/Graffiti <input type="checkbox"/> Staring/Leering <input type="checkbox"/> Inappropriate Touching <input type="checkbox"/> Other
<input type="checkbox"/> Cyber-bullying	<input type="checkbox"/> Text Message <input type="checkbox"/> Email <input type="checkbox"/> Facebook, Snapchat, TikTok <input type="checkbox"/> Website <input type="checkbox"/> Other Social Media

Reported to Police? Yes No

Describe the Incident:

Physical Evidence? Notes -Email - Graffiti Video/audio Website
 Other

Actions Taken (see Protocol for Guidelines):

Consequences:

Was this bullying report resolved with suspension of 1 or more students? Yes No

Was this bullying report resolved with expulsion of 1 or more students? Yes No

Was this bullying report resolved with a parent conference? Yes No

Referral for additional support services? Yes No

Parent Contact Date: _____ Time: _____ Person making contact: _____

Contact Notes:

FOLLOW-UP CONFERENCE: **Date:** _____ **Time:** _____ **Conducted by:** _____

People present:

-Administrator _____ -Social Worker _____ -Counselor _____
-Teacher _____ -Student _____ -Witnesses _____
-Parent _____ -Parent _____ -School Psychologist _____
-Other _____

According to student, situation is: -Better -Worse -No difference

Comments: _____

PARENT CONTACT: **Date:** _____ **Time:** _____ **Conducted by:** _____

Additional Actions/Notes: _____

TITLE IX COORDINATOR

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.

Any individual may contact the Title IX Coordinator at any time using the information below:

Title IX Coordinator

Mailing address: 501 West 8th Street, Columbia, TN 38401

Phone number: 931-388-8403

Email: titleixcoordinator@mauryk12.org

DEFINITIONS

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

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

“Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:

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

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

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

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

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

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

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

GRIEVANCE PROCESS

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

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant’s wishes with respect to supportive measures;

3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.

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

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

Complaints

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

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

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

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

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

Investigations

The Title IX Coordinator, and as needed, principals, shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

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

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

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;
4. Provide the parties with the same opportunities to have others present during any grievance proceeding;
5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
 - a. Result in the creation of an investigative report that fairly summarizes relevant evidence. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report.

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

Determination of Responsibility

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The preponderance of the evidence shall be used in making this determination.

The superintendent of schools shall act as the decision-maker. He/she shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

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

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

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

APPEALS

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

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

1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
2. Notify the parties in writing.

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

RETALIATION

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



Maury County Public Schools

Complaint Intake Form

Name of Complainant or Person Reporting Event: _____

Complainant Contact Information:

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email Address: _____

Name of Involved MCPS location: _____

Name of Alleged Offender(s):

Earliest Date of Event(s) Occurrence(s): _____

Latest Date of Event(s) Occurrence(s): _____

As clearly as possible, give details of the event, including name(s) of alleged offender(s), location(s) of the event, person(s) involved,

Explain Reason(s) which may have been cause of event(s):

List below persons (witnesses, others) who may have additional information to support or clarify this complaint. Please explain information each can provide:

Please identify other information (including documentary information such as recordings, emails, voicemails, text messages, journals, etc.) which you feel is relevant to this matter:

What is the desired result of this complaint? _____

Signature of Complainant: _____ Date: _____

Student Disciplinary Hearing Authority (Policy 6.317)

Maury County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Student Disciplinary Hearing Authority	Descriptor Code: 6.317	Issued Date: 07/05/22
		Rescinds: 6.317	Issued: 07/05/22

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended or expelled for more than ten (10) school days.¹ The superintendent of schools/designee shall appoint a DHA which shall consist of 3 members. At least two (2) DHA members shall be licensed employees of the district.

The superintendent of schools/designee shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties:

1. Set the time, place and date for each hearing;
2. Maintain order and structure during each hearing; and
3. Prepare, sign, and disseminate the minutes of each meeting.

Upon receiving notification of the request to appeal the suspension/expulsion decision, the DHA shall provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension.¹

The DHA may take the following disciplinary actions:²

1. Affirm the decision of the school principal;
2. Order removal of the suspension/expulsion unconditionally;
3. Order removal of the suspension/expulsion upon such terms and conditions as it deems reasonable;
4. Assign the student to alternative program; or
5. Suspend the student for a specified period of time.*

Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher or assistant principal may request a review by the Board, and the Board shall review the record. Following the review, the Board may grant or deny the request for a hearing or affirm or overturn the decision of the DHA with or without a hearing. The Board shall not impose a more severe penalty than that imposed by the DHA without first providing an opportunity for a hearing before the Board.³

The notice of the hearing shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to the public.³

* Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the superintendent of schools.
modified by the superintendent of schools.

Bus Safety and Conduct (Policy 6.308)

Monitoring: Review: Annually, in March	Descriptor Term: Bus Safety and Conduct	Descriptor Code: 6.308	Issued Date: 10/14/19
		Rescinds: 6.308	Issued: 07/05/22

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 with 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. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.²

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.

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

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

Students who transfer from bus to bus while in 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.

USE OF VIDEO CAMERAS, VIDEO FOOTAGE, AND PHOTOGRAPHS

Cameras or video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

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 photographs and video footage.³ These materials shall be maintained for 7 days. Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Superintendent of Schools or his/her designee, and a time shall be arranged for viewing. The Superintendent of Schools or his/her designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.⁴

The Superintendent of Schools shall develop procedures governing the use of cameras or video cameras in accordance with the provisions of the law and established Board policies.

Dress Code (Policy 6.310)

Maury County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Dress Code	Descriptor Code: 6.310	Issued Date: 06/25/18
		Rescinds: 6.310	Issued: 07/05/22

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 and a collar 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 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 and jeans, cropped pants, and capri pants are permitted.
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.
4. 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.

Footwear

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

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

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.

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.

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-related¹ or constitute racial or ethnic slurs may not be worn.

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).

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

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.

“Gang” related slogans, names, apparel, etc., are not allowed.¹

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

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

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.

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

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

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

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.

Use of Personal Communication Devices and Electronic Devices (Policy 6.312)

Maury County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Use of Personal Communication Devices and Electronic Devices	Descriptor Code: 6.312	Issued Date: 07/05/22
		Rescinds: 6.312	Issued: 07/05/22

A “personal communication device” is a device that emits an audible or visual signal, vibrates, displays a message, picture or otherwise summons or delivers a communication to the possessor and includes, but not limited to tablets, mp3 players, cameras, laptop computers,

CD & DVD players, cell phones, and wearable technology such as rings, AirPods, Earbuds or watches that have the capability to record, live stream or interact with wireless technology. The use of personal communication devices will be allowed in the classroom during instructional time, when the teacher authorizes the use, and/or the devices are being used for classroom technology or used in the curriculum of the course as directed by the teacher and approved by the principal. Otherwise, the personal communication devices will not be used or displayed. Individual schools may develop and communicate on campus parameters/procedures for out of the classroom locations such as lunchrooms and hallways.

It is expected that students must adhere to the Maury County Schools Acceptable Use Policy, and Code of Conduct pertaining to bullying or cyberbullying and capturing and distributing inappropriate pictures or video, including the unauthorized picture/video of any Maury County Board of Education employee.

Students who use, access, or display a personal communication device in violation of this policy are subject to disciplinary action pursuant to the Code of Conduct and may have the device confiscated and device banned from MCPS property. The Maury County Schools Board of Education, its schools, nor its employees assume no responsibility or liability for the loss or damage to any student's personal communication device, or for the unauthorized use of a student's personal communication device.

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.

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.

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.

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.

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.)

Contact Information: Supervisor of Special Education
501 West 8th Street, Columbia, TN 38401
931.388.8403

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 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.

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 Director of Pupil Services, at the Maury County Board of Education, 501

ADA AND SECTION 504 GRIEVANCE PROCEDURES (1.802)

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.

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.

COORDINATOR

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.

NOTICE

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 PROCEDURE

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 relevance.

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:

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 tools 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:

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/tidir/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 ESEA**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/lic_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.

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.

HOMEBOUND INSTRUCTION (4.206)

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 mental health provider such as a psychiatrist, or psychologist who is treating the student.

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.

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.

This policy will not conflict with laws governing special education and 504 students.

Requests to appeal class attendance requirements for grades 9-12 shall be made to the individual school administrator.

Requests should be made in writing and submitted within five (5) school days after issuance of grades. Action by the school is final.

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.

Foster Care: Foster Care Liaison – Mr. Derek Green (931) 388-8403 ex 8169 or dwgreen@mauryk12.org

Graduation Requirements Policy (4.605)

Maury County Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 08/03/21
		Rescinds: 4.605	Issued: 10/27/16

GENERAL

The program of studies shall include areas required by the State Board of Education.

Before high school graduation, every student shall;¹

1. Achieve the specified 22 units of credit;
2. Take the required end of course exams;
3. Have satisfactory records of attendance and conduct,
4. Take the ACT or SAT in the 11th grade;² and
5. Pass a United States civics test.³

SPECIAL EDUCATION STUDENTS⁴

Special education students who successfully complete their Individualized Educational Program (IEP), pass the required competency assessment and have satisfactory records of attendance and conduct shall be awarded a regular diploma. A special education diploma shall be awarded to students who have satisfactorily completed their IEP and who have satisfactory records of attendance and conduct, but who have not met the proficiency testing requirements.⁵

Special education students who do not meet the requirements for a high school diploma may be awarded an occupational diploma if the student has:^{1,4}

1. satisfactorily completed their IEP;
2. maintained satisfactory records of attendance and conduct;
3. completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA);
4. completed at least four (4) years of high school; and
5. has two (2) years of paid or non-paid work experience.

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

STUDENT LOAD

All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum of five units of credit for graduation per year. Students with hardships and gifted students may appeal this requirement to the superintendent of schools and then to the board.⁶

EARLY GRADUATION⁷

High school students shall be permitted to complete an early graduation program. Students intending to graduate early shall inform the school principal of this intent prior to the beginning of 9th grade, or as soon thereafter as the intent is known.

In order to graduate early, students must meet the following requirements:

1. Earn the required seventeen (17) credits;
2. Achieve a benchmark score for each required end-of-course exam;
3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
4. Meet the minimum ACT or SAT benchmark score;
5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
6. Complete at least two (2) types of the following courses
 - a. AP;
 - b. IB;
 - c. Dual enrollment; or
 - d. Dual credit.

The superintendent of schools shall develop administrative procedures to ensure that the early graduation program is conducted in accordance with state law.

Food Service Management (3.500)

Maury County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 11/26/18
		Rescinds: 3.500	Issued: 02/23/17

The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods and will meet all state and federal and local requirements necessary for participation.¹

The system's food service supervisor will oversee the program. All products and services necessary for the operation of the school nutrition department shall be procured using a procurement plan which must comply with federal and state purchasing procedures.

School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and Vegetable Program, School Breakfast Program, Seamless Summer Option and Afterschool Snack Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as defined by federal regulations.²

As required for participation in the School Nutrition Programs, the Board agrees to the following:

1. Meals must be made available to all students in attendance.
2. Free and reduced-price meals/snacks must be made available to students who are determined eligible for these benefits.

Students will be permitted to bring their lunches from home and to purchase allowable beverages and a la carte items at school.

The superintendent of schools or designee shall develop procedures for notifying parents/guardians of the process for requesting meal modifications and arrange for an impartial hearing process to resolve grievances related to requests for modifications based on a disability.

Competitive Foods

The sale of competitive foods must be in compliance with all local procedures, but at a minimum must be as stringent as the current state and federal regulations concerning competitive foods.³

Charging Meals

In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to charge the meal. The following guidelines will apply:

- 1) Students in elementary schools may charge up to a maximum of five (5) days
- 2) Students in middle schools may charge up to a maximum of two (2) days
- 3) Students in high schools may charge up to a maximum of one (1) day
- 4) Students that participate in reduced – cost meals and have met their charge limit, will be allowed to receive a reimbursable meal only.
- 5) No student will be allowed to purchase a la carte items when the student's account has charges.

After a student has exceeded their maximum number of days to charge, the child will be provided with -meals. Parents/guardians will be responsible for all meal charges. Efforts will be made by school personnel to contact the student's parent/guardian to inform them of monies owed to the School Cafeteria. 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.

The superintendent of schools shall ensure this policy is provided in writing to all households at the start of each school year and to households that transfer to the school system during the year.

Collection of Unpaid Meal Charges

The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to the end of the school year. Uncollected charges from the previous fiscal year shall be considered delinquent debt. The superintendent shall establish reasonable methods and a timeframe for collection of delinquent debt. Any use of third parties to collect delinquent debt must be approved by the Board. Upon recommendation of the superintendent, the Board may classify delinquent debt as bad debt, which shall be considered uncollectable and categorized as an operating loss.⁴

Procedures for implementing guidelines established by the State Department of Education, School Nutrition Program are on file in the district food service procedures manual. 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.

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.

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. **MAURY COUNTY SCHOOL NUTRITION MEALS PRICING**

2022-2023 (Subject to Change)

BREAKFAST

Students	\$ 2.00
Reduced Breakfast	\$ # .##
Adults	\$ 2.75

Elementary K-4	\$ 2 .50
Secondary 5-12	\$ 2 .75
Reduced Lunch	\$ # .##
Adult	\$ 3.75

LUNCH

Due to permissions granted from USDA breakfast and lunch reimbursable meals will be FREE for the 2021-2022 school year for all students. A la Carte and extra items will still have pricing.

Student Wellness (6.411)

Maury County Public Schools			
Monitoring: Review: Annually, in May	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 02/03/20
		Rescinds: 6.411	Issued: 05/25/17

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.¹ The Board shall permit teachers, school health professionals, parents, students, administrators, and any interested citizens to participate in the development, implementation, review and update of local wellness policies.

COMMITMENT TO COORDINATED SCHOOL HEALTH

All schools shall implement the 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 Coordinator shall be responsible for overseeing compliance with State Board of Education CSH standards and guidelines in the school district.

SCHOOL HEALTH ADVISORY COUNCIL^{2,3}

A district school health advisory council shall be established to serve as a resource to school sites for implementing policies and programs and develop an active working relationship with the county health council. The council shall consist of individuals representing the school and community, including parents, students, teachers, school administrators, 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, including physical activity and nutrition policies;
2. Ensuring all schools within the district create and implement an action plan related to all School Health Index modules;
3. Ensuring that the results of the action plan are annually reported to the council; and
4. Ensuring that school level results include measures of progress on indicators of the School Health Index.

The State Board of Education's Coordinated School Health and Physical Activity 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.

Additionally, each school will have a Healthy School Team consisting of teachers, students, parents and administrators.² The Team shall hold Healthy School Team meetings during the school year to assess needs and oversee planning and implementation of school health efforts.

SCHOOL HEALTH INDEX³

All schools within the district shall annually administer a baseline assessment on each of the recommended School Health Index modules. Results shall be submitted to the School Health Advisory Council and reported to the State Department of Education.

COMMITMENT TO NUTRITION

All schools within the District participate in, and are committed to offering school meals that are consistent with USDA child nutrition programs, which may include but not be limited to, the National School Lunch Program the School Breakfast Program and the Summer Food Service Program. The District also operates additional nutrition-related programs and activities including school gardens, Breakfast in the Classroom, Mobile Breakfast carts, and Grab 'n' Go Breakfast.^{4,5,6}

Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged. All foods sold during the school day including vending machines, fundraising items, and school stores must meet guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.^{4,5,6} The school principal/designee 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 school district.^{2,5,6}

Fundraising

Food-and beverages sold that can be consumed on campus during the school day must meet or exceed the USDA Smart Snacks guidelines in Schools nutrition standards. Schools should encourage non-food fundraisers, and promoting physical activity (such as walk-a-thons, Jump Rope for Heart, fun runs, etc.). Schools should follow the limit on days per semester in which non-healthy foods may be used for fundraisers.¹

DISTRICT GOALS

The District will promote healthy nutrition through various activities, including nutrition related newsletters, informational links on the district website, healthy eating posters and bulletin boards in dining areas, and informational booths at various community functions. Nutrition Education will be offered as part of a standards based program designed to provide students with the knowledge and skills needed to promote and protect their health as outlined in the State Board of Education Health Education and Lifetime Wellness Standards. Nutrition Education will discourage teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with a healthy breakfast. District nutrition goals, and measurement of their effectiveness, are updated annually in the State CSH Report.

COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

The board recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program.

Physical Education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity being an integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education Standards. In addition to the district's physical education program, non-structured physical activity periods shall be offered as required by law.⁷ Supervised recess/physical activity should be offered daily to all elementary (grades K-4) school children.

Schools shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline or punishment.

COMMITMENT TO CURRICULUM³

All applicable courses of study should be based on State-approved curriculum standards. 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.

COMPLIANCE⁸

The superintendent/designee will ensure compliance with the school Wellness Policy, to include an assessment of the implementation of the Wellness Policy and the progress made in attaining policy goals.

Recordkeeping

Coordinated School Health will retain records to document compliance with the requirements of the wellness policy.

Annual Notification of Policy

Coordinated School Health will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. Coordinated School Health will make this information available via the district website and/or district-wide communications. Annually, the District will also publicize the name and contact information of the District/school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, Coordinated School Health will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the wellness policy assessment tool; and
- A description of the progress made in attaining the goals of the District's wellness policy, which are the annual goals found in the Coordinated School Health annual report.

The School Health Coordinator is responsible for managing the triennial assessment. The School Health Advisory Council and the individual schools, will monitor schools' compliance with this wellness policy.

Coordinated School Health will actively inform families and the public of the availability of the triennial progress report via the district website and/or district-wide communications.

Revisions and Updating the Policy

The School Health Advisory Council will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment. The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum, via the district website and/or district-wide communications, and actively encourage their involvement.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of the School Health Advisory Council and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for the district.

Use of Electronic Mail (Email) (1.805)

Maury County Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Use of Electronic Mail (e-mail)	Descriptor Code: 1.805	Issued Date: 08/24/17
		Rescinds: 1.805	Issued: 03/23/17

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 (e-mail):

1. Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/board members have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.¹
2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to circumvent requirements of the Open Meetings Act.²
3. Staff/board members will be asked to sign an application for terms and conditions for *Use of the Internet*. 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 e-mail has been accessed by someone without authorization, s/he shall contact the technology coordinator immediately.
4. It is the responsibility of the sender not to violate copyright laws.
5. Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist or promote illegal or unethical activity.

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

Use of the Internet (4.406)

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 03/23/17
		Rescinds: 4.406	Issued: 10/10/15

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

Employees

Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign a written agreement, developed by the superintendent/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

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

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

Students

The 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:¹
 - 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 ³

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.

E-MAIL

Users with network access shall not utilize district resources to establish electronic mail accounts

through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.²

INTERNET SAFETY INSTRUCTION ⁴

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

SOCIAL NETWORKING

1. MCPS staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
2. MCPS staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.

- The Board discourages MCPS staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

VIOLATIONS

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

School and System Websites (4.407)

Maury County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: School and System Websites	Descriptor Code: 4.407	Issued Date: 03/23/17
		Rescinds: 4.407	Issued: 10/12/15

In order to take advantage of the opportunities the Internet provides, the Board authorizes the creation of 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 in 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:

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

All material on a school website shall be either original to the school, in the public domain, or posted with the express permission of its rightful owner. This includes, but is not limited to, text, graphics, pictures, video, sounds, music, characters, logos, and trademarks. Web page publications shall follow all applicable copyright laws and guidelines.

Web sites developed under contract for the school district or within the scope of employment by district employees are the property of the school district.

PRIVACY STANDARDS

- Because Internet publications are available to the entire world, special care shall be taken to protect the privacy of students and staff. Web pages may not include personal identifying information regarding a student¹ such as: telephone numbers, addresses, names of other family members, names of friends, e-mail addresses, specific location of a student at any given time, grades or any other academic information. No confidential information shall be published on or linked to the web site.

2. Student work may be published on web pages only with written consent of the student's parent/ guardian or the eligible student before each incident of publication. The authoring student shall also sign a copyright consent form.
3. Links to student e-mail accounts are prohibited.
4. Pictures of students may be included only under the following conditions:²
 - Individual student pictures may be published on the web site only with written consent of the student's parent/guardian or eligible student.
 - Pictures of groups of students involved in a school-related activity may be published without consent; however, the students shall only be identified by the group name.
 - Students shall not be individually identified in pictures unless there is a special reason for doing so, such as recognition for receiving an award. In such cases, the student's parent/guardian or eligible student must give written consent.

ADVERTISING/SPONSORSHIPS

Any use of advertising or sponsorships that appears on a school web site must be approved by the school web administrator, the principal or the director of schools/designee. Guidelines for approval shall be established by the director of schools/designee and must be consistent with the board's policies and guidelines used in other school and district publications.

ADMINISTRATIVE PROCEDURES

The director of schools shall develop administrative procedures for development of web pages including content, quality and consistency standards and shall designate an individual(s) to be responsible for maintaining the official district web page and monitoring all district web page activity. A building principal shall make such designation for an individual school. Schools or departments who wish to publish a web page must identify the webmaster's name, e-mail address and phone number on the web page.

CONCERNS/COMPLAINTS

As with any instructional materials or publication used by or representing the school or district, the building principal or director of schools, respectively, is ultimately responsible for accuracy and appropriateness of the information made available on the web site. Concern about the content of any page(s) created by students or staff should be directed to the building principal or the director of schools' office when related to the district web site. If the concern is not resolved, persons who wish to file a formal complaint shall submit a written request for reconsideration of instructional material.