Lincoln County Department of Education

PreK-8 Comprehensive Handbook

2026-2027

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Mission Statement: The mission of the Lincoln County School System, in partnership with parents, teachers, and the community, is to provide a safe, secure, and positive learning environment for all students.

2026-2027 School Calendar

Lincoln County School System

Approved by Board **Nov 3, 2025**

Jul 27, 2026	In-Service (Individual Schools)
Jul 28, 2026	In-Service (County-Wide)
Jul 29, 2026	In-Service (Individual Schools)
Jul 30, 2026	In-Service
Aug 3, 2026	Students Attend ½ Day
Aug 4, 2026	Students Attend Full Day
Sep 7, 2026	Labor Day (Holiday) No School
TBA	School Day Parent Teacher Conferences PreK – 8th 4-7 p.m.
TBA	School Day Parent Teacher Conferences High School 4–7 p.m.

Sep 18, 2026	Staff Development No School
Oct 5, 2026 - Oct 9, 2026	Fall Break No School
Nov 6, 2026	Staff Development No School
Nov 23, 2026 - Nov 27, 2026	Thanksgiving Break No School
Dec 18, 2026	Students attend ½ day (Last day for students prior to Christmas Break)
Jan 4, 2027	In Service (TBD by School) No School for students
Jan 5, 2027	Students return for full day
Jan 18, 2027	Martin Luther King Jr. Day (Holiday) No School
TBD	School Day Parent Teacher Conferences High School 4-7 p.m.
TBD	School Day Parent Teacher Conferences PreK – Grade 8 Schools 4-7 p.m.
Feb 12, 2027	Staff Development No School
Feb 15, 2027	President's Day (Holiday) No School
Mar 29, 2027 - Apr 2, 2027	Spring Break No School
Mar 26, 2027	Good Friday (Holiday) No School

May 20, 2027	Staff Development No School
May 21, 2027	Last Day of School for Students (½ day)

Grading Periods – Nine Weeks

Beginning Date	Ending Date	Progress Report	Report Card
Aug 4, 2026	Oct 2, 2026	Sep 10, 2026	Oct 15, 2026
Oct 12, 2026	Dec 18, 2026	Nov 10, 2026	Jan 7, 2027
Jan 5, 2027	Mar 6, 2026	Feb 9, 2027	Mar 18, 2027
Mar 15, 2027	May 21, 2027	Apr 22, 2027	May 21, 2027

November 11 (Veteran's Day) Any LCDOE employee who is a veteran will receive the day off.

State Attendance Guidelines Rule 0520-01-02-.17 shall state the following:

Each Local Education Agency (LEA) shall adopt an attendance policy that is firm, but fair; includes effective accounting and reporting procedures: accounts for extenuating circumstances; includes appeal procedures; and establishes and maintains alternative programs for students who fail to meet minimum attendance requirements.

Local attendance policies should include remedies to address excessive absences that account for a student's social and emotional development and family support. Early intervention is a key aspect of a policy that effectively improves attendance. Efforts to improve attendance should include supports and interventions in elementary, middle, and high school levels to address and prevent chronic absenteeism.

(1) The number of unexcused absences shall comply with T.C.A. § 49-6-3007. When appropriate, responses to and consequences for unexcused absences shall be handled within the school setting using relevant supports and interventions that address the underlying cause(s) for the unexcused absences. Nontraditional learning environments that improve student engagement such as online or distance learning, credit recovery, evening programs and flexible scheduling should be considered.

(a) Upon or before five (5) days of unexcused absences, the principal or designee shall notify the director of schools or designee and initiate meaningful communications with the student and their parent/guardian. The school shall attempt to determine the underlying cause(s) of the unexcused absences. When appropriate, a plan to improve school attendance should be initiated for the student.

(b) Upon or before ten (10) days of unexcused absences, the principal or designee shall attempt to meet in person with the student and/or their parent/guardian, develop or refine the attendance plan, and provide necessary support and services to improve school attendance. The principal or designee shall maintain documents attempts to meet with the student and their parent/guardian and the resulting attendance plan.

(c) The policy shall address the excusing of absences for reasons including but not limited to the following; injury, illness, pregnancy, hospitalization, homebound, summons, subpoena, court order, military, college visits, school-sponsored activities, school-endorsed activities, death of a family member, and extenuating circumstances determined on a case-by-case basis.

(d) To the extent possible, local district attendance policies should not be used to penalize students academically.

(e) The policy shall align with the McKinney-Vento Homeless Assistance Act.

(2) Whenever possible, attendance issues should be resolved at the school level. To ensure due process, LEAs must adopt a policy that affords students with excessive (more than 5) unexcused absences the opportunity to appeal. Such policy must, at minimum, include written or actual notice to the student or their parent/guardian and the opportunity to be heard. The burden of proof rests on the student or their parent/guardian. The appeal process for determining unexcused absences is ancillary to a truancy decision rendered by a juvenile court judge as described in T.C.A. §49-6-3010.

(3) When an attendance policy has been adopted by the governing body of an LEA, a copy of the policy shall be posted at each school, and school counselors shall be supplied copies for discussion with students. The policy shall be referenced in all school handbooks. All teachers, administrative staff, and parents/guardians shall be provided copies of the policy.

(4) LEAs are encouraged to develop truancy boards, youth courts, or other alternative programs to serve as an intervention for students with excessive absences.

STUDENT ATTENDANCE

Lincoln County Attendance Policy is Policy 6.200

ATTENDANCE POLICY 6.200 Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The attendance supervisor shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination;

2. Alternative program options for students who severely fail to meet minimum attendance requirements;

3. Ensuring that all school age children attend school;

4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license;

5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.

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

Absences shall be classified as either excused or unexcused as determined by the principal/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;

6. College visits;

7. Pregnancy;

8. School sponsored or school endorsed activities;

9. Summons, subpoena, or court order; or

10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The following is the administrative procedure for all Lincoln County Schools in accordance with that policy. This procedure was given full Board support on June 29, 2010.

Principals may accept three (3) parent notes per semester and allow those absences to be excused based solely on those parent’s notes. After a parent has used those three (3) notes, then all other absences will require a doctor’s note, a note from the court, or other school approved activity note. ALL notes must be turned into the principal within two (2) days of returning to school. In

case of a death in the family or other extenuating circumstances, administrative judgment must be used.

Personal transportation difficulties or travel for recreation will not be considered excused absences. If planning a trip which will be of educational value to the child, the parent must see the principal before the trip is taken and must receive prior approval. For travel absences to be excused, the parent must get pre-approval from the principal. No trips will be approved during any state testing dates.

Progressive Truancy Intervention Plan

1. State Attendance Guidelines will be posted in the school office.

2. All parents/guardians will have access to information regarding the Lincoln County Attendance Policy - TN Code Annotated 49-6-3007
http://law.justia.com/codes/tennessee/2010/title-49/chapter-6/part-30/49-6-3007/

3. School will keep a copy of parents/guardians signatures acknowledging they are aware of the Lincoln County attendance policy
https://tsbanet.sharepoint.com/:w:/g/IQA97OP54rUdS4myjD9mfEVWAVuCW3i0BqP98r6tc-T-RH8?rtime=1TaW1Lbd3kg

4. Tier 1 Immediately after the 3rd unexcused absence (in the school year) a 3 day letter is mailed to parent/guardian. The designated school personnel will contact parents/guardians of students who accumulate 3 unexcused absences to schedule a conference with parents/guardians and student. The attendance law will be given to the parents/guardians. An attendance contract will be signed by the parents/guardians, student and the designated school personnel. The contract will specify the school's attendance expectations for the student. The contract will specify the period of the contract (no less than 90 days).The contract will specify the penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court. The contract will specify regularly scheduled follow-up discussions to address the student's progress.

5. Tier 2 School personnel will send written notification to parents/guardians of students who accumulate 5 unexcused absences. Additional steps that will be taken for students who accumulate more than 5 unexcused absences include the following:

- The designated school personnel will work with the school counselor to develop an Individualized Assessment of the reason(s) a student has been absent from school.
- If a student accumulates 8 unexcused absences or 12 excused absences a STAR Team Meeting with student, parents/guardian, designated school personnel, counselor, Attendance Supervisor, Family Resource Director, and teachers regarding the Individualized Assessment. A plan to address the truancy issues will be developed.
- Follow up discussions will be scheduled to address attendance progress.

6. Tier 3 Students who accumulate 10 unexcused absences or tardies or a combination of 10 will be referred to the Truancy Board (for first referral) or Court (if has been referred to Truancy Board.

- The Truancy Board consists of a Juvenile Court Officer (Not the Judge), along with the Attendance Supervisor and Principals/Graduation Coach from the individual schools.
- Students who continue to accumulate unexcused absences or tardies after Truancy Board will be referred to Juvenile Court.

7. Tardy Attendance: A student who arrives late to school or is dismissed early is considered Tardy.

- Tardies must have a note with an excusable reason documented within (2) two days of return to school. If a student uses a Parent Note for a Tardy it does count toward the (3) Parent Notes allowed per semester.
- Contact parent/guardian regarding tardies when 5 unexcused are accumulated during the school year. Advise unexcused tardies can constitute referral to Juvenile Court. Document the contact.

ADMITTANCE TO CLASS PROCEDURES

Any student who has been absent from school must have a note signed by a parent or guardian stating the reason for the absence, and a telephone number in which the parent/guardian may be reached to verify the absence. The principal will determine if the absence is excused.

CHECKING OUT OF SCHOOL

Checking out of school is strongly discouraged. The parent/guardian must report to the office to ask for their child to be checked out of school. The student will then be called to the office. Do not go to your child's classroom. Students must sign in/out on the check in/out sheet. The principal or designee will determine if absence is excused. Students checking out with anyone

other than their parent or guardian must have a note from their parent/guardian. Note will be verified before the student will be allowed to leave. Students will not be allowed to leave early to go home with another student.

LEAVING CAMPUS WITHOUT PERMISSION

Any student leaving campus without permission is subject to disciplinary action from school.

ILLNESS AT SCHOOL

If your child experiences a mild, temporary illness, he/she will be allowed to rest in the clinic until he can return to class. However, you will be called if your child becomes seriously ill, has a personal problem, or is running a high temperature. The emergency form for your child should list relatives or friends to contact if you cannot be reached.

CHRONIC ILLNESSES

The office needs to know of any chronic illness such as asthma, rheumatic fever, diabetes, allergies, etc. We need precise written instructions on file should an emergency arise.

MEDICINE

ALL medications must be given according to the guidelines established by the state of Tennessee: An ADULT must bring medications to school. No medications are to be carried on a school bus by a student (except asthma inhalers and epi-pens). Medications ordered by a doctor must be in the original prescription bottle. The label should contain: the child's name, name of the medication, amount of medication to be given (we only give the amount on the bottle, if this is changed we must have a doctor's written order), time the medication is to be given name of the pharmacy with the phone number and the physician's name. A parent must fill out a written consent prior to the child taking the medication. Consent forms are available in the school office or on the www.lcdoe.org website. Students are not allowed to carry medication on them with the exception of inhalers for asthma and epi-pens for severe allergies. These medications must also have a consent form signed. Parents must bring non-prescription and prescription medications into the office and sign a consent form. The medications must be in the original container. We will NOT give medications sent to school in baggies, envelopes or wrapped in paper. These

medications will not be returned to the student. You will have one week to pick them up, after that time they will be disposed of.

LINCOLN COUNTY SCHOOLS HEAD LICE POLICY

We follow the CDC guidelines for handling head lice cases. If a student is found to have lice at school, the school nurse will follow up. The parent/guardian will receive written notification. Students must be rechecked by the nurse the morning after treatment before returning to the classroom and must bring proof of the product used for treatment (box, receipt for treatment, etc.-only one required piece of evidence). The American Academy of Pediatrics discourages head lice screenings at school, which have not been proven to have a significant effect over time on the incidence of head lice in the school setting. Children should be checked only when demonstrating symptoms of head lice. At this time, we do not do school-wide, classroom checks. Parents must not rely on the school to do the primary head checks. We would like to recommend that you schedule weekly head checks at home for lice and/or nits (eggs). Parents need to join in partnership with the school to limit the spread of lice, reducing lice outbreaks depend on the cooperation we receive from parents.

OFFICE PROCEDURES

VISITORS: All visitors and parents are welcome and are encouraged to visit the school. Everyone must stop by the office to state the nature of the visit and receive a pass.

TELEPHONE: Students will be allowed to use the phone only in emergency situations. A note from the teacher will be required. Students may not use the phone to routinely call home. Students and staff members will not be taken from class for a routine call. The caller will be asked to leave a message.

CHANGE OF INFORMATION: If you change your address, phone number, etc., please notify the school at the time of the change. Promptness is critical so that the appropriate changes can be entered into your child's records in case of emergency

TEXTBOOKS: The State of Tennessee furnishes all textbooks, which are to be kept clean and in good condition by the students. No final grade will be given until textbooks are returned or paid for in the case of damage or loss. If a student withdraws from school, all textbooks must be returned before records are forwarded.

LOST AND FOUND: If your student has lost an item, please contact your school’s office for the location of lost and found. At the end of each semester, remaining items are donated to charity.

PLEASE LABEL JACKETS AND OTHER PERSONAL ITEMS WITH YOUR CHILD'S FIRST AND LAST NAME.

BREAKFAST AND LUNCH

Students may bring breakfast or lunch from home or buy it in the cafeteria. A well-balanced meal is prepared each day by the cafeteria staff under the standards of the National School Lunch and National School Breakfast Programs. Breakfast will be served at the start of the school day.

BREAKFAST AND LUNCH PRICES:

1. Lunch
    a. Paid 9-12: $3.15
    b. Paid PreK-8: $2.80
    c. Reduced: $0.40
    d. Adult Lunch: $4.80
    e. Visitor Lunch (Holiday): $6.00
2. Breakfast
    a. Paid PreK-12: $1.80
    b. Reduced: $0.30
    c. Adult Breakfast: $2.80
    d. Visitor Breakfast: $3.00

Lincoln County School Nutrition Program
2025-2026

Policy on Charging of Meals
Jun 6, 2022

This policy on charging school meals shall become effective on July 1, 2022, and shall remain in effect until such time that it is revised.

All Lincoln County School Cafeterias shall allow charging of school meals and shall observe the following policy on charging of meals:

Charge Limits

All elementary schools will allow student charges, not to exceed the full-pay student price of 5 breakfasts and 5 lunches. These may be any combination of breakfast and lunch meal charges. High schools will allow student charges, not to exceed the full-pay price of 3 lunches and 3 breakfasts. No grade level will allow charging of a la carte items.

Parents/Guardians are responsible for any and all charges applied to their student's account. Parents/Guardians and students may view their lunch account balance and make payments at their convenience through their Skyward Family Access Portal.

Procedure

All reasonable efforts will be made to collect unpaid charges.

As students come through the meal line the cashiers will notify students of zero or low balance and remind them to bring money the following school day or make an online payment.

Households of students with negative account balances will be notified weekly, using the All Call System.

A notification letter will be sent home weekly for students exceeding $15.00 in charges.

Letters will be printed by the Cafeteria Manager, folded in a way to protect the student's privacy, and delivered to the front office with the student's name written on the outside.

Principal decides how the front office will confidentially distribute the letters.

An additional notification letter will be sent by the Principal for families exceeding the full-paid student price for 5 breakfasts and 5 lunches in PK-8, and 3 breakfasts and 3 lunches in 9-12.

Letters will be printed by the Cafeteria Manager and delivered to the front office in a folder or envelope to protect the confidentiality of the student.

Principal will sign and decide how the front office will confidentially distribute the letters.

If the student account has not been made current, or payment arrangements made with the principal, by the following week when the list of accounts with a negative balance are run, in addition to procedures 1-4, the Principal or their designee will call the parent/guardian.

If after multiple All Call notifications, letters, and a call by the Principal student accounts are not made current, or payment arrangements made with the Principal, Lincoln County Department of Education reserves the right to take legal action including small claims court. In the event this step is necessary, the parent/guardian will be responsible for all charges accrued to that point as well as all court costs. (*court cost as of April 2022, $216.50)

Parents/guardians may make arrangements to pay for outstanding meals balances at regular intervals in writing with the Principal in each school. Payments may be made any time using our online payment system in the Skyward Family Portal.

Uncollected charges will be paid in full from each school's general fund account no later than May 30th of each year per Tennessee Internal School Uniform Accounting Policy Manual. See reference below.

Charges

If charges are allowed, the local education agency must have a board approved charge policy. Uncollected charges must be recouped from other than school nutrition program funds. Uncollected charges should be the responsibility of the board of education through direct payment, board of education allocation funds, or other such funds. Student activity funds should not be used.

Tennessee Internal School Uniform Accounting Policy Manual

Local Education Agency School Nutrition Funds-Section 8, Page 3.

This policy was approved by the Lincoln County School Board on June 6, 2022.

Policy for Unclaimed Student Funds

Adopted Jun 25, 2019

Withdrawn Students and/or Graduating Students

Please request any money left in your child's account no later than 10 days after the last day of school attended.

Requests should be written and turned into the office or mailed to:

Lincoln County Dept. of Education

ATTN: School Nutrition Dept.

909 Main Avenue South

Fayetteville, TN 37334

Please include the child's name, your name, phone number, and correct address for the check to be mailed. If there is a sibling the money should be transferred to, please remit this request in writing as well.

Any money left in your child's account after 10 days of withdrawal date or graduation date will be transferred to an "extra money" account and be deemed as a donation in our computer system

to be used for accounts in need. If your child's account holds more than $50.00 and a refund is not requested within the agreed upon timeframe, every effort will be made to contact a parent or guardian. If this is not successful, those funds will be transferred to the treasury department per state requirement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint-resolution , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture

   Office of the Assistant Secretary for Civil Rights

   1400 Independence Avenue, SW

   Washington, D.C. 20250-9410;

2. fax: (202) 690-7442; or

3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

CAR RIDERS

All car riders must be dropped off and picked up at the designated area of the building. Parents should not park and come into the building to get children. This interferes with the bus-loading procedures and causes a breakdown in the scheduled flow of traffic. To ensure the safety of your children, please do not check them out after 2:30 p.m. Car rider dismissal begins at 2:45-2:50 (depending on the individual school) p.m. Please be patient the first couple of weeks. It may take some time to get the line flowing smoothly and to acquaint the students with the procedure.

BUS RIDERS

All buses load and unload at the front or side of the school. Each student should memorize his/her bus number and bus driver's name. A student who is not a regular bus rider should bring a note to the office advising he/she will be riding the bus on that day. A note will be given to the bus driver when the student gets on the bus. The note should include an address and parent/guardian phone number. Bus dismissal time will be provided by the individual school.

CHANGES IN TRANSPORTATION

Please notify the office no later than 2:15 of any changes in your child's transportation (car or bus) for that day. This time is needed in order to ensure notification of your child and child's teacher.

BUS CONDUCT

Students become the responsibility of the school system when they board the bus. The school bus is an extension of school activity; therefore, students shall conduct themselves in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver. The principal has the option of not allowing students to ride the bus in cases of chronic misbehavior. Bus drivers will observe our disciplinary procedure in dealing with student misbehaviors.

All bus riders will receive a group explanation and a copy of the following:

1. Group Warning: All students will receive group warning of the consequences of misbehavior.
2. First Incident: Warning issued to student and parent/guardian notified.

3. Second Incident: Five days suspension from bus privileges; parent/guardian notified.
4. Third Incident: Ten days suspension from bus privileges; parent/guardian notified.
5. Fourth Incident: Suspension from bus privileges for remainder of school year; parent/guardian notified.
6. Anyone who throws objects or fights on the bus will receive an automatic five day suspension of bus-riding privileges.
7. Any student who destroys seats or commits any other act of bus vandalism will be required to pay actual damages, according to the payment schedule agreed by the principal and parent/guardian, before the student will be allowed to ride the bus again. Restitution for damages will be required in addition to other consequences that the student has incurred.
8. Special Education students will have a manifestation meeting after the first warning.

Fighting or throwing objects on the bus is an automatic five-day suspension from the bus. The principal shall apply Level III: Misbehavior consequences to the offending student(s).

Students who damage seats or vandalize the bus will be charged a *minimum* of $30 for damages. Students who transfer from bus to bus while en route to and from school are expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

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

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

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

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

The following list of rules should be displayed at the front of the bus and all riders are expected to obey each one:

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus. (driver's discretion)
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.

7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. The Bus Driver is authorized to assign seats.

INCLEMENT WEATHER

Listen to local radio stations for information and complete the Community Safe Automated Phone Notification System form from the school so parents will be notified when there is inclement weather causing delays, early dismissals, or cancellations. You can also follow the LCDOE and individual schools' social media outlets for weather notifications.

ACADEMICS

All schools in the Lincoln County Department of Education School District are committed to the academic achievement of all students. In order to accomplish this task, the following programs, policies, and procedures have been established: Speech and language therapy, Automated Library, Guidance Counseling, one-to-one devices K-8, Special Education & Title Education, Before/After school tutoring (invitation only).

REPORT CARDS

Report cards for grades K-8 will be sent home each nine weeks.

- Grade K indicate progress with the following letter grades:
    - E-Excellent
    - G-Good S-Satisfactory
    - N-Needs Improvement
    - U-Unsatisfactory
- Grades 1-8 use the basic grading system for the subject area grades. The numerical equivalents are:
    - A (90-100)
    - B (80-89)
    - C (70-79)
    - D (60-69)
    - F (0-59)

* Progress reports will be issued midway of each grading period.

HIGH HONOR ROLL

To receive recognition for High Honor Roll, a student must have a cumulative GPA of 89.5 to 100 with no grade below 80. High Honor Roll Recognition begins in the 3rd grade. Only the four core classes will be included. (No P.E, band, computer, etc)

HONOR ROLL

To receive recognition for the Honor Roll, a student must have a cumulative average of 84.5 to 89.4 with no grade below 80. Honor Roll Recognition begins in the 3rd grade. Only the four core classes will be included. (No P.E, band, computer, etc)

TEACHER REQUEST POLICY

Due to the TEAM teacher evaluation system, there will be no teacher requests.

DISCIPLINE IN THE CLASSROOM

Teachers will send home their classroom/grade level procedures and rules.

HANDS-OFF POLICY

Student relationships are to be private. The "hands-off" policy should be complied with during school hours and at all school activities and functions.

CIVIL RIGHTS

Each student has the right not to be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities.

ZERO TOLERANCE POLICY

The Zero Tolerance Policy, which has been mandated by the Tennessee State Legislature, informs each student and parent of our county's Code of Behavior and Discipline and its discipline procedures for drugs, weapons, and assault. Below is the board policy.

ZERO TOLERANCE BOARD POLICY

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

1. Bringing to school or being in unauthorized possession of a firearm on school property

2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event

3. Aggravated assault

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

5. Valid threats of mass violence on school property or at a school-related activity as determined by a threat assessment team.

Under state law 49-6-3401 and per Board Policy 6.309 a student committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.[7]

During this period of time the student is not allowed on any Lincoln County School System property. When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.[8]

ELECTRONIC GAMES, RADIOS, PLAYING CARDS, TOYS, AND OTHER SUCH ITEMS

These items are not permitted at school unless permission has been given by the teacher for a special situation or activity. The faculty, staff, and administration of LCDOE PreK-8 schools are not responsible for items lost, stolen, or damaged.

CELL PHONES AND OTHER PERSONAL COMMUNICATION DEVICES

Students may possess personal communication devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. A student in violation of this policy is subject to disciplinary action. Unauthorized use or improper storage of a device will be taken to the office. Consequences for violations according to the Lincoln County Board of Education policy:

1st Offense: Warning (Parent pick up the cell phone and sign it out at the end of the school day, after school hours)

2nd Offense: 1 day of In-School Suspension (Parent pick up the phone and sign it out)

3rd Offense: 2 days of In-School Suspension (Parent pick up the phone and sign it out)

4th Offense: 3 Days of In-School Suspension (Parent pick up the phone and sign it out)

5th Offense: Parent Meeting set up by the principal and/or possible suspension from school

VIDEOS, CAMERAS, CAMERA PHONES AND OTHER ELECTRONIC RECORDING DEVICES

These items are prohibited in locker rooms at all times. Cameras, camera phones and other electronic recording devices owned or operated by individuals may not be used to photograph, video, or record any student or staff without permission from the individual(s) being photographed, videoed, or recorded. School security cameras are not included in this restriction. Any student who violates the restrictions of this policy may have the device confiscated and may be subject to disciplinary action at the discretion of the principal. Any student who disseminates in any manner an unauthorized or misrepresented photograph, video, or recording for the purpose of embarrassing, demeaning, or discrediting the reputation of any student or staff, or that results in the embarrassment, demeaning, or discrediting of any student or staff, or results in any action or activity disruptive to the educational process shall be subject to disciplinary action up

to and including suspension or expulsion at the discretion of the principal. The faculty, staff, and administration of each school are not responsible for items lost, stolen, or damaged.

SMOKING

In an effort to demonstrate our dedication to modeling good health, all schools will adhere to a SMOKE-FREE environment. NOTE: This includes smokeless tobacco, electronic cigarettes, and associated paraphernalia. Student possession or use of these products at school will result in automatic court citation will be written for the offending student. Students are also subject to discipline by the school's administration at their discretion.

DISCIPLINE

Any school system action taken pursuant to this policy shall be consistent with requirements of federal law, Tennessee statutes, and other school system policies. The school system shall take discriminating action necessary and appropriate, including warning, suspension, or immediate discharge to end harassment, sexual harassment, or discrimination and to prevent its recurrence.

POLICY DISTRIBUTION

A copy of the foregoing policy and reporting procedure shall be published in the school system policy manual, shall be included in each student handbook published by the school system, and shall be posted in a conspicuous place in each school building. Postings of the Policy shall include the name(s) of the person(s) to whom reports should be directed.

DISCIPLINE POLICY

Students in the Lincoln County Schools District are expected to conduct themselves as young ladies and gentlemen at all times. To have a good school, students must exhibit respect and courtesy for teachers, as well as for fellow students. Teachers will try to lead each child to do his/her best in attaining self-discipline. Major disciplinary problems are worked out with the teacher, the parent, and the principal. Suspensions of students from school will be conducted according to TCA 4001309. Cooperation between school, home, and acceptable behavior by students is essential for an effective school program.

Violations which could result in suspension from school are:

1. Possession of illegal drugs.
2. Possession of firearms, guns, pistols, knives, or pepper spray.
3. Marking, defacing, willfully or maliciously damaging school property or property belonging to school personnel.
4. Actions inciting, advertising, or counseling others to engage in any act disruptive to regular school activities.
5. Theft of property belonging to students or personnel.
6. Disorderly school bus conduct.
7. Disrespectful attitude or behavior toward any personnel assigned to any school personnel.
8. Devices that disrupt learning
9. Actions deemed as Fighting.c
10. T.C.A 49-6-4215 authorizes LEAs to adopt rules and regulations to prohibit the activities of criminal gangs on school property. The rules and regulations may prohibit students in grades six through twelve (6-12) from:
    a. Wearing, while on school property, any type of clothing, apparel or accessory that denotes the students' membership in or affiliation with any criminal gang;
    b. Any activity, including the use of use of hand signals and graffiti, that encourages participation in a criminal gang or facilitates illegal acts of a criminal gang; and
    c. Any conduct that is seriously disruptive to the educational process or endangers persons or property.

- "Criminal Gang" means a formal or informal ongoing organization, association or group consisting of three (3) or more persons that has:
    - As one (1) of its activities the commission of criminal acts; and
    - Two (2) or more members who, individually or collectively, engage in or have engaged in a pattern of criminal activity.

ZERO TOLERANCE OFFENSES

Violators of this section shall be subject to suspension and/or expulsion from school.

- Bringing to school or being in unauthorized possession of a firearm on school property.
- Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event.
- Aggravated assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.

- Valid threats of mass violence on school property or at a school-related activity as determined by a threat assessment team.

WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings.

Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

FIREARMS

In accordance with state law, any student who brings to school or is in unauthorized possession of a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

DRUGS

In accordance with state law, any student who unlawfully possesses any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

ASSAULT

In accordance with state law, any student who commits aggravated assault or commits assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the

school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

NOTIFICATION

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

STUDENT CODE OF CONDUCT

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. The development of each code shall involve principals and faculty members of each level and shall be consistent with the relevant policies as adopted by the Board.

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to student conduct on school buses, on school property, and while students are on school sponsored outings.

A teacher, principal, school employee, or school bus driver may use reasonable force in compliance with T.C.A. 49-6-4107.
https://tsba.net/wp-content/uploads/2024/07/2024-Student-Discipline-Guide.pdf

MISBEHAVIORS: LEVEL I

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

Examples (not an exclusive listing):

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Non-defiant failure to do assignments or carry out directions

- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)

Disciplinary Procedures

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

Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- Corporal punishment
- In-school suspension

MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety

of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I behaviors
- School or class tardiness

- Using forged notes or excuses
- Disruptive classroom behavior

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and teacher.
- The principal hears the accusation made by the teacher and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the teacher of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- Teacher/schedule change
- Modified probation
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Corporal punishment
- Out-of-school suspension (not to exceed ten (10) days)

MISBEHAVIORS: LEVEL III

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

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II behaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs, drug paraphernalia, and/or alcohol, or vaping products

(Any products listed about will be confiscated and subject to testing for illegal substances. A positive result in testing may lead to court citation and school punishment. The person in possession of the illegal substance will be responsible for the cost of the testing.)

- Stealing
- Threats to others
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)

Disciplinary Procedures

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

Disciplinary Options

- In-school suspension
- Detention
- Corporal punishment
- Restitution from loss, damage, or stolen property
- Out-of-school suspension not to exceed ten (10) days
- Social adjustment classes
- Transfer
- Expulsion

MISBEHAVIORS: LEVEL IV

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they

usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III behaviors
- Death threat (hit list)
- Extortion
- Bomb threat
- Possession/use/transfer of dangerous weapons*
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Aggravated assault*
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- Possession of unauthorized substances (i.e. any controlled substance, controlled substance analogue, or legend drug)*
- Use/transfer of unauthorized substances
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)
- Electronic threat to cause bodily injury or death to another student or school employee*

Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- Complete and accurate reports are submitted to the Director of Schools.
- The student is given a hearing before the disciplinary hearing authority.

Disciplinary Options

- Expulsion
- Alternative schools

- Other hearing authority or Board action which results in appropriate placement

FIGHTING -

K-2		3-5		6-8	
1st Offense	ISS or Suspension	1st Offense	Suspension: remainder of day plus an additional day	1st Offense	3 Days Suspension; possible court citation
2nd Offense	ISS or Suspension; STAR Team Meeting	2nd Offense	Suspension; court citation; followed by STAR Team Meeting	2nd Offense	Suspended until the alternative school meeting; court citation
3rd Offense	Suspension; Court Citation	3rd Offense	Suspension; court citation; Reconvene STAR Team Meeting if needed	3rd Offense	Suspended until alternative school meeting; citation court; extended alternative school placement

*School administrators reserve the right to modify disciplinary measures based on the severity of behaviors, how often they occur, and the specific circumstances observed.

VERBAL CONFRONTATION -

1st Offense	3 Days ISS
2nd Offense	ISS/OSS

CORPORAL PUNISHMENT - In extreme cases of student misconduct, corporal punishment may be used.

IN-SCHOOL SUSPENSION - Assignments are made by the administration. In school suspension is used by the administration as a corrective measure in dealing with some cases of

student misconduct. Much restriction is placed on the student, and special rules are applied in these situations. The student is isolated from the regular school program/activities and is under strict supervision at all times. All students will have assignments to cover the length of the suspension. All students must report to the assigned area with paper, pencil, and books. All assigned students will eat lunch in ISS.

IN-CLASS SUSPENSION (In-class ISS) - Assignments are made by the administration. In-class suspension is used as a corrective measure in dealing with some cases of misconduct. The student would remain in the classroom, but not be allowed to attend special activity classes and lunch with their peers.

SUSPENSION - State law authorizes any principal of a public school in Tennessee to suspend a pupil from attendance at school, from any school activities, or from riding a school bus, for good

and sufficient reason. Good and sufficient reason for such suspension may include, but shall not be limited to:

1. Willful and persistent violation of the rules of the school

2. Immoral or disreputable violence against the person or any personnel attending or assigned to any public school

3. Violence or threatened violence against the person or any personnel attending or assigned to any public school

4. Willful or malicious damage to real or personal property of the school or property of any person attending the school

5. Inciting, advising, or counseling of others to engage in any of the acts herein before enumerated

6. Any other conduct prejudicial to good order and discipline in any public school No work will be made up for days or periods of time missed as a result of suspension, except as stated in Section 49-1309, Tennessee Code annotated and as approved by the principal. After such suspension by the principal, the student may make an application for readmission to school as provided by Tennessee State School Law.

INTERROGATIONS BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s), guardians(s) or legal custodian(s), and without giving the student constitutional warnings.

SEARCHES BY SCHOOL PERSONNEL

Any principal or his/her designee who has reasonable suspicion may search any student, place, or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students, or vehicles of visitors. (Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons), and containers of packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;

2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;

3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person. A student using a locker that is the property of the school system does not have the right of privacy for that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students, subject to inspection, access for maintenance, and search.

Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search. A student may be subject to physical search. A student's pocket, purse, or other container may be required to be emptied because of the results of a locker search or because of information received from a teacher, staff member, or other student (if such action is reasonable to the principal).

All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;

2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;

3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;

4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and

5. The search shall not be excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

PROCEDURES WHEN DISCIPLINING CHILDREN WITH DISABILITIES AUTHORITY OF SCHOOL PERSONNEL 34 CFR §300.530

This occurs as a case-by-case determination. School personnel may consider any unique circumstances on a case-by- case basis, when determining whether a change of placement, made in accordance with the following requirements related to discipline, is appropriate for a child with a disability who violates a school code of student conduct.

General

To the extent that they also take such action for children without disabilities, school personnel may, for not more than 10 school days in a row, remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting (which must be determined by the child's individualized education program (IEP Team), another setting, or suspension. School personnel may also impose additional removals of the child of not more than 10 school days in a row in that same school year for separate incidents of misconduct; as long as those removals do not constitute a change of placement (see Change of Placement Because of Disciplinary Removals for the definition, below). Once a child with a disability has been removed from his or her current placement for a total of 10 school days in the same school year, the school district must, during any subsequent days of removal in that school year, provide services to the extent required below under the sub-heading Services.

Additional Authority

If the behavior that violated the student code of conduct was not a manifestation of the child's disability (see Manifestation determination, below) and the disciplinary change of placement would exceed 10 school days in a row, school personnel may apply the disciplinary procedures to that child with a disability in the same manner and for the same duration as it would to children without disabilities, except that the school must provide services to that child as described below under Services. The child's IEP Team determines the interim alternative educational setting for such services. Services The services that must be provided to a child with a disability who has

been removed from the child's current placement may be provided in an interim alternative educational setting.

A school district is only required to provide services to a child with a disability who has been removed from his or her current placement for 10 school days or less in that school year, if it provides services to a child without disabilities who has been similarly removed.

A child with a disability who is removed from the child's current placement for more than 10 school days must:

1. Continue to receive educational services, so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and

2. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not happen again.

After a child with a disability has been removed from his or her current placement for 10 school days in that same school year, and if the current removal is for 10 school days in a row or less and if the removal is not a change of placement (see definition below), then school personnel, in consultation with at least one of the child's teachers, determine the extent to which services are needed to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

If the removal is a change of placement (see definition below), the child's IEP Team determines the appropriate services to enable the child to continue to participate in the general education

curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

Manifestation Determination

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct (except for a removal that is for 10 school days in a row or less and not a change of placement), the school district, the parent, and relevant members of the IEP Team (as determined by the parent and the school district) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:

1. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or

2. If the conduct in question was the direct result of the school district's failure to implement the child's IEP. If the school district, the parent, and relevant members of the child's IEP Team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the child's disability.

If the school district, the parent, and relevant members of the child's IEP Team determine that the conduct in question was the direct result of the school district's failure to implement the IEP, the school district must take immediate action to remedy those deficiencies.

Determine that Behavior was a Manifestation of the Child's Disability

If the school district, the parent, and relevant members of the IEP Team determine that the conduct was a manifestation of the child's disability, the IEP Team must either:

1. Conduct a functional behavioral assessment, unless the school district had conducted a

functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or

2. If a behavioral intervention plan already has been developed, review the behavioral

intervention plan, and modify it, as necessary, to address the behavior.

Except as described below under the sub-heading Special circumstances, the school district must return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavioral intervention plan.

Special Circumstances

Whether or not the behavior was a manifestation of the child's disability, school personnel may remove a student to an interim alternative educational setting (determined by the child's IEP Team) for up to 45 school days, if the child:

1. Carries a weapon (see the definition below) to school or has a weapon at school, on school premises, or at a school function under the jurisdiction of the State Educational Agency or a school district.

2. Knowingly has or uses illegal drugs (see the definition below), or sells or solicits the sale of a controlled substance, (see the definition below), while at school, on school premises, or at a school function under the jurisdiction of the State Educational Agency or a school district; or

3. Has inflicted serious bodily injury (see the definition below) upon another person while at school, on school premises, or at a school function under the jurisdiction of the State Educational Agency or a school district.

Definitions

- Controlled substance: a drug or other substance identified under schedules I, II, III, IV, or V in section 202© of the Controlled Substances Act (21 U.S.C. 812c)).
- Illegal drug: a controlled substance; but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law.
- Serious bodily injury: has the meaning given the term "serious bodily injury" under paragraph (3) of subsection 1365 of title 18, United States Code.
- Weapon has the meaning given the term "dangerous weapon" under paragraph (2) of the first subsection (g) of section 930 of title 18, United States Code.

Notification

On the date it makes the decision to make a removal that is a change of placement of the child because of a violation of a code of student conduct, the school district must notify the parents of that decision, and provide the parents with a procedural safeguards notice

Annual Notice to Parents

In compliance with state and federal law, Lincoln County School system will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation, grievance, or appeals procedures and provision of services to protected handicapped students, contact the School Counselor at your local school.

EXTRACURRICULAR ACTIVITIES

- Any student who is eligible and wishes to participate in a school sponsored extracurricular activity is encouraged to do so.
- Any student suspended from school is also suspended from participation in extracurricular activities.
- School rules for behavior, speech, and dress are in effect for extracurricular activities.

ATHLETICS 6-8

TMSAA rules and regulations are followed for participation in Middle School sports. Players, cheerleaders, and student spectators represent our schools. Their conduct should give others a favorable impression at all times.

In order to participate in extracurricular activities, the student must be present in all classes the day of the activity or secure permission from the principal before being allowed to participate. If a student is absent from school all day, he/she may not attend practice that day. If absent for a funeral, etc.-a student may attend.

LINCOLN COUNTY SCHOOLS STUDENT ACCEPTABLE USE POLICY

Please read the following terms and conditions for use of the Lincoln County Schools network and the Internet carefully before signing this document. This is a legally binding document.

A. Educational Purposes

1. The Lincoln County School System is providing students with access to the district's electronic network system, which includes Internet access. The use of this account must be in support of education and research and consistent with the educational objectives of the school system.

2. The Lincoln County School System's network use is limited to educational purposes. The term "educational purposes" includes classroom activities, student research, and career development. The network system will also assist the Lincoln County Schools in sharing information with the local community, including parents, social service agencies, governmental agencies, and business.

3. The Lincoln County School System's network has not been established as a public access service or a public forum. The school system has the right to place reasonable

restrictions on the material you access or post through the network. You are also expected to follow the terms of the Acceptable Use Agreement and Board Policy.

4. You may not use the network for commercial purposes. This means you may not offer or provide products or services through the network or use the network for product advertising.

5. You may not use the network for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Unacceptable Uses Net Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Avoid offensive or inflammatory speech. Be courteous and polite. • Use appropriate language. Profanity or obscenity is not permitted at any time, including the downloading of obscene files.
2. Do not reveal personal information about yourself or others.
3. Do not participate in the transmission of any material in violations of any federal or state regulation. This includes, but is not limited to: copyrighted material or threatening or obscene material.
4. Do not use the network in such a way as to disrupt the work of others.
5. Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Harassment or bullying is not permitted.

C. Vandalism -Vandalism is defined as any malicious attempt to harm or destroy data of another user, the operations of the network, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism will result in disciplinary action.

D. Security - Security on any computer system is a high priority, especially when the system involves many users. If provided passwords, never share your password or account with anyone. You have full responsibility for the use of your account, and can be held responsible for any policy violations that are traced to your account. If you believe your account has been violated, you should immediately notify the Technology Director or principal and change your password. No hacking or unauthorized attempts to access another computer or trespassing in another's folder, work, or file is allowed.

E. Limitation of Liability - The Lincoln County School System makes no guarantee that the functions of the services provided by or through the school system will be error-free or without defect. The Lincoln County Schools will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The system is not responsible

for the accuracy or quality of the information obtained through or stored on the network system. Lincoln County Schools will not be responsible for financial obligations arising through the unauthorized use of the network.

F. Exception of Terms and Conditions - These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Tennessee and the United States of America.

STUDENT DRESS CODE

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.

More specific guidelines appropriate for each level of school (elementary, middle, junior high and senior high) may be developed. Principals, faculty members and students shall be involved in the development of each appropriate set of guidelines.

When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension.

In matters of opinion, the judgment of the administration will prevail.

Students should observe the following: (NO VISIBLE UNDERGARMENTS)

	ALLOWED	**NOT ALLOWED**
SHORTS/PANTS	-4 inches or less above the knee, at waistline	-more than 4 inches above the knee,-biking shorts, spandex, sleepwear, -slacking or have to be held in order to walk -No visible skin, frays, or holes more than 4 inches above knee

SKIRTS & DRESSES	-4 inches or less above the knee	-more than 4 inches above the knee
LEGGINGS, STRETCH PANTS, YOGA PANTS, ETC.	-top must cover midriff	-skin at midriff
VISIBLE PIERCINGS	-ears, nose studs or hoops	-other body parts-eyebrows, lips, etc.
SYMBOLS	-patriotic, if worn appropriately	-promote/suggest drugs, tobacco, alcohol, sex, obscenities, violence, racial discord, gang activity, or any disturbing influence
HEAD COVERINGS	-none	-hats, caps, bandanas, other head coverings, hoods (unless for practicing religious purposes)
ACCESSORIES	-none	-spikes, bandanas, chains, blankets, wallet chains
SHIRTS & TOPS	-sleeveless that cover neck to shoulder and hemmed at arms	-see through, tank tops, halter tops -clothing revealing chest, midriff, sides, or back the “no-bra” look -No visible undergarments

BULLYING

All schools in the Lincoln County Department of Education School District believe in promoting a positive climate, school connectedness, relationship building, and resilience building. Bullying is not tolerated at any level in any schools in the Lincoln County Department of Education School District.

Bullying is defined as, "When someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself."

LCDOE Anti-Bullying Rules:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

No form of bullying or harassment is accepted at any LCDOE school, and any incident confirmed by the administration will come to an immediate end. All LCDOE schools will comply with LCDOE BOE policy, "Student discrimination/Harassment and Bullying/Intimidation." This policy, along with all board policies, may be accessed at http://www.lcdoe.org.

Although this policy takes place at school, we need your help too. You can talk about bullying and our school's anti-bullying rules at home with your child or children. We want to work with you to prevent and stop bullying from happening in our school.

MISCELLANEOUS INFORMATION

NEW STUDENTS - Students entering kindergarten are required to have a birth certificate and a current medical exam on the state form. Children entering any grade from an out-of-state school will require an up-to-date immunization record on the state form.

TRANSFERRING STUDENTS - Please give the school prior notice when transferring so the teachers and office will have time to complete all the necessary paperwork. All accounts must be paid in full and all books must be returned; charges must be paid for lost or damaged items before any records will be released.

SCHOOL FEES - The fees you pay for your child cover workbooks, art supplies, and room fees. Students must supply their own pencils, paper, etc.

PHYSICAL EDUCATION - Please help your child enjoy P.E. by having him/her properly dressed for safety and comfort. Tennis shoes are required. Due to safety concerns, do not allow your child to wear sandals, jelly shoes, high heels, flip-flops, crocs, Sperry's, boots, or shoes without a back to P.E. This results in the student having to sit out and will reflect on his/her grade. Classes are held outside and inside the gym, depending on the activity planned. Therefore, students should bring a jacket, if needed, during cool weather. Please notify the P.E. teacher in writing of any ongoing medical problems your child may have. A written excuse from home is required in order for the student to be excused.

SEXUAL HARASSMENT POLICY

The Lincoln County Board of Education is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment. The board prohibits any form of harassment based upon sex, age, religion, disability or race/national origin. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical contact, or communications of a sexual nature when:

1. Submission to that conduct or communications is made a term or condition, either explicitly or implicitly of obtaining an education;

2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or educational opportunities;

3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment. Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

Sexual harassment may include but is not limited to:

1. Sexual advances;

2. Verbal harassment or abuse;

3. Subtle pressure for sexual activity;

4. Touching of a sexual nature including inappropriate patting;

5. Intentional brushing against a student or an employee's body;

6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;

7. Demanding sexual favors especially when accompanied by implied or overt promises of preferential treatments with regard to an individual's employment /educational status;

8. Graffiti of a sexual nature.

9. Displaying or distributing sexually explicit drawings, pictures or written materials (including making and playing sexually explicit audio/video tapes);

10. Sexual gestures including touching oneself sexually or talking about one's sexual activities in front of others;

11. Sexual or "dirty" jokes; or

12. Spreading rumors about or rating other students as to sexual activity or performance.

Any person who believes he/she has been the victim of harassment or sexual harassment by a student or an employee of the school system or any third person with knowledge or belief of conduct that may constitute harassment or sexual harassment must report the alleged acts immediately to an appropriate school system official as designated by this policy. Lincoln County Department of Education encourages the reporting party to use the report forms available from the principal of each school or from the Lincoln County Department of Education.

In Each School: The school principal is the person responsible for receiving oral and written reports of harassment or sexual harassment at the school level. A written report will be forwarded to the Complaint Coordinator and to the Director of Schools or his/her designee. If the report was given verbally, the principal shall reduce it to written form within 24 hours. Failure to forward any harassment or sexual harassment report or complaint as provided herein shall result in disciplinary action. If the complaint involves the school principal, the compliant shall be filed directly with the Complaint Coordinator of the Director of Schools or his/her designee.

System Wide: The school board hereby designates Linda Tallman as the Complaint Coordinator and Title IX Coordinator to receive reports or complaints of sexual harassment or discrimination from any individual, employee, victim, or principal, as outlined above. If the complaint involves the Complaint Coordinator, the complaint shall be filed directly with the Director of Schools.

Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's present or future employment, grades, or work assignments.

Use of formal reporting forms is not mandatory; however, a sample of the reporting form currently used in this system is available at the school. The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

INVESTIGATION AND RECOMMENDATION

Upon receipt of a report or complaint alleging harassment, sexual harassment, or discrimination, the Complaint Coordinator shall immediately undertake an investigation. If the principal received the original complaint or report, he/she will assist the complaint coordinator with the investigation. In determining whether alleged conduct constitutes harassment, sexual harassment or discrimination, the school system shall consider all relevant circumstances, the nature of the sexual advances (if sexual harassment is alleged), the relationship between the parties involved, and the context in which the alleged incidents occurred.

The investigation shall consist of (but not be limited to) personal interview with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed relevant by the Complaint Coordinator. In addition, the school system shall take immediate steps to protect those involved with the investigation of alleged harassment, sexual harassment or discrimination.

The Complaint Coordinator shall make a final report including findings and recommendations for disciplinary actions, if any, to the Superintendent/Director of Schools or his/her designee upon completion of the investigation.

SCHOOL DISTRICT ACTION

Upon receipt of a recommendation that the complaint is valid, the school system shall take such appropriate action.

A written report of the result of the investigation shall be reported to the complainant by the school system. The report shall document any disciplinary action taken as a result of the complaint. The school system shall take other steps as are deemed necessary to prevent recurrence of the harassment. The school system shall keep the complainant informed of the status of complaints.

REPRISAL

The school system shall discipline any individual who retaliates against any person who reports or is involved in the investigation of alleged incidents of harassment, sexual harassment or discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment that creates a hostile environment.

NON-HARASSMENT/FALSE ACCUSATIONS

The school system recognizes that not every reported incident, advance, or consent containing sexual content constitutes harassment. Whether a particular action or incident constitutes a personal or social relationship having a discriminatory effect requires a determination based on all the facts and surrounding circumstances. False accusations of harassment, sexual harassment, or discrimination can have serious detrimental effects on innocent parties. Any person who knowingly and intentionally makes a false accusation that would be contrary to the spirit and intent of this policy shall be subject to immediate and appropriate disciplinary action.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These proceedings do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Tennessee Department of Human Rights, initiating civil action, filing a complaint with the Office of the Civil Rights of the United States Department of Education, or in certain instances, seeking redress under state statutes.

SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse under Tennessee Law. In such situations, the school system shall comply with Tennessee statutory requirements regarding the reporting of suspected abuse to the appropriate authorities.

VAPING

Consequences for Vaping or Vaping Paraphernalia

- 1st Offense - Two days in ISS/Agreement and successful completion of four online modules about vaping and the dangers. (EverFi)
- 2nd Offense - Court Citation, Court Mandated Four Hour Saturday Class; 50 Hours of Community Service; Two days in ISS, and successful completion of online modules (TBD).
- 3rd Offense - Court Mandated Five Week Class for Parent(s) and Student; 50 Hours of Community Service, Two days in ISS, and successful completion of online modules (TBD).

Consequences for Vaping on the Bus

- 1st Offense - Two days in ISS and successful completion of four online modules (Everfi) about vaping and the dangers plus two weeks off the bus.
- 2nd Offense - Court Citation, Court Mandated Four Hour Saturday Class; 50 Hours of Community Service; Two days in ISS, and successful completion of online modules (TBD)plus three weeks off the bus.
- 3rd Offense - Court Mandated Five Week Class for Parent(s) and Student; 50 Hours of Community Service, Two days in ISS, and successful completion of online modules (TBD) and off the bus permanently.

***Vape consequences will accumulate in sequential order not dependent on location.**

Vape with THC Contents

Any student using or in possession of a vape with contents that have positive test results for THC will be placed in alternative school for one calendar year.

PARENTAL NOTIFICATION

UNDER THE ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)

Teacher Qualifications and Highly Effective Teachers

At the beginning of each year, an LEA shall notify parents that they may request, and the LEA will provide information regarding whether professionals are highly effective, including the qualifications of the student's teachers and paraprofessionals. This includes information about whether the student's teacher:

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. Is teaching in the field of discipline not of the certification of the teacher; and
4. Is teaching alongside paraprofessionals and, if so, the paraprofessional's qualifications [ESSA 112 § (e)(1)(A)].

ASBESTOS COMPLIANCE PLAN AVAILABLE

203 East Davidson Drive

Contact: Ricky Bryant 931-438-1486

7:00 AM – 4:00 PM

Family Educational Rights and Privacy Act/Pupil Rights Amendment

In accordance with the Family Educational Rights and Privacy Act (FERPA), Lincoln County Schools (LCS) grants parents, guardians, and students who are eighteen (18) years of age or older certain rights regarding the education records maintained by LCS. FERPA ensures that both custodial and noncustodial parents have rights concerning their children's education records, unless the school receives a court order explicitly stating otherwise.

These rights are:

1. The right to inspect and review the student's education records within 45 days after the day LCS receives a request for access. Parents and eligible students who wish to inspect their child's or their educational records should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA and/or T.C.A. § 49-1-701, et seq. and/or T.C.A. § 10-7-504. Parents or eligible students who wish to ask LCS to amend an educational record should write to the

principal and clearly identify the part of the record they want changed and specify why it should be changed.

If LCS decides not to amend the record as requested by the parent or eligible student, LCS will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before LCS discloses personally identifiable information from the student's education records, except to the extent that FERPA and T.C.A. § 49-1-701, *et seq.* authorize disclosure without consent.

One exception that allows for the disclosure of education records without consent is when the disclosure is made to school officials with legitimate educational interests. A Lincoln County Schools (LCS) official includes individuals employed by LCS in roles such as administrators, supervisors, instructors, or support staff. This category may also encompass contractors outside of LCS who perform institutional services or functions that LCS would typically handle with its own employees, provided they are under LCS's direct control regarding the use and maintenance of personally identifiable information from educational records. Examples of such contractors include attorneys, auditors, medical consultants, therapists, or any other volunteers assisting LCS officials in their responsibilities.

An LCS official has a legitimate educational interest if they need to review an education record to fulfill their professional duties. Additionally, LCS will disclose education records without consent to officials from another public school district if a student is seeking to enroll, intends to enroll, or is already enrolled in that district, provided the disclosure is for enrollment or transfer purposes.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LCS to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Officer

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

LCS must, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from a student's education records.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to some outside organizations without a parent's prior written consent. Information which is typically contained in yearbooks, graduation programs, honor rolls, and playbills generally is not considered harmful or an invasion of privacy if released and can be disclosed to outside organizations without a parent's prior written consent. Such outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks or photograph class pictures.

These contracted vendors will provide students' primary mailing addresses and/or parents'/guardians/ electronic mailing addresses and/or phone numbers by LCS unless the parent or guardian submits written notice of opt out as described below. LCS may disclose appropriately designated "directory information" without written consent. Directory information items which can be published without consent include: name, grade level, name of the most recent school attended and the date (years) of that attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, recognitions and awards received, and other similar information that would not generally be considered harmful or an invasion of privacy if disclosed, such as a photograph.

In addition, federal laws require LCS, because it receives assistance under the Elementary and Secondary Education Act of 1965 (ESEA), to provide military recruiters, upon request, with the following information - names, addresses and telephone listings – unless parents have advised WCS that they do not want their student's information disclosed without their prior written consent.

If you do not want this information released, you must send a written notice to your child's school within 30 days of the first day of the academic school year. If such written notice is given for a student, then LCS will not share any directory information for that student with any outside entity.

Amendment: The Uninterrupted Scholars Act amends FERPA to provide those personnel of state or federal agencies with responsibility for the care and protection of children (i.e., Tennessee Department of Children's Services) have the right to access a student's educational records without parental consent. The amendment also provides that school districts are not required to give parents notice when a court orders the release of the educational records in court

proceedings involving allegations of abuse and neglect. This means for students who are in state custody (including foster care) Tennessee Department of Children's Services caseworkers may now access a student's educational records without parental consent, whether the parental rights of the biological parents have been terminated, and school districts are not required to notify the parents of the child before releasing the information pursuant to a court order.

Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal. The Director of Schools shall develop administrative procedures for approving requests for conducting surveys, analyses, or evaluations by agencies, organizations, or individuals. The requests shall outline what is to be done, who is to be involved, and how the results will be used and distributed.[1]

Prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be notified of the opportunity to review the materials.[1] Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. The survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18) whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who is eighteen (18) years of age or older may participate after he/she provides written, informed, and voluntarily signed consent. The Director of Schools shall develop procedures for granting such parental requests.[1]

No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning:[1,2]

1. Mental or psychological problems of the student or the student's family;
2. Sexual behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of other individuals with whom respondents have close family relationships;
5. Legally privileged relationships;
6. Income; or
7. The collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking[3]

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent/guardian.

The collection of the following student data is strictly prohibited:[4]

1. Political affiliation or voting history;
2. Religious practices; and
3. Firearm ownership.

COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING

In general, the district will not collect, disclose, or use personal student information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

If any collected information is to be marketed or sold, parent(s)/guardian(s) will be directly notified at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parent(s)/guardian(s), upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to the student. All parent(s)/guardian(s) and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions to the extent allowed by law such as:

1. College or other postsecondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
4. The sale by students of products or services to raise funds for school-related or education related activities; or Student recognition programs.

USE OF ARTIFICIAL INTELLIGENCE PROGRAMS

General

Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the district.1

Only approved AI programs may be utilized in student instruction or in completing student work. The Director of Schools shall develop a procedure for staff to submit additional programs for approval.

District technology staff are tasked with overseeing the implementation of AI programs. These staff members will review artificial intelligence programs to ensure compliance with district policies as well as state and federal student data privacy laws and present recommendations to the Director of Schools for approval. Any approved programs shall be accessible to all students.

Employees shall not place personally identifiable information, financial information, intellectual property, or other confidential information into an AI system.

The Director of Schools shall incorporate training programs on AI into professional development for district staff. This training shall focus on responsible use of AI and best practices for use in school settings and include instruction regarding personally identifiable information and the need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and properly storing any data that is collected by the district in compliance with state

Staff Use

Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting communications, notes, images, and the development of content for instructional or administrative purposes, as well as analyzing data and information. The following requirements shall be adhered to when using AI in the completion of work:

1. Employees shall disclose their use of a generative AI tool if failure to do so would :

    a. Violate the terms of the use of the AI tool;

    b. Would mislead a supervisor or others as to the nature of the work; or

    c. Would be inconsistent with the teacher code of ethic;.2

2. Employees shall take all reasonable precautions to ensure the security of private student data when utilizing AI programs;

3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in order to reduce the risk of errors and inaccuracies;

4. Outputs shall not be incorporated into proprietary content or works; and

Student Use

Teachers may allow students to use approved AI programs for instructional purposes. Any such use shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall ensure students are provided with appropriate instruction on the responsible use of AI.

Academic Integrity

Students shall be instructed on responsible use standards including but not limited to the following:

1. Effective use of generative AI;

2. When it is appropriate to use AI in assignments;

3. How to determine whether AI responses are accurate;

4. Users assume responsibility for incorporating AI content responsibly; and

5. The difference between cheating and seeking support.

Notice to Parents

The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in the district. An approved list of AI programs will be provided by inclusion in the student handbook.

Reporting

The Director of Schools shall submit a report to the Board of Education each June on how this policy will be enforced in the upcoming school year. The Board shall approve the report and the Director shall submit it to the Department of Education by July 1st.

List of Approved AI Program

1. MagicSchool.ai
2. ReadSpeaker.com (Part of Gallopade textbook)

Lincoln County Schools Code of Conduct

Persons who come onto school property shall be under the jurisdiction of the site administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly.

Lincoln County Schools Code of Conduct prohibits the following:

1. Cursing and use of obscenities;
2. Disrupting or threatening to disrupt school or office operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
5. Physical attacks intended to harm an individual or substantially damage property.

Disclaimer

The Lincoln County Schools Student Handbook can be updated or amended at any time and parental notification will be given.