



STUDENT HANDBOOK

PreK - 12

Updated June 2026

Washington County Schools
405 W. College Street
Jonesborough, TN 37659

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www.wcde.org

Jerry S. Boyd
Superintendent



WASHINGTON
COUNTY SCHOOLS
INSPIRE ★ STRIVE ★ THRIVE

BOARD OF EDUCATION

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Dear Washington County Schools Students and Families:

Welcome to the 2026–2027 school year!

Each new school year brings new opportunities—to learn, to grow, to build relationships, and to achieve more than we thought possible. Across Washington County Schools, our commitment remains clear: to provide every student with a safe, supportive, and challenging learning environment where they are known, valued, and encouraged to reach their full potential.

Our success depends on the partnership we share among students, families, educators, and our community. When we work together with a common purpose and high expectations, we create schools where students can thrive.

This Student Handbook provides important information about the expectations, policies, and procedures that guide our schools. I encourage students and families to review it together and to approach the school year with a shared commitment to attendance, learning, respect, responsibility, and personal growth.

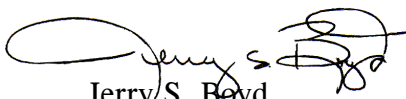
To our students: Make this year count. Be present. Work hard. Challenge yourself. Get involved. Treat others with kindness and respect. Ask for help when you need it, and never underestimate the difference you can make in the lives of those around you.

To our parents and families: Thank you for your partnership and for the trust you place in Washington County Schools. Your involvement and support are essential to the success of our students and our schools.

As we move forward together, we will continue strengthening coherence across our school system and increasing expectations for all. By working together, we can ensure that every student is prepared to succeed in school and ready for the opportunities that await beyond graduation.

I am excited about what we will accomplish together and look forward to a successful 2026–2027 school year.

Sincerely,



Jerry S. Boyd
Superintendent

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SCHOOL CONTACT INFORMATION

Central Office
405 West College St.
Jonesborough, TN 37659
423-753-1100

Asbury Optional High School (9 – 12) &
Alternative School (6 – 12)
TN Virtual Learning Academy (9 – 12)
2002 Indian Ridge Road
Johnson City, TN 37602
423-434-4900
Principal: Mr. Jamie Gray

Boones Creek Elementary PK - 8
132 Highland Church Rd
Johnson City, TN 37615
423-850-8580
Principal: Mrs. Jordan Hughes

Daniel Boone High School 9 - 12
1440 Suncrest Drive
Gray, TN 37615
423-477-1600
Principal: Dr. Stephanie Gray

David Crockett High School 9 - 12
684 Old State Route 34
Jonesborough, TN 37659
423-753-1150
Principal: Dr. Ashley Davis

Fall Branch School K - 8
1061 Highway 93
Fall Branch, TN 37659
423-348-1200
Principal: Dr. Jim Wernke

Grandview Elementary PK - 8
2891 Highway 11E
Telford, TN 37690
423-257-7400
Principal: Dr. Tara Churchwell

Gray Elementary PK - 8
755 Gray Station Rd
Gray, TN 37615
423-477-1640
Principal: Mrs. Amy Lawson

Jonesborough Elementary PK - 8
720 N. Cherokee Street
Jonesborough, TN 37659
423-753-1180
Principal: Dr. Robin Street

Lamar Elementary K - 8
3261 Highway 81 South
Jonesborough, TN 37659
423-753-1130
Principal: Mr. Mark Merriman

Ridgeview Elementary K - 8
252 Sam Jenkins Road
Gray, TN 37615
423-788-7340
Principal: Mrs. Leslie Lyons

South Central Elementary K - 8
2955 Highway 107
Chuckey, TN 37641
423-257-6491
Principal: Mr. J.W. McKinney

Sulphur Springs Elementary K - 8
1518 Gray/Sulphur Springs Road Jonesborough,
TN 37659
423-753-1140
Principal: Mrs. Krissi McInturff

West View Elementary School K - 8
2847 Old State Route 34
Limestone, TN 37681
423-753-1175
Principal: Mr. Aaron Christian



Washington County Schools Mission Statement

The mission of Washington County Schools is to inspire all students to reach their full potential every day.

Statement of Assurance of Non-Discrimination:

Washington County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries concerning the system's compliance with the regulations implementing Title VI, Title IX or the Americans with Disabilities Act (ADA) are directed to the Washington County Schools Chief Student Supports Officer, Dr. Jacki Wolfe at 400 W. College Street, Jonesborough, TN 37659, or by phone at (423) 753-1100.

RIGHTS & RESPONSIBILITIES

Student Rights & Responsibilities¹

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in their person, papers, and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board and school officials;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

Parent Rights & Responsibilities

Parents/guardians have the right to:

1. Be actively involved in their student's education;
2. Be treated courteously, fairly, and respectfully by school staff; and
3. Receive all relevant information and communication related to their student's education.

Parents/guardians have the responsibility to:

1. Make sure their student attends school regularly and on time, and when a student is absent, send in written excuse notes;

¹ BOE Policy 6.301

2. Support the District by being a role model for their student, talking with their student about school and expected behavior, and communicating the value of education through words and action;
3. Be respectful and courteous to staff, other parents/guardians, and students while on school premises and during school activities;
4. Encourage students to participate in extracurricular activities that promote social and emotional growth in the areas of creative arts, music, and athletics; and
5. Work with principals and school staff to address any academic or behavioral concerns or complaints students may experience.

Parents Right to Know

Access the **Parental Notification: Under the Elementary and Secondary Education Act (ESEA)** [HERE](#) or at www.wcde.org using the following clicks.

Menu – Parents & Students – Parents & Students Home – Parents Right to Know

Section 1: School Operations and Administration

ANNUAL NOTICES

Asbestos Management Plans

Parent(s)/guardian(s), upon request, shall be given the opportunity to review the Asbestos Management Plan. This request can be made to the Chief Officer of Operations.

Asbestos containing building materials are used and remain in the following school buildings: Asbury, Central Office, Daniel Boone High School, Fall Branch, Gray, Jonesborough, Midway Materials Center, Sulphur Springs, and West View. All remaining school buildings within the District have been built asbestos-free or the asbestos containing building material has been removed.

Buildings containing asbestos are inspected every 6 months through Crossroads Environmental Services LLC. A 6-month Periodic Surveillance Report is available to view in the above buildings. Class IV Employees (Custodial/Maintenance Workers) are required to attend an Annual 2-hour Awareness Training Class.

Directory Information

Per the Family Educational Rights and Privacy Act (FERPA), the District may disclose appropriately designated directory information without written consent, unless the parent(s) or eligible student (a student who is 18 years or older) has opted out of the disclosure of directory information.

In addition, federal law requires the District to provide military recruiters, upon request, with the names, addresses, and telephone listings of students unless parents/guardians have opted out in writing.

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

The District has designated the following information as directory information (not an exhaustive list): the student's name, address, telephone number, e-mail address, photograph, date and place of birth, major field of student, dates of attendance, grade level, enrollment status (e.g. undergraduate, graduate, full-time, or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

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

If the parent wishes to opt-out of the above, they shall indicate their preference on the "Opt-Out Notifications" form of the Student Handbook Acknowledgement Form.

Education Records

Family Educational Rights and Privacy Act (FERPA) affords parent(s) and eligible students certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the District receives a request for access.
 - a. Parent(s) or eligible students who wish to inspect education records shall submit to the principal a written request that identifies the records they wish to inspect.
 - b. Arrangements for access will be made, and the parent(s) or eligible student will be notified 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.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. Education records may be disclosed without prior written consent if a school official has a legitimate educational interest.
 - b. A "legitimate educational interest" is the official's need to know information to: Perform required administrative tasks; Perform a supervisory or instructional task directly related to the student's education; and Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Unsafe School Choice

Students who attend a school within the District identified by the State of Tennessee as persistently dangerous or students who are victims of a violent crime while in or on school grounds shall be given the opportunity to attend a safe school within the District.

EMERGENCY CLOSINGS

If it is determined that, due to inclement weather, schools need to be closed for the day, the management team will be notified by the Superintendent. Principals may institute a method of notifying members of their staff. The Superintendent shall notify radio and television stations if the school district will not be in session. Stations are requested to broadcast the school closing as often as possible. Additional closure information shall be made available on the system website, www.wcde.org, by text message, and on Twitter.

Any school activities or extracurricular activities shall be cancelled if scheduled on a day when school is closed for inclement weather. As soon as the decision to close schools is made, the Superintendent will notify the public media and request that an announcement be made².

STUDENT ENROLLMENT AND REGISTRATION

Open Enrollment

Due to a change in Tennessee state law, starting with the 2022-23 school year, Washington County Schools students may attend a WCS school other than the one to which they are currently zoned as long as space is available in the requested school and grade level.

Parents who would like to request that their child attend a county school outside the zone for which their child is assigned must apply for open enrollment. Families living outside of the Washington County School District must apply for Open Enrollment.

The number of enrollment spaces available at each location is based on the projected enrollment for the upcoming school year, including school and grade-level capacities. School enrollment is monitored during the Open Enrollment period, and as a result, available seats may be adjusted to comply with state law. If more requests are received than are available at a school or grade level, a lottery will be held to determine enrollment placement. Any students not selected during the lottery will be placed on a waiting list for potential enrollment.

Contract Enrollment

Students who live outside the Washington County School District may be enrolled through a contract. Parents will apply via the Open Enrollment Application process and during the open enrollment window. Students on contract will be expected to maintain satisfactory attendance, academic progress, and conduct throughout the school year or risk losing their contract. Losing a contracted enrollment would result in the student being dropped from Washington County Schools and returning to their assigned school district.

To learn which school your child is zoned to, please call the Washington County Schools Student Support Office at (423) 753-1112.

After a student has enrolled in one (1) school within the system, they will not be permitted to transfer to another school unless there is a change in residence of the student's parents or guardian outside the area in which the student enrolled. The parent or guardian may appeal to the Superintendent or designee within ten (10) days of the placement. Any exception to this policy must be brought before the Superintendent for evaluation and decision.

² BOE Policy 1.8011.1

Student Withdrawal

A student shall notify their teacher(s) and/or principal when it is known that they will be withdrawing from school. If a student drops a class or withdraws from school during a grading period, each teacher will record on the withdrawal form, grade sheet, and permanent record the grade attained as of the date of withdrawal. The principal will ensure that all information is completed on a student's record before a transcript is sent to another school. The Superintendent shall develop procedures and forms to ensure adequate notification and subsequent documentation of the withdrawal of students from school.

Student Fees and Fines

The Principal (or designee) shall be responsible for waiving school fees for students who receive free or reduced-price lunches. At the beginning of the school year, at the time of enrollment, and/or at the time of requesting school fees, all students and their parent(s) shall be given clear and prominent written notice of authorized fees that may be requested and notice of the fee waiver process.

The Principal (or designee) shall provide written notice to parent(s) of approval or denial of requests for fee waivers. Any denial shall contain the specific grounds for denial and shall afford the parent the opportunity for a personal meeting with the principal to discuss the validity of the denial.

The Principal (or designee) shall keep copies of any forms, notices, and/or instructions used in the waiver of fees and shall keep records of any denials, appeals of denials, and resolution of such appeals.

The Principal shall be responsible for assessing fines for the destruction or damage of school property and for notifying the student and parent of the responsibility to pay the fine.

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

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

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA) gives parents of minor children and students over 18 years of age certain rights with respect to the student's educational records. Parents and eligible students have the right to:

- Inspect and review the student's educational records. Requests to review educational records should be made to the school office and will be addressed within 45 days.
- Request the amendment of the student's educational records if the parent/student feels the records are inaccurate, misleading or in violation of the student's privacy rights.
- Consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent.

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records, including directory information. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Unless the parent or guardian notifies Washington County Schools within ten (10) calendar days after the first day of school (or the first day of enrollment), consent is implied for Washington County Schools to release directory information. Per 20 U.S. Code § 1232g, a noncustodial parent will receive the same information as provided to a custodial parent.

Understanding Your Rights Under the Protection of Pupil Rights Amendment (PPRA): For Parents & Students in Public Schools

What is PPRA?

The Protection of Pupil Rights Amendment (PPRA) is a federal law that helps protect the rights of students and their families by giving parents certain rights when it comes to surveys, instructional materials, and student information in public schools.

Under PPRA, you have the right to:

- Review surveys created by the school that ask about sensitive topics
- Opt your child out of certain surveys or activities
- Inspect instructional materials used in the classroom
- Be notified in advance if personal information will be collected from your child for marketing or research

What Kind of Topics Are Considered "Sensitive"? PPRA applies to surveys or questions that cover topics like:

- Political beliefs
- Mental or psychological problems
- Sexual behavior or attitudes
- Illegal or self-incriminating behavior
- Religious beliefs or practices
- Family income
- Critical appraisals of family relationships

Opting Out

You can choose to opt your child out of:

- Surveys asking about sensitive information
- Activities that involve collecting personal info for marketing
- Any non-emergency, invasive physical exams

We encourage you to speak with your school about the opt-out process and how to stay informed.

For Students

You have the right to speak up if you're uncomfortable with a question or activity at school. Talk to a parent or teacher you trust if something doesn't feel right.

Your voice matters—and the law helps protect it.

For additional information you may request a copy of the school's PPRA policy or visit the U.S. Department of Education, Protecting Student Privacy [HERE](#).

STUDENT GRADES

Pre-Kindergarten (PreK) – 8th grade

PreK & Kindergarten

The student's performance on adjustments to school for each reporting period will be indicated by a check. Skills will be recorded by S-Satisfactory or N-Needs Improvement.

Grade 1

A	Excellent Progress
B	Good Progress
C	Average Progress
D	Below Average Progress
F	Unsatisfactory Progress

Grades 2 - 8

Subject area grades shall be expressed by the following letters with their corresponding percentage range:

A	90-100 (Excellent)
B	80-89 (Above Average)
C	70-79 (Average)
D	60-69 (Low Average but Passing)
F	0-59 (Failure)

Grades in Art, Music, Physical Education and Conduct (grades 1-8) and specific academic areas (science and social studies) in grades 1-2 shall be marked as follows:

E	Excellent
S	Satisfactory
N	Needs Improvement

Semester grades are not issued in Art, Music, Physical Education, and Conduct (grades 1-8). Grades are based on behavior and shall not be deducted from scholastic grades.

Semester grades in 5-8 will be determined by calculating the average of the two-nine-week grading periods.

Grades 9 - 12 (High School)

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

A	90 - 100
B	80-89

C	70-79
D	60-69
F	0-59

This grading system shall be uniform throughout the school district for each grade.

Advanced coursework grades will be weighted with additional percentage points to calculate the semester average. Depending on the course taken the following percentage points will be assigned:

- Honors Courses- three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification, Dual Enrollment Course- four (4) percentage points;
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP) and International Baccalaureate Courses- five (5) percentage points

Student Progress Reports

Student progress reports shall be provided at least once every nine (9) weeks during the school year. At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student.

GRADUATION REQUIREMENTS

To meet the requirements of graduation, every student shall (1) achieve the specified twenty – two (22) units of credit; (2) take the required end-of-course exams; (3) have satisfactory records of attendance and conduct; (4) take the ACT or SAT prior to graduation; and (5) pass a United States civics test.

Thirty (30) credits will be required for the graduating class of 2020 and for each subsequent graduating class. Included in this requirement is a three-credit Focus of Study in accordance with State Board of Education Policy. Students shall choose a Focus of Study from a list developed by the Superintendent.

Early Graduation Options

A student who has completed all state and local requirements for graduation is eligible for early graduation. Each student applying for early graduation shall complete an Early Graduation Request Form. This form must be completed at the beginning of the intended graduation year. The student, their parents, the school counselor, and the building principal must sign the form. In case of a dispute, the Superintendent shall have final authority.

Once graduation requirements are met, and the student is granted early release, the student is considered an alumnus and shall not participate in further school activities or functions except the student has the option of attending prom and/or graduation exercises. Students choosing to attend these school-sponsored events must conform to the same rules and regulations required of regularly enrolled students of the district.

Students declaring for early graduation yet failing to meet the qualifications shall be allowed to continue enrollment to meet all graduation requirements.

The Superintendent shall develop administrative procedures to ensure the early graduation program is conducted in accordance with state law.

Move on When Ready Act

In order to graduate early under the Move on When Ready Act, students must meet the following requirements:

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

PROMOTION AND RETENTION

Students shall be promoted to the next grade level based on the successful completion of required academic work and satisfactory progress in each of the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and the ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. This requirement shall not apply to students who are participating in a board-approved, research- based intervention prior to the beginning of the next school year or to students who have an individualized education program (IEP).

Students who have difficulty in achieving the requirements for promotion may be considered for retention. Schools shall identify these students by February 1st.

K – 3 Reading Notification

If it is determined through a student's overall performance or a state or local assessment that a student in grades Kindergarten through three (K-3) is not meeting grade-level standards in reading, the student's parent(s) shall be notified within fifteen (15) calendar days of such determination.

Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to: the date of enrollment; additional information acquired after results of the local assessment, screening, or monitoring are released; or other academic, social, or emotional factors.

When a student is considered for retention, the student's parent(s) shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid

retention. The plan shall be developed in coordination with the student's teachers and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s).

A student may be retained when, in the judgment of the student's teacher and/or the student's IEP team, such retention is in the best interest of the student. However, a student shall not be retained more than once in any grade.

STUDENT SURVEYS, ANALYSES & EVALUATIONS

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.

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

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 without the prior consent of the eligible student or parent.

The collection of the following student data is strictly prohibited:

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

Per state and federal law, prior to the dissemination of a survey, analysis, or evaluation to students, parent(s) shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following such notification and prior to the administration of the survey, analysis, or evaluation, parent(s) may opt their student out of participation. If the District plans to disseminate a survey, analysis, or evaluation about one or more of the protected areas or use a student's personal information for selling or marketing purposes, consent shall be required before student participation.

FAMILY & COMMUNITY ENGAGEMENT

Families and community members should be engaged in the education of students based on the following standards:

- Families are welcomed into the school community;

- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect students and families; and
- Community, civic, and business resources are made available to strengthen school practices and programs

To access the Washington County Schools' Parent and Family Engagement Policy³ and the Washington County Family-Community Engagement Plan, visit the Washington County Schools website at www.wcde.org.

VISITORS

Parents and visitors are welcome in all Washington County Schools; however, for the safety of everyone and to avoid interrupting instruction in the classroom, all visitors, including parents must enter and exit through the front entrance of the school.

Except on occasions, such as school programs, athletic events, open house, and similar public events, all visitors will report to the school office when entering the school and will provide identification to the office staff for the Raptor Visitor Management System. Visitors will state their destination to the office staff to be logged into the Raptor Visitor Management System. All school visitors must be logged into the Visitor Management System. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or their designee.

Visitor passes shall always be issued for all persons other than students and employees of the school to be worn while on campus for the visit.

Students are not allowed to open doors for visitors. No student may leave a classroom with a parent or guardian without a message from office personnel to the classroom teacher. Students with permission to leave school before dismissal time must be signed out through the principal's office by a parent or guardian or person authorized in writing by the parent.

All parking on the grounds must be in an appropriate space. Any parent or visitor must be certain that handicapped spaces, roads, and fire lanes are not blocked.

We strongly encourage parents to have conferences with the teachers. Parents are requested to contact the principal or teacher to schedule a conference. Conferences can be scheduled before and after school, during planning periods, or on Parent-Teacher Conference Days. Scheduled conferences are needed to limit disruption of class instruction.

EXTRACURRICULAR, CLUBS, & ORGANIZATIONS

In recognition of the honor and responsibility that comes with representing their school, all students are expected to be model students both on and off campus when participating in any extracurricular

³ BOE Policy 4.502

programs and/or activities. Principals may remove students from participating in extracurricular activities if/when the student's conduct creates a substantial disruption to the school climate or the student uses any type of social media to bully, harass, intimidate and/or threaten other students and/or school personnel whether this occurs off campus or outside of the calendar season. Representing a school in an extracurricular activity is a privilege that must be maintained through acceptable behavior.

The following guidelines shall be followed in administering school-sponsored extracurricular activities:

1. The board shall initially approve each extracurricular activity to ensure proper support and supervision.
2. Each student activity must be under the guidance and direction of a certified staff member.
3. All extracurricular activities and clubs must have the approval of the principal.
4. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal or their designee.
5. Secret organizations shall not be operated in any school.
6. A student shall not be required to attend an extracurricular activity that is scheduled at a time which conflicts with their religious practices.
7. Extracurricular activities during vacation periods shall be restricted to regularly schedule athletic programs and major events which cannot be scheduled otherwise.
8. Student groups shall not participate in state or national activities which are not listed as approved activities by a regional accrediting association or the state and national principals' associations without the approval of the Superintendent.
9. A student serving in-school or out-of-school suspension due to inappropriate behavior will not be permitted to participate in extracurricular activities; this includes but is not limited to sports, clubs, choral and band practices, and concerts.
10. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are strictly forbidden.

DRUG-FREE SCHOOLS

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds.

Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

To protect the rights of students, to safeguard the learning environment, and to contribute to a drug free community, the board's plan for dealing with alcohol and drugs shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other appropriate sources of appropriate help; and.
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies, and judicial officials.

Using state guidelines, the Superintendent shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act;
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school -sponsored events; and
5. Providing notification to parents and students that compliance with this policy is mandatory.

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school sponsored activity, function, or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs. Students will not possess, sell, or distribute any substance that is substantially similar in color, shape, size, markings, or lack of markings to controlled substances classified in the law. Disciplinary sanctions shall be imposed on students who violate standards of conduct required by this policy. Such sanctions shall be consistent with local, state, and federal laws up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office⁴.

TOBACCO-FREE SCHOOLS

All uses of tobacco products, vapor products, and all other associated paraphernalia are prohibited on all district property and in all vehicles that are owned, leased, or operated by the district. Use of the aforementioned products shall be expressly prohibited in any public seating areas, including but not limited to, bleachers used for sporting events and public restrooms⁵.

The school principal shall be responsible for administering appropriate disciplinary actions for possessing the aforementioned products according to a progressive discipline schedule. Disciplinary procedures should start with less punitive consequences and become increasingly punitive with each violation. Each step of the discipline schedule should include referral to cessation resources or programs such as the Tennessee Tobacco QuitLine. The administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and referral to support systems, programs, and services to encourage them to abstain from the use of the aforementioned products.

Violation of Tobacco & Alcohol-Free policy shall subject the student to penalties as indicated hereunder:

- First Offense: 1 - 5 days ISS; Bus Infractions: 1 - 5 days bus suspension and completion of cessation class*.
- Second Offense: 1 - 3 days OSS; Bus Infractions: 3 - 5 days bus suspension and completion of cessation class*.

⁴ BOE Policy 6.307.1

⁵ BOE Policy 1.803

- Third Offense: 3 - 5 days OSS and meeting with Alternative School Admin, Home School Admin, & Parent(s); Bus Infractions: 5 - 10 days bus suspension, possible loss of bus service AND petition to Washington County Juvenile Court².
- Fourth Offense: 5 - 10 days OSS, remand to Alt School for 9 weeks - 1 semester; Bus Infractions: Loss of bus privileges for at least 1 semester (remaining time if appropriate) AND petition to Washington County Juvenile Court².

*Cessation classes will be held on Saturday and require the payment of a \$25.00 fine and attendance by the parent and student. First offense results in the parent attending for the first hour of the four hour course. Second offenses result in the parent attending the full four hour course. Failure or refusal to complete the cessation class will result in a progression through the tiers of discipline.

A citation to Washington County Juvenile Court shall require the student and their parents to appear in Juvenile Court.

Section 2: Student Supports

SCHOOL AGE CHILD CARE (SACC)

The Washington County School Age Child Care program (SACC) is a service that is provided to families with students attending Kindergarten-8th grade in a Washington County Schools. SACC provides a safe quality care program where students can engage in activities before and after official school hours at a minimal cost.

Students in SACC have opportunities to participate in activities that will benefit them emotionally, socially, physically, and educationally. Students receive homework help in addition to arts and crafts, hands-on science projects, music, outside play, board games, and electronic games. This program meets the requirements of and is licensed by the Tennessee Department of Education.

SACC Enrollment Information

To register for the School Age Child Care (SACC) program all forms regarding your student's registration must be completed and on file with SACC staff prior to attending the program. Forms for enrollment will be available online through the Washington County Schools Age Child Care webpage. Please complete the registration form and a health history form for each child prior to attending the program.

Families must submit updated registration forms each new school year and summer. Morning Care is available five (5) days a week approximately at 7:00 a.m. Exception: If schools are on a delayed schedule, the SACC program will not be open for morning care.

Available morning care locations: Boones Creek Elementary, Fall Branch Elementary, Grandview Elementary, Gray Elementary, Lamar Elementary, and Ridgeview Elementary.

Afternoon care is available five (5) days a week until 6:00 p.m. Exception: If schools are dismissed early, the SACC program will remain open one (1) hour following school dismissal.

Available after school SACC locations: Boones Creek Elementary, Fall Branch Elementary, Grandview Elementary, Gray Elementary, Jonesborough Elementary, Lamar Elementary, Ridgeview Elementary, Sulphur Springs Elementary, and West View Elementary.

SCHOOL NUTRITION SERVICES

***Mission of Washington County School Nutrition Services:
Feeding our students for a brighter future.***

In the more than 1,120,000 meals served each year, the Washington County Schools Nutrition Department offers a variety of nutritional foods that appeal to their number one customer: the student. All meals meet federal guidelines as required by the United States Department of Agriculture because of our participation in the National School Lunch and Breakfast programs. Meals are available to the student at the lowest possible price. Federal subsidies for free and reduced-price meals are available but families must apply for those benefits to determine eligibility.

It is the objective of the Washington County Schools Nutrition Department to provide nutritional meals in an environment that provides an opportunity for sound nutrition education. To achieve this goal, school food service has broadened its efforts in nutrition education, personnel training, and in the upgrading of facilities and equipment.

Access to Meal Assistance

All students in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) or Families First can get free meals regardless of income. Also, students can receive free- or reduced-price meals if the household's gross income is within the free limits on the Federal Income Eligibility Guidelines.

Students can get low cost meals if the household income is within the reduced-price limits on the Federal Eligibility Income Chart. Households can find the Federal Income Eligibility Guidelines in the application packet provided by the schools or on the online application.

Students identified as in foster care, homeless, migrant, or runaway students are categorically eligible for free meals and free milk.

Parents can receive an application from their student's school by contacting the school. Parents can also apply online by visiting www.wcde.org/lunch and following the links through the Food and Nutrition Department page.

An application for free or reduced-price meals cannot be approved unless it contains complete information. All information provided on the application may be verified at any time during the school year.

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, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits, individuals who are deaf, hard or 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, \(AD-3027\)](#) which can also be found 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 mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW Washington, D.C. 20250-9410

Fax: (202) 690-7442 or

Email: program.intake@usda.gov

For more information as to the free or reduced-price meals or for questions as to the appeal process due to an application denial, contact the Nutrition Department at (423) 753 -1107.

Prices for Meals | School Year 2026 - 2027

Full Price Student Breakfast	\$2.25 (K-8) \$2.50 (9-12)
Full Price Student Lunch	\$3.25 (K-8) \$3.50 (9-12)
Reduced Price Breakfast	\$0.30
Reduced Price Lunch	\$0.40
Staff Breakfast	\$3.00
Staff Lunch	\$5.00
Visitor Lunch	\$5.00

TRANSPORTATION

Bus Transportation

The Transportation Department of Washington County Schools is tasked with meeting the pupil transportation needs within the county. The department supervisor, with assistance from the Central Office staff and a routing software package, has streamlined bus routes for more efficient use of personnel and equipment. Approximately 7,000 students are transported to and from schools daily by 82 conventional buses and 20 special vehicles, eleven of which are equipped with wheelchair lifts.

All buses of the Washington County Schools Transportation Department must pass an annual inspection by a team from the Tennessee Department of Safety. Each driver attends a safety training clinic annually and receives at least one physical examination each year. Each driver must have a Certified Driver license endorsement as mandated by the state. Before being hired, each driver is required to have forty hours of hands-on training and experience in vehicle operation. Buses of the Washington County fleet exceed the state regulations and standards for pupil transportation and our transportation system ranks with the best in Tennessee in safety and efficiency. We have an excellent transportation department; the State Department of Education and the Tennessee Department of Highway Safety have recognized and

honored this system's efforts to ensure that students in Washington County are transported in a safe and responsible manner. All buses are equipped with surveillance cameras and buzzer systems which ensure all vehicles are checked at the end of each route.

Car Riders

Individual schools will publish procedures that apply to parent(s) dropping off and picking up their children in the car rider line, including (if necessary) the process of assigning each student who is a car rider a pick up number.

Drop-off

Individual schools will publish the time students may be dropped off at the beginning of the school day. Students shall be ready to exit the vehicle as soon as the vehicle stops. Students shall never be dropped off in the parking lot area and allowed to walk through the car rider line. Parent(s) shall place their car in park while the student is exiting the vehicle. Students shall exit the vehicle on the right side, if possible. The use of cell phones in the car rider line is prohibited.

Students from grades preK through 12 shall be unloaded **only** at authorized bus stops. If at the end of the route, a student has not exited the bus at their appropriate bus stop, the student shall be returned to the school the student attends. The Transportation department will notify the school administration to contact the student's parent(s)/guardian(s) to pick up the student. At no time shall a student be let off the bus at a location other than their designated bus stop.

Students preK through 2nd Grade shall not be left at home unless a parent/guardian is present to receive the child. If an approved adult is not present, the student may get off with a brother or sister in third grade or higher who is riding the same bus. (This does NOT include preK students.) If an approved adult or sibling is not present, the student will be returned to school at the end of the route. The Transportation department will notify the school administration who will then contact the parent/guardian.

Pick-up

Individual schools will publish the time students may be picked up. Students shall enter the vehicle on the right side, if possible, and allow the vehicle to come to a complete stop before entering.

Student Vehicles (High School ONLY)

Students of driving age are permitted to operate personal vehicles on campus if they have proof of liability insurance coverage and have paid required parking fees.

The principal may revoke or suspend a student's driving privileges when he/she drives in a reckless or careless manner, parks in an unauthorized parking area; and/or continues to drive and park on school grounds without a permit.

The principal may have any unauthorized vehicles towed from school property that are parked in violation of school regulations⁶.

⁶ BOE Policy 6.301.1

TECHNOLOGY

Chromebook/One-to-One (1:1) Devices – Student Use & Responsibility

Student Chromebook 1:1 Agreement Policy: The 1:1 initiative gives students the opportunity to be involved in the learning process in new and engaging ways. As a tool with such a prominent role in the daily educational process, it is imperative to establish procedures and guidelines for the appropriate use of this device. Each student will be issued a Chromebook (or comparable device) and a charger, both are the property of Washington County Schools.

The student's right of possession and use is limited to and conditioned upon their full and complete compliance with this Agreement and the District's Acceptable Use of Computer Networks and Resources Policy and Regulation. The student has no expectation of privacy or confidentiality when utilizing a District-assigned device, or when using any personal or alternative device to access Washington County Schools networks. The District retains the absolute right to monitor, access, and review all email communications, internet browsing history, and network traffic at its sole discretion.

As a recipient of a district-issued device, the student receiving the device and their parent(s) signing this form agree to the following:

- **Device Use:** The student should use the assigned device for educational purposes only. The student is expected to bring his or her assigned device to all classes each day with a full battery charge. The student shall comply at all times with the Washington County Schools Student Handbook, including the Acceptable Use of Computer Networks and Resources Policy and Regulation. The use of each device assigned to the student is subject to the acceptable use guidelines described in BOE policies and regulations. Failure to comply may result in the immediate termination of the student's rights of possession and the District may repossess the Chromebook.
- **Student's Right to Use and Possess the Chromebook:** The student's rights terminate upon withdrawal/graduation from Washington County Schools, unless otherwise terminated earlier. A student's failure to return the property in a timely manner will be considered unlawful appropriation of Washington County Schools' property.
- **Chromebook Required Each Day of Class:** The student is required to bring his or her fully charged Chromebook to class every day. The student is expected to take his or her Chromebook home every night for assignments and recharging. All rules and regulations that are in effect during the school day extend to home use of the Chromebook. If the student leaves his or her Chromebook at home, the student is responsible for getting the coursework completed as if he or she had his or her Chromebook present. If the student repeatedly leaves his or her Chromebook at home, the student may be subject to disciplinary consequences.
- **Inappropriate Content:** Washington County employs multi-layered filtering systems to block inappropriate content on all Chromebooks. Because online threats and filter-bypass methods change rapidly, our security measures are continually updating to catch new workarounds. Be advised that bypassing or attempting to bypass these filters is strictly forbidden. Possessing or accessing inappropriate material (including pornography, profanity, weapons, or drug/alcohol/gang symbols) will lead to disciplinary action and loss of Chromebook privileges.
- **Loaning or Borrowing Chromebooks:** The student shall NOT loan his or her Chromebook to other students or borrow a Chromebook from another student.

- **Required Accessories:** There are no specific required accessories at this time for the Chromebook. Any additional items such as a case can be purchased by the individual student.
- **Technical Problems:** If the student Chromebook malfunctions or behaves erratically the assigned device should be brought to the immediate attention of the school administration or media specialist.
- **Modification of the Chromebook:** The student shall not modify the Chromebook in a way that will permanently alter it, either physically and/or electronically, other than as instructed by an administrator or other school personnel. The student is not permitted to apply marks, stickers, or other decorations to his or her assigned Chromebook. Any alteration or destruction of a Chromebook or charger will result in the student having to pay for its replacement. The student Chromebook will be labeled by The Washington County Schools to identify and track each device. Each Chromebook will be identified by a serial number. The student is prohibited from altering these identifying marks.
- **Damage Fee:** Refer to the Chromebook Annual Usage Fee Form as to what is covered and excluded. Similar to textbooks, the student is responsible for maintaining his or her Chromebook in proper working condition. The student is NOT to place stickers or any adhesive decoration to his or her Chromebook. All devices, regardless of condition, will be returned to the school at the end of the school year for routine summer maintenance.
- **Lost Device Fee:** The student is responsible for the security of the assigned Chromebook. The device must remain with the student at all times, or be secured in either their hallway locker or a school-approved storage area (such as a designated classroom cart). The student's responsibility and obligation for the Chromebook is the same as any district-issued textbook.
- **Software and Applications:** The Technology Department reserves the right to audit and remove any software in the student-assigned device at any time. The Technology Department may require the installation of software that will have access to personal information stored in the student-assigned device.
- **Electronic Recording Capabilities:** Any electronic recordings obtained with the device must be for instructional/educational purposes only. The student must obtain prior approval from a staff member in order to use the audio, image, or video recording capabilities of the device. The student should ask all individuals being recorded for their permission before starting to record. No recording should start without the permission of all individuals being recorded. In addition, electronic recordings obtained with the device may not be shared, published or re-broadcasted for any reason by the student without obtaining the permission of the district and all individuals present in the recording.
- **Privacy:** The Washington County Schools reserves the right to examine, restrict, or remove electronic data from devices assigned to students. The student and his or her parent(s) understand the assigned device may record or collect information on the student's activity or the student's use of the device. The student and parent(s) further understand that all communication sent or received while connected to The Washington County Schools network infrastructure and services can potentially be recorded and archived. The District reserves the right to share any of such archived records with law enforcement authorities if deemed appropriate by the District. In addition, the District reserves the right to use the geolocation features of the device to track its location in case it is lost or stolen. The District shall not use any of the recording or geo-location capabilities of the device in a manner that would violate the privacy rights of the student.
- **Access to Internet Material:** In accordance with the Children's Internet Protection Act (CIPA), Washington County Schools will utilize filtering measures to limit student exposure to inappropriate or objectionable online material while connected to the school network.

Additionally, district staff will monitor on-campus device usage and guide students in the responsible use of the internet. Parents and guardians acknowledge that district internet filters do not apply when the Chromebook is used at home. Therefore, parents/guardians agree to monitor off-campus device usage and are encouraged to establish clear expectations for their student(s).

- **Data Security/Intellectual Property/Academic Integrity:** Students are responsible for the security of the data stored on his or her district assigned device. No passwords or login information should be shared with any classmate. The student recognizes that all content created on a district device and using a district Google account is not subject to intellectual property claims. The student further recognizes that all activity should follow the expectations for Academic Integrity.

Artificial Intelligence (AI) Policy

Washington County Schools acknowledges that Artificial Intelligence (AI), including generative forms of AI, is rapidly developing and is a growing part of educational technology tools. The district considers AI and its tools a part of future mainstream instructional practices. Students and teachers should use AI tools in an ethical and responsible way using the following guidelines:

- Dual enrollment and university experience courses may have additional guidelines and/or restrictions on AI use in their classes. These requirements must be followed according to these institution's guidelines.
- Students must acknowledge the use of AI in any classroom assignment (i.e. AI was used for brainstorming, improving a draft, research, etc.). Any material submitted for an assignment where AI was used should be cited accordingly.
- Students are NOT allowed to use AI to create or compose classroom assignments of any kind including any kind of writing assignment unless expressly directed to do so by the teacher.
- Students and teachers must be aware of the possible problems with AI use including inaccuracies, biases, discriminations, and AI hallucinations. AI tools are evolving and changing and should be considered an emerging form of technology.

Responsibility for Damaged Devices

In the event the Chromebook is damaged, it will be at the administration's discretion to determine if the damage was intentional or accidental. The district reserves the right to assess a fine not to exceed the full cost of the repair or replacement cost for any damages due to negligence or intentional misuse.

VIRTUAL EDUCATION PROGRAM (VEP)

The Washington County Schools virtual education program⁷ is a course or series of courses offered by a school district to provide students a broader range of educational opportunities through the use of technology. Utilizing this program is temporary and shall not replace a student's regular instructional program.

Class size ratios for the virtual education program shall comply with the requirements as outlined in state law.

⁷ BOE Policy 4.212

Virtual education programs shall be made available to students for the following purposes:

1. Academic remediation, enrichment, or providing students access to a wider range of courses;
2. Continuity of educational service for students who are homebound;
3. Continuity of educational service for students who are quarantining; and
4. Continuity of educational service for students enrolled in an alternative school.

VEP Eligibility and Participation Requirements

Students shall be eligible to utilize a virtual education program if participating in one of the above educational opportunities. The following factors shall also be taken into consideration when determining eligibility:

1. Attendance;
2. Grades;
3. Technology survey; and
4. Admission Interview.

VEP Attendance

Student attendance in the virtual education program shall adhere to the general requirements of board policy⁸ and any relevant administrative procedures.

Methods of confirming student attendance shall include two or more of the following:

1. Students participating in a phone call with a teacher, with parent support as appropriate for the age of the student;
2. Students participating in synchronous virtual instruction;
3. Students completing work in a learning management system;
4. Students submitting work via hard-copy or virtual formats; or
5. Students making daily progress on assigned virtual instruction.

VEP Removal

A student may be removed from the virtual education program or denied future enrollment in a virtual education program based on disciplinary issues, attendance issues, or poor academic performance.

Before a student is removed based on poor academic performance, the following interventions shall occur:

1. Notification of parent;
2. One-on-one assessment conducted by the principal/designee regarding any learning needs and academic performance; and
3. Weekly progress communication from the principal.

VEP Enrollment Agreement

⁸ BOE Policy 6.200

The Superintendent shall work with the Board's attorney to draft an enrollment agreement for students from other school districts seeking access to virtual education program courses.

STUDENT WELL-BEING

Communicable Diseases

No student shall be denied an education solely because of a communicable disease, and their educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

Immunizations

No students entering school will be permitted to enroll without proof of immunization, as determined by the Commissioner of Public Health. It is the responsibility of the parent(s) to have their students immunized and to provide such proof to the school which the student is to attend.

Exemptions

- **Medical Exemption:** Must have a written statement signed by a licensed physician stating that a particular immunization is medically contraindicated.
- **Religious Exemption:** A completed exemption form, signed by the parent or guardian, is required. This form is available on the Coordinated School Health (CSH) page on the Washington County Schools district website.

Additional Protections

- **No child or youth determined to be homeless** shall be denied admission to any school or school facility if the child or youth has not yet been immunized or is unable to produce immunization records due to being homeless.
- **A child in the custody of the state** shall not be denied admission to any school or school facility if the child has not been immunized or is unable to produce immunization records due to being in state custody.

Pre-Kindergarten Enrollment

- Hepatitis B (HBV)
- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV)
- Haemophilus influenza type B (Hib) - age younger than 5 years only
- Pneumococcal conjugate vaccine (PCV) - age younger than 5 years only
- Measles, Mumps, Rubella - 1 dose of each, normally given together as MMR
- Varicella - 1 dose or credible history of disease
- Hepatitis A - 1 dose, required by 18 months of age or older

Kindergarten Enrollment

- Hepatitis B (HBV)
- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV) - final dose on or after the 4th birthday
- Measles, Mumps, Rubella - 2 doses of each, usually given together as MMR
- Varicella - 2 doses or credible history of disease
- Hepatitis A - total of 2 doses, spaced at least 6 - 18 months apart

7th Grade Requirements (entering or currently enrolled)

- Tetanus-diphtheria-pertussis booster (Tdap) - evidence of one Tdap dose given any time before 7th grade entry is required regardless of Td history

New Enrollees in a TN Public School in Grades 1 - 12

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Measles, Mumps, Rubella (2 doses of each, normally given together as MMR) Poliomyelitis (IPV or OPV) – final dose on or after the 4th birthday now required Varicella (2 doses or credible history of disease) – previously only one dose was required
- Hepatitis B (HBV) – previously only for Kindergarten, 7th grade entry
- New students entering grades other than 7th grade are not required to have Tdap

Students transferring from another state cannot enroll in school without the appropriate immunization documentation on a Tennessee state form, unless their parent or guardian is active military and has been transferred to Tennessee.

Medicines

If under exceptional circumstances a student is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, the nurse or trained personnel will assist in self-administration of the medication.

Written instructions signed by the parent are required and shall include:

1. Student's name
2. Name of medication
3. Name of physician and contact information
4. Time to be administered
5. Dosage and directions for administration (non-prescription medicines must have label direction)
6. Possible side effects, if known
7. Termination date for administration of the medication

The medication must be provided in the original, unopened, labeled container and/or the original pharmacy labeled container. The parent/ guardian shall deliver the medication to the school nurse or to school designated personnel in the absence of the nurse. Students may not transport medications to and/or from school.

Meningitis, Flu & Diabetes Awareness

Per state law, the District is required to provide information to parent(s) as to the following diseases.

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting.

The bacteria causing meningococcal meningitis is very common. Most people will carry these bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the blood stream where it can cause meningitis.

Meningitis is spread through exchange of respiratory droplets or saliva with an infected person. Only a small percentage of people who are exposed to the bacteria will develop meningitis. The bacteria that causes meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There is a vaccine that will decrease the risk of some types of meningococcal meningitis, but it does not eliminate risk of the disease.

Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired, and sometimes vomiting and diarrhea.

Flu viruses are spread mainly by droplets made when someone with the flu coughs, sneezes, or talks. A person can also get the flu by touching something that has the flu virus on it and then touching their mouth, eyes, or nose.

There is a vaccine that can be received in the form of a flu shot or by nasal spray that can protect against the flu.

Diabetes is a disease that affects how the body uses sugar (glucose) for energy. Type 1 diabetes occurs when the body makes little or no insulin, while Type 2 diabetes occurs when the body does not make enough insulin or cannot use it effectively.

Warning signs may include frequent urination, increased thirst, unusual hunger, fatigue, unexplained weight loss, blurry vision, or slow healing of cuts and bruises. Early recognition, screening, and treatment are important to help prevent serious health complications. Parents should contact their child's healthcare provider if they notice symptoms or have concerns about diabetes risk factors.

For more information about these diseases, please get in touch with your local physician's office, health department, or the Office of Coordinated School Health.

Physical Examinations

It is the responsibility of the parent to have a complete physical examination of their child prior to:

1. Entering school for the first time
2. Participation as a member of any athletic team or in any other strenuous physical activity program.

The parent shall provide such proof to the school which the student will attend.

Screening tests as required by the Tennessee Department of Education and the Department of Health will be conducted by the Office of Coordinated School Health. Screenings will be performed only with parental permission as indicated by the registration information provided by the parent. The parent will receive written notice of any screening result that indicates a condition that might interfere with their student's progress.

Suicide Prevention

The District is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they or a friend are feeling suicidal or in need of help to the school counselor⁹.

INDIVIDUAL NEEDS OF STUDENTS

English Learners

If the inability to speak and understand the English Language excludes a student from effective participation in the educational programs offered by the District, the District shall take reasonable actions to provide the student equal access to its programs. Students who are English Learners (EL) shall be identified, assessed, and provided appropriate services. No student shall be admitted to or excluded from any program or extracurricular activity based on the student's surname or EL status¹⁰.

The Superintendent shall evaluate the effectiveness of the District's language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period.

Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year or within the first two (2) weeks of a student being placed in a language instruction educational program.

Homebound Education

The homebound education program¹¹ is for students who because of a medical condition are unable to attend the regular instructional program. The homebound education shall consist of at least three (3) hours of instruction per week while school is in session.

⁹ BOE Policy 6.415

¹⁰ BOE Policy 4.207

¹¹ BOE Policy 4.206

To qualify for homebound education, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by their treating physician as having a medical condition that prevents them from attending regular classes. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school.

Students in Transition (Homeless)

In accordance with the McKinney-Vento Homeless Assistance Act, Title IX, Part A of the Every Student Succeeds Act (ESSA), children and youth who lack a fixed, regular and adequate night-time residence qualify for services and support through the WCS Homeless Education Program (HEP). ¹²The McKinney-Vento Act's definition of homeless includes children and youth whose families temporarily reside with others due to a loss of housing, economic hardship, or similar reason – as well as those living in shelters, motels, campgrounds, automobiles, and/or inadequate housing. The provisions of the McKinney-Vento Act also apply to unaccompanied youth who are living in a homeless situation without a parent or legal guardian present. Families and students may apply for services by contacting the Homeless Education Program anytime during the school year when a loss of housing occurs.

Students who qualify for McKinney-Vento services have the right to remain in the school of origin (the school they attended when they lost housing) or they may enroll in the school zoned for their temporary address. ESSA states school systems are to presume that remaining in the school of origin is in a homeless student's best interest unless that is contrary to the request of the parent, guardian, or unaccompanied youth. If the parent, guardian, or unaccompanied youth wants to transfer the student to the school for which the temporary address is zoned, then the receiving school is legally required to enroll the student in school immediately even if he or she lacks documentation generally required for enrollment (such as a birth certificate, proof of school immunizations/physical, or school records). While the lack of these records will not delay a homeless student's enrollment, Washington County Schools requests that homeless student's immunizations be up to date and noted on the TN Immunization Form within thirty (30) business days from the time of enrollment. Parents should contact the **Director of Student Attendance and Access immediately if they experience difficulty in completing this task. Additional services and support available to McKinney-Vento-eligible students include, but are not limited to, transportation assistance to and from the school of origin, school supplies, school meals assistance, and referrals for resources. If you have additional questions or are in need of assistance, contact information for the Director of Student Attendance and Access is available on www.wcde.com or may be obtained by calling the Office of Student Attendance and Access at (423) 434-4911.**

Migrant Students

The District shall:

1. Identify migratory students and assess the educational and related health and social needs of each student;

¹² BOE Policy 6.503

2. Provide a full range of services to qualifying migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.;
3. Provide migratory students with the opportunity to meet the same statewide assessment standards that all students are expected to meet;
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff; and
5. Provide parent(s) an opportunity to participate in the program.¹³

Section 504 and ADA Grievance Procedures

The District is committed to maintaining equitable employment and educational practices, services, programs, and activities that are accessible and usable by individuals with disabilities. To discuss concerns or seek resolutions related to Section 504 or the ADA¹⁴, contact Washington County Schools 504 Coordinator. They shall respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

Students in Foster Care

Students in foster care, including those awaiting foster care placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, and proof of residency) or missed the District's application or enrollment deadlines.

The District and the child welfare agency shall determine whether placement in a school is in a student's best interest. Other parties, including the student, foster parents, and biological parents (if appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school staff members shall participate in the best interest decision process. This determination shall be made as quickly as possible to prevent educational disruption.

The District shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school of origin shall be provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care¹⁵.

Students of Military Families

A student who does not currently reside within the District shall be allowed to enroll if they is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that they will be a resident of the District on relocation. This documentation must be provided to the school district within one (1) calendar year from the date of enrollment.

¹³ BOE Policy 6.504

¹⁴ BOE Policy 1.802

¹⁵ BOE Policy 6.505

Students with parent(s) in the military may also be eligible for excused absences related to their deployment.¹⁶

If a student is enrolled in grades eleven (11) through twelve (12) and is a dependent child of a service member who relocates on military orders resulting in the student no longer residing in the school district due to relocation, the student shall have the option to remain enrolled in the same high school until the student graduates or withdraws.¹⁶

Students with Disabilities

Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the benefit of a free appropriate public education (FAPE). Students with disabilities shall be educated with the general student population to the maximum extent appropriate and should be placed in separate or special classes only when the severity of the disability is such that education in regular classes, even with the use of supplementary aids and services, cannot be accomplished satisfactorily. Eligibility standards and options of service for special education services shall be based upon the criteria specified in state regulations.

A copy of IDEA procedural safeguards is given annually to the parent(s) of a child with a disability. These safeguards can be requested at any school or the district special education office at any given time.

INSTRUCTIONAL MATERIALS AND SERVICES

Use of the Internet

The District supports the right of students to have reasonable access to various information formats and believes that it is incumbent upon students to use this privilege in an appropriate and responsible manner.¹⁷ Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. A written parental consent shall be required prior to the student being granted access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, shall be signed by the parent of minor students and by the student.

Washington County Schools employ every effort possible to filter inappropriate content on all devices connected to our network; however, with the ever-changing nature of the internet, there may be times when unwanted content gets through our filters. We ask that you notify your building principal immediately if you are aware of any inappropriate content that has made it through the filters we have in place. This will allow us to make the appropriate adjustments to keep all of our students safe.

¹⁶ BOE Policy 6.506

¹⁷ BOE Policy 4.406

³³ BOE Policy 6.312

Use of Personal Communication Devices³³

Students are permitted to use wireless communication devices in certain limited situations. Wireless communication devices include any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, such as wearable technology, cell phones, tablets, and gaming devices.

A student may be permitted to utilize a wireless communication device under the following circumstances:

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

Grades PreK - 8

Students may possess wireless communication devices so long as such devices are silenced and stored for the entirety of the school day unless one of the exceptions above applies.

Grades 9 - 12

Students may possess wireless communication devices so long as such devices are silenced and stored during instructional time. During breaks throughout the school day, students may use wireless communication devices.

PENALTIES

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

EMERGENCY COMMUNICATION PLAN

In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be alerted by Rooms (district/school notification system).

Textbooks and Instructional Materials

All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality learning experiences for students in accordance with state law. The Board shall provide a wide range of textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and support the educational programs.

Textbooks and instructional materials are property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parent(s) are to sign an agreement stating they shall be responsible for the textbooks and instructional materials received and used by their students.

Review of Textbooks and Instructional Materials

A list of textbooks and instructional materials shall be revised annually by principals under the direction of the Superintendent.

Upon request, parent(s) shall have the ability to inspect any textbooks and instructional materials including, but not limited to, teaching materials, handouts, and tests that are developed by and graded by their student's teacher.¹⁸

¹⁸ BOE Policy 4.400

Section 3: Early Intervention & Preschool

ATTENDANCE & DAILY SCHEDULES

Standard Schedule

Classes begin at 8:00 a.m. and dismissal is at 2:00 p.m.

Arrival Procedures

Students may not arrive before 7:45 a.m.. Drop-off and pick-up locations will be detailed during PreK Orientation. If arriving after 8:00 a.m., parents must sign the student in through the main office.

Absence Policy

Please send a parent note or doctor's excuse immediately upon your child's return. Parents may submit up to 5 parent notes; doctor's notes are always accepted. Unexcused absences are handled as follows:

- **3 absences:** Teacher contacts parent.
- **5 absences:** Principal contacts parent.
- **8 absences:** Chief Student Support Officer or PreK Coordinator contacts parents.
- **10 absences:** TDOE Early Childhood is notified, and the student may lose their PreK placement.

SAFETY, TRANSPORTATION, & DISMISSAL

Sign-In/Sign-Out

All students must be signed in and out daily by a parent or guardian.

Escort Policy

Per Tennessee State Guidelines, PreK students are never allowed to walk unaccompanied within the school building. For early dismissals, parents must sign the student out at the main office, and staff will escort the child from the classroom.

Authorized Pickup

Anyone picking up a student must be listed on the enrollment card completed by the custodial parent/guardian. The first time an approved person picks up a child, they must present their ID at the main office for scanning.

Transportation Changes

Any change to standard pickup or after-school care arrangements must be submitted **in writing**. Without written instructions, children will not be released to anyone—even those on the approved list. For last-minute emergencies, call the school office before 1:30 p.m.

Safety Restriction

According to State Guidelines, children will not be released to anyone whose behavior poses a serious risk. If a parent exhibits risky behavior, emergency services (911) may be called. If a non-parent exhibits such behavior, the child will be withheld and the parent called immediately.

HEALTH & WELLNESS

Stay-Home Criteria

To keep illness to a minimum, do not send your child to school if they have:

- Fever above 100.4°F
- Vomiting and/or diarrhea

Illness at School

If a child becomes ill at school, they will be sent to the clinic, and the school nurse will notify the parents.

Medication

Teachers are strictly prohibited from administering medication. Please refer to the district medication policy section for details.

CLASSROOM POLICIES & DAILY LIFE

Communication

Teachers utilize email, AppTegy, and daily "take-home" folders to communicate. Please check and return the folder every single day, as it contains student work, notes, and flyers.

Discipline

WCS utilizes positive guidance, structured routines, and modeled social skills to help children cooperate. Inappropriate behavior is addressed directly with the child and communicated to parents via the daily folder or an individual note as needed.

Meals & Snacks

Breakfast, lunch, and an afternoon snack are scheduled daily. Meals may be brought from home or purchased from the cafeteria. Parents are highly encouraged to pack a healthy snack in their student's lunchbox or backpack every day. *Parents may also choose to donate to the classroom snack bin; individually, prepackaged snacks will be accepted.

Nut-Free Policy

All preschool classrooms are strictly nut-free. Classroom snack bin donations must be individually prepackaged, nut-free, and in their original packaging.

Birthdays

In-school birthday parties are not permitted, but parents may send a commercially prepackaged snack (in its original packaging) for the whole class. Party invitations may only be distributed at school if every child in the class is invited.

Clothing

Dress your child in comfortable, washable, season-appropriate clothes that allow for self-dressing

- Label all outerwear with your child's name.
- Tennis shoes are required on PE days.
- Send a labeled, seasonal change of clothes (top, pants, underwear) in a Ziploc bag to keep at school; replace it if used.

Outdoor Play

Students play outside daily, weather permitting. Outdoor play occurs when temperatures are between 32°F and 95°F.

Rest Time

Provide two towels or blankets (one to lie on, one to cover with). Do not send pillows or stuffed animals. Linens will be sent home on Fridays for washing and must return on Mondays.

Items from Home (i.e. toys, etc.)

Do not send toys, purses, or jewelry. These items distract from learning and will be confiscated by the teacher and returned to the guardian at the end of the day.

Sending Money

Send cash or payments for meals, book orders, or field trips in a Ziploc bag or envelope labeled with your child's name, the teacher's name, the purpose, and the exact amount enclosed.

WEATHER & INFORMATION UPDATES

Inclement Weather

PreK follows all Washington County Schools weather decisions regarding closures, snow schedules, and early dismissals. In the event of an early dismissal, PreK typically dismisses 30 minutes before the rest of the school to accommodate the parent sign-out process. Please ensure your early dismissal form is fully completed.

Contact Updates

Notify the teacher and office immediately if your phone number or address changes. Please inform the teacher of any major family changes (illness, death, divorce) that might impact your child's behavior; all information is strictly confidential.

CURRICULUM & PROGRESS

Curriculum

WCS implements the Connect4Learning (C4L) curriculum in all PK4 programs, blending teacher-directed and child-directed activities to promote social skills, language, cognition, motor skills, and emotional well-being. Students need to explore the environment and be able to interact with adults and their peers. They will engage in both quiet and active learning activities.

Learning Centers

- **Art:** This center is designed to provide a variety of art media and a chance for the child to develop creative skills. This is a quiet center that promotes good mental health through relaxation and sharing.
- **Science & Exploration:** The center provides opportunities for using scientific instruments for investigation (magnets, magnifying glasses, live animals, x-rays, etc). Observation skills, sorting, and classifying are experiences children will have in this center. This center is also quiet. This center will be utilized in small groups with the teacher.
- **Math Manipulative:** This center provides a variety of concepts through the direct manipulation of a wide variety of materials. Cubes, pattern blocks, counting games, sorting games, lacing games, and clocks are used here. This is also a quiet center. The children may work independently, with another classmate, or in a small group with the teacher.
- **ABC:** This center provides a variety of ways to engage with letters and letter sounds. This center includes many game-type activities, such as matching and sorting of letters and their sounds. This is a quiet center. The children may work independently, with another classmate, or in a small group with the teacher.
- **Blocks:** Children can use their imaginations of the outside world in this center. By building structures, they are learning math and science skills. Children must work together to meet the overall goal. This is a louder center. Social development and discussion are major objectives of this center.
- **Dramatic Play/Kitchen:** Developing imagination and social skills is the main focus of this center. They can take on adult roles. They learn to share and solve problems that deal with others' feelings. Cultural diversity is also being learned in this center. This center is noisy because of social development.
- **Writing:** This center contains a variety of writing tools, various kinds of paper, pencils, markers, crayons, journals, etc. In this center, children explore the use of fine motor skills. They also share, discuss, plan, and problem-solve in this center. This center can be utilized during small group time with the teacher or as an extension of the art center.
- **Library:** This center is quiet and relaxed. Children may read or look at books by themselves or with a friend. The teacher may share time with children in this center. Children also learn about diverse and quality literature in this center.
- **Puzzle:** This is also a quiet center. Children are working on problem-solving skills. They have to manipulate pieces and develop thinking skills. They may do this alone or with a friend. We have two kinds of puzzles in our classroom. Small table puzzles and large floor puzzles.

Progress Reports & Conferences

Progress reports are sent home every 9 weeks. Formal parent-teacher conferences are held twice a year (fall and spring), though you may contact your teacher regarding progress at any time.

GOALS

The following list outlines the core goals we will partner with you to achieve this year, helping your child build a strong, well-rounded foundation for Kindergarten and beyond.

- Develop social skills: Practice sharing, taking turns, cooperating, and navigating peer relationships with empathy.
- Follow directions: Build active listening skills to follow multi-step directions independently throughout the day.
- Learn to develop routines: Learn to manage daily transitions confidently, such as unpacking backpacks and preparing for cleanup.
- Learn personal information: Practice learning vital details for confidence and safety, including their full name, age, birthday, and home address.
- Count to 30+: Practice rote counting up to 30 and beyond, as well as counting physical objects accurately.
- Know at least 10 colors: Confidently identify and name at least 10 distinct colors in their environment.
- Self-expression: Encourage children to confidently express their feelings, ideas, and creativity through language, art, and play.
- Expand vocabulary: Learn and use new, descriptive words through storytelling, group discussions, and daily conversations.
- Shape identification and drawing: Learn to recognize basic shapes and develop the spatial awareness to draw each one.
- Develop fine and gross motor skills: Strengthen large muscles through running and jumping, and small muscles through cutting, pencil gripping, and writing.
- Recognize letters and sounds: Work on recognizing uppercase and lowercase letters, and connecting them to their phonetic sounds.
- Name recognition and writing: Learn to instantly recognize their first name in print and practice writing it clearly.

2026-2027 Sample PreK Schedule

*Subject to Change *

8:10-8:30: Arrival Procedures

8:30-9:00: Restroom & Breakfast

9:00-9:30: Morning Meeting, Sounds First, & Calendar

9:30-10:00: Recess

10:00-10:50: Math, Literacy, and Writing Center Rotations

10:50-11:20: Restroom & Lunch

11:20-11:40: Whole Group- Connect 4 Learning

11:40-12:25: Free Choice Centers

12:25-12:50: Restroom & Snack

12:50-1:20: Rest Time

1:20-2:10: Related Arts

Monday-P.E/Tuesday-Music/Wednesday-Art/Thursday-Library/Friday-P.E

2:10-2:30: End of Day Circle Time/Read Aloud/ End of Day Routines/Pack for Dismissal

2:30: Dismissal

Section 4: Student Conduct

ATTENDANCE

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

By law students must attend school daily. Washington County Schools will allow parent excuses to serve as documentation for five (5) days only. After five (5) parent excused days, parents must provide medical documentation for additional personal illnesses or family illness. To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school.¹⁹

All absences, and/or corrections to absences must be recorded within the respective 20-day attendance reporting period or no later than ten (10) days following the end of each 20-day attendance reporting period.

Absences shall be classified as either excused or unexcused as determined by the principal/designee in accordance with state law and system-wide procedures. Excused absences shall include:

1. Personal illness/injury as verified by a doctor's excuse;
2. Illness of immediate family member if reasonable as judged by the principal;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. Absences excused by the school nurse;
7. School endorsed activities;
8. Summons, subpoena, or court order; or
9. Five parental excuse days verified by a note from the parent; or
10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

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

¹⁹ BOE Policy 6.200

Progressive Truancy Intervention Plan

Tier I (one) of the progressive truancy plan will apply to all students within the district and include school-wide prevention-oriented supports to assist with satisfactory attendance. It may include one or more of the following strategies:

1. A copy of the system wide calendar is sent home at the beginning of the school year;
2. The attendance policy is placed in the Student Handbook;
3. Letters are sent to every student who missed 10+ days during the previous school year;
4. At every absence, an automated call/text or email is delivered to the student's primary contact number.

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

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

Tier III (three) shall be implemented if the student has acquired additional unexcused absences.

1. Truancy Board will review the case with the family and make the appropriate referrals to community based services, such as: counseling, parenting classes, in-home services, etc.
2. The case is reviewed with the family every 30 days until the end of the contract.

If a student has further unexcused absences or fails to comply with the contract after progressing to Tier III, a petition is filed with Juvenile Court.

If the parent/student refuses to participate in any part of the plan, the process will stop and a truancy petition is filed.

Make-Up Work

Any student whose absence is unexcused or excused shall be expected to make up work missed or due on dates of absence.

All missed class work or tests from absences may be made up provided the student makes the requests immediately upon returning to school and provided class time is not taken from other students.

Driver's License Revocation

A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any semester shall be ineligible to retain a driver's permit or license.

STUDENT BEHAVIOR & DISCIPLINE

Oversight of the Student Disciplinary Process

The Superintendent shall establish procedures pursuant to which all cases of discipline are overseen by their office. These procedures will include means whereby principals report any suspension, including in-school suspensions in excess of one day, to their office; forms whereby parents/guardians are aware of their students' suspension and their rights to appeal; and a process whereby the panels of the SDHA are aware of similar cases within the district that might serve as a precedent to ensure consistent application of the Board's Student Code of Conduct and other Board policies.

* Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion unless modified by the Superintendent or Designee.

Bus Conduct

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

By law, school bus transportation is a privilege and not a right. A student shall be prevented from using bus transportation if their behavior physically endangers other riders, causes problems on the school bus, or when they break state and/or local rules and regulations pertaining to school bus transportation. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline. School Administrators will report all bus infractions to the Transportation Supervisor in a timely and appropriate manner.

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

These materials shall be maintained for 30 days. Parent(s) may submit requests to view photographs and video footage to the Superintendent or designee, and a time shall be arranged for viewing. The Superintendent or designee shall be present when parent(s) are provided the opportunity to review photographs and video footage.²⁰

Sportsmanship and Personal Conduct at Sporting Events

Good sportsmanship and appropriate personal conduct are expected from all student athletes, coaches, and spectators. In the event any student of Washington County Schools behaves in a manner that violates the Code of Acceptable Behavior, the school administration will impose appropriate discipline. Additionally, if any spectator, whether student or adult, behaves in a manner that results in Tennessee

²⁰ BOE Policy 6.308

Secondary School Athletic Association (TSSAA) imposing a fine on the school for unruly behavior, then any such person will be barred from attending any extracurricular activities of the Washington County Schools until such fine has been reimbursed to the Board.

Care of School Property

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities. The principal/designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the Superintendent shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parents.

Student Disciplinary Procedures

Any administrator may suspend any student from school, from any school-related activity on or off campus, from a specific class or classes (i.e., in-school suspension), or from riding a school bus for any misconduct prejudicial to good order and discipline, including, but not limited to, any misconduct described more particularly in the Board's Code of Conduct²¹ or Zero Tolerance²² policies, or any misconduct that violates the law.

Procedures for Suspensions

Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend any student until that student has been advised of the nature of their misconduct, questioned about it and allowed to give an explanation.

Upon suspension of any student, including an in-school suspension, the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension, the reason for the suspension, and any conditions on readmission to the school. Within twenty-four (24) Hours, the principal shall provide this same information in writing to the Chief Student Supports Officer.

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

A student serving in-school suspension, out-of-school suspension, or who is expelled due to inappropriate behavior will not be permitted to participate in extracurricular activities; this includes but is not limited to sports, clubs, choral and band practices, and concerts.

²¹ BOE Policy 6.300

²² BOE Policy 6.309

Suspensions more than five (5) days

For any suspension more than five (5) days, whether in-school or out-of-school, the principal shall develop a Behavioral Support Plan (BSP). If the student has a disability, the principal shall notify the case manager and collaborate with the student's IEP or Section 504 team.

Suspensions more than ten (10) days

If at the time of the suspension, the principal determines an offense has been committed which, in the judgment of the principal, would justify a suspension for more than ten (10) days, they may suspend the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.

The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student, or any person holding a teaching license who is employed by the school system if requested by the student. The appeal from this decision shall be to the Student Disciplinary Hearing Authority (SDHA).²³

If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take final examinations or submit required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

In-school suspensions (ISS)

For purposes of this Code, in-school suspensions include any removal of a student from a regular class or classes and assigning that student to a restricted class, night school, or some other program at the same school.

Students given an in-school suspension shall attend either special classes designated only for students being disciplined for misconduct or be placed in an isolated area appropriate for study.

Personnel responsible for in-school suspension will see that each student is always supervised and has textbooks and classwork assignments from their regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

ALTERNATIVE EDUCATION SETTING

Asbury Alternative School is an alternative learning program for students in grades six through twelve (6-12) who have been suspended or expelled from the regular school program.

An alternative school is a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended or expelled. The alternative school is located in a separate facility from the regular school program. Students attending an alternative school shall provide their own transportation.

²³ BOE Policy 6.317

An alternative program is a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended or expelled. Alternative programs may be located within the regular school or be a self-contained program within a school. Alternative programs shall include, but are not **limited to, the following: in-school suspension and detention.**

A student who is remanded to the alternative school setting due to inappropriate behavior will not be permitted to participate in extracurricular activities; this includes but is not limited to sports, clubs, choral and band practices, and concerts.

The alternative school and/or program shall be operated in accordance with state laws and the rules of the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with the instructional program at the student's regular school. All coursework completed, and credits earned in the alternative school shall be transferred to and recorded in the student's home school. Credit earned, and progress made shall be granted as if the work were performed in the home school. No student may graduate based solely on attendance in alternative schools.

The Superintendent shall develop procedures that provide appropriate educational opportunities for all students assigned to the alternative school or program. These educational opportunities shall adhere to Tennessee's academic standards.

Sufficient textbooks, equipment, and supplies for the alternative school/program shall be provided by the home school.

Remand

Students who have been suspended for more than ten (10) days or expelled may be remanded to the alternative school or program. The Superintendent/designee shall make this determination by evaluating factors including, but not limited to, the following:

1. Level of supervision available;
2. Safety considerations; and
3. Type of infraction.

The Superintendent/designee is not required to assign a student to the alternative school or program if the student committed one of the following:

1. A zero-tolerance offense; or
2. An offense of violence or threatened violence, or an offense that threatened the safety of other students at the school, if the location of the alternative school or program is on the same grounds as the school from which the student was disciplined.

Consideration to assign these students to the alternative school or program will be determined by the Superintendent/designee on a case-by-case basis.

Prior to the assignment of the student to the alternative school or program, the Superintendent/designee shall provide written notice to the student's parent stating the reason for the student's placement.

Placement in an alternative education setting shall be reserved for students who significantly disrupt the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is suspected of having a disability, all state and federal laws and rules and regulations related to special education shall be followed. The Superintendent/designee shall develop procedures regarding placement of students in the program, taking into consideration the impact of exclusionary discipline practices.

The Superintendent/designee shall monitor and regularly evaluate the academic progress of each student enrolled in the alternative school.

Removal

The Superintendent/designee may remove a student from the alternative school or program if:

1. They violates the rules of the alternative school or program; or
2. They are not benefitting from the assignment and all interventions have been exhausted unsuccessfully.

Disciplinary Infractions

Any new disciplinary infraction committed during a student's original suspension or expulsion period shall be treated as a new and separate offense. These offenses shall not constitute an extension of the original suspension or expulsion.

Transition Plan

The Superintendent/designee shall develop procedures regarding the implementation of transition plans for the integration of students assigned.²⁴

The Alternative School is located at 2002 Indian Ridge Road Johnson City, TN 37604.

THREAT ASSESSMENT

The Threat Assessment process involves identifying students who either demonstrate behaviors of concern or who have made threats to commit a violent act. Once identified, school level teams with the support of our district team will determine the seriousness of the threat and develop intervention plans to not only protect potential targets but also provide resources and support that address the underlying problem or conflict that stimulated the threatening behavior. Students who make threats of violence will receive consequences. The goal of the threat assessment process is to keep schools safe. If you or your child is aware of any potential threatening situation, it is important to contact the school principal or a member of the administrative team. **Everyone is responsible for reporting a threat.**

During a Threat Assessment the team gathers information, analyzes the information received and determines if the threat is credible or non-credible. Based on the severity or credibility of the threat the team will develop and implement a plan to respond to the threat and manage and reduce the risk.

²⁴ BOE Policy 6.319

STUDENT DISCIPLINARY HEARING AUTHORITY (SDHA)

The Board of Education authorizes the creation and utilization of a Student Disciplinary Hearing Authority for the purpose of hearing certain student discipline cases. In situations where a student is suspended from school for more than ten (10) days, an appeal may be made to the Student Disciplinary Hearing Authority. An appeal may be filed by the parent or guardian, the student, or any employee holding a teaching license (if requested by the student). The appeal must be filed within five (5) days after the beginning of the suspension. Within five (5) days of the SDHA rendering a decision, the student, principal, principal-teacher, or assistant principal may request an appeal to the Superintendent.

Constitution of the SDHA

The SDHA will operate under the office of the Chief Student Supports Officer. Each year in July, the Board will appoint up to nine (9) licensed employees to serve on the SDHA. Three members of the SDHA will constitute a quorum for the hearing of any case.

The chair shall schedule a hearing within forty-eight (48) hours of the timely request of a student, parent, guardian, or teacher acting on the student's behalf. In no event will the hearing be scheduled more than ten (10) days after the commencement of the suspension. The chair shall assign members of the SDHA to sit as the panel hearing each case. The chair is responsible for having the hearing recorded or transcribed.

Disciplinary Hearing

During the hearing, the chair will announce on the record the purpose of the hearing, including the nature of the offense, the date the offense occurred, and the date the appeal was lodged. The chair will ask each member of the SDHA to introduce himself/herself on the record and will then ask the administrators and the student to introduce themselves as well. The chair will then describe the process the SDHA will observe during the hearing.

The administration will set forth the basis for its belief that the student engaged in misconduct warranting a suspension more than ten (10) days. This explanation may consist of a summary of any investigation presented by the charging administrator, or it may consist of one or more witnesses as the administration deems appropriate. The SDHA may ask such questions as it deems necessary to ensure a clear understanding of the case. Neither the student nor his parents/guardians may cross-examine the administration or the administration's witnesses.

After the administration has presented the violations of the Code of Conduct and the SDHA has questioned the administrators and their witnesses to their satisfaction, the student may respond. The student may speak on their behalf and may call such witnesses as are willing to speak for the student. The SDHA may question the student and anyone speaking on the student's behalf. The administration may not cross-examine the student, parents, and/or any witnesses speaking on behalf of the student.

While the student may have counsel present during the hearing, counsel may not examine or cross-examine any witnesses, nor may counsel advocate on behalf of the student.

After the administration and the student have both explained their respective positions, the SDHA shall retire to deliberate off the record and to make a decision. The first issue for the SDHA to decide is whether the student engaged in the alleged misconduct. If the SDHA confirms the violation, then, except in the case of a zero-tolerance²⁵, the SDHA has the authority to determine the appropriate consequence.²⁶

Upon reaching a decision, the SDHA shall reconvene on the record and shall announce one of the following decisions

- To affirm the decision of the school principal;
- To order removal of the suspension unconditionally;
- To order removal of the suspension upon such terms and conditions as it deems reasonable;
- To remand the student to an alternative placement; or to suspend the student for a specified period.

The SDHA shall provide the student, parent, and administration of its written decision no later than five (5) days of the hearing. As part of this notice, the SDHA shall explain the right of the parties to appeal to the Superintendent of Schools, and the Board. In the case of a zero-tolerance offense, the notice shall indicate that the Superintendent of Schools or designee, has the sole discretion whether to modify the statutory 365-day suspension.

Appeal to Superintendent

Any student, parent, or administrator who is dissatisfied with the decision of the SDHA has the right to lodge an appeal with the Superintendent. They shall have broad discretion to decide a student's accountability and appropriate consequences. They shall have sole discretion to modify 365-day suspensions established by state law and Board policy.²⁷

Appeal to the Board of Education

If the student, parent, or administrator is dissatisfied with the decision of the Superintendent, they may request the Board to review the decision. As part of any such review, the Superintendent and the Chair of the SDHA shall prepare the record, a summary of the proceedings, explanation of any decisions, and a summary of the position of the administration and the student or parent and submit these to the Board under seal.

The Board, at its next regular meeting, shall vote whether to sustain the decision on the record, to reverse or modify the decision on the record, or to grant a new hearing. The Board does not have the jurisdiction to modify the consequences for a zero-tolerance offense.

If the Board votes to grant a new hearing, any such hearing shall be closed to the public unless the student or parent, within five (5) days, requests that the hearing be open. Any such hearing shall operate as would any SDHA hearing except that, in the event of an open hearing, the Board shall not retire or

²⁵ BOE Policy 6.309

²⁶ BOE Policy 6.317

²⁷ BOE Policy 6.317

deliberate. At the conclusion, the Board may affirm the decision of the Superintendent or modify the decision of the Superintendent, to include the imposition of a more severe consequence.

INTERROGATION & SEARCHES

Interrogation

Questioning by School Personnel

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing to answer a question may be subject to disciplinary action, including suspension. If a student is suspected or accused of misconduct or infraction of the student code of conduct the principal may interrogate the student without the presence of parent(s)/guardian(s) and without giving the student constitutional warnings.

Interrogation by School Resource Officer (SRO) or Other WCSD Personnel (Principal Request)

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

Police-initiated Interrogation

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

Searches

Search by School Personnel

The school principal shall authorize all searches at the outset per state law. All principal initiated searches shall be conducted by a school security officer or a school administrator who has completed the state required training.

A student using a locker that is the property of the school system does not have the right of privacy in 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.

All the following standards of reasonableness shall be met:

1. A 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, drug, or drug paraphernalia;
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 be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student, as well as the nature of the infraction alleged to have been committed. School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.
6. A school administrator shall be on-site at any principal-initiated search;
7. A school administrator shall oversee the search and may end the search at any time; and
8. If a student is under the age of eighteen (18), the principal must notify the student's parent or guardian within a reasonable time of the search

School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.²⁸

STUDENT CODE OF CONDUCT

The Washington County Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and to the provision of an effective school program. Students are expected to conduct themselves appropriately and to act with regard to the supervisory authority vested by the Board with all district employees, the education purpose underlying all school activities, the widely-shared use of school property, and the rights and welfare of other students. State law requires written discipline procedures (Code of Conduct) be maintained for the elementary, middle and high school levels.

To provide an exemplary educational experience at Washington County Schools we expect students to abide by the following rules. In addition to what is detailed below, each teacher may have additional expectations for their individual classrooms.

NOTE: The Code of Conduct classifies offenses into categories, relating to the severity and corresponding disciplinary consequences. The severity of any offense may dictate more serious consequences.

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by actions, poor manners or a lack of consideration. All rules and regulations are developed and enforced with this thought in mind. Rules of student conduct apply when on school property, in classes and at school-sponsored activities.

Parents & Guardians

Parents and guardians have the legal responsibility for the behavior of their students as determined by law and community practice. Parents/guardians are expected to exercise the required controls that the student's behavior will be conducive to the development of self-discipline and will not be disruptive to the school's education program.

²⁸ BOE Policy 6.303

Teacher Discretion

Students are under the supervision of many teachers during the day. Each teacher will have their own requirements and students should learn these and abide by them. The teacher has the authority and responsibility to maintain discipline.

When a problem occurs, a teacher may do any or all of the following:

- Have a conference with the student
- Have a conference with the parent and/or the student
- Have a conference with the principal
- Use classroom disciplinary action
- Refer cases which go beyond their direct control directly to the principal

Principal Discretion

It is the responsibility of each principal to apply the code of conduct uniformly and fairly to each student at the school without partiality or discrimination. It should be understood that the categories of discipline violations outlined below are minimums. Any violation of the code of conduct may be addressed in a manner consistent with subsequent categories based on the severity of the incident or other extenuating circumstances. The examples are not all-inclusive. Principals will be responsible for classifying an offense not listed unless otherwise directed by the Superintendent of Schools.

Law enforcement may be involved in any acts that could be construed as criminal behavior.

NOTE: The **discipline matrix** that follows in this document sets forth the guidelines for assessing consequences for violations of school board policies. The school principal has the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the matrix if they determine in their sole discretion there are mitigating or aggravating circumstances. However, the Chief Student Supports Officer must be consulted when this deviation occurs - prior to finalizing the parental notice.

Unacceptable Conduct and Consequences

Administration Requirements

- For each consequence that an administrator suspends a student for more than five (5) days a Behavior Support Plan (BSP) or Behavior Intervention Plan (BIP) must be implemented.
- The principal of each school shall be responsible for the implementation and administration of the Student Code of Conduct in their school and shall apply the Code uniformly and fairly to each student at the school without partiality or discrimination.

Parent Notification: Required for each offense

There is a 15-day maximum for ISS; after reaching the maximum the school will consider the need for a Behavior Support Plan and the need for a Behavior Contract for “continual and willful violation of school rules.” A violation of the behavior contract may result in long term suspension or remand to the alternative school.

* Excludes Harassment that is defined under Title IX Federal Law

Grades PK - 5

	Minor Infractions (may not warrant an office referral) - Goal: Immediate redirection without interrupting the learning flow.
Verbal redirection - Re-teach procedures - Student Conference - Loss of Points - Parent Call - Lunch Detention (per school admin direction) - Multiple classroom offenses may result in ODR (per school admin direction)	"Positive Practice": If a student runs in the hallway, they go back and walk the length of the hall correctly two times. - Logical Redirection: If a student is using a marker to draw on a desk instead of paper, the marker is removed, and they are given a pencil for the remainder of the lesson. - "Take a Break" (Self-Regulated): A non-punitive 2 - 5 minute reset in a designated "Calm Corner" to use a sensory tool or take deep breaths. - Proximity Seating: Temporarily moving the student's seat closer to the teacher for a "check-in" period.
Level 1 and/or 1st - 3rd ODR	Moderate Infractions - Goal: Repairing the social or physical environment.
Detention (lunch, AM/PM) - Parent Call - Loss of Privilege	"Fix-it/Make-it-Right" Plan: If a student knocks over a peer's block tower or makes a mess, they are responsible for assisting in rebuilding or cleaning up the area. - Restorative Reflection: For social conflicts (teasing, exclusion), the student completes a "Think Sheet." (PK-1: Draw what happened and how the other person felt. Grades 2-5: Write out the sequence of events and identify one way to make it right.) - Loss of Specific Privilege: If a student cannot follow safety rules on the playground equipment, they lose access to that specific equipment for one recess period, but they do not lose the entire recess. - Parent Call/Conference: A phone call home where the student (when appropriate) and adult explain the behavior to the parent in the presence of the teacher and/or admin.
Level 2 & 3 and/or 3rd+ ODR	Significant Infractions - Goal: Safety, restitution, and intensive skill-building.
Detention (lunch, AM/PM) - Parent Call - Loss of Privilege - ISS (partial or full day) - *Could result in OSS if all other consequences have been exhausted	Community Service Task: For property damage or chronic disrespect, the student performs a helpful task for the school (e.g., helping a younger grade at lunch, sharpening pencils for the media center). - In-School Reflection: Instead of ISS, the student is moved to a different classroom for a set period to complete their work. This removes the "audience" of their peers while keeping them in a learning environment. Daily Point Sheet/Check-in Check-out: A simple, point-based daily chart where the student earns "points back" or small rewards for meeting 3 specific, trackable goals. Parent Call/Conference: A phone call home where the student (when appropriate) and adult explain the behavior to the parent in the presence of the teacher and/or admin.

Level 3	Extreme Behavior (Safety & Crisis Management) - Goal: Safety, Liability, and Continuity of Education
Parent Call - Loss of Privilege - ISS (partial or full day) - OSS	Emergency Removal/Cool-Down/Timeout: Immediate removal from the classroom to a supervised, "low-stimulus" environment. - Wrap-Around Meeting: A mandatory meeting involving Admin, Parents, Classroom Teacher, district Behavior Support Specialist, SPED, 504, or EL staff (if applicable), and mental health providers to sign a Behavior Support Plan (BSP) or determine the need for a Functional Behavior Assessment (FBA). - In-School Suspension (ISS) - The student is placed in a different classroom (usually a higher grade level or designated ISS room) to complete work. - Out-of-School Suspension (OSS): Disciplinary action where the student is prohibited from entering school property or attending any school-sponsored events for a designated period. *OSS requires a Restorative Re-entry meeting with School Admin, Teacher, Parent, and Student.
	PK - 5 Examples/Definitions: Extreme Behavior
	Extreme Physical Aggression - Intentional actions resulting in injury to peers or staff (biting, kicking, hitting, or using an object as a weapon) with the intent to harm.
	Persistent Bullying - A documented pattern of targeted physical or verbal harassment intended to create a hostile environment or power imbalance.
	Threatening Words/Actions - Explicit verbal or written threats to "kill," "shoot," or "bomb," or bringing dangerous contraband to school to intimidate others.
	Severe Verbal Aggression - Use of extreme profanity, racial slurs, or sexually explicit language directed at others to demean or terrorize.
	Property Destruction - Willfully or intentionally rendering school property or property not belonging to the student unable to serve its designated function/purpose (act must alter, damage, or decrease the value of the property)

Grades 6 - 12

Level I - Moderate Infractions (up to 20 pts.)

Offenses to be administered by school faculty and/or school administration; the principal or assistant principal has the authority to impose suspensions on students for failure to comply with school regulations.

- Tardiness
- Dishonesty
- Dress code violation
- Abusive/ Inappropriate language or gesture/profanity
- Disrespectful behavior
- Inappropriate school location
- Defiance/ Noncompliance/ Insubordination
- Refusal to participate in activities or to complete assigned work
- Disruptive behavior
- Inappropriate public displays of affection

- Technology violation
- Parking violation – High School

Level II - Significant Infractions (up to 40 pts.)

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.

- Abusive/Inappropriate language or gesture/profanity
- Refusal to participate in activities or to complete assigned work
- Chronic disruptive behavior
- Leaving class or school grounds without permission
- Possession, sale or use of items prohibited at school - including, but not limited to: lewd or vulgar materials, gang paraphernalia, alcohol, tobacco, other drugs (including prescription medications)
- Making threats/intimidation, including bullying (by any means, including, but not limited to electronic messages or social media sites)
- Extortion
- Fighting
- Bullying and Harassment – verbal or physical
- Sexual misconduct/sexual harassment
- Participation in a class disruption, including encouraging or recording a disruption/altercation with any electronic device
- Indecent exposure
- Theft/Stealing or the receipt, sale, possession or distribution of stolen property
- Reckless driving/driving violation – High School

Level III - Significant or Extreme Infractions (up to 75 pts.)

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

- Arson
- Fighting - assault and/or battery on school property or at a school-sponsored activity (both parties, unless one was attacked for no apparent reason)
- Dishonesty (with malintent)
- Vandalism/Damage of Property
- Possession, sale or use of items prohibited at school - including, but not limited to: lewd or vulgar materials, gang paraphernalia, alcohol, tobacco (including e-cigarettes/vapors), other drugs (including prescription medications), drug paraphernalia, weapons or facsimiles of prohibited items
- Sexual misconduct/sexual harassment
- Making threats/intimidation, including bullying

- Inciting a school disruption/violent interference with school operations
- Indecent exposure
- Violent disruption of class activities
- Harassment (by any means, but not limited to electronic messages or social media sites)
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

***Level I, II, and III Offenses are not exhaustive lists.**

Level IV (ZERO-TOLERANCE) Offenses

The following are zero-tolerance offenses resulting in a calendar year expulsion:

1. Bringing to school or being in unauthorized possession of a firearm, explosive, or incendiary device on school property;
2. Possession of drugs, including any controlled substance, controlled substance analog, or legend drug (including THC) on school grounds or at a school-sponsored event;
3. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.
4. Valid threats of mass violence on school property or at a school-related activity as determined by a threat assessment team, including bomb threats.

Committing any of these offenses shall result in a student being expelled from regular attendance at school for a minimum calendar year (365 days), unless modified by the Superintendent. Modification to the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses shall be assigned to an alternative school or program if staff and space are available as determined at the time of the infraction

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

Disciplinary Action Grades 6 - 12

Once an administrator determines that a student has committed an offense, disciplinary action will be taken based on a progressive point system. The administrator will assign a specific consequence determined by both the point value of the current infraction and the student's accumulation of points from previous offenses. All disciplinary outcomes will correspond directly to these total point values.

Points for infractions are cumulative:	
5 - 35 pts.	40 - 70 pts.
Conference, Detention (am, lunch, pm), Loss of Privilege, 1 - 5 days ISS; Bus Infractions: Conference, 1 - 5 days bus suspension	Conference, Loss of Privilege, 3 - 10 days ISS; Bus Infractions: Conference, 3 - 10 days bus suspension
75 - 125 pts.	125 - 150 pts.

Conference, 1 - 5 days OSS AND meeting with Alternative School Admin, Home School Admin, & Parent(s)*; Bus Infractions: 5 - 10 days bus suspension (*75 pts = Transition Meeting)	5 - 10 days OSS, remand to Alternative School 9 weeks - 1 semester (minimum 30 days); Bus Infractions: Loss of bus privileges for the remainder of the school year (or a minimum of 1 semester)
ZERO TOLERANCE	Expulsion for a MINIMUM calendar year (365 days), unless modified by the Superintendent of Schools or Designee (CSSO) - Lose all access to school and ALL school activities. Conference, OSS AND referral to Student Disciplinary Hearing Authority.
Once an initial placement at Asbury Alternative School has been served, the student returns to their home school. If the student then accumulates an additional 75 pts (minimum), the student may be remanded to the alternative school for the remainder of the school year.	

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure in any school.

Detention

Students may be detained before or after the school day as a means of disciplinary action. Students may also be detained to serve lunch detention as a means of disciplinary action.

The following guidelines shall be followed:

1. The student shall be given at least one (1) day of notice before detention;
2. Parents shall be informed before detention takes place;
3. Students in detention shall be under the supervision of school personnel;
4. Detention shall not exceed one (1) hour after the official closing of the school day but may be administered several days in succession; and
5. Teachers must have the approval of the principal before detaining a student.

All due process procedures must be followed:

- The student shall be informed of the charge.
- The student shall give their account.
- A written record shall be kept.
- The student's parent shall be notified

DRESS CODE

Washington County Schools is committed to each student to fulfill his or her responsibility to dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.

A student shall not dress, groom, wear or use emblems, insignias, badges, gang symbols or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any mode of dress, apparel, grooming or use of emblems, insignias, badges or other symbols results in the interference or disruption of the school environment. If there is a disruption to the school environment due to this violation, then all consequences listed under Rules Violations will be followed. The Dress and Grooming Policy must accommodate students whose religious beliefs may be substantially burdened by this policy.

Each school has the autonomy to create a special dress code policy that meets the safety requirements of the school and community. These guidelines and/or restrictions will be published and communicated with parents/guardians and the local school community prior to student registration for the upcoming school year.²⁹

DISCIPLINE FOR STUDENT RECEIVING SPECIAL EDUCATION SERVICES

The purpose of board policy is to inform students, parents/guardians, and educators in general terms of the procedures governing the discipline of students with disabilities under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504). In the event of an apparent conflict between board policy and the provisions of federal law, federal law shall control.

Limits on suspensions

Administrators may suspend students with disabilities for misconduct just as they would non-disabled students for up to ten (10) days during any given school year.

At any time an administrator determines that a student with disabilities should be suspended for five (5) days, or if any given suspension, when added to previously imposed suspensions, exceeds the total of five (5) days, the principal shall have the student's case manager convene an IEP team or Section 504 committee meeting as soon as practicable for the purpose of developing or revising a Behavior Support or Intervention Plan (BSP/BIP) and, if necessary, revising the IEP or Section 504 plan.

The team must consider whether the IEP or Section 504 is appropriate to the student's needs and, if so, whether it is being implemented appropriately. It is the Board's intention that the school administration and the IEP team or Section 504 committee will collaborate to develop appropriate interventions aimed to reduce the need for further disciplinary measures.

For any given suspension exceeding ten (10) days, or for any suspension, when combined with previous suspensions, would exceed a total of ten (10) days for any given school year, the school principal shall immediately contact the Chief Student Supports to determine the need for a Manifestation Determination Review (MDR). The MDR shall operate in accordance with this policy and the requirements of federal law.³

Manifestation Determination Review (MDR)

²⁹ BOE Policy 6.310

The MDR will consist of the parents/guardians of the student, the principal or their designee, someone from the Office of Student Supports as needed, and such other members of the IEP or Section 504 team as may be appropriate.

The MDR shall meet within ten (10) days of the decision to suspend the student to determine whether the behavior was a manifestation of the student's disability. The MDR shall consider all relevant information, including the IEP, teacher observations, and the most current evaluations of the student. The MDR shall also consider any functional behavioral assessment (FBA) and any behavioral intervention plan (BIP). The MDR shall also consider whether the student's behavior might be a manifestation of any suspected disability voiced by any parent or considered by any member of the IEP team or Section 504 committee.

Behavior determined a manifestation of student's disability

If the MDR is unable to rule out a known or suspected disability as a cause of or a direct and substantial factor in the student's misconduct, then it shall take appropriate steps to address the educational needs of the student, including conducting an FBA (unless the MDR determines that any recent FBA is adequate), the developments or the refining of a BIP, and the revision of any IEP or 504 plan.

Except as set forth below, the student may not be suspended or removed from the existing educational placement but must "stay put" in that placement unless the IEP team or Section 504 committee, including the parents/guardians, agree that a more restrictive placement is appropriate for the implementation of the BIP so that the student may receive a free appropriate public education.

Behavior determined NOT a manifestation of student's disability

If the MDR can rule out a known or suspected disability as a cause or direct and substantial factor in the student's misconduct, then the MDR shall adjourn. The student may be disciplined as would any student without disabilities.

In the case of a student receiving services under the IDEA, the case manager will coordinate with the Chief Student Supports Officer to ensure that the student will continue to receive any services required by the IEP during the time of their suspension. The case manager shall convene an IEP team meeting to discuss the change of placement if such a meeting is necessary to provide a free appropriate public education.

In the case of a student receiving services under Section 504, services will cease during the period of any out-of-school suspension. If the student is remanded to an alternative educational setting and services are required to enable the student to participate in the program, the case manager will coordinate these services with the Chief Student Supports Officer.

Special Circumstances (Exceptions to "stay-put")

Irrespective of whether a student's conduct may be a manifestation of their disability, a student may be suspended to an interim alternative educational placement for up to forty-five (45) days for:

- Carrying or possessing a dangerous weapon as defined in 18 U.S.C. § 930 on school property or at a school function;
- Knowingly using or possessing or selling or soliciting the sale of illegal drugs on school property or at a school function; or

- Inflicting serious bodily injury, meaning an injury with a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty, while on school property or at a school function.
- Valid threats of mass violence on school property or at a school-related activity as determined by a threat assessment team.

An interim alternative educational placement shall not automatically be forty-five (45) days but shall be in conformity with consequences imposed on students without disabilities. The case manager shall coordinate with the Chief Student Supports Officer on how to provide services to any students assigned to an interim alternative educational placement.

Appeal rights for students with disabilities

Any student or parent who disputes that the student violated the Code of Acceptable Behavior, Board policy, or state law; or who disagrees with the decision of the MDR that the student's behavior was not a manifestation of a known or suspected disability; or who objects to the consequences imposed by the administrator may request a hearing before the Disciplinary Hearing Authority (SDHA).

Alternatively, a student or parent may request a due process hearing before an administrative law judge.

ADMINISTRATIVE GUIDANCE

Documentation in PowerSchool and parent contact is required for all violations requiring administrative action. Discipline for IEP/504 students shall be in accordance with state and federal laws and school board policies.

The Code of Conduct sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances. The Chief Student Supports Officer must be consulted when this deviation occurs, prior to finalizing parental notification.

Each individual school, depending on the availability of resources and programs, can implement additional/alternative fair and reasonable consequences.

STUDENT DISCRIMINATION, HARASSMENT, BULLYING, & INTIMIDATION

Washington County Schools has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. To maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

Discrimination/Harassment

It shall be a violation of board policy for any student to discriminate against or harass another student on the basis of sex, gender identity, race, ethnicity, disability, or religion (including the definition of antisemitism found in BOE Policy 4.100).

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

Bullying, Cyberbullying, Hazing

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

For purposes of this policy, bullying includes any act that substantially interferes with a student's educational benefits, opportunities or performance. Bullying is unwanted, aggressive, repeated behaviors that involve a power imbalance that places a student in reasonable fear and causes a hostile educational environment.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat sites, and websites.

Examples may include inappropriate text messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles. Hazing is any act intended to or reasonably be expected to have the effect of humiliating, intimidating or demeaning a student or endangering the mental or physical health of the student committed by an individual or group against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization affiliated with any school or program operated by the school district. If the act occurs on school grounds, at a school sponsored activity, on school sponsored transportation or at a school designated bus stop, it is violation of school board policy if it has the effect of harming a student or damaging his or her property; knowingly placing a student in reasonable fear of harm to the student or to his or her property; causing emotional distress to the student; or creating a hostile educational environment. If the act occurs off school property or outside of any school-sponsored activity, it is nevertheless a violation if it is directed at a specific student or students and has the effect of creating a hostile educational environment or a substantial disruption to the educational environment or the learning process.

Claims of discrimination, harassment, bullying, cyberbullying, or hazing are to be directed to the building administrator for investigation without the fear of reprisal or retaliation. False accusations as a means of reprisal or retaliation will be disciplined in accordance with the district policies, procedures, and agreements.³⁰

³⁰ BOE Policy 6.304

It is the policy of Washington County Board of Education not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies.³¹

A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes:

The Rehabilitation Act of 1972, Section 504; Title VI of the Civil Rights Act of 1964; or directed at a specific student or students and has the effect of creating a hostile educational environment or a substantial disruption to the educational environment or the learning process.

Title IX & Sexual Harassment

Washington County Schools Board of Education strives to provide students a climate that is conducive to a quality learning environment. The Board of Education has a sexual harassment policy to encourage all members of the learning community to be proactive in providing a climate in each school that is inviting, receptive, caring, supportive and flexible. The policy is meant to discourage sexual harassment by employees or other students.

Sexual harassment activity toward any student will not be tolerated. Sexual harassment is defined as conduct, advances and/or gestures of a sexual nature that:

- Unreasonably interfere with a student's work or educational opportunities
- Create an intimidating, hostile, or offensive environment
- Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit
- Implying that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Any student or parent/guardian of a student attending a Washington County school shall report any incident of harassment to the student's teacher, school administrator or counselor. If the offending person is an employee, the victim shall report the behavior and/or conditions to the immediate supervisor of the offending person. If the offending person is a student or a person not employed by the system, the behavior may be reported to any teacher, counselor or administrator. Confidentiality shall be maintained and no reprisals or retaliation shall occur as a result of good faith reporting of charges of sexual harassment.

Sexual harassment of one student by another student will be addressed in the school Code of Conduct, is classified as a Category II or III offense, and carries with it the possibility of suspension and/or referral to an outside agency for further action.

Sexual harassment will constitute cause for disciplinary action. In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. The range of behaviors that may constitute sexual harassment include, but are not limited to:

- Leering

³¹ This Code of Acceptable Behavior will be implemented in compliance with the requirements of applicable federal and state statutes and accompanying regulations governing the appropriate discipline of students suspected or identified as having a disability.

- Pinching
- Grabbing
- Suggestive verbal comments
- Pressure for dates or sexual activity
- Other verbal, physical, or visual actions

Any student who retaliates against any person who reports alleged sexual harassment or violence or any student who retaliates against any person who testifies, assists in or participates in an investigation, proceeding or hearing will also be subject to disciplinary action, including suspension/expulsion. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.³²

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment and may be reached at any time by phone at 423-753-1100.

³² BOE Policy 6.3041

Appendix A – Discipline Matrix

INFRACTION	<u>MINOR INFRACTION</u> <u>EXAMPLES These are most often handled through the classroom teacher</u>	<u>MAJOR INFRACTION</u> <u>EXAMPLES These result in an office referral.</u> <u>*could result due to the repeated occurrences at the minor level.</u>	DEFINITION
Abusive/ inappropriate language or gesture/profanity	Unsuitable use of words, calling names, and /or use of inappropriate tone in a conversational manner not directed at any one person. Examples: stupid, ugly, shut up, idiot	"Swearing/cursing directed at others in a demeaning or provoking nature. Examples are B**ch, ""F"" you. Also, swearing at or use of inappropriate language at faculty/staff - shut up, d@*@ you, h@** (i.e. pantsing, knee buckling, headpops with the intention of causing injury or embarrassment) ...ANYTHING sexual, religious, or racist is ALWAYS major. - Indecent Exposure *Could prompt a Title IX investigation"	Any use of words, phrases, language, gestures, and/or materials that are derogatory or inappropriate for the school environment are made in an attempt at humor or drama, with no actual intent behind it. While not causing fear, the statement still disrupts the classroom as it may divert focus from the lesson
Assault of Student/Aggravated assault of student	Never a minor infraction.	Punching; beating; kicking; spitting; any other unwanted physical contact, and throwing an object at one person that causes a nearby person to be placed in apprehension.	Intentional, knowingly or recklessly causing bodily injury to another student, or causing physical contact with another that was extremely offensive or provocative.
Assault of teacher or staff/Aggravated assault of teacher or staff	Never a minor infraction.	Assault that results in bodily injury upon any teacher, principal, administrator, other school employee, or SRO	Intentional, knowingly or recklessly causing bodily injury to a teacher or staff member, or causing physical contact with another that was extremely offensive or provocative.
Attempted Homicide	Never a minor infraction.	May involve hurting someone with a firearm, knife, or other deadly weapon; intentionally putting someone in a fatal situation; using a weapon on a vital part of	The crime of attempted homicide occurs when a person acts deliberately, intentionally, or recklessly with extreme disregard for human life.

INFRACTION	<u>MINOR INFRACTION</u> <u>EXAMPLES These are</u> <u>most often handled</u> <u>through the classroom</u> <u>teacher</u>	<u>MAJOR INFRACTION</u> <u>EXAMPLES These result</u> <u>in an office referral.</u> <u>*could result due to the</u> <u>repeated occurrences at</u> <u>the minor level.</u>	DEFINITION
		the body (like the head or torso).	
Bomb or Shooter Threat/False Alarm **Zero Tolerance Offense if the investigation determines that it meets the criteria of Threat of Mass Violence	Never a minor infraction.	Written or verbal bomb threat; deliberately pulling the fire alarm when not warranted; planting an explosive device on school grounds/property; making or attempting to construct a bomb at school	Student delivers a message of possible explosive materials being on campus, near campus, and or pending explosion or damage to students and staff; student maliciously sets off false fire alarm.
Dishonesty	Lying to get out of trouble - does not endanger or implicate others. Example - white lie or a lie by omission of fact. Cheating - willingly copying another's work or answers or letting someone copy your work or answers. Inadvertent plagiarism.	Lying to get another in trouble or a lie that leads to another student in trouble. Cheating -willingly coping with another's work or answers or letting someone copy your work or answers. Forgery - reproducing another's signature on any document. Falsification of documents. In addition, overt and purposeful plagiarism. Changing one's grade or score on any school or school-related work.	Lying: Making a statement which one knows to be untrue; Cheating: Using dishonest methods to gain academic advantage; Forgery: Falsification of any document
Dishonesty (with malintent)	Never a minor infraction.	Fabricated reports, shifting blame, forged evidence, false allegations, etc.	The act of deliberately providing false information, fabricating accounts, or misrepresenting facts with the specific objective of causing harm, inciting disciplinary action against another individual, or damaging a person's reputation. Unlike general dishonesty, this behavior is characterized by premeditation and targeted hostility.
Disrespect/Defiance/ noncompliance/ insubordination	Examples: Inappropriate or mocking tone of voice, rolling eyes, asking redundant	Refusal or noncompliance after two (reasonable) requests from an adult to	Any behavior, activity, or action deliberately undermining any school personnel's authority: refusal to comply with a reasonable request

INFRACTION	<u>MINOR INFRACTION</u> <u>EXAMPLES These are most often handled through the classroom teacher</u>	<u>MAJOR INFRACTION</u> <u>EXAMPLES These result in an office referral.</u> <u>*could result due to the repeated occurrences at the minor level.</u>	DEFINITION
	questions such as What did I do or Why... Refusal or noncompliance after one request (reasonable) by an adult to stop the behavior(s). Food or beverage on the bus.	immediately stop the behavior. Failure to sit as assigned by bus driver. Failure to utilize safety equipment/rules or stay seated while bus is in motion.	(could also include failure to do assigned discipline)
Disruption	Disruptive behavior that stops after initial warning, inappropriate touching/prank that does not result in injury - regarded as "playing" by all parties involved	Repetitive disruptive behavior after a warning. Actions/pranks that result in unintentional physical harm - regarded as "playing" by all parties involved (i.e. pantsing, sneak attacks - no malintent)	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling, screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Dress code violation	If there is a disruption to the school environment due to this violation, then all consequences listed under Rules Violations will be followed.	Each school has the autonomy to create a special dress code policy that meets the safety requirements of the school and community. These guidelines and/or restrictions will be published and communicated with parents/guardians and the local school community prior to student registration for the upcoming school year.	
Fighting/ physical aggression	Inappropriate touching/aggression that does not result in injury.	Physical contact with the intent or having the outcome to cause injury. Examples: punching, hitting, pushing down, tackling, and/or biting. In addition, instigating or promoting a fight.	An exchange of blows or assault of physical blows such as hitting, slapping, pushing, shoving, etc. This includes students who instigate fights.
Fighting/ physical aggression - Premeditated	Inappropriate touching/aggression that does not result in injury.	Physical contact with the intent or having the outcome to cause injury. Examples: punching, hitting, pushing down, tackling, and/or biting. In addition, instigating or promoting a fight.	An exchange of blows or assault of physical blows such as hitting, slapping, pushing, shoving, etc. This includes students who instigate fights.
Harassment or Bullying	Actions such as: flipping the bird, inadvertent comments that make	Repeated (more than one time) verbal abuse, touching, gestures, giving	Inappropriate comments and/or unwanted verbal, physical, or emotional advances. See also Title

INFRACTION	<u>MINOR INFRACTION</u> <u>EXAMPLES These are</u> <u>most often handled</u> <u>through the classroom</u> <u>teacher</u>	<u>MAJOR INFRACTION</u> <u>EXAMPLES These result</u> <u>in an office referral.</u> <u>*could result due to the</u> <u>repeated occurrences at</u> <u>the minor level.</u>	DEFINITION
	another uncomfortable. The occurrence would only be minor if not a pattern of behavior.	of pictures &/or notes, following, directly and willfully spreading rumors that could be socially or emotionally detrimental. Electronic threat to cause bodily injury or death to another student or school employee Includes, but not limited to racial, religious, ethnic or sexual remarks.	IX section of Student Handbook regarding Sexual Harassment
Homicide	Never a minor infraction.	The killing of one person by another.	The killing of one person by another.
Inappropriate school location/ out of bounds/illegal walk out of class	In the bathroom during an unscheduled break. In the locker outside of designated times, during lunch, etc.	Intentionally, being in any inappropriate area not approved by the teacher of record. Illegal walkout of class is never a minor infraction.	Deliberate failure to attend or leave class or failure to leave school grounds without signing out; Being in an unauthorized area of the building or ground. Walking out of class without school official's knowledge or permission. Trespassing/loitering/skipping class
Property damage/vandalism	Damage that can be repaired to pre - pre-infraction state with little or no effort and/ or funds.	Any damage that cannot be reversed or repaired with a reasonable amount of effort and/ or funds. Arson - Setting fires to/on school property. Student plans and/or participates in malicious burning of property	Any intentional action that damages school property. Willful destruction or defacement of school or personal property. Arson - The act of deliberately or maliciously setting fire to a structure or area.
Sexual Assault	Never a minor infraction.	Threatening to harm someone else or yourself if you do not agree to acts sexual in nature. Sexual - kissing or forcing you to kiss another person, Someone touching your genitals, thighs, breasts, or elsewhere on your body (clothes on or off).	Sexual assault is an act in which one intentionally sexually touches another person without that person's consent, or coerces or physically forces a person to engage in a sexual act against their will. It is a form of sexual violence that includes child sexual abuse, groping, rape, drug facilitated sexual assault, and the torture of the person in a sexual manner.

INFRACTION	<u>MINOR INFRACTION</u> <u>EXAMPLES These are</u> <u>most often handled</u> <u>through the classroom</u> <u>teacher</u>	<u>MAJOR INFRACTION</u> <u>EXAMPLES These result</u> <u>in an office referral.</u> <u>*could result due to the</u> <u>repeated occurrences at</u> <u>the minor level.</u>	DEFINITION
Technology violation/Electronic Devices	Being off task while using a computer. Accessing benign web addresses not authorized by a teacher/possession of any electronic device	Intentionally trying to or access material that is inappropriate, offensive, or otherwise blocked. Bypassing filters, downloading without permission. Altering or adding to any existing area of the computer. Recording, distributing, or possession of inappropriate video/images.	Technology use that is not in support of education and research and is not consistent with the educational objectives of the school. Recording or distribution of inappropriate videos or images. See Student Handbook for Acceptable Use Policy. Using is defined as being seen or heard by any school personnel.
Theft	Never a minor infraction.	Theft, possession, and/or sale of stolen property	Theft: Stealing school or personal property from faculty, school employees, or other students:
Threat of mass or extreme violence - Class disruption	Never a minor infraction	Any non-credible threat or behavior that invokes fear, creates a sense of danger, or causes a disruption to the classroom environment, hindering the learning process, is considered inappropriate. This may include verbal threats, physical gestures, or any other form of communication that creates an unsafe, hostile, or disruptive atmosphere in a classroom setting.	
Threat of mass or extreme violence - Schoolwide disruption	Never a minor infraction	Any school threat enacted by a student not meeting the definition of "threat of mass violence" in code 50 (ZT) - any non-credible threat or behavior that invokes fear, creates a sense of danger, or causes a schoolwide disruption - impacting the safety and learning of the broader school community - is considered inappropriate. This may include verbal threats, physical gestures, or any other form of communication that creates an unsafe, hostile, or disruptive atmosphere across the school.	
Threat of mass violence	Never a minor infraction	Any act which a reasonable person would conclude could lead to serious bodily injury or death of 2 or more persons (direct and indirect verbal, written, or electronic communication)	
Unexcused Tardy	A student is not through the classroom door when the bell rings or at the appointed time if bells do not ring; tardies also include early dismissals.	Arriving late to school or leaving early with or without the knowledge of parents, as a result of reasons such as oversleeping, missing the bus, car problems, traffic, baby-sitting, athletic workouts, or socializing, is considered unexcused. Students who accumulate five (5) unexcused tardies, unexcused early dismissals, or a combination of both will receive a discipline referral of at least a detention. Each school has the autonomy to create an attendance incentive and discipline policy that meets the truancy requirements of	

INFRACTION	<u>MINOR INFRACTION</u> <u>EXAMPLES These are most often handled through the classroom teacher</u>	<u>MAJOR INFRACTION</u> <u>EXAMPLES These result in an office referral.</u> <u>*could result due to the repeated occurrences at the minor level.</u>	DEFINITION
		the district. These guidelines and/or restrictions will be published and communicated with parents and the local school community for the upcoming school year.	
Use/ possession of weapons	Never a minor infraction	Razor blades, Pocket knives, guns (real or look-alikes), or other objects readily capable of causing bodily harm	Zero-Tolerance Offense; Possession of firearms or dangerous weapons on school property or during school-related activity.
Use/ possession of weapons, dangerous instruments, or firearms	Never a minor infraction	Unauthorized possession of 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 of serious bodily injury	Zero-Tolerance Offense; Possession of firearms or dangerous weapons on school property or during school-related activity.
Use/possession of alcohol	Never a minor infraction	Being under the influence of, possessing or using alcohol	Possession and/or use of or being under the influence of alcohol at school or at any school-sponsored activity.
Use/possession of drugs	Never a minor infraction.	Being under the influence of, possessing or using drugs. (e.g. any controlled substance, controlled substance analogue, or legend drug, including THC)	Possession and/or use of or being under the influence of illegal drugs; possession of drug paraphernalia at school or any school-sponsored activity.
Use/possession of tobacco/Vape or E-Cig, etc.	Never a minor infraction	Smoking, possession or use of cigarettes, smokeless tobacco, vape, E-Cig, or paraphernalia (matches, lighters, spit bottles, etc.)	Possession and/or use of tobacco, tobacco paraphernalia, vape, or E-Cig at school or any school-sponsored activity.

Appendix B – Student Chromebook 1:1 Agreement Policy

STUDENT CHROMEBOOK 1:1 AGREEMENT POLICY

The one-to-one initiative will give students the opportunity to be involved in the learning process in new and engaging ways. As a tool with such a prominent role in the daily educational process, it is imperative to establish procedures and guidelines for the appropriate use of this device. Each student will be issued a Chromebook, which is the property of the Washington County Department of Education.

The student will receive a Chromebook and a charger. At all times, the legal title of the Chromebook is in the possession of the Washington County Department of Education. The student's right of possession and use is limited to and conditioned upon their full and complete compliance with this Agreement and the District's Acceptable Use of Computer Networks and Resources Policy and Regulation. The student has no right of confidentiality when using the Chromebook. Contents of email, information regarding internet usage, and network communications may be reviewed at the sole discretion of the District.

As a recipient of a district-issued Chromebook, the student receiving the device and his or her parent(s)/guardian(s) signing this form agree to the following:

- **Device Use:** The student should use the assigned device for educational purposes only. The student is expected to bring his or her assigned device to all classes each day with a full battery charge. The student shall comply at all times with the **WCDE School** Student Handbook and Code of Conduct, including the Acceptable Use of Computer Networks and Resources Policy and Regulation. The use of each device assigned to the student is subject to the acceptable use guidelines described in BOE policies and regulations. Failure to comply may result in the immediate termination of the student's rights of possession and the District may repossess the Chromebook.
- **Student's Right to Use and Possess the Chromebook:** The student's rights terminate upon withdrawal/graduation from **WCDE School**, unless otherwise terminated earlier. A student's failure to return the property in a timely manner will be considered unlawful appropriation of Washington County Department of Education property.
- **Chromebook Required Each Day of Class:** The student is required to bring his or her fully charged Chromebook to class every day. The student is expected to take his or her Chromebook home every night for assignments and recharging. All rules and regulations that are in effect during the school day extend to home use of the Chromebook. If the student leaves his or her Chromebook at home, the student is responsible for getting the coursework completed as if he or she had his or her Chromebook present. If the student repeatedly leaves his or her Chromebook at home, the student may be subject to disciplinary consequences.
- **Inappropriate Content:** Inappropriate content will not be allowed on Chromebook devices. The presence of inappropriate material, including but not limited to pornographic material; inappropriate language; weapon-related content; alcohol, drug, and/or gang-related symbols or pictures, will result in disciplinary action and possible loss of Chromebook privileges.
- **Loaning or Borrowing Chromebooks:** The student shall NOT loan his or her Chromebook to other students or borrow a Chromebook from another student.
- **Required Accessories:** There are no specific required accessories at this time for the Chromebook. Any additional items such as a case can be purchased by the individual student.

- **Manufacturing Defects and Technical Problems:** Any manufacturing defects of the assigned device should be brought to the immediate attention of the Technology Department.
- **Modification of the Chromebook:** The student shall not modify the Chromebook in a way that will permanently alter it, either physically and/or electronically, other than as instructed by an administrator or other school personnel. The student is not permitted to apply marks, stickers, or other decorations to his or her assigned Chromebook. Any alteration or destruction of a Chromebook or charger will result in the student having to pay for its replacement. The student Chromebook will be labeled by The Washington County Department of Education to identify and track each device. Each Chromebook will be identified by a serial number and a CER label. The student is prohibited from altering these identifying marks.
- **Damage Fee:** Refer to the Chromebook Annual Usage Fee Form as to what is covered and excluded. Similar to textbooks, the student is responsible for maintaining his or her Chromebook in proper working condition. The student is NOT to place stickers or any adhesive decoration to his or her Chromebook. All devices, regardless of condition, will be returned to the Technology Department at the end of the 2026 - 2027 school year for routine summer maintenance.
- **Lost Device Fee:** The student is responsible for the security of his or her Chromebook. The device should be kept with the student at all times, or secured in the student's hallway locker. The student's responsibility and obligation for the Chromebook is the same as any district-issued textbook.
- **Software and Applications:** The Technology Department reserves the right to audit and remove any software in the student-assigned device at any time. The Technology Department may require the installation of software that will have access to personal information stored in the student-assigned device.
- **Electronic Recording Capabilities:** Any electronic recordings obtained with the device must be for instructional/educational purposes only. The student must obtain prior approval from a staff member in order to use the audio, image, or video recording capabilities of the device. The student should ask all individuals being recorded for their permission before starting to record. No recording should start without the permission of all individuals being recorded. In addition, electronic recordings obtained with the device may not be shared, published or re-broadcasted for any reason by the student without obtaining the permission of the district and all individuals present in the recording.
- **Privacy:** The Washington County Department of Education reserves the right to examine, restrict, or remove electronic data from devices assigned to students. The student and his or her parent(s)/guardian(s) understand the assigned device may record or collect information on the student's activity or the student's use of the device. The student and parent(s)/guardian(s) further understand that all communication sent or received while connected to The Washington County Department of Education network infrastructure and services can potentially be recorded and archived. The District reserves the right to share any of such archived records with law enforcement authorities if deemed appropriate by the District. In addition, the District reserves the right to use the geolocation features of the device to track its location in case it is lost or stolen. The District shall not use any of the recording or geo-location capabilities of the device in a manner that would violate the privacy rights of the student.
- **Access to Internet Material:** In accordance with the "Children's Internet Protection Act" (CIPA), The Washington County Department of Education will use appropriate filtering measures to limit the exposure of the student to indecent or objectionable material on the internet while the device is connected to the school network. Furthermore, District staff will monitor student use of the device while on campus and provide guidance in the appropriate use of the device and access to the global Internet. Parents/guardians understand that district Internet filters are not in

place for the Chromebook when used at home, agree to monitor the student's use of the device while off campus, and are encouraged to establish rules of usage with the student.

- **Data Security/Intellectual Property/Academic Integrity:** Students are responsible for the security of the data stored on his or her district assigned device. No passwords or login information should be shared with any classmate. The student recognizes that all content created on a district device and using a district Google account is not subject to intellectual property claims. The student further recognizes that all activity should follow the expectations for Academic Integrity.
- **AI Policy:** Washington County Schools acknowledges that Artificial Intelligence (AI), including generative forms of AI, is rapidly developing and is a growing part of educational technology tools. The district considers AI and its tools a part of future mainstream instructional practices. Students and teachers should use AI tools in an ethical and responsible way using the following guidelines:
 - Teachers may allow the use of AI for instructional purposes.
 - Dual enrollment and university experience courses may have additional guidelines and/or restrictions on AI use in their classes. These requirements must be followed according to these institution's guidelines.
 - Students must acknowledge the use of AI in any classroom assignment (i.e. AI was used for brainstorming, improving a draft, research, etc.). Any material submitted for an assignment where AI was used should be cited accordingly.
 - Students are NOT allowed to use AI to create or compose classroom assignments of any kind including any kind of writing assignment unless expressly directed to do so by the teacher.
 - Students and teachers must be aware of the possible problems with AI use including inaccuracies, biases, discriminations, and AI hallucinations. AI tools are evolving and changing and should be considered an emerging form of technology.

To accept a Washington County Schools Chromebook and accessories, we acknowledge the following:

STUDENT

- I have read and understand the information and terms outlined in the Washington County Schools 1:1 Chromebook Parent/Student Agreement Form and its referenced district policies.
- I will abide by the policies of the Washington County Schools as well as abide by all local, state, and federal laws.
- I understand that the Chromebook is the property of the Washington County Schools provided as part of my educational tool set. School personnel may request access to the device anytime, and I, the user, should assume no privacy.
- I understand that I am responsible for the care of this device. I will take the necessary precautions to keep the device in good condition. I will not attempt to repair the Chromebook or take it somewhere else to be repaired. I will report any problems that I encounter and submit it to the Technology Department for review and repair.
- I accept responsibility, up to and including, the cost of replacing the equipment if the device is lost or intentionally damaged.
- I will not let anyone other than myself use the device and will not share my username and/or passwords with anyone.
- I understand that any files saved under my account will be for the purpose of school-related activities. Therefore, I will follow the appropriate policies and procedures outlined in the Washington County Schools 1:1 Chromebook Parent/Student Agreement Form.

- I acknowledge that the Washington County Schools provides internet filtering for inappropriate materials and content on the device at school and outside the district. The Washington County Schools' internet filter is applied to district-issued Chromebooks regardless of location.
- I will charge the Chromebook battery nightly and bring the device to school every day.
- I agree that social networking or any other electronic communication should be used only for appropriate, legitimate, and responsible communication. I will immediately notify a teacher, school official, or parent if receiving an email containing inappropriate or abusive language, or if the subject matter is questionable.
- I will keep my device in a secure location when not in use (locked up when possible).

PARENT

- I am responsible for my student's use of the Chromebook at home.
- I will make sure that my child recharges the Chromebook battery nightly and brings the Chromebook to school every day.
- I understand that if my child comes to school without his or her Chromebook, he or she may not be able to participate in classroom activities, his or her grade could be affected, and he or she will be responsible for making-up the missed work.
- I agree to return the Chromebook to the district when requested and/or upon my student's withdrawal from the Washington County Schools district.
- I understand and agree that I am responsible to the district for the cost of repair or replacement of the Chromebook that is damaged, lost, or stolen as a result of my student's intentional act, neglect, or abuse of the laptop or because of my failure to follow Board Policies, rules and guidelines, including this agreement.
- I have read the Washington County Schools 1:1 Chromebook Parent/Student Agreement Form and understand the terms and conditions outlined in the handbook and referenced the Washington County Schools' policies and procedures.

RESPONSIBILITY for DAMAGED CHROMEBOOKS

- In the event the Chromebook is damaged, it will be at the administration's discretion to determine if the damage was intentional or accidental. The district reserves the right to assess a fine not to exceed the full cost of the repair or replacement cost for any damages due to negligence or intentional misuse.

Appendix C: Student Chromebook 1:1 Agreement Form

STUDENT CHROMEBOOK 1:1 AGREEMENT FORM

In order for a student to receive a personal Chromebook, the principal or designee must first receive this 1:1 Chromebook Agreement Form signed by both the student and their parent(s).

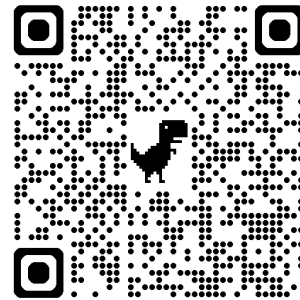
By signing below, the student and parent(s) acknowledge they read, understand and agree to be bound by the terms and conditions outlined in the Washington County Schools 1:1 Chromebook Agreement Form and the referenced policies contained therein.

The parent(s) hereby acknowledge their agreement to be responsible for:

- the return of the Chromebook
- the payment of the replacement cost of the Chromebook and accessories in the event of the loss, damage, or theft of the device (absent immediate notification and the filing of a police report).

Student Name	Student Signature	Date
Parent Name	Parent Signature	Date

**Scan the QR code to
read the Student
Chromebook
Agreement Policy.**



Resources Page

Testing Information

Please refer to the Washington County Schools district website at www.wcde.org for current Assessment Calendars which are located under the calendar section. A hard copy can be made available upon request at your child's school.

District Calendar

District calendars, including downloadable options can be found on our district website at www.wcde.org or [HERE](#).

Clubs and Extracurricular

For a list of school specific clubs and extracurricular activities please visit the school webpage. Find them at www.wcde.org and click Schools at the top.

School Board Policies

Board policies may be modified or added throughout the school year. The current text of all policies is available in the following location:

[Washington County Board of Education Policy Manual](#)

Future Revisions

Although every effort will be made to update the handbook on a regular basis, Washington County Schools reserves the right to revise the Student Handbook and any content within, without notice, except as may be required by state and federal law. As a result, the online version of the handbook shall be the official version.

For information about students' rights and services, contact the Tennessee Department of Education:

Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-2731
<https://www.tn.gov/education>



Scan this code then
click the button



Student Handbook 2023

to view the
Student Handbook

Washington County Schools Student Handbook Acknowledgement Form

Please sign the form below and submit it to your student's classroom teacher. Failure to sign and return the form does not relieve the student from the responsibility of complying with the rules and policies referenced in the Student Handbook. To view the Student Handbook, use the QR Code below or this link www.wcde.org/parents then click the Student Handbook button.

I hereby acknowledge that I have been provided with a copy of the Student Handbook and have read and understand the handbook and the related policies.

Student Name: _____

Student School of Enrollment: _____

Parent Signature

Date

Printed Parent Name: _____

Opt-Out Notifications

Please check any of the items below if you wish to opt-out of the corresponding notification.

- ☐ The release of your student's name for honor roll, academic, or other school-related functions. By checking this box, your student's name will not appear in the yearbook or any school programs, including the graduation program.
- ☐ The release of your student's directory information.
- ☐ The participation of your child in student surveys, analyses, and evaluations, including school climate surveys.
- ☐ The access to electronic media by your child while at school.