

# OAK RIDGE SCHOOLS DISCIPLINE CODE



A HANDBOOK FOR PARENTS,  
STUDENTS AND STAFF

Oak Ridge, Tennessee  
August 2016

To Students, Parents and Oak Ridge Schools Staff:

One of the responsibilities that I hold most seriously is the obligation to provide a safe and secure environment for all students who participate in our school programs. There can be little learning without discipline. A safe and orderly school environment is critical in providing a conducive environment where students can maximize their academic and personal development. We can expect our students to take full advantage of their educational opportunities only when they are able to attend school without fear. Our students must understand their rights and responsibilities in relationship to achieving the maximum from every educational experience. They must acknowledge that there are clear expectations for appropriate behavior and that violations of school rules will lead to prescribed consequences. Student discipline should be firm, fair, and consistent, and should be focused on changing inappropriate behavior.

It is the purpose of the Oak Ridge Schools Discipline Code booklet to provide the framework for governing student policies related to disciplinary expectations, procedures and responsibilities approved by the Board of Education. This publication provides to students, parents, school personnel, and the public a concise and comprehensive description of the minimum standards of behavior for all students enrolled in the public schools of Oak Ridge. It defines appropriate student conduct and presents a menu of alternatives to be employed by school administrators and staff to address individuals who exhibit inappropriate behavior. Emphasis is placed upon the right of all students to accept the challenge of maximizing their educational program through responsible behavior and academic achievement.

To establish a standard of student conduct, each school principal is required by state law to recommend a student's expulsion when the student:

- Is in possession of a firearm
- Assaults a staff member
- Distributes, possesses or consumes illegal substances during a school activity.

Parental involvement and support have a great effect on student conduct. Together we can provide strong discipline and rigorous academic programming in our schools. I ask that you as a parent assist us in this process by discussing the Oak Ridge Discipline Code.

Please keep this code booklet for reference throughout the school year. Should you have any questions concerning any information included in this document, please do not hesitate to talk with your school principal or the Director of Pupil Services at 425-9009.

Sincerely,

*Bruce Borchers*

Dr. Bruce Borchers  
Superintendent

**FORM FOR VERIFYING RECEIPT OF DISCIPLINE CODE HANDBOOK**

Dear Parent:

In order that we may know you have received the Oak Ridge Schools Discipline Handbook, please sign this form and return it to your child's teacher. For your convenience, a copy of the student harassment complaint form is located in the back of the handbook.

Thank you.

I have received the Oak Ridge School Discipline Handbook and have reviewed it with my child,

\_\_\_\_\_

**(Student's first and last name)**

Grade \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Name

(Please print)

\_\_\_\_\_

Parent/Guardian Signature

Date



I understand and will abide by the Oak Ridge Internet Acceptable Use Policy for the duration of my enrollment in the Oak Ridge Schools for the 2016 - 2017 school year. I understand that any violation of the policy may constitute suspension and/or criminal offense. My access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

User Signature: \_\_\_\_\_ Date \_\_\_\_\_

User Name: (Please print) \_\_\_\_\_

School: \_\_\_\_\_

**FOR THE PARENTS OR GUARDIANS OF STUDENT USER**

As the parents or guardians of this student, I have read the Oak Ridge Internet Acceptable Use Policy and agree to its terms. I understand that this is designed for educational purposes. I hereby give permission to allow internet access for my child while enrolled in the Oak Ridge Schools and certify that the information contained on this form is correct.

Parent/Guardian's Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please keep this handbook and return this form only to your child's teacher by Friday, September 9, 2016.**

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**Corrections were made on the following pages: 8, 10**  
**Additions include Other Important School Information, Board Policy 6.206, and Access Oak Ridge Handbook**

## INTRODUCTION

Every student in the State of Tennessee is guaranteed the right to a free, public education. With this right, the student must accept the responsibility to know, understand, and follow the rules, policies, and laws of the State, the local community, and the school system. The Discipline Code is that set of rules, policies, and laws by which order is maintained for the benefit of all. Rules and regulations are needed to provide a safe and orderly atmosphere in the school so teachers can teach and students can learn. The most important factors in discipline are communication and cooperation among all participants: students, teachers, parents, school administrators, and the community.

According to Tennessee law, school systems are required to establish a code of acceptable behavior and discipline that is uniformly and fairly applied to all students. The code shall contain the type of behavior expected from each student, consequences of failure to obey such standards, and the importance of standards in maintaining an atmosphere where orderly learning is possible and encouraged. This booklet constitutes the official Code of Acceptable Behavior and Discipline for the Oak Ridge Schools as required by Tennessee law. This Code was revised and adopted by the Board in June, 2016. (Tennessee Code Annotated (TCA) 49-6-4017 and Section III of Board of Education Policies)

The purpose of this publication is to discuss what is meant by discipline, to define the various responsibilities necessary to achieve discipline and to acquaint the reader with the various rules, regulations, policies and laws that govern the behavior of students.

We hope you will use this handbook along with the more detailed information contained in other handbooks and publications prepared by the individual schools. We also ask for your continued support and cooperation in maintaining a school environment, which supports the teaching/learning process.

### **Common Notations for Legal References**

As you read this handbook some legal references are used. Below is a list of common legal abbreviations used in this document, as well as many of the building level handbooks. We are providing these references simply for your information.

**TCA** - Tennessee Code Annotated - A compilation of Tennessee laws

**ORCC** - Oak Ridge City Code - The regulations and ordinances governing the city

**BEP** - Board of Education Policies - Board approved guidelines for operation of the schools

**USC** - United States Code (USC) - Compilation of Federal laws

## SECTION I

### AUTHORITY TO DISCIPLINE/PROCESS TO DISCIPLINE

#### Range of Authority

Behavior problems are dealt with using procedures and consequences that vary based on the age of the student, severity of the offense, and the frequency of the offenses. **Disciplinary procedures are not limited to those occurring on school campuses, but include all school-related activities and even nonschool-related activities if the student's behavior is directly linked to school events.** The Tennessee State Law recognizes the right of school personnel to act in the place of the parent in situations where school personnel are responsible for the students.

#### Rights of the student

The principal or principal's designee at the building level administers disciplinary actions. Students referred for a disciplinary violation are entitled to explain their side of the story and to place their conduct in what they consider to be the proper context. This is done in an informal administrative conference prior to administering any disciplinary action (except in an emergency situation).

Tennessee Code Annotated (TCA 49-6-3401) gives a school principal or his designee the authority to suspend a student for various rule violations. When out of school suspension is used the principal/designee will generally meet with the parent to develop a plan of improvement upon re-entry of the student. A written plan of improvement will always be developed if the suspension exceeds five school days. Students and parents may from time to time disagree with the action taken by the principal. The procedure to be followed when such a disagreement occurs is outlined in the "Rights to Reviews and Appeals" section of this handbook.

#### Oak Ridge Board of Education Expectations

The Oak Ridge Schools Board of Education has established this handbook as policy and expects that parents and school staff will work in close cooperation to ensure student success, both academically and behaviorally. In order to achieve this goal, it is anticipated that staff and parents will communicate routinely, and definitely, whenever there is a concern regarding student progress. By establishing and maintaining close contact, parents and teachers can prevent or minimize discipline problems as well as maximize student growth.

#### Minor Behavior Problems

In the event that minor problems involving students in a particular class cannot be managed by close contact between the teacher and the parent, the student's school counselor may be consulted. If this step does not bring satisfactory results, the principal or assistant principal should be contacted and a conference held with all parties involved.



## **Frequent or Serious Misbehavior**

Student misbehavior, which occurs frequently or is of a serious or disruptive nature to the classroom or school, may result in suspension, expulsion, or assignment to an “alternate class.” The principal, DHA, or Board of Education may require participation in specific behavior modification/treatment programs (at parent expense) as a condition of continued attendance or in lieu of suspension or as a condition of re-entry after a suspension.

## **SECTION II** **LEVELS OF MISBEHAVIOR AND DISCIPLINARY OPTIONS**

This section identifies levels of misbehavior, the disciplinary procedure typically used to address a specific category of misbehavior, and the discipline options available to a teacher and/or principal for the various types of misbehavior. The following levels, procedures, and options are designed to protect all members of the educational community in the exercise of their rights and duties.

### **MISBEHAVIORS: Level I**

Level I rule violations are minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

#### ***Examples (not an exclusive listing):***

Classroom disturbances; Classroom tardiness; Cheating and lying; Use of inappropriate language (non-directed, first offense, inadvertent); Non-defiant failure to do assignments or carry out directions; Teasing of a peer; possession of unauthorized personal communication devices and dress code violations.

#### ***Disciplinary Procedures Generally Followed:***

- Immediate intervention by the staff member.
- Determine what offense was committed and its severity.
- Determine that the student understands the nature of the offense and has an opportunity to explain his/her behavior.
- Employ appropriate disciplinary options.
- Record of the offense and disciplinary action maintained by staff member.
- Confiscation of unauthorized electronic device.
- Refer to school counselor

### ***Disciplinary Options:***

Verbal reprimand; Special assignment; Restricting activities; Assigning work details; Counseling; Withdrawal of privileges; Issuance of demerits which might affect citizenship or department grades; Strict supervised study; Detention; and/or In-school suspension.

### **MISBEHAVIORS: Level II**

Misbehavior where frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors, which do not represent a direct threat to the health and safety of others, but where educational consequences are serious enough to require corrective action on the part of administrative personnel.

### ***Examples (not an exclusive listing):***

Continuation of unmodified Level I behaviors; Tardy to school; School or class truancy; Use of tobacco; Using forged notes or excuses; Disruptive classroom behavior; Teasing with intent to embarrass; stealing, possession of unauthorized personal communication devices, gambling, fighting, skipping class, and inappropriate access of Internet sites, e-mail services or secured files

### ***Disciplinary Procedures:***

- Immediate intervention by staff members.
- Student is referred to principal for appropriate disciplinary action.
- Principal/designee meets with student and teacher.
- Principal/designee hears report/referral made by teacher, permits student the opportunity of explaining his/her behavior, denying it or explaining any mitigating circumstances.
- Principal/designee takes appropriate disciplinary action and notifies teacher of action.
- Record of offense and disciplinary action maintained by principal.
- Parent notified of situation and the action taken.

### ***Disciplinary Options Available to staff:***

Modified probation; Behavior Modification; Social probation; Peer counseling; Referral to outside agency; In-school suspension; Transfer from class; Detention; Suspension from school-sponsored activities or from riding school bus; Restricting school-related honors/privileges student is otherwise due; Tobacco Court, Truancy Review Board, Truancy Court; and/or Out-of-school suspension not to exceed ten (10) days.

### **MISBEHAVIORS: Level III**

Acts directly against persons or property but where consequences *do not seriously endanger* the health or safety of others in the school.

**Examples (not an exclusive listing):**

Continuation of unmodified Level I and II behaviors; Fighting (simple); Vandalism (minor); Stealing; Cheating; Computer misuse; Threats to others; General allegation of a peer; and Directed profanity at a staff member (automatic five (5) day suspension first offense)

**Disciplinary Procedures:**

- Immediate intervention by staff members.
- Law enforcement may be contacted if deemed appropriate.
- Student is referred to principal for appropriate disciplinary action.
- Principal/Designee meets with student and staff member.
- Principal/Designee hears report/referral and permits student the opportunity of explaining conduct.  
Principal/Designee takes appropriate disciplinary action:
- If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing
- A change in school placement may be appealed.
- Record of offense and disciplinary action maintained by principal.
- Parent notified of situation and the action taken.

**Disciplinary Options:**

In-school suspension; Detention; Restitution for lost, damaged or stolen property; Out-of-school suspension not to exceed ten (10) days; Mandatory tutorial sessions outside the regular school day; Social adjustment/skill building classes; Transfer from class; and/or Long-term out-of-school suspension for more than 10 days; Participation at parent expense in a specific behavior modification program.

**MISBEHAVIORS: Level IV**

Acts which result in violence to another's person or property, or which *pose a threat* to the safety of others in the school, or substantially disrupt the learning environment. 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 long term removal from the school.

**Examples (not an exclusive listing):**

Unmodified Level III behaviors; Felony charges of criminal activity within the community which, because of the nature of the charge, has a high probability of disrupting the learning environment; Extortion; Bomb Threat; Possession/use/transfer of dangerous

weapons; possession/use/or transfer of weapons or look-alike weapons on or around a school campus or a school activity; participation in any activity within the community that provokes campus unrest; Assault; Battery; Vandalism; Theft/possession/sale of stolen property; Arson; Possession of unauthorized substances (drugs and other controlled substances); Use/transfer of unauthorized substances; Sexual allegation/Ethnic allegation/Tormenting of a peer/Hazing; Serious breach of conduct; Trespassing; Making false accusations about a staff member

### **Disciplinary Procedures:**

- Immediate action by staff prudent to a given situation (School Resource Officer [SRO] may be involved at this point).
- Principal confers with appropriate staff members and with the student.
- Principal hears staff report/referral and permits student opportunity of explaining conduct. Parents are notified.
- Law enforcement officials are contacted (unless SRO is already involved).
- Incident is reported and recommendations made to the Superintendent of Schools.
- Complete and accurate reports are submitted to the Superintendent of Schools.
- Student is given hearing before Discipline Hearing Authority.

### ***Disciplinary Options:***

Out-of-school suspension; Expulsion; Alternative school; Other Discipline Hearing Authority or Board action which results in appropriate placement; Required to attend a related skill building program and/or Suspension for a period of not less than one (1) calendar year subject to modification by the Superintendent of Schools on a case-by-case basis.

## **SECTION III EXPLANATION OF STAFF ROLES AS RELATED TO DISCIPLINE**

This section of the handbook attempts to clarify the roles of school staff related to the disciplining process. Key staff in the discipline process is identified at both the building and system-wide levels.

### ***Teacher***

Plans and provides classroom activities and programs to develop each student's potential. Creates a positive learning atmosphere conducive to learning for all students. Manages the classroom environment so that the learning by all students is not disrupted by student misbehavior. Works closely with parents to prevent or minimize disruptive behavior. Employs positive consequences to reinforce appropriate behavior. Refers students for administrative discipline as appropriate.

### ***Counselor***

Provides individual or group counseling, consults with parents about student's learning and social development and assists school personnel in planning programs to meet student needs. Assists students, parents, and staff in the development of behavior improvement plans.

### ***School Resource Officer (SRO)***

A SRO is a police officer assigned by Oak Ridge City Police Department to the Oak Ridge City Schools. These uniformed officers visit schools and interact with students in order to develop positive relationships, teach drug resistance and other similar pro-social programs. They help to establish a safe school tone by their visibility and presence. They are available to assist staff with emergency situations or investigate criminal activity. Should the SRO have to assist school officials with inappropriate student behavior, please be aware that the police may follow up with criminal charges. SRO's are considered school staff and have access to all directory information related to students.

### ***Assistant Principal/Administrative Assistant***

Handles student discipline problems and mediates teacher-student conflict. She/He assists the principal in administering the school program including the discipline policy.

### ***Principal***

Assumes responsibility for total school program, students, and staff. This position has a duty to develop and maintain a safe and orderly school environment.

### ***Pupil Services: Director, Supervisors/Coordinators***

Assumes system-wide responsibility for such areas as attendance, guidance, residency issues, student discipline, student health services, and alternative school placement. The Pupil Services Director is also the Title VI, IX, X and 504 Compliance Officer for student concerns.

### ***Discipline Hearing Authority (DHA)***

The Discipline Hearing Authority is a Board of Education designee. This means that the Oak Ridge Board of Education has established the Discipline Hearing Authority to **hear and rule on appeals related to student suspensions that exceed ten (10) days.**

The DHA is made up of Oak Ridge School staff who is not involved in the situation that resulted in the student being suspended from school. Members of the DHA for any

specific student's hearing would not be under the authority of the principal that suspended the student and are therefore able to be impartial in their judgment of the student's behavior.

A DHA hearing is not open to public audiences like a Board of Education hearing would be. This gives the student and family more confidentiality and privacy in presenting their appeal. A parent or student may appeal (in writing and within five working days or receipt of a written DHA decision) the decision of the DHA to the Superintendent. However, upon review of the written record of the DHA hearing, the Superintendent may decide to simply affirm the DHA decision; or may lessen the discipline administered; or may decide to hear the case in an open Board of Education meeting. Appeals to the Board will be open meetings unless the parent/guardian has officially requested a closed meeting. In cases where the state law or Board of Education Policy requires "zero tolerance" for substantiated rule violations, the Superintendent of Schools has final authority over consequences to be administered on a case by case basis.

### ***Special Education Services: Supervisor***

Assumes system-wide responsibility for special education, speech and hearing, and psychological testing.

### ***Superintendent of Schools***

Is responsible for the total educational program which includes the development of the discipline code. Has authority to modify zero tolerance consequences on a case by case basis.

### ***Board of Education***

When acting at officially called meetings, the Board collectively determines school policy and provides overall direction for school programs. The Board may act on appeal of disciplinary actions taken by the Oak Ridge Schools Discipline Hearing Authority. However, consequences administered for zero tolerance offenses may only be modified by the Superintendent of Schools.

## **SECTION IV RESPONSIBILITIES OF MEMBERS OF A SCHOOL COMMUNITY**

Each individual within the school community has rights and responsibilities related to enjoying the benefits of the learning environment. The expectations for each group are identified in this section.

### ***Students are expected to:***

- Attend school, be on time and not skip class.
- Take advantage of the opportunity to learn.
- Assume responsibility for personal growth and self-discipline.
- Take care of both personal and school property.
- Respect the rights and property of others.
- Work cooperatively with school personnel and other students.
- Know and follow school rules.
- Respect school staff and the reasonable exercises of authority by school staff.
- Maintain appropriate classroom conduct.
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.

***Teachers, Counselors, and Support Staff are expected to:***

- Work collaboratively with each other, parents, and students to improve student behavior and to maintain a positive learning environment.
- Be knowledgeable of instructional techniques which enhance and improve student behavior.
- Teach and model desired behaviors. Provide appropriate consequences and reinforce appropriate behavior.
- Confront any student misbehavior whenever observed in all school settings.
- Use interpersonal skills, which permits the de-escalation of student-staff conflict.
- Contact and involve parents in dealing with disciplinary and/or academic matters.
- Provide a flexible curriculum to meet individual needs.
- Maintain a safe and orderly school environment.
- Inform the community, students, and school staff of policies relating to pupil conduct.

***Administrators are expected to:***

- Protect the due process rights of teachers, students, and parents.
- Support other school personnel in the fulfillment of their disciplinary responsibilities.
- Contact and involve parents in dealing with disciplinary matters.
- Maintain a safe and orderly school environment.
- Inform the community, students, and school staff of policies relating to pupil conduct.

***Parents are expected to:***

- Ensure that the child attends school and is on time.
- Communicate with school personnel about their child and make themselves readily and easily accessible when the school needs to make contact.
- Realize the extent of responsibility for the behavior of their child.
- Prepare their child to assume responsibility for his/her own behavior.

- Foster positive attitudes in their child toward self, others, school, and community.
- Know and follow school regulations.

***Rules and Expectations for Cross-Boundary/Tuition Students:***

For a tuition or cross-boundary student to remain in their school of choice, the student must maintain **satisfactory achievement, good attendance, and acceptable behavior**. Each principal has the right to revoke the privilege after notice to the parent for help in addressing any problems. Specific guidelines have been established for revocation of cross boundary or tuition status. (See policy in section “Other School Information”)

**SECTION V  
DEFINITIONS AND CLARIFICATIONS OF DISCIPLINE RELATED TERMS**

This section attempts to define terms commonly used by school staff. It is also believed that this section will further explain potential consequences or actions that may occur for specific types of rule violations. These terms are arranged in alphabetical order.

**Abusive Language**

Use of vulgar, profane, or threatening language on any school property including buses or at any school event is prohibited. See School Conduct for consequences.

**Appeal**

A grievance procedure for administrative decisions.

**Attendance and Enrollment**

Under the Tennessee Compulsory School Attendance Law, all children between the ages of six and seventeen, both inclusive, are legally required to attend school (TCA 49-6-3001). Students less than 6 years of age who have been enrolled in school for 6 weeks or more are subject to the same attendance regulations as other students of compulsory school age (TCA 49-6-3007). Students entering first grade are required to have completed a State-approved kindergarten program (TCA 49-6-201). Students not in school on any day for at least half the time for which they are enrolled will be considered absent for state reporting. This includes students not in school half the abbreviated day.

Per 49-6-3007, after a child has five (5) unexcused absences without adequate excuse, their parent(s)/guardian(s) will receive a notice stating that the child’s attendance at school is required. Upon the next unexcused absence, a referral may be made to the Anderson County Juvenile Court and a Truancy petition may be issued. If after notice to the juvenile court is given, either the child or parent(s)/guardian(s) do not immediately conform to school attendance guidelines, additional referrals shall be made to either law enforcement, the Tennessee Department of Children’s Services, and/or the juvenile court where appropriate.



The legal consequences issued by the Court for unlawful absences can result in criminal charges for educational neglect which is a Class C misdemeanor per TCA-49-6-3009 (amended). Parents can also be fined up to \$50.00 per day, given community service or be ordered to serve time in the county jail.

Students are expected to:

- Be present and on time for all assigned classes (skipping classes will count as unexcused absences).
- Present documentation of parental permission before checking out of school. Class absences as a result of early checkout are considered the same as any other absence and are subject to all attendance policy rules.
- Provide a written excuse for each absence from his/her parent or custodial parent giving the date and reason for the absence(s).
- Make up assigned work missed during excused absences.

**Excused Absences:** Students must be in school unless the absence has been excused for one of the reasons listed below. It is the responsibility of each student's parent/guardian to explain the student's absence to the school in a manner satisfactory to the principal. Absences may be classified as either excused or unexcused as determined by the principal or his/her designee. Absences will only be excused for the following reasons:

1. Personal illness
  - a. Only seven days, whether consecutive or not can be excused by a parent note;
  - b. After a child has had (7) days, not necessarily consecutive, of illness related absences excused by a parent note, **any future illness related absence must have a doctor's note stating that the absence is medically necessary.**
  - c. All parent and doctor notes must be turned into the school within three school days of the child returning to school.
2. Death in the family
3. Religious observations
4. Extreme weather conditions
5. Court appearance or legal mandates
6. Verifiable family emergency
7. School sponsored events
8. Principal has discretion to excuse absences based on the following:
  - a. The absence must be prearranged
  - b. The absence must not have an adverse affect on the child's academic standing
  - c. The child must have a good attendance history
  - d. The child must have a good behavior record
  - e. The Director of Schools must agree

Any absence that does not fit any of the criteria listed above will be considered unexcused. The criteria listed above will also apply to tardies and early dismissals.

A student is considered legally truant following **five (5)** cumulative unexcused absences (**TCA 49-6-3007**).

The Board of Education may excuse children from compulsory attendance in accordance with guidelines developed by the State Board of Education (TCA 49-6-3005). Students may be subject to withdrawal from Oak Ridge Schools after ten consecutive unexcused absences or fifteen unexcused absences during a semester (TCA 49-6-3017[c]). In cases of IEP students, the IEP team will convene to discuss appropriate options available.

## **Bullying**

It is the policy of the Oak Ridge Schools to maintain a learning environment that is free from allegation and bullying due to a student's race, color, sex, sexual orientation, gender identity, national origin or disability. The Oak Ridge Schools prohibits all forms of bullying, including cyber bullying and harassment.

It is a violation of state and district policy for any student, teacher, administrator or other school personnel of this district to bully or tolerate bullying as defined by this policy (TCA 49-6-1014, 49-6-1016). **Bullying** is defined as any act that substantially interferes with a student's educational benefits, opportunities or performance, takes place on school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop, and that has the effect of (1) physically harming a student or damaging a student's property; (2) knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or (3) creating a hostile educational environment. Behavior of this nature may result in the following but is not limited to, disciplinary actions per school board policy:

**Two days in school suspension and parent conference held**

**Two days out of school suspension and parent conference held**

**Five days out of school suspension**

**Ten days out of school suspension and referral to Disciplinary Hearing Authority**

Any continued bullying behavior will be subject to expulsion

The school system will act to promptly investigate all complaints, formal or informal, verbal or written for alleged incidents of bullying. Bullying/Allegation forms are available in each school office and is also located in the back of the handbook. The form should be completed by the student and given to the school administrator or building designee. The school will follow up by conducting an investigation and submitting a copy of the final disposition to the Director of Pupil Services.

**Cyberbullying** is the use of cell phones, instant messaging, e-mail, chat rooms, social networking sites or other type of digital technology to harass, threaten, discriminate or intimidate others. If a student receives a text, email, blog, comment, social network post or message via other Web 2.0 tool that makes them feel uncomfortable or is not respectable, they must follow the steps mentioned above to report the incident to the school administrator or building designee and must not respond to comment.

## **Bus Conduct**

Students are expected to follow the rules and regulations established by the Oak Ridge Schools' Transportation Policies. All students will be responsible to:

- Board the bus in a calm and reasonably quiet manner.
- Act with courtesy toward the driver and fellow students.
- Go immediately to a seat, sit down, and remain there until time to disembark.
- Cooperate with the bus driver in providing any information needed to enforce the rules of safety.
- Depart from the bus in a quiet, calm, and cautious manner and cross the street in front of the bus while traffic is stopped.
- Observe safety rules and respect the rights of others while waiting for the bus.
- Act with courtesy and respect toward private and public property.
- Cooperate fully with parents, teachers, and principals in obeying the rules established for the safety of all students.
- Maintain personal possessions at all times.
- Refrain from holding a seat for another person.
- Remain behind the driver's seat until the bus has come to a complete stop.
- Refrain from opening and closing windows without permission from the driver or other adult supervisor.
- Refrain from placing any body part or personal belonging outside the window
- Refrain from loud talking, screaming, and other boisterous behavior, which could distract the driver.
- Observe all related school rules.

Parents of kindergarten students must be visible at the student's bus stop.

The school bus is considered an extension of the school. Consequences for bus misbehavior will be the same as those employed for school rule violations within the school setting.

## **Computers, Computer Networks, and the Internet**

**(Revised Acceptable Use Policy explained in detail on page 31-34)**

Students are responsible for good behavior on school computers and personal computers brought to school for use at school, and computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The school computer network is provided for students to conduct research and to communicate with others. Independent access to the Internet is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor signed agreements.

Network storage areas may be considered analogous to school lockers. Network administrators, school site administrators, and teachers may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files or communication stored on district servers are private.

During school, teachers of younger students will guide them toward appropriate materials. Outside school, families bear the responsibility for such guidance.

The following actions are not permitted (inclusive of, but not limited to):

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws, existing school policy or public law
6. Using the passwords of others
7. Trespassing in the folders, work, or files of others
8. Intentionally wasting limited resources
9. Employing the school resources for inappropriate purposes

Violations of acceptable use may result in loss of access. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

### **Debt to School**

Any student who incurs a school debt may be denied a grade card, diploma, and certificate of progress or transcript until restitution is made (TCA 49-1-302-15).

However, a child with a disability shall not be denied a copy of his/her educational record, including but not limited to grade cards, diplomas, transcripts, IEPs, progress reports, etc. notwithstanding the student's outstanding school debts.

### **Discrimination**

In compliance with equal opportunity legislation, the Oak Ridge Schools does not discriminate nor deny any student's participation in any program or activity on the basis of gender, race, color, religion, ethnicity, national origin, sexual orientation, gender identity or disability. Students or parents believing specific acts of discrimination are occurring should contact the school principal for the grievance procedures. This is a formal procedure and a record of all grievances must be maintained by the Department

of Pupil Services for all students or Human Resources for all employees. Students, parents, and staff are expected to report occurrences of perceived discrimination or harassment to a school counselor or building administrator, or Oak Ridge School staff.

### **Disorderly Conduct/Disturbance of the Peace**

It is illegal for anyone to:

- Engage in violent/threatening behavior or refuse to obey an order to discipline.
- Create a hazardous or physically offensive condition by any act that serves no purpose.
- Make unreasonable noise, which prevents others from carrying out lawful activities.
- Incite or urge three or more persons to create/engage in a riot (TCA-39-17-304, 305).

### **Dress Code**

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear suitable clothing. Students are asked to wear simple, comfortable clothing that is clean and neat. Shoes should be worn at all times. Generally speaking, students are not to wear clothing which compromises safety or modesty; nor clothing which is disruptive to the educational process. Students are prohibited from wearing:

1. Clothing or accessories which by reasonable judgment is considered unsafe, dangerous or a health hazard (examples include, but are not limited to: wallet chains; spiked collars, necklaces or rings with spikes or sharp edges; oversized belt buckles; picks and combs
2. Clothing or accessories which contain or suggest offensive or obscene symbols, signs, slogans or words degrading any gender, cultural, religious or ethnic values.
3. Clothing or accessories which contain or suggest language or symbols oriented toward violence, vandalism, sex, drugs, alcohol or tobacco.
4. Clothing that resembles sleepwear such as lounging pants, or other lounging items. This also includes house shoes.
5. Apparel
  - a. skirts and dresses that are inappropriate for bending, sitting, standing and reaching.
  - b. attire that is disruptive to the instructional process which may be inclusive of, but not limited to: bare midriffs; halter tops; short shorts; tight, see through, or revealing clothing; or clothing which allows

underwear to be exposed, (examples include, but are not limited to: sagging pants, tank tops, spaghetti strap tops, muscle shirts, etc.

c. A belt is mandatory if pants or shorts will not stay at the waist without one.

d. Mid-thigh is the appropriate length for shorts, skirts, and dresses.

e. Mid-thigh length top is appropriate for covering leggings.

6. Hats, head coverings, athletic headbands not worn during athletic event, bandanas and sunglasses are not to be worn inside the school building.

7. Any articles which can be related to gang activity such as: items with gang names; gang initials; or individual gang member monikers; gang related jewelry; gang related tattoos; or self-inflicted scars. (TCA 49-6-4215)

8. Any manner of grooming, which by its color, arrangement, trademark, or any other attribute that is gang related. This may include such items as shoe laces, belt buckles, hats or tattoos.

9. All students must wear shoes. It is strongly suggested that students wear shoes which either enclose the foot or are secured with heel straps. Flip flops are not allowed in grades PreK-4.

10. Coats and jackets must be removed upon arrival at school, be placed in lockers and left there until the student leaves the building. (At campuses that have multiple buildings that require outside travel between classes, the principal may exercise discretion.)

The school building administrator may make exceptions to dress requirements to accommodate the special needs of classes (examples include but are not limited to: science labs, welding, cooking labs) and/or certain sports/activities.

Consequences for violations of the dress code guidelines will follow the district disciplinary code.

All students enrolled in the Oak Ridge Alternative Program are expected to comply with the general dress code policy of the Oak Ridge School Board. Students who fail to comply with the Dress Code Policy shall be advised of the policy and offered the use of a clean shirt or pants/shorts for the day. The School shall attempt to contact the student's parents. Students who repeatedly fail to dress in accordance with the Dress Code Policy may be subject to disciplinary actions as set forth in the Oak Ridge Schools Discipline Code. The Administration reserves the right to judge what is appropriate or not.

## **Driver's License**

Any student between the ages of 15 and 18 making application for a driver's permit or license must be enrolled in school, or meet other special requirements of the law. To obtain a driver's license or permit a student must have thirty (30) consecutive days of attendance without unexcused absences.

To maintain a driver's license, students must be enrolled in school and must pass at least 3 full unit subjects or their equivalency by the end of any subsequent grading period. Any student who fails to meet these requirements will be reported to his/her parents and the Department of Safety who will revoke the license until satisfactory academic progress is achieved. According to TCA 55-10-701, students between the ages of 13 and 18 found guilty (in juvenile or adult court) of using alcohol or controlled substances shall be denied a Tennessee driver's license.

When a student, under the age of 18, drops out of school, his/her name will also be forwarded to the Department of Safety resulting in the loss of the license. Withdrawal from school is defined as 10 consecutive days of unexcused absences, or 15 days of unexcused absences within a single semester, or notification of withdrawal. (Public Chapter No. 763 and TCA 49-6-3017)

## **Drugs**

It is against the law to use, possess, distribute (BEP, Sec. III-29) or sell:

- Illegal drugs (TCA 49-6-4202) and drug paraphernalia (TCA 39-17-425)
- Drugs that are similar in appearance to illegal drugs (TCA 39-17-423)
- Substances which are represented to be an illegal drug or substances used to elicit (TCA 39-17-423)

The use (to include use prior to coming on to school property or a school activity), possession, sale or supply of illegal or controlled\* drugs or alcohol on school property, within 1,000 feet of school property, or at any school activity is strictly prohibited (TCA 39-17-417, 39-17-432, 49-6-4202). To discourage illicit drugs in the school setting, Police K-9's (dogs) will periodically inspect school property and vehicles parked on and around school property.

Principals will report all violations to law enforcement officials. Any student using or possessing illegal or controlled drugs, alcohol, or illicit inhalants used in "huffing" will be subject to expulsion. Conditions for readmission will include participation in a drug education-counseling program at the parent's expense and other consequences as deemed appropriate.

Students who need to take medication while at school must comply with the Oak Ridge Schools' Medication Policy. Students who do not comply with the medication policy will be subject to disciplinary action. The details of the medication policy can be found in each school office and in the back of the Discipline Handbook.

## **Drug Paraphernalia**

It is unlawful to use, possess with the intent to use or to promote the sale of drug paraphernalia (T.C.A. 39-17-425). Such possession or use may be treated similarly to the possession or use of drugs at school.

## **Extortion**

It is against the law for anyone to threaten, harm, or restrict the freedom or action of another person in order to obtain property or services of that person (TCA-39-14-112). This behavior is subject to suspension on the first offense.

## **Felony Charge**

Any student charged with a felony for off-campus criminal behavior, whose presence in school poses a danger to persons or property or disrupts the educational process, is subject to suspension (TCA 49-6-3401).

## **Fighting (see Violence)**

## **Fireworks**

The possession, sale or use of any fireworks on school grounds is in violation of the law (TCA 68-104-112). The discharge of fireworks in or around the school setting may result in suspension.

## **Gambling**

It is against the law to knowingly engage in gambling (TCA 39-17-502) or games of chance for money and/or other articles of value.

## **Harassment**

No student shall commit any act that injures, degrades, threatens or disgraces others. Students perceiving harassment must report each occurrence to a teacher, a school counselor or administrator. Forms for reporting allegations of harassment are available in the school office and in the back of the handbook, should be completed by the student, parent or guardian and given to the school administrator or designee. This is a formal procedure and a record of all grievances must be maintained by the Department of Pupil Services or Human Resources (whichever department is appropriate).

Students, parents, and staff are expected to report occurrences of perceived discrimination or harassment to a school counselor or building administrator.



Harassment of another student will not be tolerated. Behavior of this nature may result in the following but is not limited to, the disciplinary actions per school board policy:

**Two days in school suspension and parent conference held**

**Two days out of school suspension and parent conference held**

**Five days out of school suspension**

**Ten days out of school suspension and referral to Disciplinary Hearing Authority**

Any continued harassment behavior will be subject to expulsion.

## **Hazing**

Hazing by any person or organization sanctioned by the Oak Ridge School System is prohibited by the board of education pursuant to T.C.A. 49-2-120.

**“Hazing”** means any intentional or reckless act in Tennessee, on or off Oak Ridge Schools property, by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student’s mental or physical health or safety. **“Hazing”** does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization (TCA 49-2-120).

## **Homework and Class Assignments**

Students are expected to complete class assignments and those who fail to do so may be expected to attend help sessions, if available. Students failing at grading periods, who are not routinely accessing help sessions, will be subject to mandatory assignment to tutoring sessions. Failure to attend mandatory tutoring sessions will be subject to discipline up to and including suspension.

## **Homebound**

Homebound services may be available for students who meet the criteria listed below:

1. Short term illness preventing attendance to school
2. Documentation from a licensed, treating medical physician supporting the need for the homebound service.

## **Personal Communication Devices**

State law prohibits possession or use of an electronic pager by a student on school property or at school-sponsored activities, without the permission of the school principal or his designated representative (TCA 49-6-4214).

Students in possession of a personal communication device such as an electronic pager, cell phone or similar devices without principal permission will be subject to their personal communication devices being confiscated. Confiscated devices may be returned to the student’s parent/ guardian and/or local police. Disruptions to the classroom such as an audible signal, vibration, display of a message or other summon

delivered to the possessor that is caused by a pager, telephone, or other device will be treated as disruptive behavior to the classroom environment and subject to the following consequences:

- First offense – item confiscated and returned to parent
- Second offense – item confiscated, returned to parent and student will serve detention
- Third offense – item confiscated, returned to parent and student will serve in-school suspension
- Fourth offense – item confiscated, returned to parent and student will serve out of school suspension.

**Sexting** is the inappropriate display of the human anatomy via a cell phone or similar device. Sexting is illegal. This will result in suspension and will be reported to law enforcement officials.

### **Personally-Owned Devices**

To prevent distractions and interruptions in the learning environment, students should keep personally-owned devices (including but not limited to laptops, kindles, Nooks, e-book devices, tablets, smart phones and cell phones) turned off and put away during school hours – unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. The principal has discretion to approve use of personally owned devices during non-instructional hours of the school day such as study hall, lunch etc.

Students are prohibited from using personally-owned devices to record (video, audio, photograph) others. Students are also prohibited from using personally-owned devices (video, audio, photograph) to copy tests or other confidential information.

### **Profanity (Directed at Staff Member)**

Students who use profane, vulgar, abusive language or display other forms of flagrant disrespect toward staff members will generally be disciplined as follows:

- 1st Offense - Up to 5 days out-of-school suspension.
- 2nd Offense - Up to 10 days out-of-school suspension.
- 3rd Offense - Long-term suspension (beyond 10 days).

Depending on the severity of the behavior, a principal may invoke any of the above consequences as well as other disciplinary measures on the first offense.

### **School Conduct**

Students are expected to exhibit appropriate behavior at all times. Appropriate behavior includes showing respect for staff members and other students, paying attention, contributing appropriately to discussions, using appropriate language, following teachers' directions, refraining from making unnecessary and disruptive comments, etc.

## **Search**

When individual circumstances dictate, a principal may order a search of a student, his/her possessions, book bags, containers, packages, locker or vehicle located on school property (TCA 49-6-4204). Students are responsible for items found stored in their assigned locker. **Students shall not share a school locker and should ensure the locker is secure/locked at all times.** Items found in a locker will be considered the property of the individual student assigned the locker. Items found in the student's possession or in his/her belongings will be considered the property of the individual student.

## **Smoking/Tobacco Citations**

Smoking or the possession or use of any tobacco product including smokeless tobacco and electronic cigarettes in school buildings, on school premises, or at school-related activities is prohibited. (BEP SEC. I-5, TCA 39-17-1601 and school board policy 1.803) Students who are found in possession of tobacco or tobacco products including smokeless tobacco, and electronic cigarettes will be issued a tobacco citation for a court hearing. (T.C.A. 39-17-1505). Electronic cigarettes mean an electronic device that converts nicotine into a vapor that is inhaled by the user. Nicotine vapors or oils will be considered as paraphernalia for the electronic cigarettes.

## **Student Behavior at School Events/Activities**

School sponsored field trips, athletic events, or other activities are considered an integral part of the school program. All school rules and student behavior codes apply to student participants and student spectators at these events.

## **Suspension and Expulsion**

Students may be suspended short term (less than ten days), long term (ten days or more) or expelled (no less than one calendar year) from school for unacceptable behavior as outlined in this booklet. Unacceptable behavior is defined as behavior that is in violation of city or state laws and/or school rules.

Principals have the authority to suspend students from school attendance, including its sponsored activities, and/or from riding a school bus (T.C.A. 49-6-3401).

## **Theft (Robbery)**

It is unlawful for anyone to take property from another person by force, fear or without that person's consent (TCA 39-13-401, and TCA 39-14-103). Any student found guilty of theft may be suspended from school and in certain instances may be considered for either long-term suspension or expulsion. Any student who takes school property may also be denied a report card, diploma, certificate of progress, transcript, or schedule until restitution is made (TCA 49-1-302-15).

When students find lost or misplaced property they are required to promptly present such property to school authorities. Students found in possession of others' lost or misplaced property will be required to provide convincing evidence that such property was not stolen.

### **Threats of Violence**

Per TCA 49-6-3401, a threat is defined as: school threat (threat of harm or destruction); any threat (verbal, written or electronic) by a person to use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property or to harm students or staff; intentionally making a false report of potential harm from a bomb, dynamite, explosive or arson-causing device; gang-related or hate-related.

Threats will be investigated by school staff and may result in possible disciplinary actions.

### **Trespassing and Loitering**

It is illegal to be on any public school property during the day or night without lawful authority or after having been asked to leave the premises by school personnel (TCA 49-6-2008).

### **Tuancy**

Students who are absent **five (5)** days without adequate excuse will be reported to the superintendent of schools or his/her designee who will, in turn, provide written notice to the parents/guardians of the student's absence. Skipping classes is also a form of truancy and will fall under the same consequences for unexcused absences.

The legal consequences issued by the Court for unlawful absences can range from zero to the child being placed in the custody of the Tennessee Department of Children's Services with the parents paying child support to the State. The parents can also be fined up to \$50.00 per day, given community service be ordered to serve time in the county jail or be criminally charged with a Class C misdemeanor for educational neglect.

### **Vandalism and/or Destruction of Property**

In cases of willful or malicious damage to a person's or the school's property, the policy of the Oak Ridge Schools will be to seek full restitution from those persons responsible for such acts. Where necessary, the Superintendent of Schools or his designee, with the approval of the Chairman of the Board of Education, will institute civil court action to recover damages and may also refer the matter to law enforcement. In Tennessee, parents may be held liable for damages committed by their children until eighteen (18) years of age (BEP Sec. III-17 and 20).

## **Violence**

Violence or threatened violence against anyone attending or assigned to a public school is against the law (TCA 49-6-3401). Mutual combat between students will generally be disciplined as follows:

- 1st Offense - Up to 5 days out-of-school suspension.
- 2nd Offense - Up to 10 days out-of-school suspension and enrollment in anger management class at parent's expense.
- 3rd Offense - Recommendation for expulsion.

Students encouraging fighting will be subject to the same discipline as combatants.

Acts of battery, physical intimidation and/or aggression may be reported to law enforcement. Battery is sufficient reason for expulsion on a first offense. Fighting involving more than two students will be sufficient reason for expulsion on the first offense. Retaliation against students cooperating with school administration is subject to expulsion on a first offense. Physical aggression (contact) towards a staff member will result in an expulsion on the first offense.

Given the events that have occurred throughout the United States involving students using firearms on their peers, the school staffs have been directed to investigate any student making "death threat" statements to determine the seriousness of the threat. The student may be suspended or excluded from school while the potential for "real harm" is evaluated. In some cases, student will need to undergo a mental health assessment at parent expense.

## **Weapons**

The possession of legally defined weapons or any instrument used as a weapon (including look-a-likes), whether on a person or in his/her locker or vehicle, is prohibited. It is a violation of state law for any person to possess or carry, whether openly or concealed a weapon on school property. Weapons are defined as firearms, knives exceeding a specified blade length, explosives, blackjacks, knuckles, clubs, BB guns, pellet guns, a sharp pointed or edged instrument, or any other device capable of harming an individual. A weapon (or an item perceived as a weapon by school authorities) will be given to the police. All students using or possessing a weapon will be reported to the police. Any item deemed a weapon per consultation with the police will result in the appropriate disciplinary consequence (i.e. pepper gas, electrical weapons, possession or use of fireworks or incendiary devices).

A violation of this law is a felony with a maximum penalty of six (6) years' imprisonment and a fine not to exceed three thousand dollars (\$3,000). (TCA 39-17-1302 and, TCA 39-17-1309) Individuals violating this law are subject to prosecution. The policy of the

Oak Ridge Schools is to suspend students for no less than 2 days for possession of a simple pocket knife.

### **Carrying weapons on school property**

Possession of a "weapon-knife" (butterfly, switchblade, hunting knife, large pocket knife, etc.) concealed or openly with the intent to go armed is a violation of 39-17-1309 (2) will be subject to expulsion. Violation of this subsection is a Class E felony. Use of any knife in relationship to a threat of harm or actual injury will result in expulsion. Students who bring or use a firearm in school buildings, on school grounds or at school-sponsored events will be expelled for a period of not less than one year (TCA 49-6-3401) (U.S.C. Code 18-921).

A principal or teacher who has reasonable suspicion to believe a student is in possession of a weapon at school in violation of TCA 39-17-1307, 39-17-1309, 49-6-4209 or of title 39, chapter 17; part 4 is required to report such suspicion to the appropriate authorities.

### **Zero Tolerance (T.C.A. 49-6-3401 and 49-6-4216)**

Some school rule violations always require expulsion under state law. These violations are referred to as “**zero tolerance**” violations and are:

- Possession of a firearm on school property/activity
- Possession/use/sale of drugs on school property/activity
- Battery on a staff member
- Making a threat to use a bomb, dynamite or any other deadly or destructive device, including chemical weapons, on school property or at a school sponsored event.

The Board of Education has extended the discipline option of expulsion for a first offense to include:

- Alcohol possession/use or distribution on school property or at a school activity
- Alcohol or drug use prior to accessing school property/activity (under the influence)
- Battery on peers; other than mutual combat
- Use of any device as a weapon to intentionally harm another or threaten harm
- Possession of any items defined as weapons in this handbook

## SECTION VI

### RIGHT TO REVIEW ADMINISTRATIVE DECISIONS

All administrative decisions made under this code are subject to review or appeal. The Tennessee State Law does not provide an appeals process for short-term suspension (less than 10 days); however, a parent may request an external review of the disciplinary action. A review can only be conducted after the parent has attempted to resolve the concern with the principal. The purpose of a review is to confirm that the principal's action is consistent with this Discipline Code and consistent with the discipline administered to other students committing similar offenses (the principal's disciplinary action will be implemented during a review). The Director of Pupil Services would conduct this review and report to the Superintendent of Schools.

Any inconsistencies noted in the review will be addressed by the principal and the Superintendent of Schools/Designee. If a student or parent disagrees with the finding of this level review, he/she may ask the Superintendent of Schools to review the situation with the Board of Education. However, a principal acting with consistency to the discipline code may not be overruled on judgment calls related to administering discipline of less than ten (10) days suspension.

General concerns, grievances, and concerns related to discipline **consequences of less than ten (10) days of suspension** (includes short term suspension, detention, exclusion, etc.) would generally be reviewed in the following sequence:

Principal Education - Pupil Services Director - Superintendent of Schools - Board of Education

### RIGHT TO APPEAL ADMINISTRATIVE DECISIONS

Expulsion or suspension beyond 10 days is a legal action of the Board of Education, or their appointed designee (e.g. Disciplinary Hearing Authority or the principal, vice-principal, or teacher-principal). A formal appeals hearing may be conducted for any student suspended in excess of 10 days or expelled by a principal. Students appealing a long-term suspension and expulsion are entitled to:

- Consideration of placement in the alternative program
- Legal counsel and right to have witness testimony
- Timely written notice detailing the incident and written notice of all hearings
- A presentation of case and a presentation of the evidence against him/her
- A written summary of the findings

**Appeals of discipline actions where the consequences exceed ten (10) school days will follow the following sequence:**

## **Principal - DHA - Superintendent of Schools (Zero Tolerance Offenses) - Board of Education**

Additional safeguards are provided for students with disabilities. For additional information and procedures related to disciplining disabled students, please contact the Office of Pupil Services at 425-9009.

### **SECTION VII**

#### **REQUIRED FEDERAL AND STATE NOTICES**

##### **Statement of non-discrimination (Title IX)**

The Oak Ridge Schools Board of Education prohibits discrimination against any student on the grounds of race, color, religion, national origin, sex, or disability. The Oak Ridge Schools seek to fully comply with the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act. Further, the Board of Education forbids sexual allegation. No member of the Board, employee of the schools, agent of the schools, or student of the schools may harass any employee, person seeking employment or student on the basis of sex. Students, who believe they have been excluded from, or denied participation in, or refused the benefits of, or otherwise subjected to discrimination in school, should report all incidents to the principal immediately. Principals will report all student incidents to the Director of Pupil Services. Staff believing they have been subjected to discrimination should contact the Director of Human Resources without delay.

In accordance with Federal law and the U. S. Department of Agriculture policy, Oak Ridge Schools is prohibited from discriminating on basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY).

##### **McKinney –Vento Act for Homelessness (Title X)**

The McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular and adequate nighttime residence. However, because the circumstances of homelessness vary with each family’s or unaccompanied youth’s situation, determining the extent to which the family or youth fits the definition will occur on a case-by-case basis. The Director of Pupil Services is the homeless educational liaison for the Oak Ridge Schools.

##### **Title I**

Title I programs provide funds to school districts in order to assist schools with the highest levels of economically disadvantaged youngsters to improve student



achievement for all participating children, improve staff development and improve parental and community involvement.

### **Title III – English Language Learners**

Title III programs focus on two main purposes: 1) improving the education of Limited English Proficient (LEP) children and youth by assisting them to learn English and meeting challenging state academic content and student academic achievement standards and 2) provide enhanced instructional opportunities for immigrant children and youth.

### **Title VI – Civil Rights Act of 1964**

No person in the Oak Ridge Schools shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any school program or school activity. The Director of Pupil Services is the Title VI contact for any student concerns. Dr. Chris Lee, Director of Human Resources is the Title VI contact for any staff concerns.

### **Section 504**

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, of be subjected to discrimination under any program or activity receiving federal financial assistance.

The Section 504/ADA Coordinator for student concerns is:  
Director of Pupil Services  
304 New York Avenue  
P. O. Box 6588  
Oak Ridge, TN 37831  
(865) 425-9009

The Section 504/ADA Coordinator for staff concerns is:  
Director of Human Resources  
304 New York Avenue  
P. O. Box 6588  
Oak Ridge, TN 37831  
(865) 425-9008

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 USC 1232g)**

As authorized by the Family Education Rights and Privacy Act (FERPA), the Oak Ridge Schools reserves the right to disclose information without parental consent about students to school officials with legitimate educational interests, including School Resource Officers.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school system receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Parents may request a copy of records for a fee of 10 cents per page.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Oak Ridge Schools to amend their record. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. The right to consent or not to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent is disclosure to the school officials with legitimate educational interests.

A school official is a person employed by the school system as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school system has contracted to perform a special task (such as an attorney, auditor, Food Services, medical consultant, transportation or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Oak Ridge Schools will disclose education records without parental consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education

concerning alleged failures by the school system to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

## **REQUIRED FEDERAL NOTICES UNDER NO CHILD LEFT BEHIND (NCLB)**

Parents may request, in accordance with public records policy, information about the professional qualifications of their child's classroom teacher by contacting the Human Resources office.

If a child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district if the applicable offense is identified and defined in T.C.A. 40-38-111(g).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE OF DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Oak Ridge Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Oak Ridge Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists; including the website and newspaper;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If parents want to opt out of the disclosure of Directory Information, release for student work and/or photographs on the Oak Ridge Schools websites, opt out forms are available in the school's main office or guidance department. Please notify the building level principal of your request for this form and return it to the school office.
-

Oak Ridge Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received, including the most recent educational agency institution attended.

## TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division  
Division of Special Education, Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, Tennessee 37243-2851  
Phone: (615) 741-2851  
Fax: (615) 253-5567 or (615) 532-9412

East Tennessee Regional Resource Center  
2763 Island Home Boulevard  
Knoxville, Tennessee 37920  
Phone: (865) 594-5691  
Fax: (865) 594-8909

### Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

**The ARC of Tennessee** is on the Internet at <http://www.thearchtn.org/>  
44 Vantage Way, Suite 550  
Nashville, TN 37228  
Phone: (615) 248-5878 Toll free: 1-800-835-7077 E-mail: [p.cooper@thearchtn.org](mailto:p.cooper@thearchtn.org)

**Support and Training for Exceptional Parents (STEP)** is on the Internet at <http://www.tnstep.org/>  
East Tennessee  
712 Professional Plaza (423) 639-2464  
Greeneville, TN 37745 [Karen.Harrison@tnstep.org](mailto:Karen.Harrison@tnstep.org)

**Tennessee Protection & Advocacy (TP&A)** is on the Internet at <http://www.tpainc.org/>  
416 21<sup>st</sup> Avenue, South  
Nashville, TN 37212  
1-800-287-9636 (Toll free) or (615) 298-1080  
(615) 298-2471 (TTY) Fax (615) 29802046

**Tennessee Voices for Children** is on the Internet at <http://www.tnvoices.org/main.htm>  
East Tennessee  
Knoxville Area Phone (865) 609-2490 Fax: (865) 609-2543

**These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database:** <http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

On the web page, select your “county” and the “service” you desire from the drop-down lists and click “Submit.”

**The information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization or service represented on this page.**

**OAK RIDGE BOARD OF EDUCATION**

Mr. Keys Fillauer  
Mr. Robert Eby  
Ms. Laura McLean  
Mrs. Angie Agle  
Ms. Paige Marshall

**SCHOOL ADMINISTRATION**

Dr. Bruce Borchers Superintendent of Schools	425-9001
Mr. Bruce Lay Executive Director of School Leadership	425-9002
Dr. Larrissa Henderson Director of Pupil Services	425-9009
Dr. Christine Lee Executive Director of Human Resources	425-9008
Ms. Karen Gagliano Executive Director of Business and Support Services	425-9003
Mr. Doug Cofer Director of Technology & Information Systems	425-9015
Mr. Myles Hebrard Supervisor of Special Education	425-9027
Dr. Tracey Beckendorf-Edou Executive Director of Teaching and Learning	425-9013

**PRESCHOOL PROGRAM**

Ms. Lisa Downard, Principal	425-9101
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**ELEMENTARY SCHOOLS**

**GLENWOOD**

Mrs. Pearl Goins, Principal Ms. Amelia Bell, Admin. Assistant	425-9401
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**LINDEN**

Mr. Roger Ward, Principal Ms. Heather Jenkins, Admin. Assistant	425-5701
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**WILLOW BROOK**

Dr. Sherrie Fairchild-Keys, Principal Dr. Tisha Brown, Admin. Assistant	425-3201
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**WOODLAND**

Ms. Nancy West, Principal Dr. Melissa Blalock, Admin. Assistant	425-9501
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## MIDDLE AND HIGH SCHOOLS

### JEFFERSON MIDDLE

Mr. Phillip Cox, Principal

425-9301

Mr. Chris Layton, Vice Principal

### ROBERTSVILLE MIDDLE

Mr. Garfield Adams, Principal

425-9201

Mr. Donald T. Hobby, Vice Principal

### OAK RIDGE HIGH

Mr. Martin McDonald, Principal

425-9601

Mr. Scotty Herrell, Vice Principal

Ms. Amber Henry, Vice Principal

Mrs. Beth Estep, Vice Principal

Mrs. Stephanie Thompson, Vice Principal

### SECRET CITY ACADEMY GRADES 5 – 12

Mr. Christopher Scott, Administrator

425-3151

**OTHER IMPORTANT SCHOOL INFORMATION**



## Acceptable Use Policy for Accounts on the Oak Ridge Schools' Education Network

The purpose of the Oak Ridge Schools' Education Network (ORSEN) is to support education, particularly in the areas of research and communications, by providing access to a multitude of electronic resources and the opportunity to collaborate with other individuals and groups. Computers and networks can provide access to local resources, as well as the ability for worldwide communications. Such open access is a **privilege** and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of the computer network, and observe all relevant laws and regulations.

**All users** are subject to existing laws (federal and state) and ORSEN policies, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Users are expected at all times to base their actions on rules of common courtesy and respect for others. Misuse of computing, networking, and information resources may result in the loss of computing privileges and/or other appropriate disciplinary actions up to and including suspension or expulsion. Additionally, misuse can be prosecuted under applicable statutes. A specific example – illegal reproduction of software protected by United States Copyright Law is subject to civil damages and criminal penalties.

All users are warned that no guarantee of privacy is made. Users should not transmit information which they would not want intercepted by others. They also should be very cautious in including personal information in communications that could be viewed by strangers.

Responsibilities of ORSEN users shall include the following:

- Users accept the responsibility for all material sent from and/or stored in their account.
- Users will not download copyrighted software, inappropriate text and graphic files, or files dangerous to the integrity of the network.
- Users will regularly delete electronic messages and any unnecessary files to limit the storage space being utilized by their account.
- Users have the responsibility to report inappropriate use of the network and violations by others to the Network Account Manager.
- Users will limit the storage space utilized on network servers to the maximum amount established by the network administrators.

Examples of misuse include, but are not limited to, the activities in the following list:

- Using a computer account, other than your own, that you are not authorized to use.
- Obtaining a password for a computer account, other than your own.
- Using ORSEN to gain unauthorized access to any computer system.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or take advantage of security loopholes for inappropriate uses.
- Violating terms of applicable software licensing agreements or copyright laws.

- ☒ Deliberately wasting computing resources; such as, but not limited to: leaving unattended processes running; downloading, transferring and/or storing material that might be considered to be sexually explicit or vulgar.
- ☒ Using electronic mail to harass others, including but not limited to, the use of vulgar or offensive language and terms.
- ☒ Masking the identity of an account or machine.
- ☒ Posting materials that violate existing laws or ORSEN's policy.
- ☒ Sending chain letters over the network or "broadcasting" messages to lists or individuals which would cause congestion of the networks or otherwise interfere with the work of others.

### **Internet Safety**

- The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene, pornographic or harmful to minors. The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of students through direct observation and/or technological means.
- Social networking resources will be for **educational purposes only** and will be conducted with proper supervision. This shall include the teachers having documentation of the students' username and password on file and being able to monitor the account. No personal addresses, personal phone numbers or last names of students will be permitted to be given out on the Internet
- A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of where his/her student goes on the Internet. Parents and children should discuss these Internet Safety issues, which will also be addressed through the iSafe program at our schools.

### **Personal Safety**

- Recognize ways personal information provided on the Internet can be used to harm users
- Make responsible choices when accessing pages online
- Revise screen/usernames and/or passwords to apply safety standards as needed
- Refuse to communicate with strangers who exhibit grooming tactics
- Refuse to meet face-to-face with Internet strangers and/or consult parents
- Recognize and report suspicious behavior by an online stranger to a trusted adult
- Communicate safely online

### **Online Bullying (Cyber bullying)**

- Discuss why netiquette is an important part of being a good online citizen
- Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
- Avoid language and/or graphic representations which may be offensive to other users.
- Don't use network or Internet access to make, distribute or redistribute jokes, stories or other material which is based on slurs or stereotypes relating to race, gender ethnicity, nationality, religion or sexual orientation.
- Practice netiquette when communicating with others on the Internet.
- Identify various safety risks when online, including cyber allegation and cyber predation.
- Develop resources to cope with online bullying.

## **Social Networking**

- Understand the concept of personal identifying information.
- Relate how revealing personal information can increase online security risks.
- Identify various security risks when online such as scams, spam and identity theft.
- Become familiar with the various types of online communities, including dangers and benefits associated with online social networking and tips for safe and secure online communication.

## **Creation of Web-Accessible Materials**

*The user, exercising his/her privilege to use the Internet as an educational resource, shall also accept the responsibility for all material created and/or sent under his/her account. Web authors will:*

- Not present copyrighted images, music or text on Web pages without specific written permission from the copyright owner.
- Properly credit non-copyrighted images, music and text to the author and retain materials that establish authorship and the lack of copyright.
- Waive all privacy rights to information that student publishes on the Internet.

## **Web Pages**

- All Web pages are subject to initial approval and on-going review and should reflect the mission and character of the District and school.
- All Web pages that reside on ORSEN Web servers shall reflect the character and mission of the District, school or school group creating or maintaining the Web page. Pages shall have a clear purpose and contain meaningful information.
- All Web pages that become a part of the Oak Ridge Schools Website must be created in the context of a course and under the supervision of an instructor.

## **Blogging/Podcasting**

- Blogs, podcasts or other web 2.0 tools are considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other web 2.0 tools.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. Comments made on blogs should be monitored and – if they are inappropriate – deleted.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and to treat blog spaces as classroom spaces.

## **Copyright Guidelines for Multimedia Projects**

*Educational multimedia projects which incorporate portions of copyrighted works under these guidelines may be used for **educational purposes** and for curriculum-based learning activities. Students:*

- Must seek individual permissions for all copyrighted works incorporated in their personal multimedia projects before reproduction and distribution.
- May incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for a specific course, for one-time use (i.e. not accessible electronically via the web or broadcasted).
- May perform and display their own educational projects in the course for which they were created and may use them in portfolios as examples of their academic work or for job and college entry interviews.
- Are advised to exercise caution in using digital material download from the Internet in producing

their own projects because there is a mix of works protected by copyright and works in the public domain on the network. Access to works on the Internet does not automatically mean that these can be reproduced and reused without permission or royalty payment and, furthermore, some copyrighted works may have been posted to the Internet without initial authorization of the copyright holder.

### **Respectful Conduct**

Users should respect the rights of others using the computers and/or network.

- Use assigned workstations as required by instructors.
- Be considerate when using scarce resources (scanners, printers, paper and bandwidth)
- Always log off of computers before leaving the lab or classroom.
- Avoid deliberately disrupting system performance or interfering with the work or another user.
- Leave equipment and workspace in good condition for the next user/class
- Report equipment problems immediately to instructor or network administrator.
- Leave workstations and peripherals in their designated places.
- Keep work areas neat and clean and free from food, drink and gum.

## **School Fees:**

### **Per state law, each LEA is required to notify you of the following:**

(a) No fees or tuitions shall be required of any student as a condition of attending public schools or using its equipment while receiving educational training. All school fees must be authorized by the local board of education. Local board policy will determine activities during the school day and supplies that are required for participation in courses offered for credit or grade for which the board authorizes the requesting of fees.

(b) The following school fees may be requested from but not required of any student, regardless of financial status (including eligibility for free or reduced price lunch):

1. Fees for activities that occur during regular school hours (the required one hundred eighty (180) instructional days), including field trips, any portion of which fall within the school day; or for activities outside regular school hours if required for credit or grade;

2. Fees for activities and supplies required to participate in all courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies; and

3. Refundable security deposits collected by a school for use of school property for courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies.

(c) LEAs shall establish a process by which to waive the following school fees for students eligible for free or reduced price school lunches:

1. Fees or tuition applicable to courses taken for credit or grade during the summer by a student; except that non-resident students regularly enrolled in another school system may be required to pay fees or tuition for such summer courses; and

2. Fees required for graduation ceremonies.

LEAs are authorized to require payment of the following fees by all affected students:

1. Fines imposed on all students for late-returned library books; parking or other traffic fines imposed for abuse of parking privileges on school property; or reasonable charges for lost or destroyed textbooks, library books, workbooks or any other property of the school;

2. Debts incurred pursuant to Rule 0520-1-3-.03(14), Withholding of Student Grades for Debts Owed to the School;

3. Refundable security deposits collected by a school for use of school property for participation in extracurricular activities;
4. Costs for extracurricular activities occurring outside the regular school day including sports, optional trips, clubs or social events; and
5. Non-resident tuition charged of all students attending a school system other than the one serving their place of residence.

**OAK RIDGE SCHOOLS AUTHORIZATION FOR MEDICATION ADMINISTRATION DURING SCHOOL HOURS**

The medication administration policy of the Oak Ridge School System states: every effort should be made to avoid the necessity of children being given medication at school. If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or the principal's designee may assist the student. It is the parent/guardian's responsibility to bring this medication to school and remove any unused medication when treatment is completed. (Prescription medication must have a proper pharmacy label. Non-prescription medication must be in a new **UNOPENED** container with current expiration date.) All medication shall be kept in a locked container. (Inhalers may be kept with student if noted by physician below. Parent and student must sign the Medication Exemption form ORS-191ES). **Written authorization is for the current school year only.**

Medication to be given on a short-term basis (two weeks or less), prescription or non-prescription with adequate instructions provided, requires the **PARENT** to complete and sign.

Medication to be given longer than two weeks, the **PARENT** and **PHYSICIAN** portions of the form must be completed.

**TO BE COMPLETED BY THE PHYSICIAN OR AUTHORIZED PRESCRIBER**

STUDENT NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ SEX: \_\_\_\_\_

NAME OF MEDICATION: \_\_\_\_\_ REASON FOR MEDICATION: \_\_\_\_\_

Allergies:  None or Describe: \_\_\_\_\_ Type of Reaction: \_\_\_\_\_

Form of medication/treatment: \_\_\_\_\_

Dosage: \_\_\_\_\_ Schedule (Time(s) of administration): \_\_\_\_\_

Restrictions and/or important side effects: \_\_\_\_\_ None anticipated \_\_\_\_\_ Yes **PLEASE DESCRIBE:**  
 \_\_\_\_\_  
 \_\_\_\_\_ Special

Storage

Requirements: \_\_\_\_\_ None \_\_\_\_\_ Refrigerate \_\_\_\_\_ Other (Describe)

---

The student is both capable and responsible for assisted self-administering this medication:  
 \_\_\_\_\_ Yes, with supervised assistance \_\_\_\_\_ No, student **cannot** administer  
 \_\_\_\_\_ Student may carry this medication (**Emergency meds only – Inhaler, Epi Pen, Benadryl, Glucagon**)

**Physician's Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_  
 Physician's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone  
 Number: \_\_\_\_\_

**TO BE COMPLETED BY PARENT/GUARDIAN**

It is understood that the medication is administered to the student listed above solely at the request of and as an accommodation by the undersigned parent or guardian. I give permission for my child to be assisted with the medicine(s) described above at school by authorized persons or permitted to medicate herself/himself as also authorized by me and the physician.

**\*I give permission to the Oak Ridge Schools to contact the prescriber for questions. \_\_\_\_ YES \_\_\_\_ NO**

I agree to release the Oak Ridge School System and its personnel from any liability arising out of the administration of the medication to the student. **I will assume full responsibility for any side effects and complications that my child may have as a result of taking this medication.**

Parent Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**THE FOLLOWING TO BE COMPLETED BY SCHOOL PERSONNEL**

School: \_\_\_\_\_ Medication shall be kept by: \_\_\_\_ Office \_\_\_\_ Teacher \_\_\_\_ Student \_\_\_\_  
Clinic Signature of school personnel to administer medication: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM IS NON-TRANSFERRABLE**

**ORS-191 – Revised April 1, 2013**



OAK RIDGE SCHOOLS  
STUDENT REPORTING FORM FOR  
ALLEGATIONS OF BULLYING AND/OR  
HARASSMENT

1. Student: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_
2. Describe the allegation (attach additional pages, if necessary). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Who was responsible for the allegation? \_\_\_\_\_
4. Date(s), time(s) and place(s) the allegation occurred. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Were there other individuals involved in the allegation? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, name the individual(s) and what their role was. \_\_\_\_\_  
\_\_\_\_\_
6. Did anyone witness the allegation? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, name the witness (es)
7. What was your involvement in the allegation?
8. What was your response to the allegation?
9. Describe any prior incidents?
10. Have you asked for help with this from any other adult at the school? If so, when?

---

Signature of school official

Signature of student or legal guardian

Action taken at school/follow up
----------------------------------



# Oak Ridge Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Transfers Within the System Cross Boundary</b>	Descriptor Code: <b>6.206</b>	Issued Date: <b>09/28/15</b>
		Rescinds: <b>6.206</b>	Issued: <b>09/26/11</b>

1 During the month of April each year, a parent/guardian may request that his/her child attend a school  
2 within the system other than the one to which the child is zoned.\*\* The superintendent or his/her  
3 designee shall review such requests and, if adequate space is available, grant such transfers unless a  
4 transfer would be adverse to the best interests of the child or the school system. If granted, the student  
5 must provide his/her own transportation to and from the school.<sup>1</sup>

6 Except within the first ten (10) days of a school year where a parent/guardian may appeal the  
7 assignment of a student to the Board,<sup>2</sup> after a student has enrolled in one (1) school within the system,  
8 he/she shall not be permitted to transfer to another unless there is a change in residence of the student's  
9 parents or guardian outside the area in which the student enrolled. Any exception to this policy must  
10 be brought before the superintendent of schools or his/her designee for evaluation and decision.

11 Students whose families transfer their residence to another school area after the first month of school  
12 may complete the school year at their former school. Students who present evidence that they will  
13 move during the school year and who desire to enroll in a new school in the new area may do so with  
14 prior written request for a change of school area. The superintendent or his/her designee may grant  
15 other exceptions to this policy for good and sufficient reasons.

16 Principals shall allow credit for work transferred from other schools only when substantiated by  
17 official transcripts or successful completion of comprehensive written examinations approved,  
18 administered and graded by the principal or his/her designated representative.<sup>3</sup>

19 Teachers who reside in Oak Ridge may be allowed to enroll their children as students in the school in  
20 which they teach, on a space available basis with the understanding that in subsequent years there will  
21 be no guarantee that space will be available for them to continue in that school. Teachers will also need  
22 to complete the appropriate forms for cross boundary requests.

23 Continuation of any cross boundary assignment is contingent upon the student remaining in good  
24 standing which is defined as maintaining appropriate/high levels of attendance, behavior and  
25 achievement.

26 Cross boundary requests for the upcoming school year must be completed and submitted each year  
27 during the spring pre-enrollment period.

28 \*\* Not effective in event of federally-mandated desegregation order.

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Legal References

1. TCA 49-2-128
2. TCA 49-6-3201
3. TRR/MS 0520-1-3-.03 (11)(a-e)

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Cross References

Student Assignments 6.205



# HANDBOOK

*Technology Device Procedures  
And Expectations*

*For Students and Parents*

2016-2017

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## District Policies and Procedures

The Board of Education policies that are relevant to the use of technology devices include but are not limited to 4.406, Internet Safety and Use of Digital Technology, found at: <http://tinyurl.com/hds76ou>.

## Expectations

### RECEIVING A TECHNOLOGY DEVICE

System-wide process for training and deployment will occur for each school's student deployment.

- Parents/guardians are required to attend the training for all students who receive a technology device.
- The session will consist of completion of paperwork and training sessions for students and parents/guardians.
- Parent/guardian and student must sign and return the Oak Ridge Schools Technology Device Agreement before the device can be issued to the student.
- Students will use technology devices in a manner consistent with All Board of Education policies and district procedures and school rules.

**Students will not receive their technology devices until their parents/guardians have attended a training session and signed the appropriate paperwork.**

### RETURNING A TECHNOLOGY DEVICE

- The individual's school technology device and accessories (technology device and charger, as well as any additional protective covering provided by the school) must be returned to the school at the end of each school year.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their school technology device on the date of termination.
- Students who transfer from one school within the district to another school in the district must turn in their devices before transferring. The devices will be checked for damage and then will be sent to the student's new school by the Technology Department.
- If a student fails to return the technology device at the end of the school year or upon termination of enrollment, that student/parent/guardian will be subject to **the replacement cost of the device**. The technology devices are property of Oak Ridge Schools.
- The student will be responsible for any damage to the technology device, charger, or protective covering. The student will be charged for any needed repairs, not to exceed the replacement cost of the technology device.

Throughout the remainder of this document, the term **Technology Device** includes the device, charger, and protective covering.



## Technology Device Use

- The care of the district technology device is the student's responsibility. Students should not lend their technology device to another person. If a student lends their device to another, the student who lent the device is responsible for any damages that take place as a result. Each technology device is assigned to an individual student and the responsibility for the care of the technology device rests solely with that student.
- Students should never leave the technology device unattended. When not in a student's possession, it should be in a secure, locked environment. For example, students are strongly encouraged to have locks on their school lockers.
- **Students need to charge their technology device each night at home so that it is fully charged when they arrive to school each day.**
- If a student is a day user, the student must pick up his/her device before school or during breaks between classes.
- Failure to bring the district issued technology device (no personal home device) or other class materials does not release a student from his/her responsibility for class work. If a student repeatedly fails to bring materials to class, including the technology device, progressive discipline procedures will be followed.
- **The technology device is the property of the Oak Ridge Schools and may be collected and inspected at any time. Students have no right to privacy for any material on a district technology device.**
- Each technology device has a unique serial number and asset tag. Students should not modify or remove the tag. *Students should not write on, draw on, or add stickers or labels directly to the technology device.* No other form of tampering will be permitted.
- **It is the student's responsibility to back up projects and content.** Students may want to purchase a flash drive for this task or plan to store their materials in "the cloud."
- Students may add their iTunes account to their computer. This information may be inspected on the district technology device and inappropriate, graphic, or offensive material may be removed.
- If a student's technology device is not working or is damaged, the student **must** report the problem immediately to the help desk.
- If a label has been damaged or has fallen off, the student must return the device to Help Desk so that a new label can be made and placed on the device.
- If a student's technology device is lost or stolen at school, the student **must** report the loss immediately to the school administration. If a student's technology device is lost or stolen outside of school, parents/guardians must report the loss immediately to the local police and obtain a police report. If student's technology device is lost or stolen at an unknown location, please treat it as if it had been lost or stolen outside of school.
- Students are responsible for using the technology device according to school and district policies and procedures.





# Technology Device Guidelines

## CARE & MAINTENANCE

- Devices should NEVER be picked up by the lid. Students should close the technology device before it is picked up.
- Students will use the school issued protective covering.
- When carrying the device to and from school campus, it is expected that the device will be placed in a backpack, bag, or other carrying case.
- It is recommended that if students use a backpack, then the technology device should always be placed in the backpack with the port-side facing up. Technology devices should be kept at room temperature and should NOT be exposed to extremes of hot or cold. Students should **NOT LEAVE their technology device IN AN AUTOMOBILE. Students should not leave their technology device outside.**
- Liquids and food should not be used/consumed in the vicinity of the technology device.
- Cleaners, sprays, alcohol, ammonia or abrasives should not be on the technology device.
- Devices should be cleaned with a soft, lint-free cloth.
- The device should remain in the protective cover when not in use. The device should not be in a place where someone could accidentally sit or step on it.
- Devices can be tripping hazards when they are charging. Please be very careful to charge your device in such a manner that others will not trip over the wire.

## TECHNOLOGY DEVICE PARENT/GUARDIAN GUIDE

- Monitor your child's home use of the Internet with the technology device.
- Provide a place in an open area of your home, such as the kitchen or family room, where the technology device will be used.
- Use the Internet with your child to help develop safe Internet habits.
- Frequently ask to see your child's technology device and ask how it is being used.
- Review with your child the programs installed on the technology device and ask them what each program does.
- Do not hesitate to contact your school if you have any questions or concerns about the technology device.

## MAXIMIZE BATTERY LIFE

Students should use the technology device in a way that maximizes its battery life.

- **Energy:** The Energy Saver control panel offers several settings that determine power levels for the technology device. The technology device knows when it is plugged in, and runs accordingly. When on battery power, it will dim the screen and use other components sparingly. If you change this setting to maximize performance, your battery will drain more quickly.



- **Brightness:** Students should dim the screen to the lowest comfortable level to achieve maximum battery life. For instance, when watching a video in a dark room, you may not need full brightness.
- **AirPort Wireless:** AirPort consumes power, even if you are not using its features to connect to a network. You can turn it off in the control panel to save power.
- **Bluetooth Wireless:** Likewise, you can turn off Bluetooth to maximize your battery life, as it also consumes power when not in use.
- **Applications and peripherals:** Disconnect peripherals and quit applications not in use.

## Repair and Replacement Guidelines

The following is designed to be a guide and reference for dealing with issues related to student technology device damage with the understanding that the goal is for every student to have an operational device. Typically, issues will arise over one of the following: Theft, Non-preventable Damage, Preventable Damage/Negligence, and Willful Damage/Recklessness.

*During the time of a review, the student will become a "day user" in which they will check out a machine from the help desk each morning and return it before they leave school each day.*

### THEFT/NON-PREVENTABLE DAMAGE

- The theft **must** be reported as soon as possible.
- An administrator will meet with student and parent/guardian in order to investigate the theft.
- A police report is required to document a theft.
- After a police report is submitted, the student will be a day user during the time of the investigation. Upon finalizing the report, a student may be issued a new computer.
- For *Non-preventable Damage* (these are rare, but examples might include, but are not limited to: auto accident, house fire, etc.), an administrator will meet with student to investigate the incident and discuss with parent/guardian as necessary.
- Upon determination of a verifiable accident, the student will be issued another computer.

### PREVENTABLE DAMAGE/NEGLIGENCE

- **Damage must be reported as soon as possible**, within a window of one week from the time of the damage unless the damage occurs during a break; in this case, the damage must be reported within one week of the student's return to school.
- The parent/guardian and student have accepted responsibility for the technology device and therefore are liable for the damage penalty of \$50.
- If the adaptor is damaged and must be replaced, the parent/guardian and student are liable for a penalty of \$45.
- If the sleeve is damaged and must be replaced, the parent/guardian and student are liable for a penalty of \$20.
- If a student damages a laptop, charger and sleeve at the same time, the maximum damage



penalty is still \$50.

- If a student damages a laptop and has been assessed a damage penalty of \$50 and then damages a loaner computer, the student will be assessed another damage penalty of \$50.
- An administrator will meet with student to investigate the incident and discuss with parent/guardian as necessary.
- Student will become a "day user" until the damage penalty is received. This is true if a student damages the laptop, charger, or sleeve. If the damage penalty is not received within 30 days, the student will be removed from day user status, and will only be able to use classroom desktop machines. Principals may make an exception to this rule if the family has started payment and has an agreed-upon payment plan for the remainder of the penalty.
- The replacement cost of the charger or sleeve cannot be satisfied by families themselves purchasing their own replacement chargers or sleeves.

## WILLFUL DAMAGE/RECKLESSNESS

- The parent/guardian/guardian and student have accepted responsibility for the machine and therefore are liable for the cost of the repair or replacement of the device.
- An administrator will meet with student to investigate and discuss with parent/guardian as necessary.
- Student will become a "day user" until the cost of the repair or replacement is received. If the payment is not received within 30 days, the student will be removed from day user status, and will only be able to use classroom desktop machines. Principals may make an exception to this rule if the family has started payment and has an agreed-upon payment plan for the remainder of the charge.
- The replacement cost of the machine cannot be satisfied by families themselves purchasing their own replacement device.
- The replacement cost of the charger or sleeve cannot be satisfied by families themselves purchasing their own replacement chargers or sleeves.
- The cost of repairs will be assessed for each reported incident.
- Please note that willful damage also includes asset tags and power supply identifiers. It is not acceptable for a student to intentionally remove asset tags and identifiers.

Multiple offenses should be handled appropriately and in consultation with the district office if necessary.

If a student owes a penalty at the beginning of the school year based on the previous school year, the penalty will have to be paid before a device is issued. Principals may make an exception to this rule if the family has started payment and has an agreed-upon payment plan for the remainder of the charge.



## DAMAGE MATRIX

The following table summarizes the consequences of the various damage scenarios for the laptop:

Damage	Financial Consequence	Additional Consequence
<b>Unintentional/First Offense</b>	\$50 penalty	
<b>Unintentional/Second Offense</b>	\$50 additional penalty	1 month probationary period as a day user
<b>Unintentional/Third Offense</b>	\$50 additional penalty	Day user for the remainder of the school year
<b>Unintentional/Fourth Offense</b>	\$50 additional penalty	The student will only be able to use classroom desktop devices
<b>Intentional Physical Damage</b>	Cost of repair or replacement	Day user for the remainder of the school year & suspension
<b>Intentional Operational Damage</b>	Cost of repair or replacement	Day user for the remainder of the school year & suspension
<b>Intentional Physical Damage by a Day-User Student</b>	Cost of repair or replacement	The student will only be able to use classroom desktop devices & suspension
<b>Intentional Operational Damage by a Day-User Student</b>	Cost of repair or replacement	The student will only be able to use classroom desktop devices & suspension

## Acceptable Use Policy

### GUIDELINES FOR USE OF TECHNOLOGICAL RESOURCES

The following actions are not permitted (inclusive of, but not limited to :)

- Users will not use the district’s electronic technologies to access, review, upload, download, complete, store, print, post, receive, transmit or distribute:
  1. Pornographic, obscene or sexually explicit material or other visual depictions;
  2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;
  3. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  4. Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others;
- Users will not use the district’s electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not use the district’s electronic technologies to engage in any illegal act or violate any local, state or federal laws, including downloading copyrighted material.
- Users will not use the district’s electronic technologies to vandalize damage or disable the property of another person or organization. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses,



engaging in “spamming” or by any other means. Users will not tamper with, modify or change the district system software, hardware or wiring or take any action to violate the district’s security system. Users will not use the district’s electronic technologies in such a way as to disrupt the use of the system by other users.

## STUDENT INTERNET SAFETY

Students will be instructed as to safe and responsible use of the Internet using readily available and age appropriate tools and information, as the curriculum permits. Students must abide by all laws, this Acceptable Use Policy and all District security policies when using the District network. For additional information regarding students and internet safety please refer to the student discipline handbook.

### *Cyberbullying*

Per release of the FCC (Federal Communications Commission) and CIPA (Children’s Internet Protection Act) to prohibit inappropriate online behavior which includes interaction with other individuals, students and staff shall not use cell phones, instant messaging, e-mail, chat rooms, social networking sites, or other type of digital technology to bully, threaten, discriminate, or intimidate others.

If a student or staff member receives a text, e-mail, blog comment, social network post, or message via other Web 2.0 tool that makes them feel uncomfortable or is not respectful, they must report the incident to the school administrator or building designee, and must not respond to the comment. This policy includes “cyber baiting”, a term used for students deliberately provoking a teacher until they lose their composure in order to capture video that is then posted in a public forum online. Any staff member who suspects they have been targeted should immediately inform their supervisor.

### *Web 2.0*

The Oak Ridge Schools users with access to or using Web 2.0 products including but not limited to blogs, wikis, podcasts, Google applications and Social Networking Sites as part of their job duties or student assignments are required to keep personal information out of their postings. All activities are limited to usage in association with activities of Oak Ridge Schools. The web site cannot be used for personal financial gain, to express personal or political opinions, or to editorialize. The Technology Staff reserves the right to reject all or part of a proposed or posted web page.

- Links from pages housed on the Oak Ridge Schools’ website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.
- Students and staff will not post or give out photographs of students, their family name, password, user name, email address, home address, school name, city, country or other information that could help someone locate or contact a student in person. Individual students may be identified by first name and first letter of last name.
- Caution will be used when photographs of any students are included on web pages. Group photographs without names are preferred for all students.
- Speech that is inappropriate for class is not appropriate on Web 2.0 tools. Users are expected to treat others and their ideas online with respect.



### ***Parent/Guardian Consent***

We recognize that parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent/guardian must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent/guardian and student must consent to the student's independent access to the Internet and to monitoring of the student's communication by school personnel.

### **PRIVACY**

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the Superintendent may review files, observe screen activity, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel will endeavor to monitor on-line activities of individuals who access the Internet via a school-owned computer. Under certain circumstances, the school may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit.

### **SECURITY/CARE OF PROPERTY**

Security on any computer system is a high priority, especially when the system involves many users. Users are responsible for reporting information security violations to appropriate personnel. Users should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access. Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.