

**Thomas Magnet School
515 Tate Avenue
Shelbyville, Tennessee 37160
931-684-6818**

Dear Parents,

Welcome to Thomas Magnet School and the beginning of the 2026–2027 school year! We look forward to an exciting and successful year ahead. At Thomas Magnet School, we are committed to providing the highest quality education for your child. Each day, we strive to challenge, support, and enrich the lives of our students, and we are excited to partner with you in making this school year a positive experience.

The beginning of a new school year often brings both excitement and apprehension. Families play a key role in helping children feel confident and successful each day. Parents can help children understand the importance of school and encourage them to see it as a positive and welcoming place. Building strong relationships with teachers is also essential, as our teachers are here to help every student succeed.

Establishing routines at home can make transitions smoother and help students begin each day prepared and ready to learn. Even small preparations made in advance can be effective in your child's success.

We encourage you to take an active interest in your child's education by asking about what they are learning each day and celebrating their progress. Every child is unique, with different strengths, needs, and readiness levels. Our goal is to collaborate with families to create a high-achieving and supportive learning environment for every student.

If your child is experiencing difficulties or does not seem happy at school, please contact your child's teacher or the school administration. We value open communication and believe strong partnerships between home and school are essential to student success.

If we can assist you in any way, please feel free to contact the school office.

Sincerely,

Tracy D. Watson

Principal

Thomas Magnet School

School safety is of utmost importance. All classroom doors will always be locked. We want to be able to safely secure classrooms as quickly as possible. Please do not hold the door open for anyone. All visitors must be buzzed in at the front office.

All visitors need to present an ID in the buzzer and tell the business they are at the school for before the secretary/receptionist lets them in. No ID = No entrance.

6th-8th grade students will leave backpacks and other large bags in their lockers. If they play a sport or instrument and have a bag for that, a place will be provided for them to store those items. Lockers have adequate space for textbooks, other classroom necessities, and a typical sized backpack.

Section One: Background

Our mission:

The mission of Thomas Magnet School is to challenge, enrich, and nurture every student's ability by offering an enhanced curriculum that promotes and inspires lifelong success through exploration, leadership, and technology.

Our vision:

Thomas Magnet School's vision is to develop responsible, respectful, and self-sufficient citizens who create an enduring and positive impact on future endeavors.

Our Three Rules:

Be Ready
Be Respectful
Be Responsible

History of Thomas Magnet School

This educational facility was built in 1963 and was originally named Ervin H. Thomas School in honor of the former Superintendent of Schools. The building was designed as a junior high school and included a large gymnasium/auditorium. However, upon completion, it was used to serve students in grades one through six. The original facility consisted of eight classrooms, a gymnasium, office space, lobby, cafeteria, and a small library.

Thomas School remained a K–6 school until 1970, when it became an all-sixth-grade facility. In 1980, when Madison Street Elementary School closed, Thomas School began serving students in kindergarten through fifth grade, and all sixth-grade students moved to Harris Middle School. In 1989, the Bedford County Board of Education renamed the facility Thomas Intermediate School, and it served all fourth- and fifth-grade students in the city of Shelbyville.

As enrollment increased, several additions were made to accommodate the growing student population. In 1976, the cafeteria was expanded, and a larger library along with two additional classrooms were added. A few years later, seven more classrooms, a resource room, and additional restrooms were completed. The 1996–1997 school year began in a fully remodeled facility featuring twenty-four classrooms, a new library, music and art rooms, a Title I lab, teacher work areas, and updated administrative offices.

In December 2008, Thomas School was selected to become the county's magnet school serving grades K–5. In August 2009, Thomas Magnet School opened its doors with a new educational model and school configuration. The school was designed to serve high-achieving students throughout Bedford County, with a focus on technology integration, leadership development, and after-school enrichment opportunities.

In 2022, Thomas Magnet School expanded to include sixth grade. Seventh grade was added in 2023, followed by eighth grade in 2024. Today, Thomas Magnet School serves students in kindergarten through eighth grade and continues its tradition of academic excellence, innovation, leadership, and student growth.

Section Two: School Procedures

Schedule:

7:40 A.M. until 2:40 P.M.

TMS doors open at 7:15A.M. All students will report to their designated area until 7:30. Students must be dropped off in the car rider line. Please do not park and walk your student to the door. Students will be dismissed to their classrooms to have breakfast in the classroom.

IF students arrive after 7:40, they must report to the office to receive a tardy slip. Tardies and early checkouts appear on the report card as a tardy.

Dismissal begins at 2:35 for car and bus riders.

Arrival Procedures

TMS doors open at 7:15 A.M. All students will report to their designated area until 7:30 A.M. Students must be dropped off in the car rider line. For safety and efficiency, please do not park and walk your child to the door.

Students will be dismissed to classrooms at 7:30 A.M. to eat breakfast in the classroom.

If students arrive after **7:40 A.M.**, they must report to the office to receive a tardy slip. **Tardies and early checkouts are documented and reflected on report cards.**

Dismissal Procedures

Dismissal begins at **2:35 P.M.** for both car riders and bus riders.

Visitors

Thomas Magnet School is a **secure building**. All exterior doors remain locked during school hours. All visitors must enter through the **front lobby** and report to the office.

For the safety of all students:

- Please do not hold the door open for others entering behind you.
- All visitors must present a **valid photo ID** before entry is granted.

To maintain a focused learning environment, **classroom visits are not permitted during the school day**. We ask that all goodbyes take place in the lunchroom or front office area. We truly value parent involvement and encourage families to ask how they can support classrooms and school activities.

Parent and Family Lunch Visits

Parents and family members are welcome to eat lunch with their child on **Fridays** and during special school events designated by the principal (this may include the student's birthday, visiting family, or other special family event).

To ensure safety and consistency:

- All visitors must present a valid government-issued photo ID.
- Visitors must be listed as an approved contact in the student's Synergy account.
- Guests may only eat with their child or approved family member in the designated visitor area.
- Outside food (including restaurant or fast food) is not permitted for students or visitors

School Events

Thomas Magnet School hosts special events throughout the year. Parents and guests are encouraged to attend designated events. For safety purposes, all visitors must sign in upon arrival. Sign-in sheets will be in the lobby, gym or office depending on the special event.

Student Items & Deliveries

Parents wishing to drop off forgotten items or snacks should bring them to the office. Office staff will ensure items are delivered to students.

Please note:

- Balloons, flowers, gifts, and related items are not permitted to be delivered to students during the school day.

Classroom Celebrations:

Each classroom is limited to two parties a year. These parties are strictly at the teacher's discretion. The social development of the student is a part of the desired educational experience. If you wish your child to be excused from participating, please notify your child's teacher. Invitations to personal parties should not be given out at school.

Attendance:

Attendance is a key factor in student achievement and therefore students are expected to be present at school each day. The Superintendent/designee shall ensure that this policy is posted in each school building and disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

The Attendance Supervisor shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination.
2. Alternative program options for students who severely fail to meet minimum attendance requirements.
3. Ensuring that all school age children attend school.

4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; 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 given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

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

Excused absences shall include:

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

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 tardiness within seven (7) school days; and
5. System-wide procedures for accounting and reporting are followed.

TRUANCY

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

A student who is 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/guardian does not provide

documentation within seven (7) school days excusing those absences or request an attendance hearing, then the Superintendent of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

Progressive Truancy Plan

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

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 shall 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 shall be implemented after the student accumulates 5+ unexcused absences but before referral to juvenile court, and includes 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 individualized 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 or out-of-school services aimed at addressing the student's attendance problems.

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

Tier III shall consist of one (1) or more of the following interventions:

- a. School-based community service;
- b. Participation in a school-based restorative justice program;
- c. Saturday or after-school courses designed to improve attendance and behavior;
- d. Online attendance education course;
- e. Participation in court affiliated Truancy Board;
- f. File petition against student;
- g. File warrant against parent/guardian.

These shall be determined by a team formed at each school and the district. 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 shall 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 (1) 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.

Agency where child is going must provide documentation of required background checks.

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 (1) unit of elective credit. The Superintendent shall develop procedures with secular criteria for determining whether credit shall be awarded.

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. It is the responsibility of the student to check with all his/her teachers to obtain missed assignments.

STATE-MANDATED ASSESSMENT

Students who are absent on the day of the scheduled End of Course (EOC) Exams must present a signed doctor's excuse or shall have been given an excused release by the principal prior to 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 who have an unexcused absence shall receive a failing grade on the (EOC) exam which shall be averaged into their final grade.

CREDIT /PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion. However, if attendance is a factor, prior to 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.

DRIVER'S 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 such 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 shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine 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 parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to appeal such action within two (2) school days to the Superintendent of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

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 that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

Check-Out Slips:

Only a parent or legal guardian may authorize a student to leave the building during the school day. All checkouts must be done through the office by a parent, guardian, or parent designee. Parents will complete the checkout list, and the student will be called to the office. Anyone checking out a student may be required to show identification. Upon returning to school, students should give their notes to the homeroom teacher or turn into the office. The homeroom teacher will send the documentation to the office for the EIS clerk.

Students that leave school prior to 11:16 A.M. and do not return to school for the remainder of the day will incur an absence for that day. Parents should not check out their children to miss afternoon dismissal traffic. If you are checking your child out early, we encourage you to do so before 2:00.

Pre-arranged trip forms:

Pre-arranged trip forms may be obtained through the office and signed by the principal and teachers five (5) days prior to the planned trip. **Any absence of this type is considered UNEXCUSED**, but the student is allowed to make up the work. The student may request missed assignments at that time.

Tardiness:

It is the responsibility of the parent/ guardian to make sure the student arrives on time. Students who are tardy must report to the office to receive a tardy slip. This will indicate to teachers whether the tardy is excused or unexcused. Students may not be allowed to make up work due to an unexcused tardy.

Transfers/ Withdrawal:

When a child is moving to another school, withdrawal documentation must be obtained from the office and all textbooks, library books and workbooks must be turned in to the classroom teacher. All unpaid dues are to be paid before withdrawal. It is best to notify the office/teacher in advance.

Cafeteria:

Children need healthy meals to learn, and the school nutrition department strives to help your child be the best student they can be by offering nutritious meals through our breakfast and lunch programs. These programs are USDA subsidized, meet all USDA regulations for child feeding programs, and are offered to all students in Bedford County.

We want to promote healthy eating and drinking choices at school. Please do not send energy drinks, soda or coffee for a snack or lunch. We prefer that you send juice or water.

My School Bucks

mySchoolBucks.com allows you to check balances, review transaction history, and receive low balance alerts from the comfort of your home for no charge.

A small convenience fee may apply if you make payments to your child's account, but you will have the opportunity to review any fees (and cancel, if you choose) before you are charged.

mySchoolBucks offers...

- **Safety** – Virtually eliminates worries about your child carrying money to school.
- **Convenience** – Make payments when it is convenient for you, 24 hours a day, 7 days a week!
- **Control** –
 - Receive low balance email reminders (set your own limits!)
 - Monitor your student's account balances online.

- View your student's cafeteria purchases.
- **Efficiency** – Make payments for all your children in one easy step, even if they attend different school in the district.
- **Flexibility** –
 - Make payments using your VISA®, Master Card® or Discover® credit/debit card.
 - Option to have payments automatically made each month.
 - Receive deposit confirmations sent directly to your email account.

We welcome parents and grandparents to eat lunch with their children. If you plan to join us for lunch, please notify your child's teacher in advance so we can ensure an accurate lunch count.

Fridays are reserved for lunch visitors; however, families may also join their child on other school days for special occasions, such as birthdays or when out-of-town guests are visiting.

Non-Discrimination Statement:

1. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.
2. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

3. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Academics:

Grade Scale and Reports: Thomas Magnet School has extremely high expectations for our students. We know that our students are capable of quality work, and we expect their grades to reflect their abilities, effort, and performance.

Grading System 4.600

The Superintendent of schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with Board-adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform district-wide at comparable grade levels except that the superintendent of schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K- 3 according to state rules and regulations.

The Superintendent of schools shall submit a copy of the grading, reporting and assessment systems to the Board before the system is implemented. These guidelines shall be communicated annually to students and parents/guardians.

Conduct grades are based on behavior and shall not be reflected in scholastic grades.

GRADING SYSTEM: GRADES KINDERGARTEN – TWO (K-2) Standards-Based Grading Scale

Schools teaching kindergarten (K) through grade two (2) shall use a standards-based grading system established by the Board of Education. Using a standards-based grading system communicates how a student is performing on grade level standards and will use the scale below:

- 1 – below expectation
- 2 – approaching expectations
- 3 – met expectations

4 – exceeds expectations

This grading system shall be uniform throughout the school district for grades K-2.

GRADING SYSTEM: GRADES THREE - TWELVE (3-12)

Schools teaching grades three (3) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

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

range:

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

Grading floors with a minimum above zero are not permitted. This grading system shall be uniform throughout the school district for each grade.

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

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

Conferences:

Two parent-teacher conference days are scheduled, one in the fall and one in the winter. We encourage open communication between the teacher and the parent. If a parent has concerns about his/her child's performance or any other issue in the classroom we want the parent to feel comfortable speaking with the teacher. Please feel free to contact your child's teacher to set up a meeting if you have any issues or concerns. Any meetings with your child's teacher must be scheduled during non-instructional time.

Textbooks and Library Books:

All textbooks and library books loaned to the student are the student's responsibility. Restitution must be made for lost or damaged books.

Public Displays of Affection (PDA)

Public Display of Affection (PDA) is often considered a public profession of how two people feel about one another. This type of behavior is seen as a distraction and inappropriate for a school setting. Unacceptable public displays of affection include, but are not limited to, any prolonged embracing and/or kissing, hand holding, and any inappropriate touching. PDA at school is in poor taste, disruptive to the educational environment, and may violate sexual harassment laws. It is the administrator's responsibility to provide a safe and secure environment for all students. This includes providing all students with an environment free of embarrassment or discomfort because of others displaying unacceptable public displays of affection. Therefore, all students and visitors are expected to refrain from PDA whether in school, on school grounds, or at any school sponsored event on or off campus including field trips.

Board of Education Policies:

Code of Conduct 6.300

The Board delegates to the Superintendent of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as RTI2B. Exclusionary discipline shall only be used as a measure of last resort. The development of each code shall involve principals and staff members of each level and shall be based on evidence-based behaviors supports and interventions.

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to students conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members have the authority to enforce the code of conduct and shall ensure that disciplinary measures are implemented in a manner that:

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

To ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: restorative practices, RTI2B, positive school climate, ACES training, and multi-tiered system of supports. Principals shall use appropriate discipline management techniques when enforcing the code of conduct.

LEVEL OF OFFENSES

The following is a four-level analysis of consequences that can be utilized by students and staff to ensure an orderly educational environment.

MISBEHAVIORS: LEVEL I

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

Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Failure to do assignments or conduct directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment⁶
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying cyber-bullying, and/or hazing)

Disciplinary Procedures

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if he/she understands the nature of the offense.
- The staff member employs appropriate disciplinary options.
- The parent/guardian(s) are notified when appropriate.
- The record of the offense and disciplinary action shall be maintained by the staff member and completed according to school and district procedures.

Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- In-school suspension
- Lunch bunch
- Think time
- Behavior contract
- Social Stories
- Visual Schedules
- Check-in/Check-out
- Social Group

MISBEHAVIORS: LEVEL II

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

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

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- Using forged notes or excuses
- Disruptive classroom behavior

- Possession/use of tobacco or vaping substances/vaping

Disciplinary Procedures

- Immediate intervention by a staff member.
- Determine what offense was committed and its severity.
- Determine offender and that he/she understands the nature of the offense.
- Employ appropriate discipline options.
- Referral to the principal/designee for appropriate disciplinary action.
- Principal meets/talks with students and teacher/staff member.
- Principal takes appropriate disciplinary action and notifies the staff member of the action.
- The record of offense and disciplinary action shall be maintained by the principal through district procedures.

Disciplinary Options

- Teacher/schedule change
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Out-of-school suspension
- Check-in/Check-out
- Social Stories
- Withdrawal of privileges
- Counseling
- Restorative circles

- Restorative counseling
- Social group
- Behavior Intervention Plan (BIP)
- Functional Behavior Assessments (with parental permission)
- Referral to an outside agency (with parental permission)

MISBEHAVIORS: LEVEL III

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

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, or distribution of drug paraphernalia
- Being under the influence of drugs
- Stealing
- Threats to others
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Leaving school campus

Disciplinary Procedures

Due process will be afforded to all students.

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if he/she understands the nature of the offense.

- The staff member refers the student to the principal with an Office Discipline Referral for appropriate disciplinary action.
- The principal meets with staff members and students and allows the staff members and students to explain the situation and conduct.
- The principal employs appropriate disciplinary action and notifies the teacher of the action in writing.
- The principal may refer the incident to the Superintendent of Schools and make recommendations for consequences.
- The parent/guardian(s) are notified.
- The record of the offense and the disciplinary action shall be maintained by the principal.

Disciplinary Options

- Schedule change
- In-school suspension
- Detention
- Restitution from loss, damage, or stolen property
- Out-of-school suspension
- Social adjustment classes
- Transfer
- Counseling
- Social stories
- Restorative counseling
- Restorative circles
- Check-in/check-out
- Social group
- Behavior Intervention Plan (BIP)
- Functional Behavior Assessment (FBA) (with parental permission)

- Referral to an outside agency (with parental permission)

MISBEHAVIORS: LEVEL IV

This level of misbehavior includes acts which result in violence to another person or property or which pose a threat to the safety of others in school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

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

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III misbehaviors
- Death threat
- Extortion
- Bomb threat
- Possession, use, and/or transfer of dangerous weapons
- Bringing to school or being in unauthorized possession of a firearm on school property*
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Aggravated assault*
- Vandalism
- Theft, possession, and/or sale of stolen property
- Arson
- Possession of unauthorized substances (e.g., any controlled substance, controlled substance analogue, or legend drug) *
- Use, transfer, sale, or distribution of unauthorized substances*
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Electronic threat to cause bodily injury or death to another student or school employee

Disciplinary Procedures

Due process will be afforded to all students.

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member refers the student to the principal with an Office Discipline Referral for appropriate disciplinary action.
- The principal meets with the staff member and student and allows staff member and student to explain the situation and conduct.
- The parent/guardian(s) are notified.
- Law enforcement officials are contacted when appropriate.
- The principal employs appropriate disciplinary action and notifies the teacher of the action in writing.
- The principal reports the incident to the Superintendent of Schools and makes recommendations for consequences.
- If a student's placement is to be changed, adequate notice of the change shall be given to the student and his/her parents/guardian(s) and his/her right to appear at a hearing.
- The record of the offense and the disciplinary action shall be maintained by the principal.

Disciplinary Options

- Other hearing authority or Board action which results in appropriate placement
- Suspension
- Student Disciplinary Hearing Authority (SDHA)
- Restorative Conference
- Restorative Circle
- Behavior Intervention Plan (BIP)
- Functional Behavior Assessment (with parental permission)
- Expulsion
- Remandment to BCLA
- * Designates zero tolerance offenses.

Student Dress Code 6.310

No animal ears/headbands, tails, or other costumes may be worn except on designated dress up days. These become a distraction during the school day.

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.

I. GENERAL REQUIREMENTS AND ACCEPTABLE ATTIRE FOR BEDFORD COUNTY SCHOOLS (GRADES 6-12)

- A) The Student Dress Code will be in effect during both 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 of a proportional size 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, 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 pants and shorts.

O) Footwear must always be worn. Laces on shoes must be tied.

Attire for Special Occasions

1. 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 school-sponsored or school-related activities during the school day.

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

II. 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 expose 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.

III. COMPLIANCE

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

A. 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.
3. If school administration deems any clothing to be a disruption to the school environment, the student will have the opportunity to change the clothing causing disruption. If the student cannot or refuses to change the clothing causing the disruption, school administration will refer to the Compliance section of the dress code policy.

IV. SYSTEMWIDE DRESS CODE EXEMPTION PROCESS

Schools will provide reasonable accommodation to students whose religious beliefs, medical condition 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 the status of the request 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 parents in writing of the status of the request 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 mandatory compliance with the standard dress code because of objections based on religious, medical or disability needs.

VI. AUTHORITY OF THE BEDFORD COUNTY BOARD OF EDUCATION

The Board reserves the right to modify this policy, as necessary. The school system reserves the right to determine what may be disruptive and unsafe.

Use of Personal Communication Devices in School– Policy 6.312

At Thomas Magnet School, we are committed to supporting the healthy development of every student—academically, socially, and emotionally. To foster meaningful connections, focused learning, and a distraction-free environment, student use of cell phones and other personal electronic devices is not permitted inside the school building between 7:15 AM and 2:35 PM.

This policy is designed to encourage face-to-face interactions, active engagement in learning, and the development of essential communication and self-regulation skills. We believe that by limiting screen time during the school day, we are creating the conditions students need to thrive both in and out of the classroom. 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.

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.

In the event a student is not abiding by this policy, the device will be collected by the teacher and submitted to an administrator, and the administrator will assign school-based consequences per our discipline policy. Parents/guardians will be notified of the collection and:

- 1st offense: The student may collect their device from an administrator at 3:00.
- 2nd offense and all offenses thereafter: A parent or guardian will be required to collect the device from an administrator.

Individual students who need to contact a parent or guardian may use a school phone. Your child will be directed by his/her teacher about cell phone storage during the school day. This may be the child's backpack, locker, or a cell phone storage area in the classroom.

PENALTIES

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

EMERGENCY COMMUNICATION PLAN

In the event of an emergency or emergency occurring at school, parents/guardian(s) shall be alerted by an all call from the district or school principal/designee.

Medicines

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following guidelines:

Written instructions signed by the parent/guardian will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label direction).
6. Side effects, if known; and

7. Termination date for self-administration of the medication.

Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever inhalers if a parent/guardian provides the additional information:

1. Written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-administration; and
2. Purpose of the medication.

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

The principal/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent/guardian in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except emergency medication and medication retained by a student per physician's order;
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

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

A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

Alternative Medications

Alternative medications are not evaluated or approved by the Food and Drug Administration (FDA) for safety, potential side effects, dosing, or effectiveness and will not be administered at school. This includes, but is not limited to, herbal or homeopathic remedies, dietary supplements, and essential oils.

BLOOD GLUCOSE SELF-CHECKS

Upon written request of a parent or guardian, and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be following the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Superintendent of Schools shall develop procedures for the development of an Individualized Healthcare Plan (IHP) for every student that wishes to self-administer.

STUDENTS WITH ADRENAL INSUFFICIENCY

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student's diagnosis. Once notified, the district shall observe the following guidelines:

1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteers to administer the medication.
2. The district shall maintain a record of all school personnel who completed this training; and
3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication.

The superintendent of schools shall develop procedures on the administration of medications that treat adrenal insufficiency, including the treatment of an adrenal crisis while on school transportation and during activities such as field trips, and recordkeeping per state law.

Media Access to Students 6.604

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 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.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school.

Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature.

If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

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 personal 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights are transferred to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Inquiries concerning Title IX, Section 504, and the Americans with Disabilities Act of 1990 should be directed to Bedford County Department of Education 504 Coordinator, 500 Madison Street, Shelbyville, TN 37160, (931) 684-3284.

Helpful information may be obtained from the following:

State Department of Education
6th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0375
<http://www.state.tn.us/education/>

Support and Training for Exceptional Parents (STEP)

712 Professional Plaza
Greeneville, TN 37745
Middle Tennessee
(615) 463-2310
information@tnstep.org
<http://www.tnstep.org/>

TN Voices for Children Middle Tennessee

1315 8th Avenue South
Nashville, TN 37203
(615) 269-7751
Fax: (615) 269-8914
TN Toll Free (800) 670-9882
<http://www.tnvoices.org/>
E-mail: TVC@tnvoices.org

Bedford County Board Policy can be found on the website at
<http://www.bedfordk12tn.com/>. Any questions regarding the Bedford County Board of Education policy can be directed to the Central Office at 931/684-3284.