

**RIVERSIDE HIGH SCHOOL STUDENT HANDBOOK**

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## **WELCOME TO RIVERSIDE!**

The faculty, staff, and administration welcome you to Riverside High School! RHS offers many opportunities, both academic and extracurricular. We help you in every way possible, but how well you take advantage of your opportunities and how rewarding you find our school is really up to you. Please make RHS the BEST!

**This handbook is provided for your information. You are responsible for being familiar with its contents. Changes may be made throughout the year; you will be notified of them and expected to comply. This is not an exhaustive set of student rules.**

### **MISSION STATEMENT**

The Mission of Riverside High School is to empower students to be leaders, teachers, and innovators in our community by creating a positive learning environment where every student excels.

### **VISION STATEMENT**

Inspiring excellence in every student every day.

#### **Core Values**

**Respect** – We respect, support and value each student and ensure and respect the rights of others. We support an environment that promotes self-discipline, motivation, and experience in learning.

**Responsibility** – We are responsible for the success of students, support each other, and support our community. It is our responsibility to teach students to communicate effectively through the mastery of problem solving, critical thinking, life - management and communication skills to prepare students for tomorrow.

**Commitment** – We are committed to our students, each other, and to our profession. We recognize that our obligations extend beyond our professional responsibilities.

#### **Beliefs**

1. All students can learn.
2. Each student is unique and deserves the opportunity to achieve his/her potential.
3. All students deserve a quality education in which individual needs are met, exceeded, and supported.
4. Students learn best in a safe, caring environment – one that values diversity, collaboration, and risk-taking.
5. Learning is an essential lifelong process.

## SCHOOL IMPROVEMENT GOALS

1. **Achievement in Math, Science, English, and Social Studies will improve by advancing students from approaching to on track and mastery. RHS will meet or exceed all AMO (Annual Measurable Objectives) learning targets.**
2. **The average ACT composite score for Riverside High School students will be a 21.**
3. **The graduation rate will meet or exceed current AMO targets of 95%.**
4. **Chronic Absenteeism will continue to decline to less than 10%.**

### School Improvement Summative Assessment

| <b>Instruments<br/>Used</b>                            | <b>Analysis<br/>Procedure</b>                                      |
|--------------------------------------------------------|--------------------------------------------------------------------|
| Progress Reports/Report Cards/RTI/Pathways Assessments | Per 4.5 Weeks/ 9 Weeks                                             |
| End of Course Tests (EOC's)                            | Monitoring Gains Each year                                         |
| ACT Prep - Jane Ross                                   | Monitoring Gains Each Year                                         |
| State Report Cards                                     | Monitor Disaggregated Achievement Data and Graduation Rates Yearly |
| ACT                                                    | Monitor Gains Yearly                                               |

TN Ready scores for individual freshman students will be monitored and charted to establish educational goals for each student. End of Course Tests will be monitored and charted for 9-12 student goals.

## GRADUATION REQUIREMENTS

A diploma will be awarded to students who have earned the prescribed credits, fulfill the state requirements, and have a satisfactory record of attendance and discipline.

| <b>CORE SUBJECTS</b> | <b>NUMBER OF CREDITS</b>                                                     |
|----------------------|------------------------------------------------------------------------------|
| English              | 4 (English I, II, III, IV)                                                   |
| Mathematics          | 4 (Algebra I, Geometry, Algebra II, one higher-level math)                   |
| Science              | 3 (Biology I, Chemistry I or Physics, one lab science course)                |
| Social Studies       | 3 (World History or Geography, U.S. History, Economics, and U.S. Government) |
| Physical Education   | 1.5 (Lifetime Wellness and one additional .5 credit)                         |
| Personal Finance     | .5                                                                           |
| Computer Science     | 1 (Beginning with the Graduating class of 2028)                              |
| World Language       | 2*                                                                           |
| Fine Arts            | 1*                                                                           |
| Elective Focus       | 3**                                                                          |

\* may be waived for students not going to a college or university.

\*\* Elective Focus consists of 3 credits consisting of Math and Science, Career and Technical Education, or Fine Arts.

Students must also complete the ACT or SAT, pass a United States Civics Test, and complete a Project-Based Civics Assessment.

- Students will follow sequenced course offerings in Math and Science. A student will not receive credit for a course of lower sequence level after receiving credit with an average of 80 or above for a course of higher sequenced level.
- The special educational diploma will be awarded to students who have satisfactorily completed an individualized education program, and who have satisfactory records of attendance and conduct, but who have not met proficiency or competency test standards.

Credits include the passing of required courses as set forth by the Board and the State of Tennessee.

### **GRADING SYSTEM**

Grading periods will be based on a 9-week period. Grades given at the end of each 9-week period will be determined from standards based exams, daily work and projects, and mid-term and final exams. Standards Based Exams will be counted as 50%, daily work 25% and 9-weeks tests, mid-term or final 25% of the 9-week's grade and/or the semester average. This procedure will allow for individual student differences in the grading system. **It is important to note that there will not be a summer school for high school students.**

Course grades are determined by an average of each of the four (4) 9-weeks' grades and the 9-Weeks test, Mid-term and Final examinations. The Principal or Principal's designee may grant excused absences for semester exams. Unexcused absences will result in a "0" grade for the exam.

Numerical grades are used to designate the pupil's progress. Letter grade equivalents are as follows (note that the grade scale on the right is under consideration by the TDOE):

|   |                |
|---|----------------|
| A | 90-100         |
| B | 80-89          |
| C | 70-79          |
| D | 60-69          |
| F | 0-59 (Failing) |
| I | Incomplete*    |

Grade reports are given out during the week following the end of each 9-week period. These reports are to be signed by the parent or guardian and returned to the teacher.

**\*Incomplete-** this means a student has failed to make up a test or turn in a report for sickness or some reason deemed necessary by the teacher to allow a reasonable amount of extra time before the assignment is made up. **It is the student's responsibility to contact the teacher and clear up incompletes.** If incompletes are not cleared up by the end of the semester they will result in a zero grade for that assignment.

**Under present state law (T.C.A. 49-6-407/SB 2314/HB 2324/Public Chapter 920):**

Three (3) percentage points must be added to the grade used to calculate the semester average in an **honors course**; four (4) percentage points must be added to the grade used to calculate the semester average in a **dual enrollment course** or **industry certification-aligned course**; five (5) percentage points must be added to the grade used to calculate the semester average of an **AP course**.

#### **END OF COURSE EXAMS**

End of Course exams are state required tests for all high school students in Algebra I, Geometry, Algebra II, English I, English II, U.S. History, and Biology I. The results of individual performance from these tests will be used in calculating a student's final grade.

#### **INTERVENTION/CREDIT RECOVERY**

Students will have a 45-minute period during the day for Enrichment, RTI Reading/Math, ACT Prep or Credit Recovery. Students in enrichment or ACT Prep will learn about college and career readiness and begin steps to prepare for life after high school.

#### **HONESTY AND INTEGRITY**

Students at Riverside High School are expected to do their own work in an honest and forthright manner. Looking at another student's test paper, using cheat sheets, obtaining test answers, copying homework, using AI, and plagiarizing (copying from a book or magazine) to complete a report are dishonest acts. Riverside High School will not condone such acts. Students who compromise their integrity in these ways will be subject to disciplinary action including the possible assignment of an F grade in the course where the infraction occurred.

#### **CLASS RANK AND HONORS**

Rank in class is determined by the numerical average of grades of ALL courses taken with the EXCEPTION of those graded PASS/FAIL and ANY credits earned by "testing for credit." For purposes of local honors, including Valedictorian, Salutatorian, and Top Ten, a numerical average will be determined at the end of eight semesters. Students that have met all Top Ten requirements and have received Board approval may graduate after 7 semesters and still be eligible for Top Ten ranking. The final and permanent average and the equivalent grade point average (GPA) will be entered on each student's transcript after completion of all courses required for graduation. To be considered for academic honors or Top Ten students must have no less than an 86 overall average and must complete the following sequenced courses: 4 credits in English; 4 credits in Mathematics to include Algebra I, Algebra II, Geometry and either Calculus, Pre-Calculus, or College Algebra; 4 credits in Science to include Biology I, Chemistry I, and either Biology II, Chemistry II, or Physics; 3 credits in Social Studies to include U. S. History, U.S. Government/Economics, and World History. In determining a class rank at the end of eight semesters, a tie will be declared if students have the same numerical average. Averaging will be carried three places to the right of the decimal point.

A senior must have been in attendance at Riverside High School for at least four semesters to be included in the class rank and eligible for local honors. A senior in attendance for less than four semesters will be provided an equivalent rank for college admission purposes. When failed classes are repeated for credit, both the failing and the passing grades will count in the numerical averaging and in determining class rank.

## **GRADUATION ACTIVITIES**

Students who have met all graduation requirements on the day of graduation may participate in graduation activities. Students may not be able to participate in graduation exercises for any of the following.

1. Students who have not fulfilled the required number of days.
2. Students who have not fulfilled the credit requirements for graduation.
3. Students who owe for books, fines, or other debts relating to the school.
4. Students who are expelled during the graduation exercise.
5. Students that refuse to wear the required cap and gown during graduation ceremony.
6. Students who have not completed all After School Detentions.

## **PRINCIPAL'S LIST/HONOR ROLL**

To be on the Principal's List, a student must have an average of at least 90 in each class. To be on the Honor Roll, a student must have an average of at least 80 in each class.

## **RELEASE OF INFORMATION**

The Family Educational Rights and Privacy Act, a Federal law, requires that Decatur County Schools, with certain exceptions, obtain parent's written consent prior to the disclosure of personally identifiable information from a student's education records. However, Decatur County Schools may disclose appropriately designated "directory information" without written consent, unless parents have advised the school to the contrary according to the required school procedures. Directory information includes, but is not limited to, name, address, and telephone listings of students. The primary purpose of directory information is to allow Decatur County Schools to include this type of information from a student's education records in certain school publications. Examples include: annual yearbook, honor roll, graduation programs and sports activity rosters. If you do not want information released check pages 28 and 30 for forms that can be filled out and turned into the guidance office.

## **ACTIVITIES AND ATHLETICS**

Riverside High School offers many opportunities to participate in clubs, organizations, and groups. Membership is limited in some groups. Sponsors will inform you of your eligibility.

All students participating in athletics and cheerleading must meet the eligibility standards established by TSSAA regulations, the school coaching staff and cheerleading sponsor. **School Board and TSSAA policy requires students to be present on the day of an extra-curricular event to participate in that activity.**

## **STUDENT COUNCIL AND CLASS ELECTIONS**

One of the most important organizations at RHS is the Student Council. The purpose of the Student Council is to serve as a voice for student opinion and to act as a go-between for the faculty and the student body. Student Council activities build leadership, school spirit, and understanding of government. All powers of the Student Council are derived from the consent of the Principal; therefore, the right to revoke any and all said powers is reserved by the Principal. The student council will consist of 2 members from each class, the class President and a minority representative. The senior class president will be the chairman and the junior class president will be the secretary.

### **Class officers and student council members will meet the following criteria:**

1. All officers and student council members will have an 80 average and maintain an 80 average during the year of service. (Grades will be checked at mid-term.)
2. Students will have no more than 6 days of unexcused absences. (Discipline board)
3. Students who are placed in alternative school or in-school suspension will be removed from class officer or student council.
4. All elected students are expected to work with class functions, attend class or student council meetings and set correct examples for all students in the high school.
5. Failure to comply with any of the above rules will result in the termination of the elected position. A committee of teachers will meet and select a student with proper credentials to fill the vacant position.
6. Each class will elect the following officers to serve for one school year: President, Vice-President, Secretary, Treasurer, Reporter, Sentinel, and Chaplin. The election of class officers will be at the same time as student council elections.

## **WITHDRAWAL FROM SCHOOL**

Any student withdrawing from school for any reason must go to the Guidance Office and request a Drop or Transfer Form. This Form will require that he/she:

1. Turn in all books and school technology.
2. Get clearance from the librarian.
3. Get initials of each of his/her teachers.
4. Make certain all fees have been paid.

Transfer of your school records to another school will depend on your record being cleared before you leave.

## **RULES AND REGULATIONS**

You are expected to observe all rules and school policies. These are necessary to protect the rights and safety of everyone, including YOU! Failure to comply shall result in such consequences as may be prescribed by the Principal, Assistant Principal, or Teacher. Compliance with rules applies on campus at all times, while on a school bus, or at any school sponsored activity. Students enrolled at RHS may be questioned by the Principal, Assistant Principal, or any Teacher at any time concerning the breaking of rules by you or someone else.

Students are expected to conduct themselves as ladies and gentlemen at all times. You represent RHS on and off campus. Make sure that you leave a good impression – one that reflects your pride and commitment to excellence.

## **ATTENDANCE POLICY DECATUR COUNTY BOARD OF EDUCATION**

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

The state of Tennessee requires the school year to contain 180 days. It is the policy of the Decatur County Board of Education that all students K-12 must attend for a total of 170 days to receive credit or be promoted to the next grade. Students who miss over five (5) days unexcused absences will be required to make up that time. Three (3) parent notes will be accepted in addition to the five (5) unexcused days/semester before time will be made up. Students who miss more than (5) unexcused absences will be required to attend Saturday School within the semester. All doctor statements and funeral notes are excused. Three and five day attendance letters will be emailed to students and parents who have unexcused absences. Also, students who have missed over five (5) unexcused school days per semester will not be eligible to go on school field trips, attend the high school prom or participate in graduation. (Students participating on school field trips will not be counted absent.)

**Parents will have 3 notes/semester. They can be used for absences, tardies, or checkouts.**

## **DECATUR COUNTY DISCIPLINARY BOARD**

**Truancy** is defined as an unexcused absence for an entire school day, a major portion of the school day or the major portion of any class, study hall, or activity during the school day for which the student is scheduled. After 6 days of unexcused absences **during the school year** the student and parent(s) will appear before the Decatur County Disciplinary Board. Tardies and check-outs will be calculated on actual time missed from school. **Please see Decatur County Board Policy 6.200 for additional guidance regarding Progressive Truancy Invention Plan (Tier I, Tier II, and Tier III).**

Absences shall be classified as either excused or unexcused as determined by the Principal or his designee. Excused absences shall include:

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

Written excuses are to be submitted for absences, tardies, or checkouts within **three days** upon returning to school. A student must have permission from his/her parents and the principal before checking out of school. Parents have to be present to sign a student out of school or have someone designated, in writing or by phone, to sign the student out.

After three (3) written parental excuses per semester, a student will be required to have a doctor's statement or Health Department statement for being absent thereafter.

Doctor's statements are due **within three (3) days** upon returning to school. Failure to follow this procedure will result in an unexcused absence that may not be removed.

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

All missed class work or tests (whether excused or unexcused absence) may be made up provided the STUDENT makes the request IMMEDIATELY upon returning to school and provided class time is not taken from other students. STUDENTS are responsible for all work missed during their absences. Make-up work must be completed by the day specified by the teacher. Normally, three (3) days will be allowed following the absence. In case of consecutive absences, one (1) day for each day absent will be added.

#### **ARRIVAL AT SCHOOL**

All students arriving at school before 7:38am will remain in the cafeteria or main lobby until the first bell. A student returning to school following an absence will be permitted to report to the office to obtain an admit slip between 7:20 and 7:45am.

#### **OPENGATE WEAPONS DETECTION SYSTEM**

Each student entering Riverside High School must walk through the OpenGate Weapons Detection System upon entering the school building. Students who must enter school after 8:00am due to tardiness or dual enrollment courses must park in the front Theater parking lot and enter the building through the front entrance in order to walk through the OpenGate Weapons Detection System. Students may be required to walk through the system multiple times in a day.

#### **TARDINESS TO CLASS**

Tardiness to any class will result in disciplinary action. Each classroom teacher will handle tardiness to class. Teachers are to follow the following disciplinary guidelines: 1<sup>st</sup> offense 5-page report; 2nd offense 10-page report, 3<sup>rd</sup>-detention. Students late for school will present a late slip from the office to the teacher.

#### **EXEMPTION FROM FINAL EXAMS**

Students who have maintained an 85 or above average with no more than 3 occurrences (absences, tardies, or check-outs) in a semester course or 3 occurrences per semester in a year-long course shall be exempt from taking the final exams. If a student has below an 85 average in a course, they will be required to take the final. A student may choose to take finals if they are exempt and the exam grade will be calculated into their final average.

## **DAILY ATTENDANCE POLICY**

### **1. ABSENT ALL DAY**

A student MUST provide UPON RETURN to school A WRITTEN STATEMENT FROM PARENT OR GUARDIAN stating the reason for the absence. An authentic statement from a physician is needed UPON RETURN to school if the student has been absent for medical appointments. Any student who misses any part of the day is required to report to the main office following the absence to obtain an admit slip. The admit slip MUST be signed by the classroom teacher before a student will be allowed to resume the class.

### **2. TARDY TO SCHOOL**

Any student arriving late to school is required to sign in at the main office to obtain an admit slip. During the school year a student who has an unexcused tardy will be required to attend one 30 minute After School Detention for each tardy which must be completed by the end of the semester. After 7:45am the student will be required **to attend one After School Detention** and the time missed will count toward his or her absenteeism. Detentions not served within the semester will result in Saturday School until time is served. **After five (5) unexcused tardies, a parent or guardian will be required to come in person to sign in a student.**

### **3. RELEASES DURING SCHOOL HOURS**

Any student leaving school early will receive an admit/dismiss slip, which MUST be presented to each "missed" classroom teacher and signed by that teacher before being allowed to resume that class. After arriving on campus students are not allowed to leave school without checking out. The length of time a student misses from a check out will be accessed to his/her absenteeism.

### **RELEASE DURING SCHOOL HOURS-PROCEDURES**

The following procedures will be observed with regard to dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Students will be permitted to leave school prior to regular dismissal time **ONLY IN THE COMPANY OF A PARENT, LEGAL GUARDIAN, SCHOOL EMPLOYEE, POLICE OFFICER, OR A PERSON DESIGNATED IN WRITING BY THE PARENT(S).**
  - After five (5) unexcused checkouts, a parent or guardian will be required to come in person to sign out a student.
2. No student will be sent from school during school hours to perform an errand or act as a messenger.
3. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must call and/or send a written request for dismissal in addition to the school secretary confirming the appointment with the clinic.
4. Children will be released only upon the request of the parent whom the court holds directly responsible for the child, and or who is the parent or guardian registered on the school record.

5. No principal or teacher shall permit a change in the physical custody of a child at school unless:
  - The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
  - The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school.
6. High school students may be released for jobs, classes, and approved training at centers outside their home schools under regulations approved by the Board.

Any student found to be in violation of these daily attendance procedures will be subject to disciplinary action.

### **CLASSROOM INSTRUCTIONAL TIME**

**All students are expected to remain in assigned classrooms during their assigned class periods.** Teachers should not excuse students from class, except for an extreme emergency or at the personal request of another teacher or staff. Students are expected to be prepared for class with the necessary paper, pencils, or other materials needed. Locker visits, telephone calls, and restroom visits should be made between classes. Students are not permitted to visit the parking lot for any reason during the day without permission of the Principal or the Assistant Principal. Students are not permitted to open outside doors for any student needing in the building. Students violating these policies will be subject to disciplinary action.

In order to save class time, students who receive calls or visits during class will remain there until the end of the class period unless there is an emergency. Messages will be delivered at the end of each class period.

### **DISCIPLINE**

**Disciplinary Procedures:** A student found guilty of misbehavior may receive punishment which range from verbal reprimands, writing assignment, After School Detention, in-school detention, alternative school placement to expulsion, depending on the severity of the offense and the student's prior record. This includes all **written** and **verbal** rules in each classroom.

**Suspension and Expulsion:** According to State Law, any Principal of a public school has the authority to suspend a student from attending school, any school sponsored activity, or from riding a bus, for good and sufficient reasons. Examples include but are **not limited** to, the following misbehavior:

1. Willful and persistent violation of the rules of the school. (Includes over 5 referrals)
2. Class disruption
3. Truancy
4. Violence or threat of violence against a teacher, staff member or student.
  - a. Bullying/Fighting – Discipline Board
  - b. Immoral or disreputable conduct (using profane or obscene language)

5. Destroying or damaging school property, the property of a staff member, or any other person attending the school
6. Possession of any weapon or firearm
7. Assault with vulgar, obscene, or threatening language
8. Theft or burglary
9. Gambling in any form
10. Possessing obscene literature
11. Insubordination – when a student does not follow a reasonable request of an adult at school or going to and from school. “Talking back” to school personnel is also a form of insubordination.
12. Being under the influence, possessing, or distributing alcoholic beverages or drugs or the possession of drug paraphernalia on campus or at any school activity. (Students who need prescription medication must keep that medication in the office.)
13. Any other conduct prejudicial to good order or discipline
14. Failing to attend After School Detention for disciplinary reasons.

### **CELL PHONES AND OTHER DEVICES**

**In accordance with Decatur County School Board Policy 6.3121** students may possess personal communication and/or electronic devices on his/her person on the campus. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. At no time will the school be responsible for theft, loss, or damage to cell phones or other personal electronic devices brought onto school property. All devices must be turned off, except when the teacher grants permission for use during instructional activity. **Students will turn off their personal communication devices and turn them in at the beginning of each class period and retrieve them at the end of each class period.** Exclusions to the policy are as follows:

1. In case of emergency
2. When authorized by a teacher;
3. To manage the student’s health, as documented in the student’s individual healthcare plan;
4. When the possession or use is required by the student’s individual education program, 504 plan, or individual learning plan; or
5. When the device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student’s functional capabilities.

**Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student’s parents or guardian.** A student in violation of this policy is subject to disciplinary action.

Inappropriate use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student improperly or illegally using cameras on personal communication devices (or otherwise) will have the device



## BUS CONDUCT

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

The Principal shall be informed of any serious discipline problems.

**A student may be denied the privilege of riding the bus for disruptive behavior or when he/she disobeys state or local rules or regulations.**

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

Students shall observe the following rules of bus behavior:

1. Students shall remain well back from the roadway while awaiting the bus.
2. Students shall enter the bus in an orderly fashion, go directly to a seat, and remain until the destination is reached.
3. Students shall keep their hands, arms, and head inside the bus
4. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
5. The emergency door must be used for emergencies only.
6. Students who must cross the street at a bus stop shall not go until they receive a signal from the driver. When crossing a street is necessary, it shall always be in front of the bus, far enough ahead of the bus so the driver may adequately observe them. This means that the student shall be able to see the face of the driver.
7. Students who change buses at other schools are required to remain on school grounds while awaiting the bus to Riverside, *to follow any rules or instructions from the Principal at the transfer point, and to take his/her assigned bus to Riverside.*

## CARE OF BUILDING AND PROPERTY

If you will take care of our school buildings and grounds, you will take a major step in developing school pride and spirit toward our common goal of EXCELLENCE AT RHS!

1. Lockers are **assigned** and are YOUR responsibility. Keep them neat, clean, and well-maintained, use them properly. LOCKERS ARE SCHOOL PROPERTY AND ARE SUBJECT TO SEARCH.
2. You will be provided with a locker combination and **it is recommended that it remains locked.**
3. All books, textbooks, library books, and other materials should be treated as you treat your own property.
4. Keep floors and grounds free of paper.
5. Use wastebaskets for waste material- indoors and out.
6. Do not mark or carve on desks, walls, or other surfaces.
7. Students are responsible for any school property that is removed from their locker.

**It is the policy of the Decatur County Board of Education to require any student who defaces or destroys school property to restore or replace the damaged item.**

## TOBACCO POLICY

The Decatur County Board of Education proposes to eliminate the use of all forms of tobacco products. Students should not bring **tobacco, tobacco substitutes (including vapes), or products resembling tobacco** on school property. Use of tobacco,

substitutes or products resembling tobacco is prohibited for all students on buses carrying students to and from school or to and from school-sponsored events. Offenders will be dealt with firmly and consistently. Students caught in possession or using tobacco products will be referred, with parents, to the juvenile justice system. Students in possession or using tobacco products or substitutes will be assigned 10 days (two weeks) of Alternative School.

### **LOST AND FOUND**

All items, including money, which are found in the school buildings, in school buses, or on school grounds, should be turned in to the school secretary immediately. Students who have lost anything should give their name and a description of the lost article to the school secretary as soon as possible after the loss is discovered.

### **FUND-RAISING ACTIVITIES**

Any fund-raising activities on school grounds or by any school sponsored organization must be approved in advance by the Principal. Each club must submit a written budget plan at the first of the year to be approved. Students will not be excused from school for fund raising activities.

### **STUDENT DRESS CODE**

Students shall dress in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school. Clothing should fit properly and be school appropriate. **Please Note Item Underlined for 2025-2026.** Specific guidelines for appropriate attire are listed as follows:

1. **NO LEGGINGS OR ATHLETIC SHORTS WILL BE ALLOWED.**
2. If jeans/dress slacks have holes, tears, patches, or frays (above the kneecap), leggings must be worn underneath the clothing.
3. Jeans, slacks, shorts, skirts and dresses are acceptable **(shorts and skirts must be no shorter than three (3) inches above the knee).** Dresses must meet the requirements laid out for skirts. No sleeveless shirts unless they are a dollar bill wide at shoulder.
4. All jeans, slacks, shorts will be worn at the waistline. Skirts will also be worn at the waistline. No straps or chains can hang from pants.
5. T-shirts may be worn; any shirt or sweatshirt that exceeds the length of a traditional back pants pocket must be tucked in.
6. All other shirts must be crew neck, button up, or polo. All buttons on shirts must be buttoned with the exception of the top two buttons.
7. No scoop neck, low-cut blouses, or muscle shirts may be worn unless a crew neck t-shirt is worn underneath. If skin is showing at the chest, it should not be worn.
8. Students should not wear jewelry or hair accessories that may be construed as dangerous or distracting. Earrings may be worn in the ears. In addition, only small stud nose rings or small hoops will be allowed.
9. The following attire is not acceptable: Clothing with drug, alcoholic beverage, or tobacco logo or name; clothing with obscene, crude, profane, or threatening

language or insignias; or anything that the teacher and/or principal may deem inappropriate. No clothing that is associated with gangs or hate groups will be allowed.

10. Students will not wear the following: dog type collars, hats, sunglasses, hair picks, hair brushes, hair combs, wallet chains or belt chains, or teeth coverings.

**When in doubt, do not wear that article of clothing!**

Punishment for violations will follow the Discipline Plan with consequences progressively increasing.

**VISITORS**

Riverside High School welcomes visitors. We are proud of our school and appreciate visits from parents and other members of the community who are interested in our academic, vocational, and extracurricular activities. WE REQUIRE ALL VISITORS TO CHECK WITH THE SCHOOL OFFICE UPON ARRIVAL. **For Student safety, any visitors that are in the student areas will be required to have a visitor's pass clearly visible or face possible trespassing charges.** NO VISITORS CAN ACCOMPANY STUDENTS FROM CLASS TO CLASS OR SIT IN CLASS WITH STUDENTS UNLESS APPROVED BY THE BOARD. **Anyone on school grounds is subject to search if deemed necessary by school officials.**

**CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, the cafeteria offers a well-balanced lunch at a reasonable price. We are doing everything possible to make the cafeteria an attractive and pleasant place to spend your lunch period. Please help the lunchroom management and your fellow students by cooperating with the following rules and failure to follow the rules will result in disciplinary actions:

1. All students are required to be in the cafeteria during their lunch period.
2. Deposit all litter in the garbage cans and return trays and utensils to the dish washing area.
3. Leave the table and the floor in a clean condition.
4. No food or drink should be taken from the cafeteria.
5. Tables and chairs are not to be moved from their regular places.
6. Help prevent damage or destruction of all property in the cafeteria.
7. A maximum of eight students are allowed to set at each table.
8. No soft drinks or snack machine items may be consumed on the school campus during lunch. (Federal Lunch Guidelines)
9. Fast food cannot be brought in during lunch. (Federal Lunch Guidelines)
10. Students must sign out to leave the cafeteria for any reason.
11. Due to allergy hazards, no homemade foods may be brought into the school to serve to other students.

### **FIELD TRIPS AND PROM**

The principal must approve all field trips. The teacher is then responsible to get approval from the board of education. The group making the trip is responsible for all expenses. If a bus is to be used, arrangements must be made and approved by the bus supervisor. Each trip must have a reasonable number of chaperones. Students who have 5 or more detentions to complete will not be allowed to attend field trips. All detentions must be completed to attend prom. Also, students who have missed over five (5) unexcused school days per semester will not be eligible to go on school field trips or attend the high school prom. (Students participating on school field trips will not be counted absent.)

### **TELEPHONE POLICY**

Riverside High School has a phone available in the office for students. They can use this phone before school, after school, or during break. In case of an emergency we can make phone calls. Students will not be allowed to leave class to take a phone call. Messages will be delivered at the end of class. In the event of a family emergency, or other extenuating circumstances, arrangements will be made to accommodate students and their families to communicate as needed.

### **IMC (LIBRARY)**

All students and teachers are encouraged to use the library. The library provides materials that will enrich and support the curriculum and stimulate growth in factual knowledge, library appreciation, aesthetic values, and ethical standards. It also provides a background of information, which will enable students to make intelligent judgments in their daily lives.

Rules for use of the IMC are as follows:

1. The library is a place for work and study and should be entered only with the permission of the librarian to engage in these activities.
2. Students should be quiet so that others in the room may work undisturbed.
3. Help keep the room, books, and all materials clean and neat.
4. Return all materials promptly to their proper places
5. Books may be checked for two weeks and renewed only one time for two more weeks.
6. Some books in the school IMC contain mature language and/or situations. These books are marked with a blue sticker on the book spine. A signed parental permission form is required for students to check out these books.

### **SCHOOL INSURANCE**

Every student is urged to have insurance. The school has some accident insurance during school hours. All necessary forms for claims are available in the school office.

### **INTERNET**

Internet is available to all students to use for research purposes. All students must have an Internet permission form signed by the Parent or Guardian. This signed

permission form is required by the Board of Education. Students will not be allowed to use the Internet system until they turn in a signed permission form.

### **STUDENT COMPLAINTS AND GRIEVANCES**

Student complaints and grievances shall first be made to the Principal in writing. If not resolved, the matter may then be appealed to the superintendent and ultimately to the Board.

Complaints or grievances made to the Board shall be submitted to the Superintendent in writing at least five days prior to the Board meeting, and may include a request to be heard by the Board. Upon a majority vote of the Board, permission to be heard and/or waiver of the time requirement may be granted.

The right to petition or to free expression either written or verbally on the part of one or more students shall not interfere with the right of other students to express themselves or to participate in the educational process. The use or threat of use of force or violence, or demonstrations or strikes, which interfere with the operation of the school or classroom, is prohibited.

This is in reference to the Decatur County Board of Education Policy 6.305.

### **STUDENT VEHICLES**

Student use and parking of vehicles on the Riverside campus is a privilege, not a right. When you assume the responsibility to drive you are also assuming the responsibility of being at school on time regardless what happens. Driving privileges may be revoked by the Principal for violation of any of the following rules.

1. All students who drive to school must register their vehicle and purchase a \$10 parking permit. They will have an assigned parking space. Senior parking is located in the West Parking Lot and Junior Parking is located in the North Parking Lot
2. Any student entering the building after 8:00am will be required to enter the school through the front office in order to walk through our OpenGate Weapons Detection. Students who arrive after 8:00am may park in the Theater Parking Lot located in the front of the building.
3. Students will be responsible for parking in their parking space and in an orderly manner.
4. Students will not be allowed to leave school grounds once on campus unless they have checked out through the front office, have an off campus dual enrollment class, or are enrolled in Work Based Learning.
5. Students will not be allowed to sit in cars on the parking lot. They will be required to enter the building immediately upon arrival and assemble in the school with bus riders.
6. Students will not be allowed to return to their cars during school hours.
7. No tobacco products or other illegal items will be allowed in cars while on school property.
8. The speed limit around the school is 5 mph.

9. Students who drive must remain in their last period class until the car rider bell sounds.
10. All students are expected to exit from the designated entrance/exit at the end of the school day.
11. All students should follow traffic patterns and exit around the back of the building.

**THE FOLLOWING POLICY WAS APPROVED BY THE DECATUR COUNTY BOARD OF EDUCATION TO BE EFFECTIVE JULY 1, 1995.**

All students who park their vehicles on school campus during school hours must register their vehicles and purchase a current parking permit annually. The parking permit must be displayed on the dash or hung on the rearview mirror of the vehicle. The parking tag is intended for identification of the student in case of an emergency. There is a parking fee of \$10 per vehicle per year. Students who fail to purchase a permit or have it properly displayed may have their driving privileges revoked for a period of time deemed necessary by the Principal and/or have their vehicles towed away at the owner's expense. Students must park in the student parking lot immediately after arriving at school. Students are encouraged to lock their cars as they leave. The High School and the School Board are not responsible for any damage to vehicles or items lost from vehicles parked on campus. Driving in a reckless or unsafe manner on and around school grounds may result in the student's driving privilege revoked for a period of time deemed necessary by the Principal. Students will not be allowed in or near vehicles during the day without a member of the faculty or staff with them. The consequence for anyone found in the parking lot without a faculty member with them may result in the student's driving privilege revoked for a period of time deemed necessary by the Principal. Students are to park properly within the designated student parking area. No item, the possession of which is illegal or in violation of school regulations, or which endangers the health, safety, or welfare of persons, shall be housed in any student's automobile.

Because of an unusual circumstance, a student may need to drive a car not registered and without a permit. If this occurs, the student must report to the Principal's office upon arriving on campus and temporarily register the car. This may be done without purchasing a permit. A replacement-parking permit may be obtained one time without purchasing a new one.

**Any vehicle is subject to be searched while on school property if deemed necessary by the Administration.**

#### **FINES**

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, technology, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment. The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent /guardian has paid for the damages. When the student and parent are unable to pay the debt, the district shall provide a program of voluntary work for the

minor. Upon completion of the work, the student's grades, diploma, and /or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration will result in a student's report card being held. (Mid-term and final report cards) If payments are not made by graduation all diplomas and transcripts will be held. Large sums of money owed will be turned over to the board of education.

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

The life of the book is considered to be six years. Charges for lost books will be the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. For one year's wear there will be no charge. Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.

#### **AFTER SCHOOL DETENTION POLICY**

After school detention will be held on Tuesdays and Thursdays from 2:55-3:55pm. If a student is tardy to school after 7:45am, that student will receive one (1) day of detention (30 minutes). The student will have three (3) days to attend detention. If the student fails to attend the detention within the three (3) days, the student may be suspended for one (1) day or attend a Saturday school. Students who have accumulated more than one (1) day may be suspended for up to five (5) days or attend Saturday school.

If a student is tardy after 8:00am, that student will receive one (1) day of detention and the time absent will be assessed toward absenteeism. An excused tardy will excuse the student from detention. Doctor, dentist, and funeral notes are the only things that will count as excused notes. **Parent notes may be used for a tardy, however this will count as one of the three parent notes per semester.**

Students who miss over five (5) days unexcused/semester will be required to make up that time. Three (3) parent notes will be accepted in addition to the five (5) unexcused days before a student will be required to attend ASD. All doctor statements and funeral notes are excused. These students should attend ASD from 2:55 to 3:25pm to make up missed time or from 7:05 until 7:35am. Detentions that are not served will accumulate and must be served.

#### **WEAPONS AND DANGEROUS INSTRUMENTS**

THE FOLLOWING STATEMENT IS THE POLICY OF THE DECATUR COUNTY BOARD OF EDUCATION.

**Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon** in school buildings or on school grounds at any time, or in school vehicles and/or buses on or off the school grounds at a school sponsored activity,

function, or event. For purposes of this policy, dangerous weapon means **any firearm, explosive, explosive weapon, bullet, shell, or other missile containing an explosive charge, weapon designed to expel a projectile by force of an explosion, metal spring, or compressed air or gas, the frame or receiver of any weapon, any firearm muffler or silencer, any incendiary, poison gas, rocket, slingshot, straight razor or razor blade, any knife with a fixed or folding blade, ice pick, dagger, sword, bayonet, blackjack, knuckles, hand held device designed or named, any toy pistol or gun of sufficient size and design to be readily confused with a real weapon, or any sharp pointed or edged instrument wielded as a weapon** whether designed as such or not. Students who are found to have violated this policy shall be subject to suspension for a period of not less than one year. The superintendent shall have the authority to modify this suspension requirement on a case-by-case basis.

When it is determined that a student has violated this policy, the Principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

### **NONDISCRIMINATION POLICY**

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, handicap, national origin and race.

"It is the policy of the Decatur County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society."

Inquiries regarding compliance may be directed to the Decatur County Board of Education. The address is Decatur County Board of Education, P.O. Box 369, Decaturville, TN 38329.

### **TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or by visiting

<http://www.state.tn.us/education/speced/index.htm>

Legal Services Division  
Division of Special Education, Tennessee Dept. of Education

710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, TN 37243-0380  
Phone: 615-741-2851  
Fax: 615-253-5567 or 615-532-9412

West Tennessee Regional Resource Center  
100 Berryhill Drive  
Jackson TN 38301  
Phone: 731-421-5074  
Fax: 731-421-5077

### **Child Advocacy Group Contact Information**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The ARC of Tennessee is on the internet at <http://www.thearctn.org>  
44 Vantage Way, Suite 550  
Nashville, TN 37228  
Phone: 615-248-5878 Toll Free 1-800-835-7077  
Fax: 615-248-5879 Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

Support and Training for Exceptional Parents (STEP) is on the internet at  
<http://www.tnstep.org/>

712 Professional Plaza  
Greeneville, TN 37745

West Tennessee  
901-756-4332

[Jenness.roth@tnstep.org](mailto:Jenness.roth@tnstep.org)

Middle Tennessee  
615-463-2310

[information@tnstep.org](mailto:information@tnstep.org)

East Tennessee  
423-639-2464

[Karen.harrison@tnstep.org](mailto:Karen.harrison@tnstep.org)

Tennessee Protection and Advocacy (TP&A) is on the internet at  
<http://www.tpainc.org>

416 21<sup>st</sup> Avenue South  
Nashville, TN 37212

1-800-287-9636 (Toll Free) or 615-298-1080  
615-298-2046 (TTY) 615-298-2046 (Fax)

Tennessee Voices for Children is on the internet at  
<http://www.tnvoices.org/main.htm>

West Tennessee  
731-660-6365  
Fax: 731-660-6372

Middle Tennessee  
1315 8<sup>th</sup> Av. South  
Nashville, TN 37203  
615-269-7751  
Fax: 615-269-8914  
Toll Free 1-800-670-9882  
E-mail: [TVC@tnvoices.org](mailto:TVC@tnvoices.org)

East Tennessee  
865-609-2490  
Fax: 865-609-2543

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database:

<http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>

On the webpage, select your “county” and the “service” you desire from the dropdown lists and click “Submit”

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.



## **DECATUR COUNTY SCHOOLS Health Screening**

Dear Parent or Guardian,

Throughout the school year, the Decatur County School System will be conducting health screening on all students at appropriate grade levels (K, 2, 4, 6, 8, 9). These confidential and non-invasive screenings will be performed by trained school personnel, school nurses, student nurses, healthcare providers, and Lion’s Club members. The following screening tests will be conducted.

Hearing                      Scoliosis (6<sup>th</sup> grade only)  
Height/Weight (Body Mass Index)    Lice (as needed)  
Blood Pressure  
Vision

The participation in these screenings has allowed many parents to discover a potential problem early. Prevention and early intervention are the goals of these screenings because we believe that healthy students are better ready to learn.

The results of the health screens are shared with the parents/guardians. Therefore, we ask that you update your child’s school with a current phone number and address so we can reliably contact you with the results. If you do not want your child to participate in the screenings, please contact me at the number below by August 15<sup>th</sup> of each school year.  
Thank you,

Decatur County School District  
Annual Parent Notice  
Right to Request Teacher Qualifications

|                                                                  |
|------------------------------------------------------------------|
| English                                                          |
| Annual Parent Notice, Right to<br>Request Teacher Qualifications |

School: Riverside High School

Date: 08/04/2026

(mm/dd/yyyy)

Our school receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high- quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- if the teacher is teaching in the field of discipline for which they are certified or licensed;
- if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school:

Name: Amanda Keeton Title: Principal  
Email: amanda.keeton@decaturschools.org Phone: (731) 852-3941

Thank you for your interest and involvement in your child's education.

Sincerely,

Dana Savage

Name

Federal Programs Director

Title

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts:

Name: Dana Savage Title: Federal Programs Director  
Address: P.O. Box 369 Decaturville, TN 38329  
Telephone: (731) 852-2391 Email: dana.savage@decaturschools.org

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

| OFFICE USE ONLY |                   |  |  |
|-----------------|-------------------|--|--|
| Student ID #:   | Date Distributed: |  |  |

# Decatur County School District

**Spanish**  
Annual Parent Notice, Right to  
Request Teacher Qualifications

## Aviso anual a los padres Derecho a solicitar las acreditaciones de los maestros

Escuela: Riverside High School Fecha: 08/04/2026  
(mm/dd/yyyy)

Nuestra escuela recibe fondos federales para programas que son parte de la *Ley de Educación Primaria y Secundaria* (Elementary and Secondary Education Act (ESEA)), en su versión vigente (2015). Durante el año escolar, continuaremos proporcionándole información importante sobre esta ley y la educación de su hijo(a). Según las leyes de educación actuales, los maestros deben contar con una certificación y licencia estatales. La certificación y la licencia estatales son el tipo de capacitación que se necesita para ser maestro.

Estamos muy orgullosos de nuestros maestros y consideramos que están listos para el próximo año escolar. Estamos preparados para brindarle a su hijo(a) una educación de gran calidad. Usted tiene derecho a solicitar información sobre la acreditación profesional de los maestros o paraprofesionales de su hijo(a). Un paraprofesional les proporciona apoyo académico o de otro tipo a los alumnos bajo la supervisión directa de un maestro. Si solicita esta información, el distrito o la escuela le proporcionará la siguiente información tan pronto como sea posible:

- si el maestro ha cumplido con los requisitos estatales de certificación y de licencia para los grados escolares y las asignaturas que instruye;
- si los requisitos estatales de certificación y de licencia del maestro se han eximido (no se solicitan en este momento) conforme a un estado de emergencia u otro estado temporal;
- si el maestro está enseñando en el campo de disciplina para el que tiene certificado o licencia;
- si el maestro ha obtenido un certificado, licencia, registro u otros requisitos comparables aprobados o reconocidos por el estado. Estos requisitos se aplican a la disciplina profesional en la que el maestro se desempeña y pueden incluir la formación en inglés de alumnos de inglés, educación especial o servicios relacionados a alumnos con discapacidades, o ambos, y
- si su hijo(a) recibe servicios del Artículo I o servicios de educación especial de paraprofesionales, sus acreditaciones.

Nuestro personal se dedica arduamente a ayudar a su hijo(a) a desarrollar el pensamiento social, académico y crítico que necesita para tener éxito en la escuela y en otros entornos. Este compromiso incluye asegurarse de que todos nuestros maestros y paraprofesionales estén altamente calificados.

Si desea solicitar información sobre los maestros o paraprofesionales de su hijo(a), o si tiene preguntas sobre la asignación de un maestro o paraprofesional de su hijo(a), comuníquese con la siguiente persona de su escuela:

Nombre: Amanda Keeton Título: Principal  
Correo electrónico: amanda.keeton@decaturschools.org Teléfono: (731) 852-3941

Gracias por su interés y participación en la educación de su hijo(a).

Atentamente,

Dana Savage

Nombre

Federal Programs Director

Título

El distrito escolar no discrimina contra la raza, el color, el origen, el sexo, la edad o la discapacidad en asuntos que afectan al empleo o a la accesibilidad a programas y servicios. Brinda acceso equitativo a los Niños Exploradores (Boy Scouts) y otros grupos juveniles designados. Se ha asignado a la siguiente persona para manejar las preguntas y quejas referentes a las normas de no discriminación y para coordinar su cumplimiento:

Nombre: Dana Savage Título: Federal Programs Director  
Dirección: P.O. Box 369 Decaturville, TN 38329  
Teléfono: (731) 852-2391 Correo electrónico: dana.savage@decaturschools.org

Las preguntas o quejas también se pueden dirigir a la Oficina de Derechos Civiles del Departamento de Educación de EE. UU.: Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, o al teléfono (800) 421-3481 o (877) 521-2172 (TTY).

### OFFICE USE ONLY

|               |                   |  |  |
|---------------|-------------------|--|--|
| Student ID #: | Date Distributed: |  |  |
|---------------|-------------------|--|--|

**Decatur County School District**  
**Family Educational Rights and Privacy Act (FERPA)**  
**Annual Notice of Student Education Record Privacy**



Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student. At that time the student is an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1. You have the right to examine and review the student's education records kept by the school. The school must allow this within 45 days of receiving a written request. The request should identify the record(s) to be examined. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to request access to your child's record:

Name of Staff: Amanda Keeton Phone: (731) 852-3941

Email: amanda.keeton@decaturschools.org

You will be notified of the place and time the record(s) may be available for review.

2. You have the right to request that the school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record that you are requesting be changed, and (b) why it is inaccurate or misleading. If the school decides not to change the record, the parent or eligible student has the right to a hearing. A hearing is like a legal trial where evidence is reviewed to determine what should be done. After the hearing, if the school still decides not to change the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request a change to your child's record:

Name of Staff: Amanda Keeton Phone: (731) 852-3941

Email: amanda.keeton@decaturschools.org

3. You have the right to control the release of your child's personally identifiable information from his or her education record. The school or district must, with certain exceptions, obtain parent written consent prior to the release of personally identifiable information from education records. The exception is that release of personally identifiable information without consent is allowable when it is released to authorized representatives of the school district with legitimate educational interests. This would be to:
  - a. a person employed by the district;
  - b. a person serving on the school board;
  - c. a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist);
  - d. a parent or student serving on an official committee, such as a grievance (complaint) or disciplinary committee or assisting another school official;
  - e. an official of another school district in which a student seeks to enroll;
  - f. an individual or agency responsible for audit, evaluation, or enforcement of compliance with state or federally supported programs.
4. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also release personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be released without prior consent if the categories to be released are designated and parents are given the opportunity to refuse to allow directory information to be released prior to it being released.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Decatur County School District

Spanish

Family Educational Rights and Privacy Act  
(FERPA) Annual Notice of Student Education  
Record Privacy

### Ley de Derechos Educativos y Privacidad de la Familia (Family Educational Rights and Privacy Act (FERPA)) Aviso anual sobre la privacidad de los registros educativos de los alumnos

Estimado padre/madre/tutor:

La Ley de Derechos Educativos y Privacidad de la Familia (FERPA) es una ley federal que protege la privacidad de los registros educativos de los alumnos. La ley se aplica a todas las escuelas que reciben fondos federales.

La ley FERPA les otorga a los padres ciertos derechos con respecto a los registros educativos de sus hijos. Cuando los alumnos cumplen 18 años o asisten a una universidad o escuela de nivel superior, los derechos de los padres se transfieren a los alumnos. En ese momento, los alumnos son "alumnos elegibles" según la ley.

Según la ley FERPA, los padres y los alumnos elegibles tienen los siguientes derechos:

1. Derecho a examinar y revisar los registros educativos del/la alumno(a) en poder de la escuela. La escuela debe permitirlo en un plazo de 45 días a partir de la recepción de una solicitud por escrito. La solicitud debe identificar los registros que se examinarán. La escuela no está obligada a proporcionar copias de los registros y puede cobrar una tarifa si se solicitan copias. Para acceder a los registros de su hijo(a), puede comunicarse con el miembro del personal que figura a continuación:

Nombre del miembro del personal: Amanda Keeton Teléfono: (731) 852-3941

Correo electrónico: amanda.keeton@decaturschools.org

Se le notificará sobre el lugar y hora en que podrá revisar los registros.

2. Tiene derecho a solicitar que la escuela corrija los registros que considera incorrectos o equivocados. La solicitud debe presentarse por escrito y especificar claramente: (a) la parte del registro que se solicita cambiar y (b) por qué dicho registro es incorrecto o equivocado. Si la escuela decide no modificar el registro, los padres o el/la alumno(a) elegible tienen derecho a solicitar una audiencia. Una audiencia es similar a un proceso legal, donde se revisa evidencia para determinar los pasos a seguir. Después de la audiencia, si la escuela ratifica su decisión de no modificar el registro, los padres o el/la alumno(a) elegible tienen derecho a incluir en el registro una declaración sobre la información en disputa. La escuela no tiene la obligación de considerar las solicitudes para enmendar decisiones disciplinarias o sobre calificaciones, u opiniones de autoridades escolares que consten en el registro educativo, ni la determinación acerca de la educación especial del/la alumno(a). Para solicitar una modificación de los registros de su hijo(a), puede comunicarse con el miembro del personal que figura a continuación:

Nombre del miembro del personal: Amanda Keeton Teléfono: (731) 852-3941

Correo electrónico: amanda.keeton@decaturschools.org

3. Tiene derecho a controlar la divulgación de la información de identificación personal de su hijo(a) que consta en el registro educativo. La escuela o distrito deben, con determinadas excepciones, obtener el consentimiento por escrito de los padres antes de divulgar información de identificación personal de los registros educativos. La excepción permite divulgar información de identificación personal sin consentimiento cuando se realiza ante representantes autorizados del distrito escolar con intereses educativos legítimos. Pueden ser:
  - a. una persona empleada por el distrito;
  - b. una persona que ejerce un cargo en la junta escolar;
  - c. una persona o empresa que el distrito ha contratado para desempeñar una tarea especial (como un abogado, auditor o terapeuta);
  - d. un padre/ madre o un/una alumno(a) que presta servicios en un comité oficial, como un comité de quejas (reclamos) o un comité disciplinario, o que asiste a otra autoridad escolar;
  - e. una autoridad de otro distrito escolar en el que el/la alumno(a) desea inscribirse;
  - f. una persona u organismo a cargo de la auditoría, evaluación o aplicación del cumplimiento de los programas con apoyo estatal o federal.
4. Una autoridad escolar posee un interés educativo legítimo si tiene la necesidad de revisar un registro educativo para cumplir con su labor profesional. Un distrito escolar también puede divulgar, sin consentimiento previo por escrito, información de identificación personal de los registros educativos a los terceros correspondientes en relación con una emergencia, si el conocimiento de dicha información fuera necesario para proteger la salud o seguridad del/la alumno(a) u otras personas. La información de directorio de los alumnos también puede divulgarse sin consentimiento previo si se identifican las categorías que se divulgarán y los padres tienen la oportunidad de no permitir la divulgación de la información de directorio antes de que sea divulgada.

Si considera que el distrito escolar no ha cumplido con los requisitos de la ley FERPA, tiene el derecho de presentar una queja ante el Departamento de Educación de EE. UU. (U.S. Department of Education) a la siguiente dirección:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Please Respond  
in English

English

Family Education Rights and Privacy Act  
(FERPA) Annual Notice for Release of  
School Directory Information High School

Decatur County School District  
Family Education Rights and Privacy Act (FERPA)  
Annual Notice for Release of School Directory Information  
High School

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the release of personally identifiable information from your child's educational records. The exception is that the school may release some student information without written consent when the information is designated "Directory Information". The school may not release "Directory Information" if you have advised the district in a way that follows school district procedures that you do not want this information released. Using this form to make this request follows school district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a performance program, showing your child's role in a drama or music production
- the annual yearbook
- honor roll or other recognition lists published at school or in newspapers
- graduation programs
- sports statistics listed in programs, such as football, which may include height and weight of team members.
- the school or district website

Directory Information can also be released to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.)
- class ring manufacturers
- state or federal authorities auditing programs, evaluating programs, or enforcing state or federal laws
- a court by order of a subpoena (legal request)

The school district has designated the following as Directory Information:

|                  |                                                         |                         |             |
|------------------|---------------------------------------------------------|-------------------------|-------------|
| Student name     | Degrees, honors and awards received                     | Major field of study    | Grade level |
| Address          | Most recent educational agency or institution attended  | Dates of attendance     |             |
| Telephone number | Participation in school-sponsored activities and sports | Photograph              |             |
| Email address    | Weight and height of members of athletic teams          | Date and place of birth |             |

Two federal laws require school districts that receive assistance under the *Elementary and Secondary Education Act* as amended (2015) to provide military recruiters, upon request, with three Directory Information categories. Those categories are the names, addresses, and telephone listings of students. The school district must provide this information unless parents have notified the district that they do not want their child's information released without their prior written consent.

If you do not want the district to release Directory Information about your child without your prior written consent, you must notify the district in writing by 08/31/2028 (mm/dd/yyyy). Please complete the lower portion of this form and return the entire form to your child's school if you do not want your child's directory information released.

**Parent or Guardian: ONLY complete and return this entire form IF you DO NOT give your consent for release of School Directory Information. Use a separate form for each child and return it to their school.**

I do not want my child's Directory Information released and request one of the following:

- ☐ Do not release my secondary student's directory information at any time.
- ☐ Do not release my secondary student's directory information without my prior written consent.

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)

Name of Parent or Guardian: \_\_\_\_\_ Signature of Parent or Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Por favor,  
responda en inglés

Spanish

Family Education Rights and Privacy Act  
(FERPA) Annual Notice for Release of  
School Directory Information High School

## Decatur County School District

### Ley de Derechos Educativos y Privacidad de la Familia (Family Educational Rights and Privacy Act (FERPA)) Aviso anual de divulgación de la información del directorio escolar Escuela preparatoria

Estimado padre/madre/tutor:

La Ley de Derechos Educativos y Privacidad de la Familia (FERPA) es una ley federal que exige que el distrito escolar, con algunas excepciones, obtenga su consentimiento por escrito antes de divulgar información de identificación personal de los registros académicos de su hijo(a). La excepción permite que la escuela divulgue una parte de la información de los alumnos sin consentimiento por escrito cuando dicha información está identificada como "información de directorio". La escuela no puede divulgar "información de directorio" si usted le ha solicitado al distrito que cumpla con los procedimientos del distrito escolar respecto a que no desea que esta información se divulgue. Utilizar este formulario para realizar esta solicitud sigue los procedimientos del distrito escolar.

El uso principal de la información de directorio por parte del distrito es incluir este tipo de información en determinadas publicaciones escolares. En caso de divulgarse, generalmente no se considera perjudicial ni una invasión de la privacidad. Algunos ejemplos de publicaciones escolares son:

- el programa de una representación, que muestra el papel de su hijo(a) en una obra de teatro o una producción musical
- el anuario de la escuela
- las listas del cuadro de honor u otros reconocimientos publicados en la escuela o en periódicos
- programas de graduación
- estadísticas deportivas enumeradas en programas, como fútbol, que pueden incluir la estatura y el peso de los miembros del equipo
- el sitio web de la escuela o del distrito

La información de directorio también puede divulgarse a organizaciones externas sin el consentimiento previo por escrito de los padres. Las organizaciones externas incluyen, entre otras, las siguientes:

- otras escuelas a las que los alumnos deseen asistir (calificaciones, etc.)
- fabricantes de anillos de graduación
- autoridades estatales o federales que auditan o evalúan programas, o que controlan el cumplimiento de leyes estatales o federales
- un tribunal que ordena una citación (solicitud legal)

El distrito escolar ha identificado la siguiente información como información de directorio:

|                         |                                                                     |                             |                |
|-------------------------|---------------------------------------------------------------------|-----------------------------|----------------|
| Nombre del/la alumno(a) | Títulos, distinciones honoríficas y premios recibidos               | Campo principal de estudio  | Nivel de grado |
| Dirección               | Último organismo o institución educativa a la que asistió           | Fechas de asistencia        |                |
| Número de teléfono      | Participación en actividades y deportes patrocinados por la escuela | Fotografía                  |                |
| Dirección de correo     | Estatura y peso de los integrantes de los equipos deportivos        | Fecha y lugar de nacimiento |                |

Dos leyes federales exigen que los distritos escolares que reciben asistencia de la *Ley de Educación Primaria y Secundaria (Elementary and Secondary Education Act)* en su versión vigente (2015) les proporcionen a los reclutadores militares, previa solicitud, tres categorías de la información de directorio. Esas categorías son listas con los nombres, las direcciones y los teléfonos de los alumnos. El distrito escolar debe proporcionar esta información a menos que los padres le hayan notificado al distrito que no desean que la información de su hijo(a) se divulgue sin su consentimiento previo por escrito.

Si no desea que el distrito divulgue la información de directorio de su hijo(a) sin su consentimiento previo por escrito, debe notificar por escrito al distrito antes del 08/31/2026 (mm/dd/yyyy). Si no desea que se divulgue la información de directorio de su hijo(a), complete la parte inferior de este formulario y devuelva todo el formulario a su escuela.

**Padre/madre o tutor: SOLO complete y devuelva todo el formulario SI NO autoriza a divulgar la información de directorio de la escuela.**  
**Utilice un formulario individual por cada alumno(a) y devuélvalo a su escuela.**

No deseo que se divulgue la información de directorio de mi hijo(a) y solicito una de las siguientes medidas:

- ☐ Solicito que no se divulgue la información de directorio de mi hijo(a) de secundaria en ningún momento.
- ☐ Solicito que no se divulgue la información de directorio de mi hijo(a) de secundaria sin mi consentimiento previo por escrito.

Nombre del/la alumno(a): \_\_\_\_\_ Escuela: \_\_\_\_\_ Fecha: \_\_\_\_\_  
(mm/dd/yyyy)

Nombre del padre/madre o tutor: \_\_\_\_\_ Firma del padre/madre o tutor: \_\_\_\_\_

Dirección: \_\_\_\_\_ Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código postal: \_\_\_\_\_

Teléfono: \_\_\_\_\_ Correo electrónico: \_\_\_\_\_

**Decatur County School District**  
**Protection of Pupil Rights (PPRA)**  
**Annual Notice to Parents**

|                                                               |
|---------------------------------------------------------------|
| <b>English</b>                                                |
| Protection of Pupil Rights (PPRA)<br>Annual Notice to Parents |

Dear Parent or Guardian:

This letter is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Your consent is required before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal behavior, socially unacceptable behavior, behavior that implies your own guilt, or humiliating behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  - Religious practices, affiliations or beliefs of the student or parents; or
  - Income, other than is required by law to determine program eligibility.
2. You must receive notice and an opportunity to refuse to have your student participate in –
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, in depth physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions are made for hearing, vision or scoliosis (spine disorder) screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, release, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. You may review, upon request and before administration or use –
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor (has independent status) under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights. These policies relate to arrangements to protect student privacy in the administration of protected information surveys and the collection, release, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any important changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to refuse to have his or her child participate in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notice of the planned activities and surveys and will be provided an opportunity to refuse to have their child participate in these activities and surveys. Parents will also be provided an opportunity to review any relevant surveys. The following are specific activities and surveys covered under this requirement:

- collection, release or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey not funded by the U.S. Department of Education; and
- any non-emergency, in depth physical examination or screening as described above.

Attached, if scheduled at this time, is a "Scheduled Activities and Surveys" notice. For your convenience, we have also attached a "Parent Consent or Refusal Response" form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Decatur County School District

### Protección de los derechos del alumno (Protection of Pupil Rights (PPRA)) Aviso anual para los padres



Estimado padre/madre/tutor:

El objetivo de esta carta es informarle sobre sus derechos con respecto a las prácticas del distrito en relación con encuestas, recopilación y uso de información de los alumnos con propósitos de marketing y ciertos exámenes físicos. Estos derechos incluyen los siguientes:

1. Se requiere su consentimiento antes de que los alumnos completen una encuesta que tenga relación con una o más de las siguientes áreas protegidas si la encuesta es financiada total o parcialmente por un programa del Departamento de Educación de los EE. UU. (U.S. Department of Education).
  - Afiliaciones o creencias políticas del/la alumno(a) o de sus padres;
  - Problemas mentales o psicológicos del/la alumno(a) o de su familia;
  - Comportamiento o actitudes sexuales;
  - Comportamiento ilegal, socialmente inaceptable, que implica su culpa o que sea humillante;
  - Juicios críticos de otras personas con quienes los encuestados tengan relaciones familiares cercanas;
  - Relaciones privilegiadas reconocidas legalmente, como con abogados, médicos o ministros;
  - Prácticas, afiliaciones o creencias religiosas del/la alumno(a) o de los padres, o
  - Ingresos, que no sean los exigidos por ley para determinar la elegibilidad para el programa.
2. Debe recibir aviso y tener la oportunidad de negarse a que su hijo(a) participe en:
  - Cualquier otra encuesta de información protegida, independientemente del financiamiento;
  - Cualquier examen o control físico exhaustivo que no sea de emergencia y que sea requerido como una condición de asistencia, realizado por la escuela o su agente, y que no sea necesario para proteger la salud y seguridad inmediata de un/una alumno(a). Las excepciones son para controles auditivos, de la vista o para detectar escoliosis (trastorno de la columna vertebral), o cualquier control o examen físico permitido o exigido por la ley estatal, y
  - Actividades que involucren la recopilación, divulgación o el uso de información personal obtenida de los alumnos con fines de marketing o ventas, o para distribuirla a otras personas.
3. Puede revisar, previa solicitud y antes de su administración o uso, lo siguiente:
  - Encuestas de información protegida de los alumnos;
  - Instrumentos utilizados para recopilar información personal de los alumnos con propósitos de marketing, ventas o distribución, y
  - Materiales de instrucción utilizados como parte del programa de estudios educativo.

Cuando los alumnos cumplen 18 años o en el caso de menores emancipados (estado independiente) según la ley estatal, los derechos de los padres se transfieren a los alumnos.

El distrito ha adoptado políticas, a través de consultas con los padres, respecto a estos derechos. Estas políticas están relacionadas con disposiciones para proteger la privacidad de los alumnos durante la administración de las encuestas de información protegida y la recopilación, divulgación o el uso de la información personal para fines de marketing, ventas o por otros motivos de distribución. Los padres recibirán una notificación sobre estas políticas al menos una vez al año al comienzo de cada año escolar y después de cualquier cambio importante. Al comienzo del año escolar, el distrito también informará a los padres si ha determinado las fechas específicas o estimadas de actividades o encuestas, y les dará una oportunidad para que se nieguen a que sus hijos participen en una actividad o encuesta específica.

Para las actividades programadas después del comienzo del año escolar, los padres recibirán aviso razonable de las actividades y encuestas planificadas, y tendrán la oportunidad de negarse a que sus hijos participen en estas actividades y encuestas. A los padres también se les proporcionará una oportunidad para revisar cualquier encuesta correspondiente. A continuación, se encuentra una lista de las actividades y encuestas específicas contempladas por este requisito:

- recopilación, divulgación o uso de información personal con fines de marketing, ventas u otro tipo de distribución;
- administración de cualquier encuesta de información protegida que no esté financiada por el Departamento de Educación de los EE. UU., y
- cualquier examen o control físico exhaustivo que no sea de emergencia, como se describió anteriormente.

En caso de estar programadas en este momento, encontrará adjunto un aviso de "Actividades y encuestas programadas". Para su comodidad, también hemos adjuntado un formulario de "Consentimiento o respuesta de rechazo de los padres" que tiene que devolver a la oficina.

Para presentar una queja ante el Departamento de Educación de los EE. UU. sobre supuestos incumplimientos del distrito de los requisitos de la PPRA, comuníquese con:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Please Respond  
in English

Decatur County School District  
Access to Student Information by  
Military or College Recruiters

English  
Access to Student Information by  
Military or College Recruiters

School: Riverside High School Date: 08/04/2026  
(mm/dd/yyyy)

Dear Parent, Guardian, or Secondary Students:

Our district receives funds from the federal government under the *Elementary and Secondary Education Act* as amended (2015). These funds are used to provide additional help to students in greatest academic need. If requested, the law also requires that districts receiving these funds must provide military recruiters, colleges and universities access to the names, addresses and telephone listings of secondary students.

It is important for you to know that a secondary school student or his or her parent or guardian may request that the student's name, address, and telephone number not be provided by the district *without prior written parental consent*. If you would like to make such a request, please complete the following form and return it to your child's school.

---

*Parent or Guardian: Please complete this section and return the entire form to your child's school.  
Use a separate form for each child.*

I am aware the district must provide student names, addresses and telephone listings access to military recruiters, colleges, or universities. I am aware the district will provide this information upon request, unless I require that such information not be given to the following groups *without prior written parental consent*:

**Military Recruiters** (please check one):

- ☐ Do not release my secondary student's information to military recruiters at any time.
- ☐ Do not release my secondary student's information to military recruiters until you have first obtained my *prior written parental consent* before doing so.

**Colleges, Universities, or Institutions of Higher Learning** (please check one):

- ☐ Do not release my secondary student's information to colleges, universities or other institutions of higher learning at any time.
- ☐ Do not release my secondary student's information to colleges, universities or institutions of higher learning until you have first obtained my *prior written parental consent* before doing so.

Name of Student: \_\_\_\_\_ Name of Parent or Guardian: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)

Adult Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)

| OFFICE USE ONLY |                  |               |  |
|-----------------|------------------|---------------|--|
| Student ID #    | Date Distributed | Date Received |  |

00ESEA-SP-01 (Rev. 04/17 US)

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979229

Por favor,  
responda en inglés

Decatur County School District  
Acceso a la información de los alumnos por parte de  
reclutadores militares o universitarios

Spanish  
Access to Student Information by  
Military or College Recruiters

Escuela: Riverside High School Fecha: 08/04/2026  
(mm/dd/yyyy)

Estimados padre/madre/tutor o alumnos de escuela secundaria:

Nuestro distrito recibe fondos del gobierno federal de conformidad con la *Ley de Educación Primaria y Secundaria (Elementary and Secondary Education Act)* en su versión vigente (2015). Estos fondos se utilizan para proporcionar ayuda adicional a alumnos con mayores necesidades académicas. Si se lo solicita, la ley también exige que los distritos que reciben estos fondos les proporcionen a los reclutadores militares, instituciones de educación superior y universidades acceso a las listas de nombres, direcciones y teléfonos de los alumnos de secundaria.

Es importante que sepa que los alumnos de secundaria o sus padres/tutores pueden solicitar que el distrito no proporcione su nombre, dirección ni número de teléfono *sin el consentimiento previo por escrito de los padres*. Si desea realizar dicha solicitud, complete el siguiente formulario y devuélvalo al maestro de su hijo(a).

*Padre/madre o tutor: complete esta sección y devuelva todo el formulario a la escuela de su hijo(a).  
Use un formulario individual para cada niño(a).*

Tengo conocimiento de que el distrito debe proporcionarles acceso a las listas de nombres, direcciones y teléfonos de los alumnos a los reclutadores militares, instituciones de educación superior o universidades. Tengo conocimiento de que el distrito proporcionará esta información previa solicitud, a menos que yo pida que dicha información no se divulgue a los siguientes grupos *sin el consentimiento previo por escrito de los padres*:

**Reclutadores militares (marque una opción):**

- ☐ Solicito que no se divulgue la información de mi hijo(a) de secundaria a reclutadores militares en ningún momento.
- ☐ Solicito que no se divulgue la información de mi hijo(a) de secundaria a reclutadores militares sin antes haber obtenido el *consentimiento previo por escrito de los padres*.

**Instituciones de educación superior, universidades u otras instituciones de nivel superior (marque una opción):**

- ☐ Solicito que no se divulgue la información de mi hijo(a) de secundaria a instituciones de educación superior, universidades ni otras instituciones de nivel superior en ningún momento.
- ☐ Solicito que no se divulgue la información de mi hijo(a) de secundaria a instituciones de educación superior, universidades ni otras instituciones de nivel superior sin antes haber obtenido el *consentimiento previo por escrito de los padres*.

Nombre del/la alumno(a): \_\_\_\_\_ Nombre del padre/madre o tutor: \_\_\_\_\_

Firma del padre/madre: \_\_\_\_\_ Fecha: \_\_\_\_\_  
(mm/dd/yyyy)

Firma del/la alumno(a) adulto(a): \_\_\_\_\_ Fecha: \_\_\_\_\_  
(mm/dd/yyyy)

| OFFICE USE ONLY |                  |               |  |
|-----------------|------------------|---------------|--|
| Student ID #    | Date Distributed | Date Received |  |

## **Decatur County Board of Education**

Melinda Thompson, Director

P.O. Box 369

Decaturville, TN 38329

Phone: (731) 852-2391 Fax: (731) 852-2960

[www.decaturschools.com](http://www.decaturschools.com)

The Tennessee State Board of Education passed an Unsafe School Choice Policy in August, 2003 which provides a transfer option for students who may be victimized by violent crimes at school. A brief summary of the policy follows:

### **Transfer Option for Students Victimized by Violent Crime at School**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

This notice is for your information only. Should further information be needed concerning this policy, please contact Melinda Thompson, Director of Schools or Dana Savage, Federal Programs Supervisor at (731) 852-2391.

Junta de Educación del Condado de Decatur

Melinda Thompson, Director

Apartado postal Recuadro 369

Decaturville, TN 38329

Teléfono: (731) 852-2391 Fax: (731) 852-2960

[www.decaturschools.com](http://www.decaturschools.com)

La Junta de Educación del Estado de Tennessee aprobó una Política de Elección de Escuela Insegura en agosto de 2003, que ofrece una opción de transferencia para los estudiantes que pueden ser víctimas de delitos violentos en la escuela. Un breve resumen de la política de la siguiente manera:

### **Opción de Transferencia de estudiantes víctimas de la delincuencia violenta en la escuela**

En virtud de la Junta Estatal de Tennessee de Escuela Insegura Política Elección de Educación, cualquier estudiante de escuela pública que sea víctima de un delito violento como se define en el Código Anotado de Tennessee 40-38-111 (g), o el intento de cometer uno de estos delitos definidos en el Código Anotado de Tennessee 39-12-101, se presentó una oportunidad de transferirse a otra escuela apropiada al nivel de grado en el distrito.

Este aviso es únicamente para su información. Será necesaria la información relativa a esta política debe promover, por favor póngase en contacto con Melinda Thompson, Director de Escuelas o Dana Savage, Directora de Programas Federales al (731) 852 a 2391.

**Decatur County Board of Education**  
Melinda Thompson, Director  
P.O. Box 369, 59 West Main St.  
Decaturville, TN 38329  
Phone: (731) 852-2391      Fax: (731) 852-2960  
[www.decaturschools.org](http://www.decaturschools.org)

Dear Parent:

The Decatur County Board of Education has made allowances for parents who do not want their students to be faced with corporal punishment. To honor this request we are providing this form for parents. Please complete the bottom portion of this form and return it to the school principal. This form will be placed in the student's file and will be reviewed prior to punishment of your child. Each principal will develop a list of students not to receive corporal punishment. We also request that your child remind the principal that they are on the list not to receive corporal punishment.

The Alternate to corporal punishment will be in-school suspension, alternative school placement, or out of school expulsion.

Melinda Thompson  
Director of Schools

---

**I do not want my child to receive corporal punishment.**

**School** \_\_\_\_\_

**Student** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Date** \_\_\_\_\_

Kent Whitwell, Chairman  
Joe Fisher, Vice-Chairman  
Alan Brasher

Gail Stanfill  
Rhonda Mitchell  
Kristen Smith

Athalia Taylor  
Ginger Rainey  
Tom Haggard

### **DAILY BELL SCHEDULE**

In 2026-2027 Riverside High School transitioned to a traditional block schedule. The master schedule is subject to change. If changes are made, updated copies of the bell schedule will be provided.

#### **Block Schedule**

|                       |       |       |               |
|-----------------------|-------|-------|---------------|
| 1st Block             | 7:45  | 9:10  | 85 Min        |
| Morning Break         | 9:10  | 9:20  | 10 Min        |
| 2 <sup>nd</sup> Block | 9:20  | 10:40 | 80 Min        |
| 3 <sup>rd</sup> Block | 10:45 | 12:30 | 75 Min+ Lunch |
| 1 <sup>st</sup> Lunch | 10:45 | 11:15 |               |
| 2 <sup>nd</sup> Lunch | 11:20 | 11:50 |               |
| 3 <sup>rd</sup> Lunch | 12:00 | 12:30 |               |
| Skinny Period         | 12:35 | 1:20  | 45 Min        |
| Afternoon Break       | 1:20  | 1:30  | 10 Min        |
| 5 <sup>th</sup> Block | 1:30  | 2:45  | 75 Min        |
|                       |       |       |               |

### **Juvenile Offender Act**

Persons, younger than eighteen (18) years of age, but thirteen (13) years of age or older, who commits any of the following offenses may lose their driver's license until the age of seventeen (17) for the first offense or until eighteen (18) for any subsequent offense. Those offenses are: delinquency of a child; unruly child or status offender; the possession, use, sale, or consumption of any alcoholic beverage, wine or beer; or any controlled substance; or the possession or carrying of a weapon on school property.

## Decatur County Board of Education

|                                                         |                                                                                                                  |                                                                                |                                                                                 |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <b>Monitoring:</b><br><b>Review: Annually, in March</b> | <b>Descriptor Term:</b><br><b>Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation</b> | <b>Descriptor Code:</b><br><b>6.304</b><br><br><b>Revises:</b><br><b>6.304</b> | <b>Issued Date:</b><br><b>02/01/22</b><br><br><b>Issued:</b><br><b>07/13/17</b> |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------|

1 In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve  
2 high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation,  
3 hazing, or any other victimization of students, based on any actual or perceived traits or characteristics,  
4 are prohibited.<sup>1</sup>

5 This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).<sup>2</sup> This  
6 policy shall cover employees, employees' behaviors, students, and students' behaviors while on school  
7 property, at any school-sponsored activity, on school-provided equipment or transportation, or at any  
8 official school bus stop. If the act takes place off of school property or outside of a school-sponsored  
9 activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of  
10 creating a hostile educational environment or otherwise creating a substantial disruption to the education  
11 environment or learning process.

12 The principal/designee is responsible for educating and training respective staff and students as to the  
13 definition and recognition of discrimination/harassment.<sup>3</sup>

14 The Director of Schools shall develop forms and procedures to ensure compliance with the  
15 requirements of this policy and state law.

### 16 **DEFINITIONS<sup>4</sup>**

17 "Bullying/Intimidation/Harassment" is an act that substantially interferes with a student's educational  
18 benefits, opportunities, or performance, and the act has the effect of:

- 19 1. Physically harming a student or damaging a student's property;
- 20
- 21 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to
- 22 the student's property;
- 23
- 24 3. Causing emotional distress to a student; or
- 25
- 26 4. Creating a hostile educational environment.

27 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class  
28 (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and  
29 creates a hostile environment.

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Version Date: March 29, 2022

1 “Cyber-bullying” is a form of bullying undertaken through the use of electronic devices. Electronic  
2 devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication  
3 devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake  
4 profiles.

5 “Hazing” is an intentional or reckless act by a student or group of students that is directed against any  
6 other student(s) that endangers the mental or physical health or safety of the student(s) or that induces  
7 or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees  
8 of the school district shall not encourage, permit, condone, or tolerate hazing activities.

9 Hazing does not include customary athletic events or similar contests or competitions and is limited to  
10 those actions taken and situations created in connection with initiation into or affiliation with any  
11 organization.<sup>5</sup>

## 12 COMPLAINTS AND INVESTIGATIONS

13 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall  
14 promptly report such information to the principal/designee.<sup>6</sup>

15 While reports may be made anonymously, an individual's need for confidentiality shall be balanced with  
16 obligations to cooperate with police investigations or legal proceedings, to provide due process to the  
17 accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The  
18 identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a  
19 need to know.

20 The principal/designee at each school shall be responsible for investigating and resolving complaints.  
21 Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48)  
22 hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the  
23 principal/designee shall provide the Director of Schools with appropriate documentation detailing the  
24 reasons why the investigation was not initiated within the required timeframe.<sup>7</sup> The principal/designee  
25 shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination,  
26 harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information  
27 on district counseling and support services. Students involved in an act of discrimination, harassment,  
28 intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the  
29 principal/designee when deemed necessary.<sup>8</sup>

30 The principal/designee is responsible for determining whether an alleged act constitutes a violation of  
31 this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- 32 1. It places the student in reasonable fear or harm for the student's person or property;
- 33
- 34 2. It has a substantially detrimental effect on the student's physical or mental health;
- 35
- 36 3. It has the effect of substantially interfering with the student's academic performance; or
- 37
- 38 4. It has the effect of substantially interfering with the student's ability to participate in or benefit
- 39 from the services, activities, or privileges provided by a school.

1 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and  
2 complete investigation of each alleged incident. All investigations shall be completed and appropriate  
3 intervention taken within twenty (20) calendar days from the receipt of the initial report.<sup>7</sup> If the  
4 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the  
5 principal/designee shall provide the Director of Schools with appropriate documentation detailing the  
6 reasons why the investigation has not been completed or the appropriate intervention has not taken  
7 place.<sup>7</sup> Within the parameters of the federal Family Educational Rights and Privacy Act,<sup>9</sup> a written report  
8 on the investigation will be delivered to all involved parties and the Director of Schools.

#### 9 **RESPONSE AND PREVENTION<sup>10</sup>**

10 The principal/designee shall consider the nature and circumstances of the incident, the age of the  
11 individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as  
12 appropriate, to properly respond to each situation.

13 A substantiated charge against an employee shall result in disciplinary action up to and including  
14 termination. The employee may appeal this decision by contacting the Federal Rights Coordinator or the  
15 Complaint Manager at the Board of Education.

16 A substantiated charge against a student may result in corrective or disciplinary action up to and  
17 including suspension. The student may appeal this decision in accordance with disciplinary policies and  
18 procedures.

#### 19 **REPORTS**

20 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of  
21 physical harm to a student or a student's property, the principal/designee of each middle school, junior  
22 high school, or high school shall report the findings and any disciplinary actions taken to the Director of  
23 Schools and the Chair of the Board.<sup>11</sup>

24 By July 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying  
25 cases brought to the attention of school officials during the prior academic year. The report shall also  
26 indicate how the cases were resolved and/or the reasons they are still pending. This report shall be  
27 presented to the Board at its regular July meeting, and it shall be submitted to the state department of  
28 education by August 1st.<sup>12</sup>

#### 29 **RETALIATION AND FALSE ACCUSATIONS**

30 Retaliation against any person who reports or assists in any investigation of an act alleged in this policy  
31 is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation  
32 shall be determined by the principal/designee after consideration of the nature, severity, and  
33 circumstances of the act.<sup>13</sup>

34 False accusations accusing another person of having committed an act prohibited under this policy are  
35 prohibited. The consequences and appropriate remedial action for a person found to have falsely  
36 accused another may range from positive behavioral interventions up to and including expulsion.<sup>14</sup>

## Decatur County Board of Education

|                                                         |                                                                                       |                                                                            |                                                                           |
|---------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>Monitoring:</b><br><b>Review: Annually, in April</b> | <b>Descriptor Term:</b><br><p style="text-align: center;"><b>Student Wellness</b></p> | <b>Descriptor Code:</b><br><p style="text-align: center;"><b>6.411</b></p> | <b>Issued Date:</b><br><p style="text-align: center;"><b>01/13/22</b></p> |
|                                                         |                                                                                       | <b>Revises:</b><br><p style="text-align: center;"><b>6.411</b></p>         | <b>Issued:</b><br><p style="text-align: center;"><b>07/13/17</b></p>      |

1 The Board recognizes the value of proper nutrition, physical activity, and other health conscious  
2 practices and the impact that such practices have on student academic achievement, health, and well-  
3 being. In order to provide an environment conducive to overall student wellness, this policy shall be  
4 followed by all schools in the district.<sup>1</sup>

### 5 COMMITMENT TO COORDINATED SCHOOL HEALTH

6 All schools shall implement the Centers of Disease Control and Prevention's (CDC) Coordinated  
7 School Health (CSH) approach to managing new and existing wellness related programs and services  
8 in schools and the surrounding community based on state law and State Board of Education CSH  
9 standards and guidelines. The school district's Coordinated School Health Coordinator shall be  
10 responsible for overseeing compliance with State Board of Education CSH standards and guidelines in  
11 the school district.

### 12 SCHOOL HEALTH ADVISORY COUNCIL<sup>2, 3</sup>

13 A school district health advisory council shall be established to serve as a resource to schools for  
14 implementing policies and programs and develop an active working relationship with the county health  
15 council. The council shall consist of individuals representing the school and community, including  
16 parents, students, teachers, school administrators, health professionals, school food service  
17 representatives, and members of the public. The primary responsibilities of the council include, but are  
18 not limited to:

- 19 1. Developing, implementing, monitoring, reviewing, and as necessary, making recommendations  
20 as to physical activity and nutrition policies;
- 21 2. Ensuring all schools within the school district create and implement an action plan related to all  
22 School Health Index modules;
- 23 3. Ensuring that the results of the action plan are annually reported to the council; and
- 24 4. Ensuring that school level results include measures of progress on each indicator of the School  
25 Health Index.
- 26
- 27
- 28

29 The State Board of Education's Coordinated School Health and Physical Activity policies shall be used  
30 as guidance by the council to make recommendations. The Board will consider recommendations of  
31 the council in making policy changes or revisions.

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Version Date: March 29, 2022

1 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,  
2 community members, and administrators.<sup>2</sup> The Team will hold Healthy School Team meetings during  
3 the school year to assess needs and oversee planning and implementation of school health efforts. The  
4 Director of Schools/designee will ensure compliance with the school wellness policy, to include an  
5 assessment of the implementation of the wellness policy and the progress made in attaining the policy  
6 goals. The assessment will be made available to the public.

#### 7 COMMITMENT TO NUTRITION

8 All schools within the district shall participate in the USDA child nutrition programs, which may  
9 include but not be limited to, the National School Lunch Program, the School Breakfast Program, the  
10 Summer Food Service Program, and the After School Snack Program.<sup>4,5,6</sup>

11 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate  
12 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be  
13 encouraged. All food including vending machines, fundraising items, and concessions shall meet  
14 guidelines set forth by the Healthy, Hunger-free Kids Act of 2010 and Smart Snacks in Schools.<sup>4,5,6</sup>  
15 The principal/designee shall be responsible for overseeing the school district's compliance with the  
16 State Board of Education rules and regulations for sale of food items in the school district.<sup>2,5,6</sup>

#### 17 DISTRICT GOALS

18 The school district will promote healthy nutrition through various activities, including nutrition related  
19 newsletters, informational links on the school district website, healthy eating posters and bulletin  
20 boards in dining areas, and informational booths at various community functions. Nutrition education  
21 will be offered as part of a standards based program designed to provide students with the  
22 knowledge and skills needed to promote and protect their health as outlined in the State Board of  
23 Education Health Education and Lifetime Wellness Standards. Nutrition education will discourage  
24 teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each  
25 day with a healthy breakfast.

#### 26 COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION<sup>7</sup>

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

30 Physical education classes shall be offered as part of a standards based program designed to provide  
31 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All  
32 physical education classes shall comply with the State Board of Education's Physical Education  
33 Standards. In addition to the school district's physical education program, non-structured physical  
34 activity periods shall be offered as required by state law.

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

| <b>Decatur County Board of Education</b>        |                                                                            |                           |                          |
|-------------------------------------------------|----------------------------------------------------------------------------|---------------------------|--------------------------|
| Monitoring:<br>Review: Annually,<br>in December | Descriptor Term:<br><b>Student Equal Access<br/>(Limited Public Forum)</b> | Descriptor Code:<br>4.802 | Issued Date:<br>07/13/17 |
|                                                 |                                                                            | Repeals:<br>4.802         | Issued:<br>07/10/14      |

## **STUDENT MEETINGS**

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.<sup>1,2,3,5</sup>

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.

The principal shall approve the meeting if he/she determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the board, or its employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons will not direct, control or regularly attend.

Subject to the act's provisions, a student shall be permitted to voluntarily:

1. Pray in a public school, vocally or silently, alone or with other students to the same extent and under the same circumstances as a student is permitted to vocally or silently reflect, meditate, or speak on non-religious matters alone or with other students in such public school;

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Version Date: 5/23/2026

2. Express religious viewpoints in a public school to the same extent and under the same circumstances as a student is permitted to express viewpoints on non-religious topics or subjects in such school;
3. Speak to and attempt to share religious viewpoints with other students in a public school to the same extent and under the same circumstances as a student is permitted to speak to and attempt to share non-religious viewpoints with other students; and
4. Possess or distribute religious literature in a public school, subject to reasonable time, place, and manner restrictions to the same extent and under the same circumstances as a student is permitted to possess or distribute literature on non-religious topics or subjects in such school.

#### SCHOOL SPONSORED EVENTS<sup>4</sup>

If the board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the board and its employees.

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

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#### Legal References

1. 20 USCS § 4071
2. *Bd. Of Educ. v. Mergens ex rel. Mergens*, 496 U.S. 226 (1990)
3. TCA 49-6-2904
4. TCA 49-6-1803
5. TCA 49-6-1805

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#### Cross References

Recognition of Religious Beliefs 4.803  
Prayer and Period of Silence 4.805



# Meningococcal Vaccines for Preteens and Teens

Last updated NOVEMBER 2015

## Why does my child need to be vaccinated?

Meningococcal vaccines help protect against the bacteria that cause meningococcal disease. These infections don't happen very often, but can be very dangerous when they do. Meningococcal disease refers to any illness that is caused by *Neisseria meningitidis* bacteria. The two most severe and common illnesses caused by these bacteria include infections of the fluid and lining around the brain and spinal cord (meningitis) and bloodstream infections (bacteremia or septicemia). Even if they get treatment, about 10 to 15 out of 100 people with meningococcal disease will die from it.

Meningococcal disease can spread from person to person. The bacteria that cause this infection can spread when people have close or lengthy contact with someone's saliva, like through kissing or coughing, especially if they are living in the same place. Teens and young adults are at increased risk for meningococcal disease.

Meningococcal disease can become very serious, very quickly. The meningococcal vaccine is the best way to protect teens from getting meningococcal disease.

## When should my child be vaccinated?

All 11 to 12 year olds should be vaccinated with a single dose of a quadrivalent meningococcal conjugate vaccine. Older teens need a second shot when they are 16 years old so they stay protected when their risk is the highest.

Teens who got meningococcal vaccine for the first time when were 13, 14, or 15 years old should still get the booster shot when they are 16 years old. If your older teen didn't get the meningococcal shot at all, you should talk to their doctor about getting it as soon as possible.

Teens and young adults (16 through 23 year olds) may also be vaccinated with a serogroup B meningococcal vaccine (2 or 3 doses depending on brand), preferably at 16 through 18 years old. Talk with your teen's doctor or nurse about meningococcal vaccination to help protect your child's health.

## What else should I know about the vaccination?

Like many vaccines, meningococcal shots may cause mild side effects, like redness and soreness where the shot was given (usually in the arm). Note that both meningococcal vaccines can be given during the same visit, but in different arms. Some preteens and teens might faint after getting a meningococcal vaccine or any shot. To help avoid fainting, preteens and teens should sit or lie down when they get a shot and then for about 15 minutes after getting the shot.

## How can I get help paying for these vaccines?

The Vaccines for Children (VFC) program provides vaccines for children ages 18 years and younger, who are uninsured, Medicaid-eligible, American Indian or Alaska Native. You can find out more about the VFC program by going online to [www.cdc.gov](http://www.cdc.gov) and typing VFC in the search box.

## Where can I learn more?

Talk to your child's doctor or nurse to learn more about meningococcal vaccines and the other vaccines that your child may need. You can also find out more about these vaccines on CDC's Vaccines for Preteens and Teens website at [www.cdc.gov/vaccines/teens](http://www.cdc.gov/vaccines/teens).

DISTRIBUTED BY:



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Health and Human Services  
Centers for Disease  
Control and Prevention