

**MARSHALL COUNTY HIGH SCHOOL  
STUDENT HANDBOOK  
2025-2026**

Dear Students and Parents,

We welcome you to Marshall County High School for the coming year. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Be proud of your school. Take care of it, and feel free to make suggestions for its improvement. As a school citizen, you are expected to act appropriately as high school students. MCHS has a history of fine academic and extracurricular accomplishments. We hope that you will join us in an effort to meet the goals which have been set, to carry on the tradition of the school, and to make this an outstanding school year. You can benefit from everything that MCHS has to offer by being actively involved in the classes and programs. We are here to make your time at MCHS successful and educationally challenging. If you encounter difficulties, we welcome the opportunity to help you as you proceed through your high school career. All students will receive a student handbook which contains pertinent information and discipline procedures for parental and student review. Students and parents will be asked to sign verifying the knowledge of this information. **For an exact reading of official policy, visit the Board of Education policy link of the Marshall County School System website or click the link associated with each policy. At any time during the school year, the administration may make any changes to the student handbook as deemed necessary to maintain a safe and productive school environment.**

**School Mascot** - Tiger

**School Colors** - Blue and White

**Alma Mater** - On our city's western border, Reared against the sky;  
Proudly stands our alma mater, As the years go by.  
Forward ever be our watchword, Conquer and prevail;  
Hail to thee our Alma Mater, Marshall High, all hail!

**School Spirit** - School spirit may be divided into four categories. School spirit means loyalty to all functions of the school.

1. Courtesy - Toward teachers, fellow students, and the officials of school athletic activities
2. Pride - In everything our school endeavors to accomplish or has accomplished
3. Sportsmanship - The ability to win and lose gracefully
4. Spirit - Students and faculty are encouraged to wear blue and white on Fridays.

**Vision** - Merit Community Honor Service

**Mission Statement** - MCHS strives for excellence, builds relationships, cultivates character, and develops productive citizens.

**At Marshall County High School parental contact is both welcomed and encouraged. However, many times during the day the principal, assistant principals, and counselors are with students, in classrooms, or away from their desks assisting the students or faculty with general school business. Therefore, when a call is placed and the individual does not answer immediately, please leave a voicemail and the call will be returned as soon as he/she is available. Every effort will be made to return parental phone calls/emails in a timely manner.**

**MCHS Phone Number - 931-359-1549**

**Administration**

David Steely	Principal (ext. 3005)	
Ryan Henry	Asst. Principal / Attendance Supervisor (ext. 3006)	Students A - J
John Denton	Asst. Principal / Instructional Supervisor (ext. 3007)	Students K - Z
Terry Kilgallon	Special Populations Coordinator (ext. 3009 OR 931-359-5548)	
Kevin McGehee	Athletic Director (ext. 3016)	

**Student Counseling Center**

Sharon Lowe	Registrar (ext. 3002)	
Blair Goodman	Counselor (ext. 3014)	Students A - J
Jeanne Wiles	Counselor (ext. 3008)	Students K - Z
Lacy Hooten	Graduation Coach (ext. 3017)	
Marlissa Wallace	Truancy Interventionist (ext. 3010)	

**Other Important Extensions and Phone Numbers**

MCHS School Resource Officer (ext. 3019 OR 931-359-6446)  
MCHS School Nurse (ext. 3012 OR 931-246-7138)  
Marshall County Schools Central Office 931-359-1581  
Marshall County Schools Bus Garage 931-359-4866

## **MARSHALL COUNTY HIGH SCHOOL HONOR CODE**

### **WHY HAVE AN HONOR CODE?**

Marshall County High School is an institution in which learning for a purpose takes place. Useful and lasting learning does not occur unless the process which a student goes through to learn is an honest process that reflects that student's true abilities as measured by his/her own efforts. Plagiarism, which is based on unsound learning, as is the case with cheating, is not a genuine process. It is a process that prepares a student for failure, not for success. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. By establishing this honor code, the faculty and administration of Marshall County High School indicate their commitment to work to eliminate such acts of dishonesty and to deal with offenses in a firm and decisive manner.

### **WHAT ACTS VIOLATE THE HONOR CODE?**

1. Cheating
2. Plagiarism
3. Dishonesty

### **HOW ARE THESE VIOLATIONS DEFINED AT MARSHALL COUNTY HIGH SCHOOL?**

Honor Code violations involve one or more of the following acts:

1. Using the work of another person as one's own.
2. Copying information from another student's test, examination, theme, book report, term paper or any other teacher assigned project OR supplying another student with information that he/she intends to submit as his/her own.
3. Plagiarizing (using another person's idea, expression or words without giving the original author credit).
4. Preparing for cheating in advance. Such action might involve having in one's possession a copy of a test to be given or a test that has already been given by a teacher, using the test or notes during a test or examination, or talking while quizzes, tests, or examinations are taking place.
5. Failing to follow test procedures or instructions announced by the teacher (such as no talking, no turning around in your seat, raising your hand to ask questions, etc.).
6. Knowingly offering information verbally or written that is either partially or completely inaccurate.

### **HOW WILL ACTS THAT VIOLATE THE HONOR CODE BE PROVEN?**

Honor Code violations may be proven by one of the following conditions:

1. A teacher or administrator is knowledgeable of the act as defined above.
2. A student admits to a teacher or administrator that he/she committed the act.

### **WHAT HAPPENS TO A STUDENT WHO VIOLATES THE HONOR CODE?**

When a teacher determines to his/her satisfaction that a violation has occurred, he/she will take the appropriate action. First Offense: Teacher consequence Second Offense: Office referral

Potential disciplinary actions for office referrals could include, but not limited to, any of the following:

1. Parent contact
2. Zero (0) on the assignment
3. Loss of privileges
4. Loss of letters of recommendation
5. Other actions as determined by the administration

Each student is expected to understand and adhere to the Honor Code as stated above.

# MARSHALL COUNTY SCHOOLS DISTRICT CALENDAR

## Marshall County Schools 2025-2026 School Year Calendar



Approved by MCS Board: 11/11/2024

July 25						
Su	M	Tu	W	Th	F	Sa
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August 25						
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December 25						
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January 26						
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February 26						
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March 26						
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April 26						
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May 26						
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June 26						
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July 26						
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August 26						
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30	31					

July 25 New Teacher Orientation
July 25 New Teacher Orientation
July 29 In-service Day
July 30 In-service Day
July 31 Admin Day
August 1 In-service Day
August 4 Abbreviated Day
August 5 Admin Day
August 6 First Full Day
September 1 Labor Day
September 8 Secondary PTC 3-6
October 9 Elementary PTC
October 10 PD Day
October 13-17 Full Break
November 21 28 Thanksgiving
December 16 MCHS Graduation
December 18 Forrest Graduation
December 19 Abbreviated Day
Dec 22-Jan 2 Christmas Break
January 5 PD Day
January 19 Martin Luther King
February 9 Secondary PTC 3-6
February 16 Presidents' Day
March 23-27 Spring Break
April 3 Good Friday
May 22 Abbreviated Day
May 25 Memorial Day
May 26 Admin Day
May 27 Admin Day
May 21 Forrest Graduation
May 22 CHS / MCHS Graduation
88 1st semester / 92 2nd semester
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**NOTE: STUDENTS DO NOT COME TO SCHOOL ON THE TWO PD DAYS  
(OCTOBER 10 AND JANUARY 5)**

## MCHS BELL SCHEDULE

<b>7:50</b>	<b>Dismiss from Gym and Cafeteria</b>
<b>8:00 - 9:35</b>	<b>1st Block (Announcements at 9:20 &amp; Transition to Tiger Time)</b>
<b>9:35 - 10:10</b>	<b>Tiger Time (RTI2 Skills Intervention, Standards Remediation, Grade, Recovery, ACT Bootcamp)</b>
<b>10:15 - 11:35</b>	<b>2nd Block</b>
<b>11:40 - 1:35</b>	<b>3rd Block</b>
<i>11:40 - 12:05</i>	<i>1st Lunch</i>
<i>12:10 - 12:35</i>	<i>2nd Lunch</i>
<i>12:40 - 1:05</i>	<i>3rd Lunch</i>
<i>1:10 - 1:35</i>	<i>4th Lunch</i>
<b>1:40 - 3:00</b>	<b>4th Block</b>

## Renaissance Program

The Renaissance Program at Marshall County High School is nationally recognized. We feel that the faculty of Marshall County High School has offered to the students a package of incentives to achieve better grades, improve attendance, and to assist the school to become a better learning institution. The Renaissance Program is affiliated with the national Renaissance Foundation begun by the Josten's Corporation. Listed below are some of the benefits offered to the participants in the program during the semester in which the card is held.

Blue Card (All grades of "A" on the semester report card)

1. One (1) day independent study (upon approval)
2. Free admission to all MCHS sporting events
3. Discounts at area businesses\*
4. Classroom teacher incentives

White Card (All grades "A" or "B" on the semester report card)

1. 50% off admission to all MCHS sporting events
2. Discounts at area businesses\*
3. Classroom teacher incentives

Black Card (Semester GPA improves .5 or more from the previous semester or maintain 4.0 for consecutive semesters)

1. Discounts at area businesses\*
2. Classroom teacher incentives

Gray Card (No absences, tardies, and discipline referrals for the semester)

1. Free admission to all MCHS sporting events
2. Discounts at area businesses\*
3. Classroom teacher incentives

Red Card (Scoring a 21 or higher on the ACT or raise ACT Composite Score by one point or more from previous score of 21 or higher)

1. Free admission to all MCHS sporting events
2. Discounts at area businesses\*
3. Classroom teacher incentives

Blue, White, Black, Gray, and Red Cards are updated and revised at the end of each semester.

Qualifying grades must be made at Marshall County High School.

\*List will be provided

Each policy that is referenced has a link associated with it. Simply click on the blue link provided to view the policy in its entirety. Links will be updated as board policy is posted.

[Alcohol/Prohibited Substances/THC - Policy 6.3071](#)

Students shall not possess, handle, transmit, use, or be under the influence of, share or sale alcohol/prohibited substances/THC in school buildings, on school grounds, or other grounds used for school purposes (including parking lots or athletic facilities), school buses or at any school-sponsored activity.

[Alternative School Programs - Policy 6.319](#)

The board shall operate an alternative school program for students in grades seven through twelve (7-12) who have been suspended or expelled from regular school programs.

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.

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. The director of schools shall develop procedures that provide appropriate educational opportunities for all students assigned to an alternative education program. These educational opportunities shall utilize Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based instructional techniques, and provide the resources necessary to foster student learning and achievement.

**Arrival of Students**

The building will be open for students at 7:00 a.m. and will close at 3:30 p.m. Student arrival and departure should be within this time frame. Students are encouraged to arrive at 7:45 a.m. Students arriving prior to 7:50 must report immediately to the gym. Students are to enter the building upon arrival. Students should not congregate in the parking lot or remain in their vehicles. Students may not be in any other area of the building prior to 7:50 a.m. Students who are arriving prior to 7:50 a.m. to make up work or receive tutoring from a teacher must have a note from the teacher, must report immediately to the designated classroom, and must remain in that classroom until 7:50 a.m. UPON ARRIVING ON CAMPUS A STUDENT MAY NOT LEAVE THE CAMPUS FOR ANY REASON WITHOUT PERMISSION FROM THE PRINCIPAL OR HIS DESIGNEE. Students arriving at school after 8:00 a.m. must report to the office to be admitted to class.

[Athletic Eligibility - Policy 4.301](#)

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunity shall be provided for members of both sexes. Student athletes shall only be allowed to participate in athletic activities or events that align with the student's sex indicated on his/her original birth certificate. The Director of Schools/designee shall require the parent/guardian to provide the student's original birth certificate prior to participation in any interscholastic athletics. If the original birth certificate is not available or does not indicate the student's sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the student's sex at birth.

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/her designee must accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board, provided the team's school reimburses the Board for mileage.

Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of athletics. The Director of Schools shall develop a code of conduct for all coaches to follow in order to ensure the health and safety of athletes.

#### [Attendance Policies - Policy 6.200](#)

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent(s) /guardian(s).

#### **Attendance Procedures**

Students who have been absent must place excuses for absences in the attendance box before 8:00 a.m. or immediately upon returning to school. This excuse must include the student's name, reason for the absence, and signature of verification of the doctor or legal guardian, phone number where the guardian or doctor can be contacted and your first block teacher's name. The note must indicate if a child is unable to return to school. **If this is not documented, a student is expected to return to school following a morning doctor's appointment and must be at school prior to an afternoon doctor's appointment.** Excuses must be provided to within three school days from the date of the student's return to school or the absence will be registered as unexcused.

#### **Attendance Procedures for Leaving School**

Students desiring to leave school during the school day must bring a written statement from the legal guardian describing the necessity of the student's dismissal. The statement must be signed by the legal guardian and must include a phone number where the guardian may be reached for verification. This procedure also applies to students who are 18 years of age. These notes must be presented to the receptionist prior to the beginning of the school day. A note from the doctor, dentist, or court official must be returned to the attendance box on the following day as verification of the absence being excused or unexcused. If a student must leave school due to an emergency, he or she must contact the main office for administrative assistance in obtaining permission from the legal guardian and approval to leave. After obtaining appropriate approval to leave school, **students must sign out in the front office prior to leaving school.** No student will be sent from the school to perform an errand or to act as a messenger for a staff member. **STUDENTS WHO LEAVE SCHOOL DURING THE SCHOOL DAY WITHOUT FOLLOWING THE PROPER SIGN OUT PROCEDURES AND WITHOUT OBTAINING APPROVAL FROM THE SCHOOL ADMINISTRATION WILL BE DISCIPLINED.**

#### **Automobiles and Parking**

Automobile access to the campus is considered a privilege, not a right. Safe and courteous driving is expected of every student driver. Students who drive to school must observe the 10 mph speed limit at all times, and park in the designated areas. Faculty spaces will be marked reserved and may not be used by students at any time. Students must exit the automobiles immediately when arriving on campus and report to the proper assigned area on the building. Students will enter and exit the parking lots using the properly marked main accesses to the campus from Ellington Parkway. Automobiles driven to school may not display suggestive or derogatory slogans or illustrations that would be

offensive to others. MCHS is not responsible for vehicles, which are damaged while on the school campus. Students who violate the guidelines of the use of automobiles and parking on the MCHS campus will be disciplined and will be subject to having their automobile access to the campus revoked.

### Bus Conduct - Policy 6.308

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except: students assigned to that bus, parents of students who have prior permission to enter the bus (field trip, chaperone, etc.), Marshall County School System employees, or other persons with lawful and valid business on the bus. 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.

### **Use of Photographs and Video Footage**

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

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to photographs and video footage. These materials shall be maintained for ten (10) days. Parent(s)/Guardian(s) may submit requests to view photographs and video footage to the Director of Schools/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.

The director of schools is directed to develop procedures for governing the use of cameras and video cameras in accordance with the provisions of the law and established Board policies.

### **Cafeteria Services**

Breakfast serving time 7:20 - 7:50 am.

The prices for breakfast are \$1.50 for students, \$2.25 for adults, \$0.30 for reduced.

The prices for lunch are \$3.00 for students, \$4.25 for adults, \$0.40 for reduced.

Applications for free and reduced meals must be completed every year. A student who was on free or reduced price meals last year is expected to complete a new application this year. If a student is approved for free or reduced priced meals, they will be approved for fee waivers. Students are expected to pay for their meals at the time of eating or at the beginning of the week. Students can deposit money in their meal account at any time (by the day, week, or month. If sending a check, the check should be made for the amount of the lunch account and made to the cafeteria. No checks will be cashed. Refunds to a student will only be made at the end of the school year if requested or at the time of a student's withdrawal or graduation. A student can carry money over to the next year. Students will be expected to pay for extra items at the time of purchase. Extra items cannot be charged.

Students who lose or forget their lunch or breakfast money may charge up to five (5) days. When a student accrues three (3) days of charges, the cafeteria manager will inform the parent per the automated call system that payment of the charges must be made within two (2) days. Charges will not be permitted during the last two (2) weeks of school in order for collection of unpaid balances. Students will be permitted to bring meals from home and to purchase beverages and incidental items at school. No food or beverages from outside food service facilities will be allowed in the cafeteria during meal times. The School Nutrition Program shall make reasonable modifications to accommodate children

with disabilities. The modifications will be made on a case-by-case basis when supported by a written statement from a licensed healthcare professional who is authorized to write prescriptions under state law. A copy of the Request for Meal Modifications form can be found under Parent Resources on the district website or forms are available by request at each school site. Students must report to and remain in the cafeteria during their lunch period. Anyone found in an unauthorized area during lunch will be disciplined. Students may not use the vending machines between the hours of 11:30 and 1:25 each day. Please follow these guidelines:

1. Walk; do not run to the cafeteria
2. Do not step ahead of the others in line
3. Clean the table after you have finished your lunch
4. Return your tray to the proper place
5. Do not loiter in the hall outside the cafeteria or restroom
6. No "fast foods" may be brought on campus
7. The principal must approve all special events, which include lunch
8. Students may not leave the cafeteria until the dismissal bell rings

#### [Care of School Property - Policy 6.311](#)

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities. School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board.

**Child Advocacy Groups** For a list of Child Advocacy Groups, parents can visit the Tennessee Disability Services - Disability Pathfinder Database or the State Department of Education website.

#### [Child Custody - Policy 6.208](#)

No principal or teacher shall permit a change in the physical custody of a child at school unless: the person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee Court designating the person who has custody of the child; and the person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school. The burden of proof is on the parent that does not have custody. If the non-custodial parent is not on the list to pick up a child, no MCBOE employee will let a student leave with that person. If a parent would like to place someone on the no contact or no pick up list that may be done in the main office.

#### [Class Ranking - Policy 4.602](#)

Honor roll students will be determined by standards approved by the Board. The method of determining the Honor Roll will be uniform throughout the county.

For the purposes for determining local honors, valedictorian, and salutatorian in the senior class, the State Board of Education Uniform Grading Policy 3.301 will be used for ALL high school coursework. For high school transfer students, the cumulative GPA on the transcript for transferred work will be used without any recalculation other than conversion to a 4 point weighted GPA based on the State Board of Education Uniform Grading Policy 3.301. GPA will also be calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship purposes. Both the Tennessee Uniform Grading Policy 3.301 weighted GPA and the Tennessee Uniform GPA will appear on the transcript. Local honors, valedictorian, and salutatorian will be calculated after the fall semester of the senior year.

### [Code of Behavior and Discipline - Policy 6.300](#)

The director of schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code. The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination.

### [Communicable Diseases - Policy 6.403](#)

No student will be denied an education solely because of a communicable disease or parasite or fungal infestation, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease. Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees, and the infected student shall be taken. No student with a communicable disease which may endanger the health of either himself/herself or other individuals will enter or remain in the regular school setting.

### [Compulsory Attendance Ages - Policy 6.201](#)

Children between the ages of six and seventeen years, both inclusive, must attend a public or private school. Under certain circumstances the board may temporarily excuse students from complying with the provisions of the compulsory attendance law. A person eighteen years of age or older who applies for admission must have the application approved by the principal and director when he/she fails to enroll within thirty calendar days after school officially starts; or after he/she has dropped out of school and wants to re-enter.

### [Corporal Punishment - Policy 6.314](#)

Any principal, assistant principal or teacher with approval of the principal may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with policy guidelines.

### **Correspondence Courses**

Correspondence courses are available for students. All correspondence courses must be approved by the guidance counselor and the principal of Marshall County High School to determine if the course will be entered on the transcript as valid credits for graduation.

### [Detention - Policy 6.315](#)

Students may be detained before or after the school day as a means of disciplinary action in accordance with board policy guidelines.

### **Discipline of Students with Disabilities**

Suspensions for more than a total of ten (10) days per incident shall be considered a change of placement for disabled students. Prior to such action, the student's M-Team must meet and determine: whether the offense is a manifestation of the student's disabling condition; and the appropriateness of the student's current placement. If the M-Team determines that the offense is a manifestation of the student's disability, the student cannot be suspended. If the M-Team determines that the offense is not a manifestation of the student's disability, the student is treated as if he/she were not disabled and may be suspended. Either determination is subject to due process procedures, and, upon challenge, placement shall be frozen pending the outcome of any administrative or judicial proceeding. If a student is suspended, education services, as determined by the M-Team, must be provided during the discipline period.

### [Disciplinary Hearing Authority - Policy 6.317](#)

A Disciplinary Hearing Authority (DHA)<sup>1</sup> will conduct hearings for students who have been suspended and/or expelled/remanded for more than ten (10) school days. The Board shall appoint members of the DHA which shall consist of nine (9) members, (maximum number must not exceed total membership of Board) at least two (2) of which shall be licensed employees of the board, appointed to one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.

### [Discipline Procedures - Policy 6.313](#)

The board delegates to the director of schools the responsibility of developing specific codes of conduct which are appropriate for each level of school.

### **Dismissal of Students**

Students will be dismissed at 3:00 p.m. Students returning home by bus must board the bus in front of the gym promptly at the end of the school day. Students who are car riders must leave the building promptly and may not return to the building after the doors have been secured. Students must exit the campus immediately when school is dismissed. A variety of after school activities are sponsored by organizations of the school. Students must be supervised by a teacher during the activity and leave the campus immediately at the close of the activity. A teacher must be present during any activities, which are conducted before or after school and must remain on campus with the students until all students have left the campus.

### [Directory Information Procedure - Policy 6.601](#)

Within the first three weeks of each school year, the school system will notify parent(s) of students and eligible students\* of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment.

### [Dress Code - Policy 6.310](#)

The Board recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, the Board shall require that all students, grades K-12, exercise good taste with regard to their personal appearance. Attire which is considered disruptive to others or a risk to one's health or safety is not appropriate. Clothing, personal items, or anything which can be offensive to others will not be tolerated.

### [Driver's License Revocation - Policy 4.601](#)

Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation.

### **Emergency Closing**

In the event of severe weather or mechanical breakdown, the school may be closed, delayed, or dismissed early. The Director of Schools will announce the delay of school or early dismissal. Any such circumstances will be announced over all radio and television stations and school communication platforms. If no report is heard, it may be assumed that school will open on time.

### **Exams**

The TNReady End-of-Course Exam (EOC) will count as 15% of a student's final course grade. Semester exams will count as 15% of a student's 2nd nine weeks grade (unless the course has a TNReady exam). Mid-term exams will count as 15% of a student's 1st nine weeks grade.

## **Fighting**

Fighting is strictly forbidden in the school or on campus during a school activity. This rule applies at any school event which is held on or off the MCHS campus and applies to team players or spectators of a sporting event.

## **Fines - Policy 6.709**

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

## **Fire Drills, Extinguishers, and Pull Change Stations**

Fire drills will be conducted at intervals during the school year. The teacher will instruct the class as to which exit they are to use. In order that the drill may be conducted with expediency and safety, students are asked to stay in single file lines and not talk. Anyone pulling a fire station lever without a valid reason will be subject to criminal prosecution by the authorities and disciplinary action by the administration of the school. Anyone who intentionally discharges a fire extinguisher without just cause or disturbs its location without just cause will be subject to severe disciplinary consequences and criminal prosecution.

## **Food Services Management - Policy 3.500**

Students may have access to drink machines and snack machines at designated times during the day. All cans and paper must be put in proper containers. If the building or campus becomes littered, then the sale of machine items may be stopped. Food and drinks are not allowed in the library or lecture hall at any time. Teachers will govern the use of food or drinks in their classrooms. Students who violate these guidelines will be disciplined

## **Grading System**

A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 0-59

103 for Honors courses, 104 for Dual-Credit and Dual-Enrollment courses, 105 for AP courses

## **Graduation Requirements/Activities - Policy 4.605**

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject matter record which covers a planned program of education, and such record shall be kept on file in the high school. High school students shall be permitted to complete an early graduation program. Students intending to graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as soon thereafter as the intent is known.

## **Guidance Department**

The primary function of the guidance department is to help the student derive a greater benefit from attendance at Marshall County High School. To accomplish this goal the guidance counselors are available for help with any personal problems and in obtaining information that can help in making decisions about educational or vocational transitions in life. Such counseling is voluntary. The counselors maintain confidentiality on matters concerning students. The effort of the counselors is directed toward helping students become increasingly independent and more skillful in solving their own problems and making their own decisions. Guidance services consist of help in occupational, educational, and personal areas in the lives of students. Most students will be helped by learning as

much as possible about more than one college. Bulletins, brochures, and other booklets are available from most of the area colleges and universities. Personal problems are entrenched in home as well as in school backgrounds and much may be gained by sharing part of the problems with another person.

### **Hall Passes**

To avoid asking to leave the class, students should use the restroom and get a drink of water before the beginning of each class. To ensure the safety and educational progress of all students, hall passes will only be granted for extreme emergencies. Academic work is planned for all students for the entire class session and the class schedule does not allow time for students to leave the class. Students with special medical conditions may bring a doctor's note explaining the need for the student to use the restroom at more frequent intervals. Students may not leave the classroom to visit the guidance counselor or other school personnel. Students may only use the telephone in the office before school, after school, and during Tiger Time to make emergency phone calls only.

### **[Homebound Program - Policy 4.206](#)**

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program.<sup>1</sup> The homebound instruction program shall consist of a minimum of three (3) hours of instruction per week for a period of time determined, on a case-by-case basis, by the district.

### **[Homeless Students - Policy 6.503](#)**

The Board designates the following individual to act as the district's homeless coordinator:

Federal Projects Supervisor  
Marshall County Board of Education  
700 Jones Circle  
Lewisburg, TN 37091  
Phone: 931-359-1581 FAX: 931-270-8816

The director of schools shall develop procedures to ensure that homeless students are recognized administratively and that the appropriate and available services are provided for these students. The director shall ensure professional development is provided to school personnel providing services to homeless students.

### **Illness or Injury**

In case of illness or injury, a student will be cared for temporarily by a member of the school staff and guardians will be contacted. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If guardians are not available, the student will be taken to the emergency room at the hospital. Remember that emergency telephone numbers and the name and telephone number of the student's family doctor must be on file at the school.

### **[Immunizations - Policy 6.402](#)**

Students will not be permitted to attend school without proof of immunization as determined by the Commissioner of Health unless circumstances outlined in the state or federal law prevent a student from producing such records. It is the responsibility of the parent(s)/guardian(s) to have their children immunized and to provide such proof to the principal of the school which the student is to attend

### **[Internet Use - Policy 4.406](#)**

The Board supports the right of staff and students to have reasonable access to various information formats and believes it incumbent upon staff and students to use this privilege in an appropriate and responsible manner. A written parental consent shall be required prior to the student being granted

access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

### **In-School Suspension**

Students may be placed in In-School Suspension for behavioral and disciplinary purposes. Students in this program will be housed in a separate area from other students. The educational service of the student will continue, but students will not be allowed to participate or attend any school activities during the assigned period. Students will remain in In-School Suspension until he or she has successfully completed his or her work and has maintained successful conduct for the assigned number of days. Students who are placed in In-School Suspension may not participate in school activities until after 3:00 of the last day of the suspension.

### **Interrogations and Searches - Policy 6.303**

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 being questioned. Any student answering falsely, evasively or refusing to answer a proper 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) or legal custodians and without giving the student constitutional warnings.

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

### **Library**

The school library is open during school hours from 7:30 a.m. until 3:15 p.m. All MCHS students and teachers may use the library facilities. Attention is directed to the following rules governing the relationship between the student and the library. Books are circulated for a two-week period and may be renewed for an additional two weeks. All books should be returned when they become due. Lost and damaged books will be paid for by the student. No book should be taken from the library without being properly charged at the circulation desk.

### **Lockers**

Lockers are assigned to the students at the beginning of each school year. Students are to occupy their assigned locker only. Refusing to locate your books and materials in your assigned locker may result in disciplinary action. Students may use locks if they also provide a key or combination to the lock to the student's 1st block teacher. Locks may be cut off for security purposes. Lockers are school property

made available for the student's use. The school administration reserves the right to open and search any locker if a reasonable suspicion has been established. When a student's locker is to be opened for investigation there will be two staff members present. The school is not liable for losses of property or textbooks resulting from the use of school lockers. Do not deface the lockers with stickers or other items.

### **Lost Items**

Marshall County High School is not responsible for lost items or inappropriate items which have been confiscated by a staff member during the school day or while a student is on campus or attending a school activity.

### **Media Interviews**

If you prefer that your child's picture or quote not be used in news articles, TV clips or on the MCHS web site, please notify the administration of MCHS in writing prior to Sept. 1 of the current school year.

### **Medications - Policy 6.405**

A student shall not possess any prescribed or over-the-counter medication at any time during the school day, at a school activity, or on school grounds. The purpose of administering medications in school is to help each student maintain an optimal state of health to enhance his or her education. Medications should be limited to those required during school hours and necessary to provide the student access to the educational program. This policy applies during the school day and at school-approved functions.

### **Non School-Affiliated Groups and/or Organizations**

Fraternalities, sororities, or any other organized social group that are NOT directly affiliated with Marshall County High School are not allowed to operate on the campus of MCHS. This includes, but is not limited to, soliciting membership in the organization; advertising membership in the organization; conducting dress-up days that embarrass, harass, haze, or bully another student by having a student wear outlandish, over-the-top, or distracting clothes, wigs, lipstick, cosmetics, etc; forcing students to engage in any type of behavior that is not typically allowed at school, disruptive to the educational environment, harmful, dangerous, or in general poor taste.

### **Notice of Nondiscrimination**

It is the policy of the Marshall County School System not to discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act and provides equal access to the Boy Scouts and other designated youth groups.

Anyone who believes that the school system has discriminated against them or another individual may file a complaint. The Complaint should be directed to:

Mr. Tres Beasley, Supervisor of Support Services  
Ms. Julie Thomas, Supervisor of Federal Projects including Title VI, Title IX, and 504  
Ms. Meredith Collins, Supervisor of Special Populations  
Ms. Ginger Tepedino, Supervisor of Student Services/Counseling and Attendance  
Ms. Jennie Carroll, Human Resources Supervisor

Lesley D. Farmer, Esq.  
Director, Office for Civil Rights  
Tennessee Department of Education  
Andrew Johnson Tower  
710 James Robertson Pkwy, 6th Floor  
Nashville, TN 37243  
Office: (615)253-1550

Fax: (615)532-2599

Email: [Lesley.Farmer@state.tn.us](mailto:Lesley.Farmer@state.tn.us)

Atlanta Office

U.S. Department of Education

Office for Civil Rights

61 Forsyth Street S.W., Suite 19T70

Atlanta, GA 30303-3104

Telephone: (404)562-6350

Fax: (404)562-6455

TDD: (877)521-2172

Email: [OCR\\_Atlanta@ed.gov](mailto:OCR_Atlanta@ed.gov)

### [Personal Communication Devices - Policy 6.312](#)

Students may possess wireless communication devices so long as such devices are turned off and stored during instructional time unless one of the exceptions above applies. During breaks throughout the school day, students may use wireless communication devices.

### **Personal Property**

It is the students' responsibility at all times in all situations to protect his or her wallet and other valuables from theft. Students should keep their lockers locked at all times. Carelessness of friends who know combinations is often the cause of a loss of property. Equipment, books, etc. should be marked with the student's name. It is students' responsibility to report any lost items to the main office as soon as the student realizes something is missing. Check the Lost and Found for lost items which may have been brought to the office.

### **Philosophy**

Recognizing the fact that we live in a rapidly changing society, we, the faculty of MCHS, believe that education is for life, not just a living. In order to maintain this philosophy, we believe it is necessary to raise the pupil's thinking, performance, and achievement. Furthermore, it is vital to help the individual learn to think clearly and objectively in life's many situations. Finally, we must produce quality education by achieving the objectives of self-realization, human relationships, economic and civic responsibility. Self-realization can be accomplished through the development of an inquiring mind, the improvement of speech, the acquisition of better health knowledge, and the development of character. The growth of human relationships is based on respect of humanity, the development of friendships, cooperation, and courtesy in all situations. In today's world, the student must be made aware of economic efficiency through emphasis on work ethic and personal economics. To do this, a student must be provided with occupational information and guides to purchasing efficiency. These objectives are less than meaningful without the development of civic responsibility. This is obtained by fostering social understanding, comprehension of social justice, observance of the law, and the need for all bases of conservation. We believe that all these objectives can be met by providing the student with learning experiences at his or her individual level in the academic, vocational, and extracurricular areas. Therefore, the ultimate goal is to prepare the student to assume his or her role as contributing member of a rapidly changing society.

### **Phone Calls**

Only emergency messages will be delivered to the students. Students will not be called out of class to receive phone messages. Work related calls will not be delivered to the students. Students may only use the office phone for emergency situations when they are sick and need someone to pick them up. Students may only use the office phone before school, after school, and/or during tigger time to make emergency phone calls only.

### **Procedural Due Process**

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto. For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry will be made into incidents to ensure that the students are

accurately identified, that they understand the nature of the offense that they know the consequences of the offense for which they are accused, and give their account and events and offer witnesses in their defense.

#### [Promotion and Retention - Policy 4.603](#)

All promotion and retention decisions shall be made on a case-by-case basis and comply with state and federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if applicable.

#### **Profanity**

Inappropriate language, disrespectful comments or innuendos, obscene material, or lewd gestures will not be tolerated as part of the school environment. Violation of this policy will result in disciplinary action.

#### [Report Cards - Policy 4.601](#)

Student progress reports shall be provided at least once every four and one half weeks during the school year. Student report cards shall be provided at least once every nine weeks during the school year. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year.

#### [Rights and Responsibilities - Policy 6.301](#)

The board expects all school staff, students, and parents to assume the responsibility for appropriate behavior in the school.

#### **Schedule Changes**

Classes are scheduled for returning students. All class changes must be made during the first two days of the semester. Students will only be allowed to change classes in extreme situations. Permission to change classes will be granted through the guidance department. Students are required to be enrolled in 4 classes each session of the school year.

#### [Section 504 and ADA Grievance Procedures - Policy 1.802](#)

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

#### [Special Education Services - Policy 4.202](#)

Special Education and related services are mandated by Federal and State Law to be provided at no cost to parents for eligible students. These services must be designed to meet the unique needs of the student and are supervised and directed in a public school setting that meets state standards. These services are provided for ages 3-22 or from preschool through high school. Placement must be provided in the least restrictive environment with other students who do not have a disability, as much as possible. Parents should contact the school guidance office for information concerning the available programs.

#### [Special Education Students - Policy 6.500](#)

All disabled students between the ages of three and twenty-one (inclusive) shall receive the benefit of a free appropriate public education. This provides the assurance that these students will be educated with non-disabled students to the maximum extent appropriate, and should be placed in separate or special classes only when the severity of the disabled is such that education in regular classes cannot be achieved satisfactorily.

#### **Student Code of Conduct**

The Tennessee General Assembly, through TCA 49-6-4012, mandated that each local education agency formulate a code of acceptable behavior and discipline to apply to the students in each school operated by that agency. The code shall contain the type of behavior expected from each student, the consequences of failure to obey such standards, and the importance of the standards to the maintenance of a safe learning environment where orderly learning is possible and encouraged. This code of conduct has been developed to provide school personnel with a model code for student conduct and to provide students and parents with an understanding of expected behavior and the consequences of failing to adhere to these expectations. The Director of Schools shall be responsible for the overall implementation and supervision of the Board of Education's adopted Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application

of the Code. The Principal of each school shall be responsible for the overall implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality or discrimination. The Marshall County Board of Education has approved this Code for implementation in all schools. A copy of the Code will be provided to all parents, teachers and administrative staff members. Copies will be posted in the schools for students' reference. Teachers and/or other appropriate school personnel shall explain and discuss the Code with the students in their respective classes. The Code shall be referenced in all student handbooks. The code is posted on the Marshall County School System web site at [www.mcstn.net](http://www.mcstn.net). The teaching of self-discipline is one of the ultimate goals of any educational program. Self-discipline is at the heart of the development of strong character and an enthusiasm for learning. Students who have a high degree of self-discipline demonstrate qualities such as positive self-esteem, cooperative attitude, self-confidence, respect for the rights and property of others, and self-control. The Board of Education is responsible for promoting a free and appropriate public school education; promoting and encouraging a positive working relationship with parents/guardians; keeping parents/guardians informed of their children's academic progress and general conduct; and promoting a school environment that is safe, well organized, free of inequities, and academically exciting.

Parents/Guardians are responsible for serving as strong, continuous sources of support and encouragement to promote student success; ensuring that their children are punctual and attend school daily; maintaining consistent and adequate control over their children's conduct so that students demonstrate acceptable behavior in the schools; and working cooperatively with school personnel in ensuring their children's best academic efforts at home and at school.

The Marshall County Board of Education Policy 6.313 and Tennessee Code annotated and Federal Laws TCA 49-6-4018, 49-6-4001 through 49-6-4105 and 49-6-3001h describe the Levels of Discipline that will be observed by students. Minor infractions on the part of the student which impede orderly classroom procedures are considered Level I offenses. Misbehaviors in which the level of frequency or seriousness tends to disrupt the learning climate of the school are considered Level II offenses. Acts directly against person or property, the consequences of which do not seriously endanger the health or safety of others in the school are considered Level III offenses. Acts which result in violence to another's person or property or which poses a threat to the safety of others in the school are considered Level IV offenses. A reference list of student issues and the corresponding board policy and Tennessee Code Annotated law can be found in the Policy attachment of the Marshall County School System website.

#### [Student Concerns, Complaints, and Grievances - Policy 6.305](#)

Decisions made by school personnel – such as assistants, teachers, or assistant principals – which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal in writing at the school office within 24 hours (excluding weekends and holidays).

#### **Discrimination/Harassment Grievance Procedure**

Filing a Complaint – Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

Investigation – Within twenty-four hours (excluding weekends and holidays) of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the

interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints.

Decision and Appeal – If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director's findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant or designee at the central office. The information provided should include the student's name, the school and a description of the problem.

### **APPOINTING COMPLAINT MANAGERS**

The director of schools shall appoint at least two complaint managers, one of each gender for the school system. The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers.

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

### **COMPLAINT MANAGERS**

Tres Beasley Support Services Supervisor 700 Jones Circle Lewisburg, TN 37091 931-359-1581, ext. 12030	Ginger Tepedino Student Services Coordinator 700 Jones Circle Lewisburg, TN 37091 931-359-1581, ext. 12007	Meredith Collins Special Populations Coordinator 700 Jones Circle Lewisburg, TN 37091 931-359-1581, ext. 12010
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### [Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying - Policy 6.304](#)

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

### [Student Equal Access/Student Meetings - Policy 4.802](#)

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

### **School Sponsored Event**

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

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

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

sponsorship, position, or expression of the Board and its employees.

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

### **Student Social Conduct and Safety**

Students at MCHS take pride in demonstrating good manners and have respect for authority figures in and out of school. Students are responsible and accountable for their actions. Self-discipline, which implies responsibility for one's action, is one of the important goals of education and the mark of maturity. Respect for real and personal property and pride in one's work and achievement shall be expected of all students. For your safety we are requiring that all students be picked up by 3:30 p.m. The behavior of students at MCHS should reflect standards of good citizenship equal to or excelling any school in the area. The following actions, but not limited to these, are subject to disciplinary action: gambling, profanity, cheating, theft, physical violence, disturbances, using narcotics, weapons, or intoxicating liquors, disrespect for others, vandalism, destruction or defacing of other's property, pushing, running and boisterousness in the building, relationships that are in poor taste, loitering in the hallways or restrooms, use of firecrackers or any other type of explosive or other disruption, refusing to identify oneself to a school employee, going to the parking area without proper permission, being in an unauthorized area during lunch or at the designated times, leaving school without permission of the administration of the school, deliberate destruction of school property, refusal to accept the discipline of any teacher or disrespectful conduct shown to any teacher

### **Student Records - Policy 6.600**

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his/her school career.

### **Student Survey Information - Policy 6.4001**

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

### **Student Transportation Management - Policy 3.400**

School buses shall be maintained and operated in accordance with state law and State Board Rules and Regulations. Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.<sup>2</sup> Buses shall also include notice in a conspicuous place that only authorized persons shall enter the bus. This notice shall include appropriate contact information in case of an issue on the bus.

### **Student Wellness - Policy 6.411**

The Board recognizes the link between nutrition, physical activity and learning.

### **Suspension/Expulsion/Remand - Policy 6.316**

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons.

### **Testing Program - Policy 4.700**

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated.

### **Textbook Selection, Distribution, & Care - Policy 4.401**

All textbooks are the property of Marshall County Board of Education. The board shall establish policies as it

deems necessary for the care and protection of its textbooks. Such policies may include any sanctions against a pupil who fails or refuses to pay for a lost or damaged textbook and the replacement cost less stated depreciation. The principal or designee may refuse to issue an additional textbook and withhold all grade cards, diplomas, certificates of progress, or transcripts until restitution is made. The mutilation or destruction of public property must be paid for by the parents of the students responsible and additional disciplinary action may be taken. All outstanding bills must be paid in full to the school before diplomas, report cards, school records or any other school business can be conducted.

#### [Title IX and Sexual Harassment - Policy 6.3041](#)

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

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

Julie Thomas, Special Populations Supervisor  
700 Jones Circle  
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#### [Tobacco - Policy 1.803](#)

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased, or operated by the district. Smoking and vaping shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.

#### **Tardies**

Students who arrive late to class will be issued a tardy and will be subject to discipline by the administration of the school.

#### **Transcript Request**

When a student needs a transcript released, he/she must complete a transcript release form which can be obtained in the guidance office or write a letter which includes your full name and address, date of birth, social security number, date and full name and address of the agency or institution to which the transcript is to be sent.

#### **Truancy**

Judge Lee Bussart of the Marshall County Juvenile Court informs the parents and/or guardians of students enrolled in the Marshall County School System of the state law governing truancy issues. A child's parent/legal guardian is responsible for ensuring proper school attendance of any child less than eighteen years of age. A child is considered to be truant from school after acquiring a total of five unexcused absences from school. Once a child has been referred to the Juvenile Court for being truant the child and a legal guardian shall appear before the Marshall County Truancy Board. Failure to comply with the Board's recommendations shall result in a formal Court appearance. The Court may impose a fine or incarceration for parents who fail to comply with the compulsory school attendance law. The Juvenile Court will assist the school system in enforcing school attendance and will support legal intervention when necessary. It is the wishes of Judge Bussart and the Juvenile Court Services that parents and students enjoy a safe and productive school year. \* SEE Attached page

### **Vending Machines**

Vending machines are available for the use of the students under the direction of the school personnel. Each classroom teacher will determine whether food or drinks may be used in his or her classroom. Students are not allowed to bring food or drink into the gym, library or lecture hall. Students are not allowed to bring food or drinks into the building from outside sources. There is not a refund policy on all machines located at Marshall County High School.

### **Visitors**

All visitors must report to the office upon entering the building. A sign-in log and visitor tags will be provided. Due to liability requirements students may not have visitors in the building during the school day. Parents who wish to visit their child's classroom must make arrangements with the principal or the principal's designee in advance. Due to safety and health concerns, students who have small children are not allowed to bring them to school.

As referenced from TCA 49-6-2008, in order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto school buses, enter upon the grounds or into the buildings of any school during school hours, except students assigned to that bus or school, the staff of the school, parents of students, and other persons with lawful and valid business on the bus or school premises. Any person loitering on the premises of a school shall depart on the request of the school principal or other authorized person. A violation of this law is a Class A misdemeanor. In addition to any criminal penalty provided by law, this is treated as a civil cause of action for an intentional assault upon educational personnel by any person during school hours or during school functions if the parties are on school grounds or in vehicles owned, leased, or under contract by the LEA and used for transporting students or faculty. A person who commits such assault shall be liable to the victim for all damages resulting there from, including compensatory and punitive damages. Upon prevailing, a victim shall be entitled to three times the amount of the actual damage, shall be entitled to reasonable attorney fees, and costs. Please note that school officials may prohibit any person from entering school property that disrupts the educational environment or poses a threat to students or staff, even if that person is a parent.

### **[Zero Tolerance Offenses - Policy 6.309](#)**

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

1. Bringing to school or being in unauthorized possession of a firearm on school property;
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;
3. Aggravated assault;
4. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer; or
5. Threats of mass violence on school property or at a school-related activity.

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

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

**MCHS Discipline Rubric  
2025-2026**

Alcohol/Prohibited Substances/THC Parent (possession, consumption, OR Parent under influence)	1 - Alternative School (Level 2), Court Petition, Notify Parent 2 - Alternative School (Level 4), Court Petition, Notify Parent
Bringing Inappr. Items	1 - Parent Pick Up, Notify Parent 2 - 1 Hour Detention & Parent Pick Up, Notify Parent 3 - 1 Day ISS & Parent Pick Up, Notify Parent 4 - 3 Days ISS & Parent Pick Up, Notify Parent 5 - 5 Days ISS & Parent Pick Up, Notify Parent (some items - more severe consequences)
Bullying	1 - 3 Days ISS, No Contact Order, Notify Parent 2 - 5 to 15 Days ISS, Notify Parent 3 - Alternative School (Level 2), Court Petition, Notify Parent
Display of Affection	1 - Warning, Notify Parent 2 - 4 Hours Detention, Notify Parent 3 - *3 Days ISS or Paddling, Notify Parent
Dress Code	1 - Warning, Change Clothing, Notify Parent 2 - 2 Hours Detention, Change Clothing, Notify Parent 3 - *3 Days ISS or Paddling, Change Clothing, Notify Parent
Fighting	1 - 5 Days OSS, Court Petition, Notify Parent 2 - Alternative School (Level 1), Court Petition, Notify Parent
Forged Note	1 - 2 Days ISS, Notify Parent 2 - 4 Days ISS, Notify Parent 3 - 3 Days OSS, Notify Parent
Gambling (dice, card games, dominoes, etc)	1 - *3 Days ISS or Paddling, Notify Parent 2 - *5 Days ISS or Paddling, Notify Parent 3 - 3 Days OSS, Notify Parent
Incorrigible (10 Office Referrals)	1 - Alternative School (Level 1), Notify Parent 2 - Alternative School (Level 2), Notify Parent

Insubordinate, Disrespect, or Disruptive Conduct	<ul style="list-style-type: none"> <li>1 - *3 Days ISS or Paddling, Notify Parent</li> <li>2 - *5 Days ISS or Paddling, Notify Parent</li> <li>3 - 3 Days OSS, Notify Parent</li> <li>4 - 5 Days OSS, Notify Parent</li> <li>5 - Alternative School (Level 3), Notify Parent</li> </ul>
Leaving Class w/o Permission	<ul style="list-style-type: none"> <li>## - If apparent emergency, warning only ##</li> <li>1 - *2 Days ISS or Paddling, Notify Parent</li> <li>2 - *5 Days ISS or Paddling, Notify Parent</li> <li>3 - 3 Days OSS. Notify Parent</li> </ul>
Not Checking In	<ul style="list-style-type: none"> <li>1 - Warning, Notify Parent</li> <li>2 - 5 Hours Detention, Notify Parent</li> <li>3 - *3 Days ISS or Paddling, Notify Parent</li> </ul>
Not Reporting to Tiger Time	<ul style="list-style-type: none"> <li>1 - 2 Hours Detention, Notify Parent</li> <li>2 - 4 Hours Detention, Notify Parent</li> <li>3 - 3 Days ISS, Notify Parent</li> <li>4 - 5 Days ISS, Notify Parent</li> <li>5 - 10 Days ISS, Notify Parent</li> <li>6 - Alternative School (Level 1), Notify Parent</li> <li>7 - Alternative School (Level 2), Notify Parent</li> </ul>
Out of Assigned Area	<ul style="list-style-type: none"> <li>1 - Warning, Notify Parent</li> <li>2 - 5 Hours Detention, Notify Parent</li> <li>3 - *3 Days ISS or Paddling, Notify Parent</li> </ul>
Parking Lot/Driving Offenses	<ul style="list-style-type: none"> <li>1 - Warning, Notify Parent</li> <li>2 - Traffic Citation, Possible Loss of Parking Privileges, Notify parent</li> <li>3 - Loss of Parking Privileges, Traffic Citation, Notify Parent</li> </ul>
Photographing/Videoing/ Recording to Embarrass or Harass	<ul style="list-style-type: none"> <li>1 - 5 Days ISS, Notify Parent</li> <li>2 - 15 Days ISS, Court Petition, Notify Parent</li> <li>3 - Alternative School (Level 2), Court Petition, Notify Parent</li> </ul>
Profanity	<ul style="list-style-type: none"> <li>1 - 2 Hours Detention, Notify Parent</li> <li>2 - *3 Days ISS or Paddling, Notify Parent</li> <li>3 - 3 Days OSS, Notify Parent</li> </ul>
Profanity Towards Teacher/Staff	<ul style="list-style-type: none"> <li>1 - 10 Days ISS or Alternative School (Level 2 or 3), Possible arrest or Expulsion, Consult w/ Referring Teacher (depending on the severity of the incident), Notify Parent</li> <li>2 - Alternative School (Level 3)</li> </ul>

Skipping School, Class, Detention, Tiger Time, or Leaving Campus	<ul style="list-style-type: none"> <li>1 - 5 Days ISS, Notify Parent</li> <li>2 - 10 Days ISS, Notify Parent</li> <li>3 - Alternative School (Level 1), Notify Parent</li> </ul>
Tardy to Class	<ul style="list-style-type: none"> <li>1-3 Teacher Warning and Consequences</li> <li>4 - 4 Hours Detention, Notify Parent</li> <li>5 - *3 Days ISS or Paddling, Notify Parent</li> <li>6 - 5 Days ISS, Notify Parent</li> </ul>
Tardies per Nine Weeks (Note: This refers to all unexcused Tardies except Tardy to Class)	<ul style="list-style-type: none"> <li>3 - Warning, Notify Parent</li> <li>4 - 1 Hour Detention, Notify Parent</li> <li>5 - 2 Hours Detention, Notify Parent</li> <li>6 - 3 Hours Detention, Notify Parent</li> <li>7, 8, 9 - 1 Day ISS, Notify Parent</li> <li>10+ - 3 Days ISS, Notify Parent</li> </ul>
Theft	<ul style="list-style-type: none"> <li>1 - 5 Days ISS, Restitution made before return, Court Petition if more than \$20, Notify Parent</li> <li>2 - Alternative School (Level 2), Restitution made before return, Court Petition, Notify Parent</li> </ul>
Tobacco/Vapor Product	<ul style="list-style-type: none"> <li>1 - *3 Days ISS or Paddling, Court Citation, Notify Parent</li> <li>2 - 5 Days ISS, Court Petition, Notify Parent</li> <li>3 - 3 Days OSS, Court Petition, Notify Parent</li> </ul>
Throwing Food and/or Leaving Trays	<ul style="list-style-type: none"> <li>1 - 5 Days Cafeteria Clean-up during last 20 minutes of lunch, Notify Parent</li> <li>2 - 10 Days Cafeteria Clean-up during last 20 minutes of lunch, Notify Parent</li> </ul>
Vandalism	<ul style="list-style-type: none"> <li>1 - 5 Days ISS, Restitution made before return, Court Petition if damage is estimated more than \$20, Notify Parent</li> <li>2 - Alternative School (Level 2), Restitution made before return, Court Petition, Notify Parent</li> </ul>
Weapons (not including firearms)	<ul style="list-style-type: none"> <li>1 - Alternative School (Level 3), Possible Court Citation, Notify Parent</li> </ul>
Bus Referrals	<ul style="list-style-type: none"> <li>1 - Warning, Notify parent</li> <li>2 - 1 Day Suspension from Bus, Notify parent</li> <li>3 - 3 Days Suspension from Bus, Notify parent</li> <li>4 - 5 Days Suspension from Bus, Notify parent</li> <li>5 - 10 Days Suspension from Bus, Notify parent</li> <li>6 - Suspension from bus riding privileges for remainder of school year, Notify Parent</li> </ul>

Bus (Vaping)

1 - 15 Days Suspension from Bus

2 - Suspension from bus riding privileges for remainder of school year

**\*Student and Parents' choice of paddling** - Before any student is paddled, the guardian must be contacted and a Corporal Punishment Permission Form must be on file in the office.

**NOTE** - No student will be paddled more than twice during the school year. (ex. They may only choose corporal punishment two times. After being paddled twice, the student will receive the stated consequence in the rubric.

**The principal reserves the right to modify consequences for offenses on an individual basis.**

**Alternative School Levels (all days approximate):**

Level 1 = 18 days

Level 2 = 45 days

Level 3 = 78 days

Level 4 = 121 days



**MARSHALL COUNTY  
GENERAL SESSIONS & JUVENILE COURT**

307 Marshall County Courthouse  
Lewisburg, Tennessee 37091-3374  
Phone (931) 270-8789  
Fax (931) 359-0543

**JUDGE LEE BUSSART**

Dear Parent or Guardian:

You are responsible for ensuring proper school attendance for the child under 18 years of age in your care and custody.

A child is truant after acquiring five (5) unexcused absences from school. If your child accrues five (5) unexcused absences, you will be referred to the Marshall County Truancy Board. Failure to appear or comply with the Board's recommendation will result in a summons to the Marshall County Juvenile Court.

If your child is truant, you should expect to perform 48 hours of community service work. If you appear for a second offense of truancy, you should expect to be sentenced to 48 hours in the Marshall County Jail for failure to comply with Compulsory School Attendance Law. The Court may impose more severe penalties for continued offenses.

Thank you for your cooperation with the attendance policies. Marshall County Juvenile Court strives to build stronger families. Please do your part and make sure your children get to school. Every child deserves an opportunity to achieve their full potential.

Sincerely,

  
Judge Lee Bussart