



Harris Middle School

Student & Parent Handbook

HARRIS MIDDLE SCHOOL
570 EAGLE BOULEVARD
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ADMINISTRATION

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This handbook contains general and specific guidelines, rules, regulations, and procedures regarding student requirements, conduct, and expectations. While this handbook provides considerable information, there may be laws and standards that are not included in this handbook that will have additional effects on students. Also, general school and social behavior are expected in addition to those addressed in this handbook.

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MISSION STATEMENT

The mission of Harris Middle School is to provide students with an educational experience in which each student will develop intellectual, social, and emotional abilities that will enhance their current and future quality of life and that of the community.

VISION STATEMENT **“SOAR ABOVE THE REST”**

School Rules:
Be Respectful
Be Responsible
Be Ready

HARRIS MIDDLE SCHOOL WEBSITE

Harris Middle School has a website! Visit <https://harris.bedfordk12tn.com/>. Read school announcements, view the school calendar, enjoy the posted student work, visit teacher pages to learn more about your student’s teachers, and experience safe links designed for student fun and learning! Many pages have links that will translate the information into Spanish. Communication with the school is only a click away.

2024-25 ACADEMIC CALENDAR

July 23-25- New Teacher Induction
July 29-31-Inservice Days (No student attendance)
August 1-Administrative/Election Day (No student attendance)
August 2-1st Day for students/ Abbreviated day
August 26-September 2 Horse Show break (No school)
September 27-Inservice Day (No student attendance)
October 24-Staff Development (No student attendance)
October 24-Parent/Teacher Conferences
October 25 & 28-Fall Break (No school)
November 5-Inservice/Election Day (No student Attendance)
November 25-29-Thanksgiving break
December 20-Abbreviated Day
December 23-January 3-Winter Break (No school)
January 6-Staff Development Day (No student attendance)
January 20-MLK Day (No school)
February 7- Staff Development Day (No student attendance)
February 17-President's Day (No school)
March 7- Staff Development Day (No student attendance)
March 24-28 Spring Break (No school)
April 4-Staff Development Day (No student attendance)
April 18-No school
May 26-Memorial Day (No school)
May 28-Administrative Day (No student attendance)
May 29- Abbreviated Day/Report Cards

End of Nine Weeks

October 11
December 20
March 6
May 22

Mid-Nine Weeks

September 13
November 15
February 6
April 17

Report Card Dates

October 23
January 15
March 19
May 29

BEDFORD COUNTY SCHOOLS' ATTENDANCE POLICY

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. The Superintendent of Schools/designee shall develop appropriate administrative procedures to implement this policy.

The Supervisor of Student Services shall oversee the entire attendance program, which shall include:

1. All accounting and reporting procedures and their dissemination.
2. Alternative program options for students needing to meet minimum attendance requirements.
3. Ensuring that all school-age children attend school.
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.

Student attendance records shall be treated with the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may access student information without the consent of the student or parent/guardian. Absences shall be classified as excused or unexcused as determined by the principal/designee.

EXCUSED ABSENCE:

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. Pregnancy;
7. School-sponsored or school-endorsed activities
8. Summons, subpoena, or court order; or
9. Circumstances which, in the principal's judgment, create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign-in/sign-out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardies, and
5. System-wide procedures for accounting and reporting are followed.

MILITARY SERVICE OF PARENT/GUARDIAN

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

MAKE-UP WORK

All schools will issue excused and unexcused absences in accordance with board policy. An excused absence permits the student to make up schoolwork within seven (7) days of returning to school. An unexcused absence denies a student the privilege of completing missed assignments. It is the student's responsibility to check with all of his/her teachers to obtain missed assignments.

STATE-MANDATED ASSESSMENT

Students absent on the day of the scheduled End of Course Exams must present a signed doctor's excuse or have been given an excused release by the principal before testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the End of Course Exam. Students with an unexcused absence shall receive a failing grade on the course exam, which shall be averaged to their final grade.

TRUANCY

Annually, the Superintendent of Schools/designee will provide written notice to parent(s)/guardian(s) that school attendance is required. Students must be present at least fifty percent (50%) of the scheduled school day to be counted as present. Students may attend part-time, alternating days or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan. They shall be considered present for school attendance purposes.

If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported similarly.

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

PROGRESSIVE TRUANCY PLAN

Before referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Tier I

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports include, but are not limited to,

1. Attendance letter with truancy policy to all parents
2. Attendance signs for each school
3. Video PowerPoint for open house
4. Automated attendance calls

Tier II

Tier II shall be implemented after the student accumulates 5+ unexcused absences but before referral to juvenile court and include the following:

1. A conference with the student and the student's parent/guardian
2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and an 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 individual assessment detailing the reasons a student has been absent from school
5. The employee may refer the student to counseling, community-based services, or other in-school services to address the student's attendance problems.

Tier III

Tier III shall be implemented at 10+ unexcused absences if the truancy interventions under Tier II are unsuccessful.

Tier II shall consist of one or more of the following interventions:

1. School-based community service;
2. Participation in a school-based restorative justice program;
3. Saturday or after-school courses designed to improve attendance and behavior;
4. Online attendance education courses;
5. File petition against student;
6. File warrant against parent/guardian.

These shall be determined by a team formed at each school. These shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Superintendent of Schools/designee.

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY

A principal/designee may excuse a student to participate in non-school-sponsored extracurricular activities. The principal shall document the approval in writing and excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation, along with a written request for the excused absence from the student's parent/guardian. The request shall include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signatures of the student and parent/guardian.

RELEASED TIME COURSE

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes.

The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released-time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the released-time course.

The district shall not be responsible for transporting students to and from the place of instruction.

Upon submission of the student's transcript from the entity that provided the released time course, the student may be awarded one unit of elective credit. The Superintendent shall develop procedures with secular criteria for determining whether credit shall be awarded.

CREDIT /PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance but may not be the sole criterion. However, if attendance is a factor, before the credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.

2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVERS LICENSE REVOCATION

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license or to obtain if of age.

ATTENDANCE HEARING

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and be allowed to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or if the student has met attendance requirements that will allow him/her to pass the course or be promoted.

Upon notification of the attendance committee decision, the principal shall send written notification to the superintendent of schools/designee and the student's parent(s)/guardian(s) of any action taken regarding excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to appeal such action to the superintendent of schools/designee within two (2) school days. The appeal shall be heard no later than ten (10) school days after receiving the request for appeal.

Within five (5) school days of the superintendent of schools/designee rendering a decision, the student's parent(s)/guardian(s) may request by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Superintendent of Schools/designee. The action of the Board shall be final.

The Superintendent of Schools/designee shall ensure this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

HMS GENERAL OPERATIONS

ATTENDANCE

School begins promptly at 7:50 A.M. If a student is not in the assigned classroom by 7:50 A.M., he/she is considered tardy. Students arriving at school before 7:35 A.M. should report to the auditorium, gym, or cafeteria, depending on grade level. Students are not allowed in the building before 7:15. Doors are not open before 7:15 am; therefore, students should not be left unsupervised. SACP is available at Learning Way Elementary starting at 6:00.

Students will be dropped off during morning arrival and picked up upon afternoon dismissal **ONLY AT THE CAR RIDER DESIGNATED AREA IN THE BACK OF SCHOOL**. For safety reasons, students should not be dropped off or picked up at the front of the school building.

ARRIVAL / DISMISSAL SCHEDULE 2024-2025 SCHOOL YEAR

Dismissal of students to classrooms.....7:35
School Starting Time 7:50

School Dismissal:

Car Riders /Walkers 2:50
Early Bus Riders..... 2:55
Teacher Dismissal 3:05

TARDY POLICY

Students must arrive at school before 7:50. Students who arrive after 7:50 are considered tardy and must sign in through the office and receive an admittance slip before reporting to class. Students at school before 7:50 and late to the first period will report to the office and be counted as tardy.

Students who are habitually tardy or late to school without adequate excuse will be referred to the office for proper disciplinary action. Teachers will provide the administration with a list of dates and/or times the students were habitually tardy or late for school. Disciplinary action will be at the administration's discretion, up to and including referral to the truancy board or suspension from school.

CHECK-OUT POLICY

Please refrain from checking a student out after 2:30 pm.

Only parents or legal guardians may authorize students to leave school during the day. Any parent wishing to check a student out during the day must come to the office **and show identification**.

Teachers are to release a student from a classroom when the office has notified them to do so. The student will be required to sign out in the office. If there is a question of legal custody, school officials reserve the right to request proof of custody before

releasing a student. Check-out by phone will only be allowed in cases of emergency. A school official must speak with the parent or guardian before the student is released.

Notes from parents or guardians will be required for a student to check out for any other non-emergency reasons. The note must contain the following information:

1. Student's full name
2. Date
3. Reason for checking out of school
3. Phone number where the parent/guardian may be reached during the day
4. Time of checkout
5. Parent/guardian signature

School officials will check the validity of any questionable notes. Any note requesting a check-out that cannot be verified will not be accepted, and permission to check out will be denied.

Any student who checks out during the school day must bring a note from a parent or guardian the next day. Classes missed while a student is checked out are subject to the same rules as regular absences.

RECORDS

Please notify the front office of any phone number, address, or parent/guardian change as soon as possible throughout the school year. Accurate demographic information ensures student safety and well-being.

RETURN TO SCHOOL

Students returning after an absence must submit an excuse letter to the first-period teacher. After the first period, all excuse notes should be sent to the front office. The student must have a note from the parent/guardian with the following information:

1. Student's name
2. Date of absence
3. Reason for absence
4. Parent's signature
5. Telephone number where parent/guardian can be reached

The student will be given an admit slip marked excused or unexcused. Students can ***make up work*** under the Bedford County Board's Attendance Policy.

Excused absences may include:

1. Personal illness
2. Illness of immediate family member
3. Death in family
4. Extreme weather conditions
5. Religious observances or

6. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.
7. Court

OFFICE PROTOCOLS

REPORTING TO OFFICE/ VISITORS

Parents and visitors coming to school are required by law to come to the office rather than going to their student's classrooms to gain entry to the building.

TELEPHONE

Student use of the telephone during the school day is not allowed. Students will be permitted to use the telephone in cases of emergency. Students may not use their phones to call home to request to be checked out but are allowed to use the office phone.

TRANSFERS

Students who transfer to schools within the Bedford County school system but do not change their residence will be required to have a transfer form. The principals of both schools must sign the form. (See Board Policy # 6.206)

STUDENT TRIPS

Students taking trips and missing school should complete a Pre-Arranged Trip Form. These may be obtained through our office. If possible, a week's notice is requested. All extended absences without prior notification may be unexcused.

WITHDRAWS

Students leaving this school during the school term for any reason must withdraw properly with a withdrawal form, which may be obtained in the guidance office. All lunchroom fees must be paid, all library books and fines cleared, and all textbooks must be returned. The school will only transfer records to any other school if all debts have been cleared.

SCHOOL SALES

Students may be asked to participate in school-sponsored sales. Selling for out-of-school groups (such as churches, clubs) will not be permitted. Only approved materials may be sold during designated times. Students who accept such materials are held responsible for either turning in money or returning the items to the office or teacher in charge. Items (and/or money) must be returned by a specified deadline. Prolonged failure to comply will result in serious disciplinary measures.

STUDENT SERVICES

CAFETERIA

The school cafeteria is maintained as a vital part of the health program. To encourage good nutrition, well-balanced breakfast and lunch are free to students.

Students may deposit money into an account in the cafeteria, which they may use for a la carte purchases. If a student transfers to another school in Bedford County, any unused money in the student's account will follow the student throughout the Bedford County School system and roll over into the next school, if applicable.

A student who leaves the Bedford County School system for any reason, including graduation, may request a refund within 60 days of leaving the district or after graduating. Unclaimed funds will then become the property of the School Nutrition Food Program.

The cafeteria management and your fellow students will appreciate your cooperation in the following areas:

1. Deposit all lunch litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around your seat clean.
4. Excessive noise in the cafeteria creates an uncomfortable atmosphere for others and will not be tolerated.
5. Food and drinks may not be taken from the cafeteria.
6. Gum and candy may not be eaten in the cafeteria.
7. Students will sit in their assigned areas and will not be permitted to visit with students in other cafeteria areas. Special seating arrangements, restricted talking privileges, and discipline procedures will be used in cases of cafeteria misconduct.
8. Commercial, fast food-type lunches are not permitted.
9. Students will not be permitted to return to the "serving area" once they have exited from that area.

CAFETERIA WELLNESS

A copy of the State Board of Education Child Nutrition Program can be obtained from the school's main office.

NURSE AVAILABILITY

A student who is feeling ill may request to see the School Nurse. Students must have a nurse's note to visit the nurse during school hours. Students may not use their cell phones to call home if they are feeling ill.

The school office will notify the parents if the student's illness is severe, requiring the student to be sent home. If a student is sick with a fever of 100.4 or greater, policy requests that that student be fever-free for 24 hours without medication before returning to school. If a student is experiencing diarrhea or vomiting, then the student should be symptom-free for 24 hours before returning to school.

MEDICATIONS

School officials or teachers will not routinely dispense medication to students except when a child's health depends upon emergency medical aid. If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be at school to administer the drug, only the principal or the principal's designee will administer the drug in compliance with the regulations that follow:

The medication must be delivered to the nurse's office in person by the student's parent or guardian unless the medication must be retained by the student for immediate self-administration. (i.e., students with asthma)

Written instructions signed by a parent will be required. All prescription medication must be brought to school in the original container. The pharmacy label must include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be administered;
5. Dosage;
6. Possible side effects, if known; and
7. Termination date for administering the medication

The parent or guardian is responsible for informing the designated official of any change in the student's health or medication.

GUIDANCE SERVICES

Counseling services are available to students at Harris Middle School through the guidance office. Parents may also make appointments to meet with the counselor to discuss their child's records, progress, etc.

SCHOOL RESOURCE OFFICER (SRO)

The School Resource Officer (SRO) Program provides the crucial link between school districts and law enforcement agencies in their efforts to establish and maintain secure and safe learning environments. The SRO operates under the Sheriff's specific supervision and the school principal's general supervision. When a situation arises regarding a matter which is in the purview of law enforcement, the SRO will fall under the supervision of the Sheriff and will answer to the Sheriff's Office chain of command.

The very heart of the SRO program is the SRO instructing students. This builds the initial rapport and credibility with the students and is necessary for a successful program. The instruction may include but is not limited to:

1. Police and their role in society;
2. Laws;
3. Juvenile and adult criminal justice system;
4. Career opportunities in law enforcement;

5. Drug prevention/education (e.g., DARE or similar programs);
6. Any other law-related class that may be needed.

The SRO shall assist the principal in developing emergency plans and strategies to prevent and/or minimize dangerous situations such as hostage situations, armed person(s) on campus, student disturbances, and natural/man-made disasters.

LIBRARY

The library is designed to provide supplementary resources to all students at Harris Middle School. Students may use the library during study hall periods, activity periods, homeroom time, or any other times that permission has been received from their teacher. Use of the library is encouraged within the rules and guidelines established by the librarian.

STUDENT BEHAVIOR

STUDENT'S RIGHTS AND RESPONSIBILITIES

A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take positive actions relative to the Constitution, the laws of the State of Tennessee, and the policies, rules, and regulations of the Bedford County Board of Education and Harris Middle School.

CLASSROOM RESPONSIBILITIES AND RULES

Teachers will explain classroom expectations to all students at the beginning of each school year. All classroom rules will be posted in each room. Students are to observe these rules or be subject to disciplinary action.

Repeated or excessive misconduct will result in the referral of a student to the office. All school and classroom expectations are centered around the three school rules of *Be Respectful, Be Responsible, and Be Ready*.

HALLS

Students should be in the hall only at the beginning and end of the school day or between classes when they have special permission or specific duties that require them to be there.

When in the hall during class time, a student must be accompanied by a faculty member or have a hall pass from a duly authorized staff member. Students are not allowed outside or in unassigned areas of the school without permission.

BUS REGULATIONS

Riding the school bus is a privilege. Improper conduct on the bus will result in the privilege being denied. The bus is an extension of the school, and the same conduct is expected on the bus during the school day.

BUS NOTES

Any student wishing to ride a bus other than his/her designated bus must present the bus driver with a note of authorization from the parent, also signed by a school administrator. Students will not be allowed on the bus without the signed note.

Bus students are to go to the bus when they are dismissed from school in the afternoon. Bus regulations are as follows:

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke or use tobacco products.
7. Do not be destructive.
8. Stay in your seat.

9. Keep head, hands, and feet inside the bus.
10. Sit in seats assigned by the driver or principal.

To report an unsafe bus driver, please call 931-684-1500

PROCEDURES FOR BUS MISCONDUCT

The bus driver shall report continued minor violations in writing to the school's principal or his designee. Any misconduct that requires the driver to report to the principal may result in the student becoming ineligible for transportation.

The following procedures will be used as a guideline only and not as a final consequence:

1st incident:	Warning issued to student and parent/guardian notified in writing.
2nd incident:	3-5-day suspension of bus riding privileges and parent/guardian notified in writing.
3rd incident:	10-day suspension of bus riding privileges and parent/guardian notified in writing
4th incident:	Suspension of bus riding privileges for the remainder of the year, and parent/guardian notified.

In case of a significant violation, the bus driver shall immediately report such to the appropriate school administrator. Pending proper investigation and findings, such a violation shall result in immediate suspension from riding the bus for not less than ten (10) days. A second violation of a significant offense shall result in suspension from riding a bus for one calendar year.

Students suspended from their bus riding privileges on one bus are prohibited from riding any buses, including field trips and/or any school-related activities, during the suspended time.

CAR RIDERS/WALKERS

Students who walk to school will leave the school grounds promptly at 2:50. Students are not permitted to loiter on school property. Car riders will wait in their designated areas until their ride arrives. Once students leave school for the day, they will not be permitted to return unless they have specific school-related business.

DRESS CODE

This policy is mandated for grades 6-12, and voluntary compliance for K-5 students is encouraged. It shall be uniformly implemented and enforced throughout the school system. The Student Dress Code shall be in effect during school hours and at any school activity or event at which student attendance is required. Voluntary and after-hours extracurricular activities are not subject to the dress code. (6310)

ACCEPTABLE ATTIRE FOR BEDFORD COUNTY SCHOOLS (GRADES 6-12)

- A. The Student Dress Code will be in effect during the school year and summer school program.
- B. Students' dress and grooming will be clean and neat. Clothes and appearances must be safe and not disruptive to the educational process.
- C. Students will wear clothing of an appropriate size. Appropriate sizes are defined as being proportional to the wearer (no more than one size smaller or larger).
- D. The school system will not require specific brands of clothing.
- E. Sleeveless shirts should have straps at least 2 inches wide.
- F. Chest and midriff must be covered.
- G. Lightweight outerwear garments and "hoodies" are permitted in the building.
- H. Heavy coats can be worn to school but must be stored in lockers after arrival.
- I. Pants, jeans, leggings, shorts, skirts, or dresses are permitted.
- J. Pants, jeans, leggings, shorts, and skirts must be worn at the waist without "sagging."
- K. Holes (4) inches from the top of the knee must have a patch under the hole.
- L. Shorts, dresses, skirts, and skorts should not be shorter than (4) inches from the top of the knee.
- M. Leggings may be worn if the shirt, shorts, skirt, pants, jeans, or skorts worn with them cover at least (4) inches from the top of the knee.
- N. Leisure pants, jogging pants, sweatpants, and athletic shorts are allowed. All of these must comply with the general requirements regarding to pants and shorts.
- O. Footwear must always be worn. Laces on shoes must be tied.

ATTIRE FOR SPECIAL OCCASIONS

The principals of individual schools may allow exceptions to the Student Dress Code for school-wide activities up to ten (10) school days per year. Such exceptions would include a particular mode of attire for special occasion days such as School Spirit Week or for particular school-sponsored or school-related activities during the course of the school day.

In addition, principals will have the authority to approve occasional variations from the Student Dress Code for recognized school activities as deemed appropriate.

DRESS CODE PROHIBITIONS

- A. No see-through/sheer clothing is allowed.
- B. Logos or manufacturers' trademarks and accessories with writing or images of substances that are illegal for teens (i.e., drugs, alcohol, or tobacco products) or are gang-related, or constitute racial or ethnic slurs may not be worn. This prohibition applies to all school activities.
- C. Tattoos that display drugs, alcohol, or tobacco products, gang or sex-related words, or images must not be visible.
- D. Chains and spiked accessories are not permissible.
- E. Head coverings (hats, bandanas, toboggans, etc.) are not allowed.
- F. Hoods on "hoodies" cannot be worn on the head inside the school building.
- G. Sunglasses are not allowed.
- H. The wearing of jewelry in any visible piercing other than the ear and nose is prohibited during school time or school functions.

- I. Heavy outerwear may not be worn during the school day inside the building.
- J. Shirts that expose a large area under the arms or undergarments are not allowed.
- K. Halter tops and cut-off shirts are not allowed.
- L. Skate shoes (with wheels) and house shoes are not allowed.

COMPLIANCE

When a student fails to comply with the dress code, discipline is appropriate. The following discipline procedures will apply:

First Offense

1. A student whose clothing or accessories violate the Student Dress Code shall be referred to the office for remediation and/or punishment.
2. Repeated violations of the student dress code will be treated as disruptive behavior and/or defiance of school authority and may result in in-school suspension or out-of-school suspension as prescribed in the Student Code of Conduct, Disciplinary Due Process.

If the school administration deems any clothing to disrupt the school environment, the student can change the clothing causing the disruption. If the student cannot or refuses to change the clothing, causing the disturbance, the school administration will refer to the Compliance section of the dress code policy.

SYSTEMWIDE DRESS CODE EXEMPTION PROCESS

Schools will provide reasonable accommodation to students whose religious beliefs, medical conditions, or disability require special clothing.

To request such accommodation. Parents must obtain a copy of this policy and an exemption form from their school. The exemption form must be completed by the parent and returned to the school. The school will forward this information to Supervisor of Student Services.

The Supervisor of Student Services will review the exemption request. The parent will be notified in writing of its status within ten (10) days.

To appeal, the parents may request a meeting with the Supervisor of Student Services. Based upon the outcome of that meeting, the Supervisor of Student Services will notify the parent in writing of the request's status within five (5) days.

A further appeal may be made to the Superintendent of Schools pursuant to Policy 6.305- *Complaints & Grievances*.

School system or campus personnel will not discriminate against any student who has been exempted from the mandatory compliance with the standard dress code because of objections based on religious, medical or disability needs.

SELLING OR TRADING OF ITEMS

No items are to be brought to school to be sold or traded between students. No items may be sold for personal profit.

NON-EDUCATIONAL ITEMS

Non-educational items are not to be brought to school. These may include, but are not limited to, PSPs, trading/playing cards, electronic devices, toys, games, dice, etc.

CELL PHONES

BEDFORD COUNTY CELL PHONE AND PERSONAL COMMUNICATION DEVICES POLICY

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops, tablets; and mp3 players.

However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

A student in violation of this policy is subject to disciplinary action. Students must comply with internet usage guidelines as set forth in Policy 4.406 (Acceptable Use) and must also abide by the corresponding agreements that are signed and on file with the district's technology department.

Students must comply with a teacher's request to turn off a device. Unauthorized use or improper storage of a device will result in confiscation until such time as it shall be released to the student's parent(s)/guardian(s). Repeat offenses could result in suspension from school.

Any action deemed in violation of Policy 6.304 (Student Discrimination, Harassment, Bullying, Cyberbullying, Intimidation) will be dealt with as prescribed in the policy. Possession of a cellular telephone under the circumstances set forth in this policy is a privilege which may be forfeited by a student who fails to abide by the terms of this policy.

The Bedford County Board of Education, its schools, and employees assume no responsibility or liability for the loss or damage to any student's personal communication device, or for the unauthorized use of a student's personal communication device.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions posted in each classroom indicating the route to be taken in case of fire or tornado.
2. Walk quickly and quietly to the designated areas.

DRUG AND ALCOHOL

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.¹ This includes, but is not limited to, abuse of inhalants and prescription drugs.

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.² 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 office. In order 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 drugs³ 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 assistance; and
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies, and judicial officials.

Through the use of state guidelines, the Director of Schools 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
4. Developing administrative procedures for the school district to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parent(s)/guardian(s) and students that compliance with this policy is mandatory.

CARE OF SCHOOL PROPERTY

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities. All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or 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.

School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board. 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 parent or guardian.

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages. When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released.

TEXTBOOKS

All basic textbooks are loaned to students for use during the school year. Textbooks are to be kept clean and handled carefully. The student will be required to pay for books lost, stolen or damaged beyond use. Textbooks are property of the Board of Education and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school.

The following reimbursement schedule shall be used as a guide for the collection of fines for lost or damaged textbooks:

<u>Age of Book</u>	<u>Amount Collected</u>
1 - 6 years	100% of replacement cost
7 or more years	50% of replacement cost

The principal may include with the notice a provision stating that failure to pay the debt or fine imposed within a reasonable time may result in the withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.

The principal may waive the assessment of fines when in his judgment the student is the victim of uncontrollable circumstances and not responsible for the damages. After a textbook is lost for two weeks and not located, a student must pay the price of the book in order that another can be issued. Upon presentation of the lost book, a refund will be given.

LOCKERS AND LOCKS

School officials reserve the right to open and inspect any school locker at any time because they are the school's property. Students may bring a combination lock (no key, only locks), but must inform the homeroom teacher of the combination.

STUDENT USE OF TECHNOLOGY POLICY

Refer to Bedford County School's District website: www.bedfordk12tn.com

MEDIA ACCESS TO STUDENTS

The superintendent shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the school administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies and guidelines in administrative procedures.

Notice of media publication:

Photographs, video, and sound are a part of a school setting. Any published media will serve to educate students, promote the school or system, spotlight activities and/or reward student work. Published work may not be limited to, but will certainly include: school newspapers or newsletters, agendas, system calendars, yearbooks, and/or school and system websites. Safety will always be at the forefront of anything published. Care will be taken to exclude identifying student information in any published digital format. A parent has the right to request the removal of any published media involving a child, and the media will be removed promptly.

If permission is not granted, please notify your child's teacher or principal immediately to obtain, complete, and submit a written notification of refusal for media publication of student.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. Parents will be advised of this policy at the time of the student's registration and each fall in the student/parent handbook.

VANDALISM AND PROPERTY DAMAGE

Our school building and equipment are made available through taxes paid by all citizens of Bedford County. Students who destroy or vandalize school property will be required to pay for loss or damages. Suspension or expulsion may result from the willful destruction of school property. Accidental damage to school property should be reported to a teacher or to the office immediately.

DISCIPLINARY ISSUES AND CONSEQUENCES

DEFINITION OF DISCIPLINARY ACTIONS

1. Expulsion

Removal of a student from the school system for an extended period of time or permanently by the Board of Education action.

2. Suspension

- a. Removal of the student from the campus and exclusion from all school-sponsored activities during suspension by the administration or the Board of Education.
- b. Referral to Bedford County Learning Academy. If a student exhibits chronic misbehavior at Harris Middle School, the administration can refer that student to the Bedford County Learning Academy for a prescribed length of time.
- c. Absence due to suspension is unexcused.

3. Detention

A requirement that the student report to a specific school location and to a designated teacher or school official to make up work missed or to receive specific instruction in behavior modification. Students that receive more than 3 detentions within a semester may be assigned to in-school suspension. Students who do not show for an assigned detention will be assigned ASP.

4. Zero Tolerance

The removal of a student for one calendar year for the use or possession of weapons, drugs, or an assault on a staff member. 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; or
4. Assault that results in bodily injury⁵ upon a teacher, principal, administrator,
5. any other employee of the school, or school resource officer.
6. Valid threats of mass violence on school property or at a school-related activity as determined by a threat assessment team.

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 Superintendent of School. 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 Superintendent 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.

5. Alternative Suspension Program (ASP)

The Alternative Suspension Program, ASP, takes place with the In-School Suspension teacher. However, this "suspension" is not documented in the permanent record of the child. The ASP allows a student the opportunity to learn

from a poor decision without following him/her for the rest of his/her educational journey.

STUDENT INSURANCE

All students who participate in any school-sponsored athletic sport must file with the principal an affidavit form that they or their insurance company will be responsible for payment in case of injury. The Board of Education provides a secondary insurance coverage. Claims may be obtained in the office.

DUE PROCESS

Due process will include appropriate hearing and reviews, in all cases, the rights of individuals will be ensured and protected.

GRIEVANCE POLICY

Any student or group of students who feel they have a grievance can express their grievance to the school's administration providing the following steps are taken:

1. All grievances will be submitted in writing to the school's principal.
2. The principal will answer the grievance within five school days of receiving the student's grievance.
3. If the grievance is not worked out at Step #2 then the student or students can appeal to the principal for the grievance to be heard by a committee appointed by the school's principal.
4. The finding of the committee will be final and binding.

ACADEMICS

GRADING POLICY

This school believes that the issuance of grades serves to promote continuous evaluation of student's performance, to inform the student and parents of the student's progress, and to provide a basis for bringing about needed changes in that student's performance.

The basic grading system for subject-area grading in grades six (6) through twelve (12) is expressed by numerical value. The numerical values are equivalent to the following letter grades:

A.....	90-100
B.....	80-99
C.....	70-79
D.....	60-69
F	Below 60

Grades are given at the end of each nine-week period and will be determined from daily work, written assignments, and tests. The teachers will weigh the value of grades given for various assignments within the nine-week period in computing the grades for each student. The nine-weeks grade reflects at least 50% of the student's evaluation through the use of tests or the equivalent of tests, I.E., projects, reports, or reading assignments that may have been assigned the value of a test by the teacher. The remaining percentage should consist of the criteria which the teacher may elect to use, such as class participation, homework, classwork, etc., with the percentage for each being determined by the teacher.

Teachers at Harris Middle School do not provide extra Credit. Students are expected to redo assignments to show growth in learning.

REPORT CARDS

Computerized report cards are issued every nine weeks. Report Cards can be accessed by logging into Skyward.

There are two Parent-Teacher Conferences scheduled during the school year.

Additional conferences may be scheduled with individual teacher/teachers as requested by parent or teacher.

HONOR ROLL

Students may achieve Honor Roll or Principal's List by meeting the following grade requirements:

1. An average of 85 or higher in every subject taken to be on the Honor Roll. (Grades are to be rounded up from .5)
2. An average of 93 or better in every subject taken to be on the Principal's List.

STUDENT CLUBS AND ATHLETICS

STUDENT COUNCIL

Your Student Council provides student activities, serves as a training experience for both student leaders and followers, acts as a clearing house for student activities, seeks to increase interest and participation in school activities, and helps to solve problems that arise.

NATIONAL JUNIOR HONOR SOCIETY ELIGIBILITY

Article VI – Selection of Members

Section 1: To be eligible for membership the candidate must be a member of the seventh or eighth grade classes at HMS. Candidates must have been in attendance at HMS the equivalent of one semester.

Section 2: Candidates must have a cumulative scholastic average of 3.5 at HMS. Students enrolled in algebra are on a five-point scale instead of a four point scale and this grade is to be calculated accordingly. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship. The evaluation is performed by the current teachers of each candidate. A candidate must score at least 86% or better for further consideration.

Section 3: Candidates will submit a Student Activity Information Form to the chapter advisors which will be used by the faculty council for selection.

Section 4: The selection of each member to the chapter shall be by majority vote of the faculty council. The decision of the faculty council is final.

Article VII – Dismissal

Section 1: The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Junior Honor Society.

Section 2: Members who fall below the standards which were the basis for their selection shall be promptly warned when given a demerit by the chapter advisor. In cases of flagrant violation of school rules or civil laws a member does not necessarily have to be warned. Members who receive out-of-school suspension are automatically dismissed.

Section 3: A demerit system will be used to evaluate a member's deficient standards. One demerit shall be given for each offense until a total of three (3) demerits are received. One demerit will be given for each of the following offenses:

- a. Failure to attend all regular meetings
- b. Failure to attend committee meetings of which member is a participant
- c. Failure to participate fully in service projects
- d. Failure to show report card to advisor
- e. Failure of an officer to perform his/her duties
- f. Receipt of lunchroom detention as an individual

- g. Report from any teacher, advisor, or administrator as to lack of character or citizenship
- h. Failure to pay dues
- i. Assigned to in-school suspension

A total of three demerits will result in a member being dismissed.

Section 4: Members who do not have an overall 3.5 grade point average at the end of each semester will be dismissed.

Section 5: In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council.

Section 6: A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.

BAND

Band is part of the regular curriculum and is available to all sixth, seventh and eighth grade students. Band is a related arts class and students who are enrolled in band will be in the class the entire year instead of music, P.E. and art. Students enrolled in band will not be allowed to drop the class at any time during the year, except with permission of the school's administration.

AFTER SCHOOL ACTIVITIES

A variety of sporting events, dances, and activities are scheduled by the school each year. A detailed schedule will be issued later in the school year. All school rules are in effect at these functions.

TSSAA GUIDELINES FOR ATHLETIC PARTICIPATION

Following are TSSAA guidelines for participation in Harris Middle School athletics: No student shall be eligible to compete in the middle school athletics during any school year if the student becomes 15 years of age on or before August 1. To be eligible to participate in athletic contests a student shall have been academically promoted to the next higher grade. Any student repeating a grade is ineligible to participate. A student who is ineligible at the beginning of the school year may gain eligibility the second semester by passing five (5) subjects or the equivalent the preceding semester provided the student is not repeating the same grade. No student shall participate in any sport more than three seasons. Any student who repeats the 6th, 7th, or 8th grade after having passed that grade shall not be eligible until they have reached the next higher grade.

HARRIS MIDDLE SCHOOL RULES FOR ATHLETIC PARTICIPATION

All students must have an up-to-date physical on file with the school. No students will be allowed to participate, or tryout for a sport, if a completed physical is not on file. Students participating in more than one sport may leave the physical on file with the front office.

GRADES AND CONDUCT

All student-athletes are expected to maintain adequate progress in the classroom. Participation in athletics is supplementary to the academic curriculum. Student athletes are role models in a school building, and appropriate behavior as well as civility is always expected.

The following grade and conduct policies apply to ALL sports at Harris Middle School. Individual sports will have a team contract specifying expectations.

ISS-1st offense- Mandatory suspension for at least 1 game (discretion of coach as to length of suspension more than 1 game)

ISS- 2nd offense- discretion of the administration

OSS- discretion of the administration

- 1 F - No student may play in any athletic contest after receiving an "F" on a report card. The student is suspended for a minimum of 2 weeks or 2 games, whichever is longer, AND satisfactory progress in the classroom during the current term (NO F'S). The player is responsible for proof of academic progress and must submit this information (progress report) to the coach and athletic director.
- 2 or more F's – Potential dismissal from the team.

SUSPENSION RESTRICTIONS

A student assigned to In-School Suspension or Out-of-School Suspension will not be able to participate in any school activity or athletic event during the period of time the student is suspended. The suspension will end at 3:00 P.M. on the last day of the student's suspension.

STATEMENT OF NON-DISCRIMINATION

The Bedford County School System does not discriminate based on race, sex, color, religion, national origin, age, handicap, or veteran status in the provision of education opportunities or employment opportunities and benefits.

The Bedford County School System does not discriminate on the basis of sex or handicap in the education programs and activities, pursuant to the requirements of Title IX of the Educational Amendments of 1972, Public Law 93-112, and the Americans with Disabilities Act of 1990, Public Law 101-336, respectively. This policy extends to both employment by and enrollment of the School System.

Inquiries concerning Title IX, Section 504, and the Americans with Disabilities Act of 1990 should be directed to the Supervisor of Exceptional Education, or 504 Contact, Betty Farrar, Elementary Supervisor, 500 Madison Street, Shelbyville, TN 37160, (615)684-3284, ext. 217 or 215.

APPENDICES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents/legal guardians or students 18 years of age or older have the right to review or inspect their record or records of their children within 45 days of written request. A parent or student who is a legal adult may challenge the accuracy and content of a record by written request to the custodian of the record. Appeals may be made through the Supervisor of Student Services to the Superintendent and Board of Education. Upon transfer of a pupil to another school or another school system, records will be transferred upon request of that school or school system.

Parents shall have a right to copy or challenge the contents of the record. Records are available to school officials and teachers who have been determined to have a legitimate educational interest in the pupil. This shall include members of the mental health team who are involved in testing and evaluation of pupils under the exceptional children's program. Copies of school board policy relative to student records are in each school and at the Board of Education building.

FAMILY AND COMMUNITY ENGAGEMENT

Family and Community Engagement in Educational Programs Bedford County Board of Education Policy 4.502

The Bedford County Board of Education supports the concept that parental involvement in schools is essential if the school district and the parent are to work together to improve the quality of education for all students.

The Board encourages parents, individually and in groups, to act as advisors and resource people both at the local school level and district-wide level in the following ways:

1. Serve as a resource of specific talents to compliment and extend the instructional services of the classroom teacher;
2. Express ideas and concerns by responding to surveys and to other information gathering devices;
3. Participate in parent-teacher groups, site-based decision making teams, and booster clubs;
4. Serve, when appropriate, on citizens' advisory committees, and district-wide groups.

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition.

The Board shall implement the following as required by federal and state legislation:

- The school district will put into operation activities and procedures for the involvement of parents in all its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.

- The school district shall incorporate activities and strategies that support this district wide family and community engagement policy into its Tennessee Comprehensive System-wide Planning Process (TCSPP).
 1. The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
 2. The TCSPP shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance and student behavior.
- The school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education, if the school district's TCSPP is not satisfactory to the parent.
- The school district and its schools to the extent practicable shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.

The school district shall annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Policy and determine what action needs to be taken, if any, to increase parental and community participation.

This policy shall be included in the Student Handbook and Code of Behavior and Discipline which is distributed to parents/students annually.

As a parent of a student you have the right to:

1. Inspect and review education records within 45 days of receipt of the request;
2. Request amendment of education records that you might find to be inaccurate;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records with the exception of school officials;
4. The right to file a complaint with the Family Compliance Office (EPCO) at

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

Notice to parents: Student education records including disciplinary records are forwarded to other schools that have requested the records and in which the student seeks or intends to enroll.

BCBOE DISCRIMINATION AND HARRASMENT POLICY

BEDFORD COUNTY BOE POLICY 6.314

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

Students shall be provided a learning environment free from sexual, racial, ethnic, disability and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, disability related or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Alleged victims of sexual, racial, ethnic, disability and religious discrimination or harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Likewise, alleged victims of gender-based discrimination in the school system's athletic programs shall report such matter(s) immediately to a coach, teacher, counselor or building administrator. All complaints related to gender-based discrimination in athletic programs will be filed and administered in accordance with this policy.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Superintendent. Any student disciplined for violation of this policy may appeal in accordance with disciplinary policies and procedure. 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.

NOTICE TO BEDFORD COUNTY SCHOOLS PATRONS

The Bedford County School System is required to P.L. 93-380 as amended to publish annually information relative to student records maintained by the System. Bedford County maintains the following records.

TYPE OF RECORD	LOCATION	PERSON RESPONSIBLE
Cumulative Folder (Health Record, Attendance Record, Scholarship Record, Biographical Data)	Local School	Principal
Minor Disciplinary Actions	Local School	Principal
Serious Disciplinary Actions (requiring Administrative Hearing or Board Action)	Board of Education Bldg.	Super. Of Student Services
Guidance	Guidance Office-Local School	Guidance Counselor
Individual Assessment Data Group Test Results (including info. Required under special programs)	Local School	Principal
Directory Information	Local School	Principal
Parents/legal guardians or students 18 years of age or older have the right to review or inspect their record or records of their children within 45 days of written request. A parent or student who is a legal adult may challenge the accuracy and content of a record by written request to the custodian of the record. Appeals may be made through the Supervisor of Student Services to the Superintendent and Board of Education.		

CHILD ADVOCACY GROUP CONTACT INFORMATION

The ARC of Tennessee (1-800-835-7077 or Support and Training for Exceptional Parents (615-463-2310), TN Protection and Advocacy (1-800-287-9636) or TN Voices for Children (1800-670-9882).

For a more extensive list of organizations, visit the TN Disability Services - Disability Pathfinder at <http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>

PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT

The following is a description of the rights granted to students with a disability by Section 504 of the Rehabilitation Act of 1973, a civil rights statute, which prohibits discrimination against persons with a disability in any program or activity receiving federal financial assistance. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have your school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services if s/he is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, education, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would have been incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement;
11. Obtain copies of education records at a reasonable cost, unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request the amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. File a local grievance;
15. Request voluntary mediation or an impartial hearing related to decisions or action regarding your child's identification, evaluation, educational program or

placement. You and the student may take part in the hearing and have an attorney represent you. Written hearing requests must be submitted to the 504 Coordinator/designee of the local school system and include the following information:

- The reason for the request;
- A suitable time for the hearing: morning, afternoon, evening;
- Two possible dates for the hearing; and
- Whether the hearing will be closed or open to the public

The hearing must be held no less than fifteen (15) days and no more than thirty (30) days from the time you asked for the hearing, unless you agree otherwise, or the impartial hearing officer grants a continuance at the request of one of the parties.

Reasons for the request:

1. Denied identification, evaluation or educational placement of persons who, because of a disability, need or are believed to need special education or related services.
2. Placed in a setting which is not the least restrictive environment.
3. Denied appropriate services due to inaccessibility of programs.
4. Denied modifications to regular education program because of identified disability.
5. Denied participation in extracurricular and nonacademic activities because of disability.
6. Ask for payment of reasonable attorney fees.