

# East Ridge Middle School

## Student Handbook 2023-2024

**E**ngage

**R**elate

**M**otivate

**S**erve

We will follow the guidelines stated in the Hamilton County Schools Code of Acceptable Behavior.

### Arrival and Departure

#### GENERAL INFORMATION

SCHOOL STARTS AT 7:20

BUSES UNLOAD AT 6:45

BREAKFAST DOORS CLOSE AT 7:10

BREAKFAST EATERS EAT IN THE CLASSROOM

#### \*Arrival

When students arrive at school whether by car, bus or walking, they will have an opportunity to go through the cafeteria line to pick up a grab and go breakfast. They will then be directed towards their homeroom classroom to eat. For students not eating a school breakfast they will report directly to their homeroom classroom. It is essential that all students follow the directions of the adults on duty and the pathways set up. School will start promptly at 7:20 and students will be in the classroom and ready to learn at that time. No outside food or drinks may enter the building during arrival times.

#### \*Departure

At the end of the day, students will be walked out of the building by a teacher from their team. Bus riders should immediately board the bus, car riders should go directly to their cars, and walkers should immediately leave campus to walk home.

### LOCKERS

Hall lockers are assigned by the designated teacher. Lockers must be locked at all times and are subject to periodic checks. Use of lockers is a privilege. Abuse of that privilege may result in use of lockers being denied. Students should not give their combination to anyone. Sharing your combination with even one other student may negate its security. Sharing lockers with other students is prohibited. Defacing lockers may lead to suspension and fines to cover damages. Any problems should be reported to the designated teacher. LOCKS WILL BE ISSUED BY THE SCHOOL. NO PERSONAL LOCKS SHOULD BE PLACED ON LOCKERS, IF SO, THEY WILL BE SUBJECT TO REMOVAL BY THE ADMINISTRATION.

The school has the authority and control of the locker and may gain access to it at any time. Any lock to which the school does not have the key or combination will be removed by the school. A student using a locker that is the property of the school system does not have the right of privacy in that locker or to its contents. All lockers or other storage areas provided for student use on school

premises remain the property of the school system. These lockers or other storage areas available for student use are subject to inspection, access for maintenance, and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.  
School Board Policy 6.303

#### Lockers procedures

- Access to lockers will be granted by the designated teacher at the beginning of the day and again at the end of the day.
- When directed by the teacher, place backpack, phone, hooded apparel, and any unnecessary items in your assigned locker where they will remain until the designated time at the end of the day .

### **Attendance**

Regular attendance is the most important factor in the establishment of a good scholastic record. Work missed due to absences is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and work. NO student is allowed a certain number of days to be absent from school.

Students are required by law to attend school regularly and be on time. Student absences are defined in the following paragraphs that explain the Tennessee Compulsory School Attendance Law:

All children in Tennessee must attend some day school from his seventh birthday until his eighteenth birthday or until he has received a diploma from an accredited high school.

There are legal reasons for excusing a child from school attendance. Please understand that an excuse does not qualify a student for perfect attendance. It is only to prevent court action and to allow makeup work to be assigned. The following are legal reasons according to board policy 6.200.:

#### **EXCUSED ABSENCES**

1. Personal Illness: Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician's statement may be required.
2. Death in Immediate Family: Students may be excused for three (3) days in the event of a death in their immediate families including mother, father, stepparent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.
3. Religious Holiday: Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.
4. Personal: Students who are absent for a good cause such as a doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc. may be excused upon proof of appointment. Prior approval by parent or guardian and the principal or his designee is required.
5. Approved School Sponsored Activities: Students shall be marked present when participating in a school sponsored activity away from the school building.

**Absence Excuses:** If a student is absent from school for any reason, he/she must bring a written

excuse to the front office, showing his/her name, the date(s) of absence, the reason, and signed by the parent or guardian. The home or business telephone number must be also included.

### Grades

Report cards are issued at the end of each nine weeks. The final grade is the average of the four-quarter grades and determines if a student passes or fails. An incomplete may be given but must be made up within two weeks, or the grade automatically becomes an F. **It is the student's responsibility to make up an incomplete.** Parent/teacher /student conferences may be scheduled through the school office or by contacting the team leader directly.

The Hamilton County Schools Grading Scale is:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

### Procedures and Conduct

1. Students are to abide by the rules initiated by teachers.
2. Students are under the jurisdiction of **all** teachers at any time while on campus.
3. Students must leave the property of others alone.
4. Tardiness will not be permitted at any time unless the student has a written excuse from the teacher or administrator causing the tardiness.
5. The rules for behavior in the classroom are the same when a substitute is present. Failure to comply will result in disciplinary action by the regular teacher/administrator.
6. Students must follow all rules and regulations regarding bus safety and conduct.
7. Students should follow all alternative procedures in place due unforeseen circumstances.

### ARRIVAL

1. Students enter the building at assigned doors.
  - a. if eating breakfast go immediately to the cafeteria to pick up breakfast and then report to your assigned classroom.
  - b. If NOT eating breakfast, report immediately to your assigned classroom.
2. Once a student is in their assigned classroom, they are to remain there unless directed by a teacher.
3. At the 7:20 bell, students must be in their assigned seat in their homeroom.
4. Headcoverings must be removed upon entering the building.

### BUILDING ENTRY LOCATION – TEAM DESIGNATION

Teams will use their designated entry door for all purposes.

Front Wing	Middle Wing	Back Wing
Purple	Orange	Blue
Platinum	Red	Gold
	Green	

## **HALLWAYS**

1. Students must be respectful to all staff.
2. Students must have a pass any time they are in the hallway without a teacher.
3. Be respectful of classes that are in session.
4. Keep body and belongings to self, use inside voice level, and walk directly to class

## **CLASS ROTATIONS (as needed per administration directive)**

1. Students stay in designated area during class change.
2. 1<sup>st</sup> room is emptied and those students stand in designated location in hallway.  
2<sup>nd</sup> classroom enters the 1<sup>st</sup> emptied room.  
3<sup>rd</sup> classroom enters the 2<sup>nd</sup> emptied room.  
4<sup>th</sup> classroom enters 3<sup>rd</sup> empty room.  
1<sup>st</sup> classroom (standing in hall) enters 4<sup>th</sup> empty room.

## **RESTROOMS**

1. Only 4 students in the bathroom at a time.
2. Students must wait in line in the hallway.
3. Clean up after yourself.
4. Students are not allowed to go to the restroom after the first round of dismissal in the afternoon, unless they have a pass.
5. Students will follow the team restroom break schedule.

## **RELATED ARTS**

1. Classes will exit the main building through team designated doors.
2. Classroom teachers walk students to Related Arts Class.
3. Related Arts teachers walk students back to class.

## **LUNCH PROCEDURES**

1. Classes will exit the main building through team designated doors.
2. Classes will enter the cafeteria through designated doors.
3. Classroom teachers will walk students to and from the cafeteria.
4. Students will dispose of lunch trash in cans in the hallway.

## **CHROMEBOOKS**

1. You are responsible for damage to the Chromebook assigned to you. (A Chromebook is assigned to you, but is still the property of Hamilton County Schools)
2. Chromebooks shall be charged overnight in preparation for the following day.
3. Your school issued Chromebook is the only approved device for use during the school day.

## **DISMISSAL**

1. Students will be escorted outside for dismissal.
2. Dismissal will be announced by subject (RA, ELA, Math, Sci, SS).
3. Students are expected to move quickly and calmly to their bus or car. Walkers should leave the school property promptly.

**Bullying/Cyberbullying and Harrassment/Hazing**  
**(from HCS Code of Acceptable Behavior)**

### **Discrimination/Harrassment**

It shall be a violation of board policy for any student to discriminate against or harass another student on the basis of sex, gender identity, race, ethnicity, disability, or religion.

For purposes of this policy, discrimination and harassment includes words, gestures, threats, or any other conduct that is severe, pervasive, or persistent and that creates a hostile environment that substantially interferes with or limits a student's ability to participate in or benefit from services, activities, or other opportunities offered by the school.

### **Bullying, Cyberbullying, Hazing**

It shall be a violation of this policy for any student to bully, cyberbully, or haze another student whether directly, through a third party, or through the use of electronic devices such as text messages or posts on social media sites.

For purposes of the policy, bullying includes any act that substantially interferes with a student's educational benefits, opportunities or performance. Bullying is unwanted, aggressive, repeated behaviors that involve a power imbalance that places a student in reasonable fear and causes a hostile educational environment. Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat sites, and websites. Examples may include inappropriate text messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles. Hazing is any act intended to or reasonably be expected to have the effect of humiliating, intimidating or demeaning a student or endangering the mental or physical health of the student committed by an individual or group against a student in connection with pledging, initiated into, affiliating with, holding office in, or maintaining membership in any organization affiliated with any school or program operated by the school district.

If the act occurs on school grounds, at a school sponsored activity, on school sponsored transportation or at a school designated bus stop, it is violation of school board policy if it has the effect of harming a student or damaging his or her property; knowingly placing a student in reasonable fear of harm to the student or to his or her property; causing emotional distress to the student; or creating a hostile educational environment. If the act occurs off school property or outside of any school-sponsored activity, it is nevertheless a violation if it is directed at a specific student or students and has the effect of creating a hostile educational environment or a substantial disruption to the educational environment or the learning process.

Claims of discrimination, harassment, bullying, cyberbullying, or hazing are to be directed to the building administrator for investigation without the fear of reprisal or retaliation. False accusations as a means of reprisal or retaliation will be disciplined in accordance with the district policies, procedures, and agreements. HCS will host annual events for parents to discuss prevention strategies. Dates, times, and locations will be forwarded through the HCS messaging system.

## Sexual Harassment

- A. Sexual harassment toward any student by an employee, other student, or an individual associated with the school system will not be tolerated.
- B. Sexual harassment will be defined as conduct, advances, gestures, words of a specific sexual nature or words which are commonly accepted to have a sexual connotation which:
  - 1. Interferes with the student's work or educational opportunities.
  - 2. Creates an intimidating, hostile or offensive learning environment.
  - 3. Implies that submission to or rejection of such conduct is made an explicit or implicit term of receiving grades or credit.
  - 4. Implies that submission to or rejection of such conduct will be used as a basis for determining participation in any student activity.
- C. Students who believe that they are victims of sexual harassment shall report such activity to a school administrator or a school guidance counselor. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of a good faith reporting of charges of sexual harassment. In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated.
- D. If satisfactory resolution of the allegation is not reached at the school level, the student may appeal the matter to the superintendent, and ultimately, to the School Board.
- E. Sexual harassment among the student body shall result in the suspension from school as a minimum punishment. A police report will be filed.

## Grievance Procedure for Sexual Harassment Complaints

### Reporting

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

- 1. **In Each School** – The school principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Assistant Superintendent for Personnel and the Assistant Superintendent for School Operations immediately.
- 2. **System-Wide** – The HCDE School Board hereby designates the Superintendent, and/or his designee, to receive harassment reports or complaints of sexual harassment from any student, employee, or individual who states he/she is a victim of harassment or sexual harassment. The complaint shall be filed directly with the Superintendent of Schools and/or his designee.
- 3. Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's future employment, grades, or work assignments.
- 4. The school system will respect the **confidentiality** of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the

school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

### Investigation and Recommendations

By authority of the school system, the Superintendent or his designee, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by school system officials or by a third party designated by the Board of Education. The party making the investigation shall provide a written report of the status of the investigation within 20 working days to the Superintendent and Deputy Superintendent. The twenty (20) day period may be extended by the Superintendent or Board of Education if the investigation warrants the extension.

In determining whether alleged conduct constitutes harassment or sexual harassment, the school system shall consider the surrounding circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school system shall take immediate steps to protect the complainant, students, and employees pending completion of an investigation of alleged harassment or sexual harassment.

The investigator(s) shall make a final report including findings and recommendations for disciplinary actions, if any, to the Superintendent of Schools upon completion of the investigation.

### District Action

1. Upon receipt of a recommendation that the complaint is valid, the school system shall take such action as is appropriate based on the results of the investigation.
2. The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school system. The report shall document any disciplinary action taken as a result of the complaint.
3. The school system shall take such other steps as are necessary to prevent recurrence of the harassment.
4. The school system shall keep the complainant informed of the status of the complaint.

#### Title IX Coordinator

(Title IX prohibits sex discrimination against any participant in an educational program or activity that receives federal funds.)

### Digital Citizenship

#### (from HCS Code of Acceptable Behavior)

Digital Citizenship is the act of using technology resources responsibly and safely. Teaching good digital citizenship to our students provides an opportunity for them to unite their daily activities with

their choices in a digital society. HCS requires Pre-K through 12th grade learners to demonstrate and exercise the safe, responsible, and legal use of all technology, the internet, and social media that may be accessed for various reasons (i.e. communication, research, and etc.). It is our goal to empower every student to become a responsible digital citizen in order to prevent incidents of cyberbullying and other harmful practices associated with technology use.

- ★ Due to a wide array of curriculum practices, instructional methods, and technological capabilities across the district, each school has the autonomy to establish their own guidelines in determining the use of technology during school hours and school events for educational purposes only.

**Possession of Cell Phones and other electronic devices**

Cell phones and other personal electronic devices should not be used during the school day. Students shall keep cell phones in their assigned locker during the school day. If a cell phone, or other electronic device, is found in a student’s possession during the school day it will be confiscated. Cell phone violation will result in disciplinary action according to the COAB.

From the HCS Code of Acceptable Behavior

Incident	1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> – 10 <sup>th</sup> Consequence
Cell Phone Violation	-Parent Contact -Confiscation (If parent is unable to pick up, then school holds for three days)	(School confiscates for 5 school days)	(School confiscates for 10 school days)	(4th-School Confiscates 20 school days; 5th-Confiscates for 45 school days; 6th-Confiscates for 90 school days)

\*Schools are not responsible for any theft or loss of any electronic device whether it is confiscated or in the student’s possession.

\*Headphones/earbuds are prohibited and fall under the electronic device guidelines unless teacher directions authorize use during class.

**Disruptive Materials**

Students are prohibited from bringing the following items to East Ridge Middle School as they are considered disruptive: any type of cards, magazines, lasers, and skateboards. Other items may be identified as disruptive on site by the teachers and administration. Personal electronic devices should remain turned off and put away in lockers during the school day.

**Searches**

- A. Search of Lockers (if applicable)
  1. The principal may order the search of lockers or other enclosures used for storage by students as well as any areas accessible to students. The search can be done in the principal’s presence or the presence of any designee.
  2. Individual circumstances requiring a search may include incidents on school



property, including school buses, involving, but not limited to, the use of dangerous weapons, drugs, or information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or attempted assault on school property with paraphernalia or dangerous weapons are held on school property by one (1) or more students.

**B. Search of Students and Containers**

1. A student may be subject to search; or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, or other student if such actions are reasonable to the principal.
2. All of the following standards of reasonableness shall be met:
  - a. there are reasonable grounds for suspecting that a particular student has violated school policy;
  - b. the search will yield evidence of the violation of school policy or will lead to a disclosure of a dangerous weapon, drug paraphernalia or drugs;
  - c. the search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
  - d. the scope of the search is reasonable related to the objectives of the search, and is not excessively intrusive in light of the age and sex of the student and the nature of the infraction,
  - e. the search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution.

**C. Field Trips:** A student, his/her possessions or room may be searched while the student is on a school-sponsored field trip. The reason for the search must be based on reasonable information or evidence that the student has violated or is violating a rule related to the trip.

### **Rules Governing Buses**

1. Be on time at the designated bus stop. Be at the bus stop prior to bus arrival. Help keep the bus on schedule.
2. Do not stand in the roadway while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Do not at any time extend arms or head out of the bus window.
5. Do not leave your seat or attempt to move about while the bus is in motion.
6. No loud talking or unnecessary yelling. Classroom conduct should be observed. Misbehavior could divert the driver's attention and cause a serious accident.
7. No profane or immoral language. No improper conduct and no smoking while on the bus.
8. Keep books, packages, coats, and all other objects out of the aisles.
9. Do not at any time throw any object while on the bus or throw anything out of the bus window.
10. Be absolutely quiet when approaching or crossing a railroad track.
11. Do not in any way damage the seats or the inside of the bus. Persons responsible for damage will be made to pay the cost of the repairs.
12. Help look out for the safety and comfort of smaller children.
13. The driver is in full charge of the bus and pupils.
14. Pupils must obey the driver at all times. Pupils must not cross the road behind the bus. Always cross in front.
15. In case of a road emergency, remain in the bus until the driver gives instructions.

16. You must get off at your regular stop unless written permission is granted in advance.

Bus transportation shall be conditional on good behavior and observance of the above rules. Drivers are authorized to enforce these rules and pupils who violate them will be denied the privilege of bus transportation. Good behavior and obeying safety rules are required of all students. Penalty for misbehavior is left to the discretion of the principal (depending on the circumstances).

### **Early Dismissals**

Early Dismissals during the school day are discouraged. Early Dismissals may be granted for doctor appointments, court appearances, funerals, or school service activities. Dismissals for reasons other than those listed will be handled individually by the administration. A parent or guardian MUST sign the student out in the dismissal book at the front desk. A parent/guardian may NOT dismiss a student during a safety drill. Students being dismissed will be called to the office or sent for by an office aide. Students are not to come to the office and wait for someone to pick them up. Dismissals will not occur after 1:50. Dismissal before 10:50 a.m. will result in a full day's absence being recorded. NO DISMISSALS WILL BE MADE BY TELEPHONE. STUDENTS WILL NOT BE RELEASED TO NEIGHBORS OR FRIENDS. ONLY ADULTS DESIGNATED ON THE STUDENT'S ONLINE REGISTRATION WILL BE ABLE TO DISMISS STUDENTS OR CHANGE ARRANGEMENTS FOR STUDENTS TO GET HOME.

### **Discrimination**

It is the policy of Hamilton County Board of Education not to discriminate on the basis of disability, race, color, national origin, sex, gender identity, ethnicity, age, or religion in any of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of

the following statutes: (1) The Rehabilitation Act of 1973 Section 504, (2) Title VI of the Civil Rights act of 1964, or (3) Title IX of the Educational Amendments of 1972.

### **Medications**

Medication will not be dispensed to students. This includes, but is not limited to aspirin, Tylenol, cold medicine and antibiotics. An exception is when children require long-term prescription medication such as Ritalin. Only in this case will the medication be administered by the principal or his/her designee in compliance with the following regulations:

1. A written permission form, signed by both parent and child's physician, is provided to the school and includes:
  - a. Child's name
  - b. Name of medication
  - c. Time to be administered and Dosage
  - d. Possible side effects
2. The permission form must be updated when there is a change in dosage or time of medication. A new permission form must be provided to the school at the beginning of each new school year.
3. Medication in the original prescription bottle must be brought to the school office and refilled

in a like manner. This medication may be brought to school by the student provided it is taken to the office or clinic immediately upon the student's arrival at school.

4. Middle and secondary school students may self-administer medication provided the above conditions are met and permission is obtained from the parent, child's physician, and school principal.
5. The administration of all medication will be documented on the medication log with the initials of the person dispensing the medicine.
6. Medication will be kept under lock in an area designated by the principal.

### **Miscellaneous**

**Money and Valuables:** Large amounts of money or other valuable items should not be brought to school. If the items and money are brought to school, they should be in the possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles.

**Tardies:** Failure to arrive to class on time will result in an unexcused tardy. The office will give tardy slips ONLY if someone in the office is responsible for the tardiness. Teachers are responsible for passes of students made late. Students are to be in class at 7:20 a.m. Students arriving after that time are tardy.

**Classroom Telephone Use:** During the regular school day, students may use the classroom phone at the discretion of the classroom teacher.

**Textbooks:** Textbooks are furnished without charge via the teacher in each class. Students who damage books beyond normal wear will be assessed for such damages. If a book is lost, the student must pay for it BEFORE another book can be issued. This should be done promptly so the student work will not suffer. If the original book is found, a refund will be given.

**Visitors:** Parents are always welcome. According to Hamilton County Schools policy ALL visitors MUST check in at the main office, sign in through RAPTOR, and get a visitor's pass before visiting any area of the campus. To visit your child's classroom, it needs to be scheduled through the classroom teacher with \*administration approval. Students may NOT bring relatives or friends to school to visit.

Any person found on the grounds without permission from the administration is trespassing and subject to arrest.

\* An administrator may refuse to issue a visitor pass anytime he or she feels it is not in the best interest of the school.

**Emergency Drills:** The school is equipped with an emergency alarm system. Students will be familiarized with this system. Teachers will instruct as to what action to take, which exit to use, and where to meet. During drills DO NOT TALK OR RUN. Tornado drills will be held before the tornado season, and students will be given appropriate training at the time. Safety drills will occur throughout the school year.

**Makeup Work: MAKE-UP WORK IS THE RESPONSIBILITY OF THE STUDENT.** After three consecutive days of absence, students or parents may contact the secretary or school counselor office to gather materials and assignments. Make-up work for fewer than three days will be handled

by the individual teacher when the student returns to school. Unless special permission is granted, a student has a number of days equal to the number of days absent to make up his/her work. This is not to exceed five days unless the student has been absent more than five days, in which case an additional day will be granted for each day missed above five. Excused absences (those meeting State attendance rules) shall entitle students to make up work missed.

Unexcused absences may result in make-up work which receives reduced credit. After an excused absence, make-up work shall receive up to 100% credit. Any work completed after an unexcused absence, including suspension days, may be made up at the discretion of the teacher with a deduction of no more than 10%.

### **Discipline for Rule Violations**

Repeated Violations might result in a student being removed from the school environment and restricted from after school activities. A list of offenses that might result in suspension or expulsion follows:

1. Willful and persistent violation of the school rules, or truancy;
2. Immoral or disreputable conduct or vulgar/profane language;
3. Violence, or threatened violence against the person of any person attending or personnel assigned to a public school
4. Willful or malicious damage to real or personal property of said school, or the property of any person attending or person assigned to said school (with remuneration in full before reinstatement);
5. Inciting, advising, or counseling of others to engage in any of the acts herein enumerated;
6. Marking, defacing, or destroying school property (with remuneration in full before reinstatement);
7. Possession of a pistol, gun, firearm, or fireworks on school property;
8. Possession of a knife, etc., as defined in TCA 394901 on school property;
9. Assaulting a principal or teacher with vulgar, obscene or threatening language;
10. Unlawful use or possession of barbitol or legend drugs as defined in TCA section 51-1201
11. Any other conduct prejudicial to good order or discipline in any public school; and /or
12. Student walkouts.

\* The Administration reserves the right to modify, change or add to the disciplinary actions. Please refer to the Hamilton County School Code of Acceptable Behavior and Discipline for more detailed information.

Any principal or principal-teacher of any public school in this State is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding the school bus, for good and sufficient reasons. Before a student is suspended, he/she is to be informed of the accusations, the basis of the accusations, and given a chance to respond. A principal may suspend a student for a maximum of ten (10) calendar days (short-term suspension) without appeal. A long-term suspension (more than ten (10) calendar days) or expulsion may be appealed at the zone discipline committee. The principal or his designee shall make a reasonable effort to contact the parents or guardians of a suspended student. If the parents cannot be contacted, the suspended student shall be supervised at school until time for his/her normal transportation. The principal shall notify the superintendent, attendance officer, and parents or guardians in writing when a student is suspended. A conference with the student, his/her parents or guardian, and the principal or his/her designee shall occur before a suspended student may be readmitted to school.

## **Expulsions**

The Board of Education may expel students when the progress or efficiency of the school makes it necessary. In case of a verified handicapped student, the school system may temporarily place the student on the homebound program until a more appropriate program is designed. The board, however shall not, nor shall the superintendent make any distinction whatever on account of or by reason of the race, color, creed, or national origin of any pupil who may be in attendance or seek admission to any public school maintained by the district in the determination of or the recommendation of action under this policy.

### **Zero Tolerance(resulting in expulsion)**

According to state and federal law, a student who commits a zero tolerance offense is expelled for one calendar year, unless modified by the Superintendent. This includes offenses on school properties, including buses and at school-sponsored activities. All violations will be reported to local law enforcement officials.

The following are zero tolerance offenses:

- Possession of a firearm or explosive, flammable or poison gas device, such as mace.
- Possession, use, sale of illegal, prescription, non-prescription or counterfeit drugs or drug paraphernalia.
- Striking a teacher, principal, administrator, or any other employee of the Hamilton County Department of Education. (School Resource Officers are included in this list.)
- Transmitting by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school

## **MEDICATIONS AT SCHOOL**

Medications should be limited to those required during school hours and necessary to maintain the child in school. Authorized personnel designated by the school principal should administer medication. Any student who is required to take medication during the regular school day must comply with the following regulations:

1. The Health Services Department permission form for prescription medications will be provided to the student by the attendance secretary or school nurse when medications become necessary to be dispensed at school. This form must be *completely filled out* and signed by both the parent(s) and child's licensed healthcare provider.
2. Students are permitted to bring medication to school provided it is taken to the office or clinic immediately upon the student's arrival at school. Medication must be in the original prescription bottle and refilled in a similar manner.