

# WELCOME TO SEYMOUR JR. HIGH SCHOOL

## PRINCIPAL'S MESSAGE

We hope the upcoming school year will be a great year for you and that you will grow both mentally and emotionally. Ultimately, each student will gain from school according to the effort he/she applies. To increase the degree of educational success, it is very important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

The faculty and staff of Seymour Jr. High School want the best for our students. Parents are a key role in the education of their children. We encourage parents to come to school, meet with us, talk to us, and volunteer their time and energy. We encourage all students to work and study diligently and have a great year.

## MISSION STATEMENT

The students of Seymour Jr. High School will accept the challenge and responsibility of developing into lifelong learners by enriching past learning experiences in the attempt to ensure a quality future education.

## VISION STATEMENT

Seymour Jr. High School envisions a shared partnership with all stakeholders to enhance student life ensuring life-long achievement and success. We will provide an educational atmosphere that will enable students to maximize their full academic, physical, social, and emotional potentials. This will be achieved in a safe environment that encourages responsible decision-making and accountability.

Our vision will be accomplished through a concerted effort of faculty, staff, administration, students, parents, and the members of the community.

## MOTTO

“Striving for Excellence”

## STUDENT MISSION STATEMENT

As a Seymour Jr. High School student, I promise to respect myself and others, have the courage to do what is right, show loyalty to myself, my school and my community, have tolerance for all, and accept responsibility for my words, my actions and my education.

## BELIEF STATEMENTS

- We believe all students should be treated fairly by their peers, staff, and faculty members.
- We believe that education and curriculum should prepare students to be responsible students.
- We believe all students have the right to a safe and nurturing environment while at school.
- We believe all students have the ability and the capacity to learn.
- We believe that all students should have the opportunity to be educated in the use of the latest technology available to us and that it should coincide with all subjects.
- We believe that all students should have the opportunity to participate in a variety of extracurricular activities to develop them into well-rounded individuals.
- We believe that all students should be taught to respect themselves as well as others.
- We believe that strong community involvement is essential for our students to be successful in their education as well as extra-curricular activities.
- We believe that all students have the right to a quality education by a dedicated and qualified staff.
- We believe that as positive role models, teachers, parents, and the community, we will develop meaningful relationships so students can experience a well-rounded education in core subjects, including the arts, technology, and wellness.
- We believe that all stakeholders should participate in a process of site-based management and be active in making, changing and enforcing school policies.

## **ANTI-HAZING**

The school system defines "hazing" to mean any intentional or reckless act, on or off Sevier County Board of Education property, by one (1) student acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. This policy focuses on those actions taken and situations created in connection with initiation into or affiliation with any school-sponsored or school-affiliated group/team. "Hazing" does not include customary athletic events or similar contests or competitions.

The Sevier County Board of Education expressly prohibits "hazing" as it is defined above. Any students found to have violated this policy will face disciplinary action, including, but not limited to, suspension or expulsion. Any employees found to have violated this policy will also face disciplinary action, including, but not limited to, reprimand, suspension or dismissal.

## **APPROVED TRIPS**

Parents should make written requests for trips directly to the principal. Vacation request forms are available in the school office or at [www.sevier.org](http://www.sevier.org). Board policy allows the principal to approve **one** (1) family vacation of five (5) school days per school year for a family vacation **prior** to the student going on vacation. **Approval will be dependent upon student's attendance and academic record.** Longer periods of time must be requested and approved by the Superintendent of Sevier County Schools. Please do not request a vacation during the windows of state testing.

## **ATHLETICS**

Seymour Jr. High School sponsors several interscholastic sports for our grade students. All Sevier County schools are members of the Tennessee Middle School Athletic Association (TMSAA) and/or Tennessee Secondary School Athletic Association (TSSAA). All students must meet academic and behavior standards in order to be eligible. The sports available for seventh and eighth grade students are basketball for boys and girls, volleyball and cheerleading for girls, and football for boys. Ninth graders will participate in sports through Seymour High School. The TMSAA/TSSAA requires all students to have a physical before tryouts. Parents must provide proof of insurance (school or private policy), and a parent or guardian permission form. Teams are selected through a tryout process.

## **ATTENDANCE POLICY**

The requirements for school attendance are mandated as part of state law and county policies. When a student is absent, he/she must return with a note containing the following information: student's first and last name, date(s) of absence, reason for absence, and parent or guardian's signature. Parent/guardian notes will be accepted by the principal for each event of student illness in a semester for up to five days. Such events will be considered excused. If the illness becomes extended, the principal may request a medical statement to verify the illness. If requested by the principal, failure to provide the statements will cause the absence to become unexcused. Absences of more than three (3) consecutive days may also require a medical doctor's excuse. If a medical doctor was seen, a note from the doctor's office should be sent in place of the parent note. If an excuse is not received in the school office within five (5) school days following the absence, the absence will be unexcused. The excuse should be brought to the school office **before** classes on the day following the absence. **When a student has an unexcused absence, the student will not be allowed to make up daily work and will receive a zero for that work.** Tests, however, may be made up.

Students with five (5) or more unexcused absences will be considered for possible truancy actions.

## **BAND / CHORUS**

Band and chorus instruction is available to all junior high school students and is a special area or elective course that is graded. Band or chorus is, at minimum, a semester-long commitment. Students will not be allowed to drop out of band or chorus in the middle of a semester. Several performances will be scheduled during the school year for students and parents. The Eagle Ensemble is an auditioned choral group that performs in concerts, competitions and serves as Seymour Jr. High School's ambassadors to the community and surrounding areas.

## **BOOKS AND SUPPLIES**

Students will be held responsible for textbooks, library books, chromebooks, and calculators. Grade cards will be held for overdue library books. A student's final grade card will be held at the end of the school year

until all damage assessments and charges have been paid. (When a student transfers to another school system, his/her records can be held until all debts are paid.)

## **BUS REGULATIONS AND TRANSPORTATION**

Sevier County provides bus transportation for students according to state guidelines. Bus schedules, routes, and drivers are determined by the transportation department. Questions related to transportation should be made to Mr. Danny Ellis, bus supervisor, at the bus garage at 453-3568.

The school bus is an extension of school activity; therefore, students must conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. . Riding a bus is a privilege and students are expected to observe proper rules of conduct and good manners at all times. Failure to do so will result in appropriate disciplinary action, including bus suspension. Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions given by the driver will be followed. The principal of the student transported will be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if the student disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from the riding the school bus will follow the same general procedures as any other school suspension.

Students who are scheduled for a 1<sup>st</sup> block class at Seymour High School may exit their bus at SHS. Students who have a 4<sup>th</sup> block class at Seymour High School will board their bus at SHS.

Students must ride the bus to which they are assigned to and from school. If a student plans to go home with another student, **both students** must have a written note containing the student's name, parent's signature and date. **These notes must be approved in the school office and exchanged for a gold-colored bus note.** No student will be allowed to use the school phone to change his/her means of transportation unless it is an emergency, which will be determined by the principal or vice principal.

## **CAFETERIA**

Breakfast is available to students each morning at 7:15 A.M. Only those students eating breakfast will be allowed in the cafeteria in the morning. Students may go to the gym after finishing their breakfast. Students will be responsible for cleaning their area after eating, which includes, but is not limited to, throwing of all trash into receptacles.

The school lunch program provides a regular plate lunch in accordance with Federal School Lunch Program. Students can pay for their lunch by the day, week, or month. The following have been approved for meal prices for the school year 2018-2019 by the Sevier County Board of Education:

<u>Students</u>	<u>Breakfast</u>	<u>Lunch</u>
7 <sup>th</sup> & 8 <sup>th</sup> Grades	\$1.75	\$2.55
9 <sup>th</sup> Grade	\$1.80	\$2.70
School Personnel	\$2.00	\$3.60
Visitors	\$2.35	\$4.60

Students may also bring their lunches which must be eaten in the cafeteria. The classroom teacher will bring each class to the cafeteria. The students will stay in a single file line as they enter the serving area. Students will remain in their seats until dismissed. It is the students' responsibility to help keep our cafeteria clean, neat, and orderly.

## **CANINE UNIT TRAINING**

As part of the school system's ongoing efforts to work collaboratively with local and regional law enforcement agencies, the Sevier County Sheriff's Department, and our local police departments will be conducting a series of trainings in our local schools. Officers working with canine units will be training on our campuses and in our buildings. These units will periodically patrol our school hallways and our parking lots. These trainings are designed to increase the efficiency of these units and to help ensure the safety of our students and communities.

## **CARE OF SCHOOL PROPERTY**

We try to instill in students pride in the appearance of their school. Students must not mark school furniture, walls, ceilings, floor, or equipment with pens, pencils, markers, or any other instrument. Students must not tamper with fire alarms, fire extinguishers, landscaping, or any electrical system in the school. Anyone who

willfully destroys school property through vandalism, arson, or larceny will be required to pay for the damages and may be referred to the proper law enforcement agency.

### **CELL PHONE POLICY OF SEVIER COUNTY SCHOOL SYSTEM**

Students in the Sevier County School System are prohibited from having cell phones turned on or visible during the school day. Cell phones that are used during the school day disrupt or interfere with the stated purpose of the school. School faculty members are to confiscate the cell phone of any student violating this policy and turn the phone in to the office. The phone will be kept in the office until the end of the day when a parent or guardian may pick up the phone. The Sevier County School System will not accept responsibility for student cell phones that are lost or stolen.

At the principal's discretion, Seymour Jr. High School students are only allowed to use cell phones and/or electronic devices in the following places:

- 1.) In the gym during morning or afternoon bus duty
- 2.) Outside as car riders, only after exiting the building
- 3.) In the cafeteria during lunchtime.

### **CHILD ABUSE AND NEGLECT**

School personnel are required by state law to watch for signs of child abuse and neglect. They are also required by law to report any information or suspicions to the proper authorities.

### **CHILD ADVOCACY**

Child Advocacy Group contact information is accessible at <http://www.seviercountysped.com/index.html>. The website lists organizations (through the parent tab) available to help with information, training, and advocacy. Links on the website are provided as a service to individuals seeking additional avenues for help and information. The Sevier County School System does not intend this as an endorsement or recommendation for any individual, organization, or service represented on the pages.

### **CHILDREN AND YOUTH IN TRANSITION**

The Sevier County School System will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities for success in school. The system will follow the requirements outlined in the McKinney-Vento Homeless Education Assistance Act. A copy of the policies related to McKinney Vento will be available in the school office.

### **CLINIC**

Our school has an excellent clinic staffed every day by a registered nurse. Students must have a pass from their classroom teacher to visit the clinic. Cherokee Health Systems provides a pediatric or family nurse practitioner via telemedicine. **Telemed** is a way to connect your child to medical providers while your child stays at school. The telemedicine connection is a secure, two-way video link with your child and the school nurse on one end and a medical provider on the other. A registration form is included in your child's packet of information or may be obtained from the school office.

### **CLUBS**

- **4-H** – 4-H is a community service, project-oriented club that is open to seventh and eighth grade students. 4H is electronics, photography, crafts, mechanics, other special interests and fun!
- **National Beta Club** – The Junior Beta Club (for seventh and eighth graders) and Senior Beta Club (for ninth graders) at Seymour Jr. High School is available to students who maintain a 90 average in all academic areas for one complete semester at Seymour Jr. High School. These students are recognized for their achievements, character, and leadership qualities as they participate in school and community service projects.
- **Super Eagle Club** – Seventh and eighth grade students are given the opportunity to participate in this athletic activity which is directly associated with the Presidential Physical Fitness Program.
- **SJHS News Team** – This group of students produces a news program to provide daily announcements for the entire campus.
- **Y-Teens** – This group provides an opportunity for females to develop their leadership skills through programs focusing on community service, personal and educational enrichment, and entrepreneurship.

## **DRUGS AND ALCOHOL**

The Sevier County Board of Education policy concerning drug and alcohol use is as follows: a student may be suspended for unlawful use, possession or distribution of barbitol or legend drugs, marijuana, and/or alcohol. A student selling drugs and/or alcohol will be suspended from school pending a superintendent's hearing.

## **EARLY ARRIVALS**

The building will be open at 7:00 A.M. Students should report to the front hallway until they are dismissed to the designated bus duty areas. Students who want to eat breakfast should report to the cafeteria and remain there until dismissed by the teacher on duty. Students who do not want to eat breakfast should report to the gym until they are dismissed by the teacher on duty.

## **EARLY CHECK-OUTS**

If it becomes necessary for a student to be picked up early, he/she must be checked out through the school office. Students who are checked out for a medical doctor or dentist appointment must bring an excuse from the appropriate doctor to the office on the following day. Students who have unexcused checkouts will not be allowed to make up daily work for classes missed. Each unexcused checkout will be a one point deduction from the student's grade if there is no graded assignment for that day. A student who requests permission to leave school because of illness must be referred to the school office by the school nurse or their teacher.

No students will be checked out after 2:30. Students will not be checked out during school-wide assemblies (including dances and pep rallies). Please plan accordingly.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

In 1974, the Family Educational Rights and Privacy Act (Buckley Amendment) Public Law 93-380, 438 was passed to ensure confidentiality of school records. FERPA requires that the Sevier County School System with certain exceptions, obtain the written consent of parents prior to disclosure of personally identifiable information from a child's educational records. Parents should be encouraged to carefully review the FERPA notice which is distributed for parent signature at each school annually. The notice specifically deals with the access of military recruiters. In 2015, the Sevier County Board of Education modified its Student Records Policy (BP 122). Parents are encouraged to review the modified policy online at [www.sevier.org](http://www.sevier.org).

## **FIELD TRIPS**

Field trips within our county and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to enhance the classroom curriculum and reward positive behavior. The same good manners, dress code, and rules of conduct that apply at school will be expected of students participating on field trips. Donations may be requested from each student to help cover the cost of transportation or admission. Information concerning the purpose of the trip, place to be visited, cost, chaperones, etc., will be sent to parents in a timely manner. Students participating in field trips must turn in a signed permission slip from parents. Phone calls for permission will not be accepted. If monies and/or permission slips are not returned by a designated due date, students may be denied participation in the field trip.

Students experiencing situations with poor grades, who have been suspended out of school, placed at the Alternative School or Parkway Academy, placed in in-school suspension for multiple offenses, or who have accumulated 5 unexcused absences will NOT be allowed to go on field trips during that semester. Parents are encouraged to participate and are welcomed as chaperones on SJHS field trips. Because these outings require seating space on buses and reservations for many of the attractions to be visited, adults accompanying each group will have to pay depending on rules of bus companies and attractions. Please also note that students' prepaid monies are not refundable when situations arise such as poor behavior, truancy, and other situations that result in a student being withheld from going on the trip.

## **FIGHTING**

Fighting will not be tolerated. The following means of discipline will be administered for violation of the rule: 1<sup>st</sup> offense – Five (5) day placement at Alternative Learning Center (ALC); 2<sup>nd</sup> offense – ALC or suspension; 3<sup>rd</sup> offense – ALC and conference with the representative of the Sevier County Board of Education.

## GOOGLE APPS FOR EDUCATION ACCOUNT USERS

Some classrooms will be using Google Apps for Education (GAFE). In GAFE-based classrooms, a student may be issued an account which allows access to email and cloud storage under the district's closed domain. If your child is enrolled in a GAFE classroom, the teacher will communicate about this process in greater detail. All users of the Sevier County School System's network, Google accounts, and equipment must comply at all times with the district's Acceptable Use Policy (Board Policy 519) and all school, district, local, state, and federal laws. All accounts are the property of the Sevier County School System. The Sevier County School System reserves the right to suspend or revoke student account access at any time. All files stored on Sevier County School System equipment, the network, or cloud services are property of the district and may be subject to review and monitoring. Students and families must follow all guidelines set forth in this document and by the Sevier County School System staff. All rules and guidelines outlined in this document are in effect before, during, and after school hours for all Sevier County School System accounts. Students who identify or know about a security problem are expected to convey the details to a staff member without discussing it with other students. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable. Students should have no expectation of privacy while using, accessing, or storing content in an assigned domain. The district will provide a digital citizenship curriculum to educate students in using technology tools appropriately; however, parents/guardians are still responsible for supervising and monitoring student use online outside of the school.

## GRADING SCALE (7<sup>th</sup> and 8<sup>th</sup> grade)

<u>Grade Scale #1</u>	<u>Other Codes</u>
A = 95 – 100	S = Satisfactory
A- = 93 – 94	N = Needs Improvement
B+ = 90 – 92	U = Unsatisfactory
B = 85 – 89	I = Incomplete
C+ = 83 – 84	X = Exempt
C = 75 – 82	P = Pass
C- = 73 – 74	F = Fail
D = 70 – 72	
F = 0 – 69	

## GUIDANCE

Our school has two school counselors, Tracy McCoy and Vicki Maynard. Ms. Maynard works primarily with ninth grade students for transition to high school. All students have the opportunity to meet regularly with the counselor. The counselor also meets with small groups, individuals, and consults with parents as needed.

## HARASSMENT, INTIMIDATION, BULLYING OR CYBER-BULLYING

Students, faculty, and staff should treat one another with dignity and respect. Any acts of harassment (sexual, racial, ethnic, etc.) will not be tolerated and should be brought to the attention of teachers or school administrators promptly. Incidents of this nature should be reported to David Loy or Tracy McCoy at Seymour Middle School (865-573-9320) or 737 Boyd's Creek Highway, Seymour, TN 37865.

Sevier County students will be provided a learning environment free from sexual, racial, ethnic, gender, national origin or religious based discrimination, intimidation, harassment, bullying or cyber-bullying. It will be a violation of this policy for any employee, volunteer, parent or student to discriminate, harass, bully or cyber-bully a student for *any reason* (complaints of disability discrimination, harassment, bullying, cyber-bullying and/or retaliation remain governed by Board Policy 016). All school system employees and volunteers are required to report alleged violations of this policy to a building level administrator or the Director of Student Services.

This policy will be published in parent/student handbooks distributed annually to every student. Building level administrators are also responsible for education and training of their respective staffs and students as to the definition and recognition of discrimination, harassment, bullying, intimidation and cyber-bullying. **DEFINITIONS:** Discrimination/harassment includes, but is not limited to, conduct, advances, gestures, or words either written or spoken that:

- Unreasonably interfere with a student's educational opportunities;
- Create an intimidating, hostile, or offensive learning environment;
- Imply submission is an explicit/implicit term of receiving benefits; or

- Imply submission or rejection of such inappropriate acts will be used a basis for determining a student's grades and/or participation in an activity.

Bullying/intimidation includes, but is not limited to, physically harming a student, damaging a student's property, knowingly placing a student in reasonable fear of such, or creating a hostile educational environment.

Discrimination/harassment and bullying/intimidation include acts taking place on school grounds. For the purpose of this policy, school grounds includes any school property, school-sponsored activity (including "away" or "travel" activities), school provided transportation, or any official school bus stop immediately before boarding and immediately following de-boarding.

Cyber-bullying means bullying as described above undertaken through the use of electronic devices.

Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, mobile device applications, electronic mail, instant messaging, social media services, text messaging, and web sites. The Sevier County Board of Education will not tolerate cyber-bullying on school grounds or via school-provided equipment, devices or accounts. The Board will also not tolerate cyber-bullying off school grounds if it is directed specifically at a student(s) and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

#### COMPLAINTS:

Any parent or student may complain of harassment, intimidation, bullying or cyber-bullying to a teacher, counselor, administrator or directly to the Director of Student Services. Any complaint or report will be fully investigated by either a building level administrator or someone designated by the Director of Student Services. After reviewing and investigating a complaint, the administrator or designee will make a determination as to whether discrimination, harassment, intimidation, bullying or cyber-bullying occurred. When investigating and reviewing a complaint, the administrator or designee should – whenever possible – consider credibility, documentary/tangible evidence and interviews of the complainant, the accused and necessary third-party witnesses. The administrator or designee will provide a copy his/her determination in writing to the Director of Student Services.

There will be no retaliation against any person who makes a good faith complaint/report under this policy. However, any student or employee who provides false information may be subject to disciplinary action. The knowing filing of a false complaint/report will itself be considered harassment and will be treated as such by the school system. Any employee who refuses to cooperate during an investigation under this policy may be subject to disciplinary action based on insubordination and neglect of duty.

#### PROTECTIONS:

The school system will strive to protect the privacy/anonymity of all parties and witnesses to complaints under this policy. Because an individual's need for privacy must be balanced with obligations to cooperate with police investigations and/or legal proceedings, however, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with an actual need to know.

#### ACTIONS:

If an administrator or designee determines that discrimination, harassment, intimidation, bullying or cyberbullying occurred (*i.e.* the complaint is more likely to be true than not true), he/she must either take disciplinary action or recommend that the Director of Schools take disciplinary action. A substantiated charge against an employee will result in disciplinary action up to and including dismissal. A substantiated charge against a student will result in disciplinary action up to and including suspension/expulsion.

## HOMework POLICIES

### SEVENTH AND EIGHTH GRADES

The seventh and eighth grade **homework policy** is as follows: Students are expected to turn in assignment(s) **ON TIME**. However, if students leave their assignment(s) in their locker, they will be required to turn in the assignment(s) **immediately** after class with a ten (10) point deduction from their score. If the student attempts to turn in the assignment(s) later in the day or the next day, it will result in the grade of zero (0).

### LATE CHECK-INS

Students arriving **after 8:00 A.M.** must check in at the school office to receive a tardy slip. If the student is late due to a medical doctor's appointment, a note from the medical doctor's office should be brought to the school office. Tardies in excess of five (5) will be unexcused unless a doctor's excuse is presented.

After a student has accrued **five (5) unexcused** tardies, the following consequences will occur:

- The student must be signed in through the office by a parent/guardian.

- Students who have unexcused tardies will not be allowed to make up daily work for classes missed. Each unexcused tardy will be a one point deduction from the student's daily grade average.

## **LEGAL DOCUMENTS**

The school must be given a copy of any legal document that concerns custody of children. If a child's natural parent is prohibited from picking up the child, we must have a legal document on file attesting to that fact. The legal guardian must provide proof of residency within the county to the school system. Students must attend school in the county in which their guardian resides. It is mandatory that the school has a working telephone number where a parent or guardian can be reached at all times.

## **LIBRARY MEDIA / COMPUTER LAB / TECHNOLOGY LAB CENTER**

The library media center, computer lab, and technology lab are integral components of the overall learning environment of Seymour Middle. A variety of programs, books, media, and up-to-date technology affords our students many opportunities. An Internet rules and procedure form must be completed and returned to each student's homeroom teacher. The computer lab is open for student projects before and after school by appointment. Students and parents sign an Internet Acceptable Use Agreement, and it is kept on file at the school.

## **LOCKERS**

Students will be issued a locker by their homeroom teacher. The locker is for personal use for keeping books, notebooks, supplies, coats, etc. Homeroom teachers need to be given the combination or extra key for the student's lock. Do not give your combination to other students.

Students should keep only their own items in their locker and use only the locker which they have been issued. Lockers are school property and students are expected to take care of them, not abuse them. Keep them neat and in good condition. Do not write on lockers or put any type of decals or stickers on or in the lockers. Lockers are subject to searches.

## **LOST AND FOUND**

Articles that are found should be turned in at the school office. Anyone losing articles should inquire about them with their teachers and the office staff. Any unclaimed articles will be taken to Goodwill Industries after an appropriate period of time.

## **MAKE UP WORK**

Students who have been absent from school with an excused absence are allowed to make up any missed work during this time. Board policy grants one school day for each excused absence to make up work beginning with the day the student returns to school. It is the student's responsibility to see each teacher and request needed assignments. Teachers do not remind students to get make-up work when absent or to turn that work in when it is completed. Parents may request needed assignments for students who have been **absent 3 or more days**. You must call the school office to request needed assignments prior to 9:15 AM. The assignments will be available after 3:15 on the day requested.

One of the primary purposes of school is for students to learn and to be responsible for having assignments completed and turned in on time. Make-up work not turned in on the day it is due will result in the grade of zero (0). Students that have missing assignments **will not be allowed** to attend special activities at school. This includes field trips assemblies, reward activities, field day, etc.

## **MEDICINE POLICY**

If a student is taking any kind of medication, it should be brought to the office on arrival to school. A signed note from the parent should accompany the medication. If a child is taking prescription medication the following procedures must be followed:

1. The medication must be clearly labeled with the child's name, direction for dosage, and the physician's name.
2. The medication is to be brought to the office and left there until it is taken. No more than five days of medications should be brought at one time.
3. The student will be responsible for returning to the office to take the medication at the appropriate time.
4. At the end of the day the remaining medication should be picked up and taken home.
5. Parents will be required to sign a medicine form giving the school permission to administer the medicine. School staff cannot dispense any medication without these forms.

6. Students should never carry prescription drugs or over-the counter medications. MEDICATIONS SHOULD NOT BE TRANSPORTED ON THE BUS. PARENTS NEED TO HAND DELIVER MEDICATION TO AND FROM SCHOOL. **VIOLATION OF THE MEDICINE POLICY IS PUNISHABLE BY A FIVE (5) DAY PLACEMENT AT THE ALTERNATIVE LEARNING CENTER (ALC).**

## **NETWORK & INTERNET POLICY OF SEVIER COUNTY BOARD OF EDUCATION**

### **General Purpose**

The Sevier County Board of Education ("Board") remains committed to providing staff members and students with access to both a system-wide network and the Internet. However, use of the Board's network is a privilege, not a right. Therefore, any and all network users are responsible for knowing, understanding, and abiding by this Network & Internet Use Policy.

### **Authorized Users**

Only current staff members employed by and students enrolled in the Sevier County School System may access and utilize the Board's network and Internet service. However, students may only access the network and Internet service while under the direct supervision of a staff member(s).

### **Internet Access**

The Board's Internet service should only be used for educational purposes or other school-related activities. As such, prohibited activities include but are not limited to:

Uploading and/or downloading files without permission from an administrator;

(B) Accessing pornographic and/or offensive material;

(C) Utilizing the Internet for personal or commercial financial gain or fraud;

(D) Participating in any form of harassment; and

(E) Introducing or attempting to introduce viruses to the network.

The Board retains full ownership and control of its computers. As such, using those computers to access the Internet should be accomplished with the full knowledge that said access is not private. In fact, Internet access to school computers remains subject to monitoring and review.

### **Internet Filtering**

Access to the Internet via the Sevier County School System's network shall be filtered to block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the Federal Children's Internet Protection Act.

### **Internet Safety Instruction**

Students will be given appropriate instruction in Internet safety annually as part of curriculum and instruction either through guidance counselors, school resource officers, and/or other designated staff. This instruction will include education of students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response. School system personnel will be given appropriate professional development opportunities during the school year. Parents, students, caregivers, and community stakeholders will be provided with material to raise awareness of the dangers posted on the Internet and ways in which the Internet may be used safely.

### **Network Use**

The Board's network should be used only for educational purposes or other school-related activities. As such, prohibited activities include but are not limited to the following:

(A) Accessing staff members/students' private information for personal use;

(B) Utilizing the network for personal or commercial financial gain or fraud;

(C) Destroying network data without permission; and

(D) Introducing or attempting to introduce viruses to the network

The Board retains full ownership and control of its network. As such, using the network should be accomplished with the full knowledge that said usage is not private. In fact, network usage remains subject to monitoring and review

### **E-mail Management**

Electronic mail messages ("e-mail") addresses shall be provided to the Board's current staff members. E-mail addresses may also be issued to designated students. However, staff members and students should only use their school e-mail addresses for educational purposes or other school-related addresses.

Please understand that emails are records. Therefore, school e-mail addresses should be used professionally and with the full knowledge that said e-mails are not private communications. In fact, messages sent and received from school e-mail addresses remain subject to monitoring and review.

#### **Available Penalties**

Any violation of this Policy may result in the termination of network, Internet, and/or e-mail privileges. Penalties may also include but are not limited to:

- (A) School disciplinary action;
- (B) Restitution by a parent, guardian, or staff member; and
- (C) Appropriate legal action.

#### **System Warranties**

The Board makes no warranties of any kind regarding network, Internet and e-mail services. As such, the Board is not responsible for any damages, including but not limited to, the loss of data. Further, the Board is not responsible for the accuracy or quality of any information obtained by staff members or students via the Internet.

#### **NON-DISCRIMINATION STATEMENTS**

- The Sevier County School System does not discriminate on the basis of race, sex, color, creed, religion, national origin, genetic background, age, disability, or veteran status in provision of educational opportunities, programs, activities, or employment opportunities and benefits. Inquiries or completed grievance forms should be referred to Tony Stinnett, Title VI Coordinator; or Whit Helton, Title IX Coordinator; at 226 Cedar Street Sevierville, Tennessee 37862.
- The Sevier County Board of Education does not discriminate on the basis of race, color, national origin, disability, age (40 and over), sex, special education status, religion, pregnancy, military/veteran status, or genetic information in provision of educational opportunities, programs, activities, or employment opportunities/benefits. Inquiries, questions, or complaints related to students or disabilities should be referred to your principal or to the Director of Student Services and ADA/Section 504/Title II Coordinator: Dr. John Enloe, (865) 453-4671, 226 Cedar Street, Sevierville, Tennessee 37862. Inquiries, questions or complaints related to employees should be referred to your principal or to the Assistant Superintendent of Finance and Human Resources: Karen King, (865) 453- 4671, 226 Cedar Street, Sevierville, Tennessee 37862. If you have questions or concerns regarding any of the above, please call the main office at 865-453-4671.
- The Sevier County Board of Education is committed to taking immediate action to eliminate harassment on the basis of disability, prevent its recurrence, and address its effects. The Sevier County Board of Education does not tolerate harassment on the basis of disability. Students and school personnel who believe that they have been subjected to harassment on the basis of disability are encouraged to report the harassment to the school district. Those students, parents, and school personnel who believe they have been subjected to harassment on the basis of disability are encouraged to contact their principal or the Director of Student Services and ADA/Section 504/Title II Coordinator, Dr. John Enloe, (865) 453-4671, 226 Cedar Street, Sevierville, Tennessee 37862. Those students or employees who have been found to engage in acts of harassment on the basis of disability will be promptly disciplined up to and including suspension and/or dismissal. Students, parents, and school personnel are encouraged to work together to prevent harassment on the basis of disability.

#### **PARENT CONFERENCES**

There will be several scheduled parent-teacher conferences during the school year. Parents may **schedule appointments** as needed with teachers, the guidance counselor, S.R.O., the principal or vice principals, by telephoning the school office to schedule a time.

#### **PARENTS' RIGHT TO KNOW**

NCLB requires that all schools notify parents of all children that they have a right to request and receive timely information on the professional qualifications of the teachers and paraprofessionals working with their children.

#### **PHOTOGRAPHS AND VIDEO IMAGES OF STUDENTS**

Throughout the school year, there may be school sponsored programs and events where photographs or videos may be taken by the media or school district staff. These photographs and/or videos may then be

cablecast on the district's educational access channel, or website, thereby making it available to anyone with local cable or internet access. It is the policy of the Sevier County School System that neither students nor their works be identified by name when featured on the district's educational access channel or the district website without prior consent. *Your consent to these types of group photographs or videos is assumed, UNLESS YOU NOTIFY YOUR CHILD'S SCHOOL IN WRITING that you do NOT want your child included in such photographs or videos.*

## **PHYSICAL EDUCATION DEPARTMENT**

Seymour Jr. High School has a very active physical education department. The physical education program concentrates on motor movement, individual and dual sports along with the various team sports. Specific athletic activities include a school-wide volleyball tournament and a county-wide track and field day which is open to seventh and eighth grade levels. Each grade level also participates in athletic field day.

Physical education is a required portion of a well-balanced educational program. Students are expected to participate in all P.E. activities unless excused by a doctor's note. Students are expected to dress out in the appropriate clothing and shoes.

## **PROGRESS REPORTS**

Mid-grading progress reports and/or grade cards will be sent to the parents every third week. The student will be expected to bring these progress reports and grade cards home to the parent the day it is handed out. The parent will be expected to sign these reports and return it to the school the next day.

## **RETENTION POLICY**

At the end of the first semester, seventh and eighth grade teachers will examine student grades. Parents of students who may be at risk for retention will receive a notice to attend a conference. At this conference, the student, parent(s), and teachers will develop an Academic Support Plan. Grades will be examined again at the end of the fifth six weeks, and there will be another conference to determine retention or promotion.

## **SAFE SCHOOL CHOICE**

Every public school shall annually notify parents that if their 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.

## **SCHOOL CLOSING FOR EMERGENCY**

Announcements by Director of Schools Jack Parton concerning the closing of schools in Sevier County will be made on local radio and television stations as well as the school system's website (<http://www.sevier.org/home>). In the event of an emergency or abrupt closing, a phone messaging service will be utilized. When the primary phone number for a student changes, the primary parent or guardian should contact school officials and request that the child's phone numbers be updated on all enrollment information as well as in the district's messaging system.

## **SCHOOL RESOURCE OFFICER**

Seymour Jr. High School has assigned to its staff, through the joint cooperation of the Sevier County Board of Education, Dr. Jack Parton, Superintendent and the Sevier County Sheriff's Department, Ronald L. Seals, Sheriff, a full time deputy sheriff as its School Resource Officer. The SRO is on campus during school hours to provide a safe environment for our students, teachers, staff, and visitors and to develop a positive relationship between students and law enforcement. The SRO is also at school sponsored athletic activities and other after school functions.

## **SCHOOL SAFETY AND SECURITY ACT, SCHOOL DISCIPLINE ACT, TCA 49-6-2008**

Parents, please be aware of the following laws that relate to visitors on our campus:

- Personal searches may be conducted if the principal has a reasonable suspicion that a student or visitor has in his possession drugs, drug paraphernalia, and dangerous weapons.
- Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons.
- A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person, if such action is reasonable to the principal.

- FELONY- State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand (\$3,000.00) for carrying weapons onto school property.
- No person shall enter onto the grounds or into the buildings of any school during the hours of student instruction, except students assigned to the school, the staff of the school, parents of the students, and other persons with lawful and valid business on the school premises.

### **SCHOOL VOLUNTEERS AND CHAPERONES**

The Sevier County Board of Education welcomes and encourages community and family members to act as school volunteers and field trip chaperones. With that encouragement, however, comes the need to maintain a safe environment for Sevier County students. Therefore, all school volunteers and field trip chaperones must:

- Be willing to treat all Sevier County students and staff members with dignity and respect;
- Be willing to provide proof they are 21 years of age or older;
- Be willing to sign in and out at the front office when entering/exiting a school building;
- Be willing, whenever possible, to remain in the presence of a staff when students are present;
- Be willing to truthfully complete and return a Volunteer/Chaperone Release;
- Be willing to acknowledge the authority of staff members at school or on field trips;
- Be willing to take direction from and perform tasks assigned by school staff members;
- Be willing to refrain from disciplining, striking or inappropriately interacting with students;
- Be willing to refrain from using tobacco, alcohol and illegal drugs while a volunteer/chaperone;
- Be willing to dress appropriately and use no vulgar language while a volunteer/chaperone.

The Sevier County Board of Education and its staff members retain full and absolute authority to determine whether volunteers and chaperones have complied with the above-directives. Serving as a school volunteer or field trip chaperone remains a privilege and not a right; therefore, the Sevier County Board of Education, the Director of Schools, or a building level supervisor may unilaterally determine to strip all volunteer/chaperone privileges without recourse or appeal, including, but not limited to, a determination based on failing to comply with the above-directives. The Sevier County Board of Education, the Director of Schools, or a building level supervisor may also unilaterally determine to reject a school volunteer/chaperone for any reason allowed by law.

### **SEVIER COUNTY BOARD OF EDUCATION POLICIES**

A Sevier County Board of Education website is available at <http://www.sevier.org/home>. The website features a copy of the Sevier County Board of Education Policy Manual as well as other meaningful school related information. A link is available from the website to Seymour Jr. High School's website.

### **SMOKING: CHAPTER 410 OF THE PUBLIC ACTS OF 2007**

Smoking is not permitted in any form at any time inside any school building. State law prohibits the use of tobacco in any form after regular school hours in any public seating areas, including, but not limited to, bleachers for sporting events, concession stands, or public restrooms. Smoking may be permitted in designated areas at outdoor athletic events, but such smoking must be restricted to a place far enough away from the seating areas, restrooms, and concession stands so that the smoke will not drift back into these areas. Electronic/vapor cigarettes are treated the same as regular cigarettes.

### **SPECIAL EDUCATION BP510**

The Sevier County Board of Education will identify, locate and provide a free appropriate public education to all disabled children ages 3-21, inclusive, residing within the jurisdiction of this school system. The plan for implementation of appropriate instruction and services will be in accordance with the current Rules, Regulations, and Minimum Standards of the State Board of Education, as well as state and federal law.

The Board will develop and periodically update a local plan for providing special education services for all disabled students. Specifically, the Board assures that:

1. All disabled children living within the school system have available to them a free, appropriate public education which emphasizes special education and related services to meet their unique needs provided in the least restricted environment; and

2. Educational services will comply with state and federal law to ensure the rights of disabled children and their parents are protected.

A plan developed pursuant to the IDEA, 34 C.F.R. § 300.324 will aim toward meeting the following objectives:

1. To develop and conduct a comprehensive screening and assessment plan emphasizing the early identification and evaluation of disabled students that are administered in accordance with the requirements and parameters of the IDEA.

A parent may seek an independent educational evaluation (IEE) if the parent disagrees with all or part of the assessment completed by the System; such an IEE may be paid for by the System if the IEE meets the System's criteria; however, the System may, at its option, initiate a due process hearing to show the System's evaluation was appropriate; if the System prevails in the hearing, the parent still may obtain an IEE but not a System expense;

2. To use the individualized education program (IEP) team for reviewing assessment, formulating programming, and determining placement for every disabled student;
3. To ensure that placements are made which educate disabled children in the least restrictive environment;
4. To provide each disabled child with an individual educational program (IEP) specifically designed to meet his/her needs, including class sizes that are in compliance with the required BEP formula (such class sizes will be monitored periodically.);
5. To ensure that procedural safeguards required by state and federal laws are adhered to; and
6. To involve parents of disabled children in a meaningful, ongoing dialogue.

A plan developed pursuant to Section 504 will aim toward meeting the following objectives:

1. To develop effective 504 teams to assist in providing accommodations to students with physical or mental impairment(s) that substantially limit one or more major life activity.
2. To use the 504 team to evaluate students by reviewing information from a variety of sources, such as teacher observations, standardized test scores, report cards, and information from parents and medical providers;
3. 504 teams will reevaluate students every three years, before any significant changes in placement, or at the request of the parents or school personnel;
4. To ensure that procedural safeguards required by state and federal laws are adhered to; and
5. To involve parents of disabled children in a meaningful, ongoing dialogue.

### CLASS SIZE REQUIREMENTS

Students with disabilities placed in the general education classroom will receive a free appropriate public education. The instructional needs of all students will be met. Equitable and educationally sound placement of all student including students with disabilities will be achieved. The state's BEP formula will be utilized in determining class size for all classrooms.

### FREE AND APPROPRIATE PUBLIC EDUCATION

The provisions for a free appropriate public education and the requirements under state law and IDEA are met following the listed criteria.

1. Make educational placement decisions for all students, including students with disabilities, based on the instructional needs of the students.
2. Provide joint staff development and training of general education and special education teachers (models, strategies and interventions) for maintaining an inclusive classroom;
3. Facilitate interactive planning session with general education and special education teachers as well as paraprofessionals regarding each disabled student's IEP;
4. Train general education teachers on modifications and accommodations to the IEP;
5. Provide the technical assistance needed to general education teachers in order to address the needs of individual students;
6. Train for paraprofessionals is provided to ensure that they acquire the knowledge and skills necessary to assist students in the general education classroom;
7. Provide all students in the general education classroom access to the standard textbooks and instructional materials used in the class with alternative and supplemental materials provided as necessary;
8. Integrate qualified handicapped students into the general education classroom and/or extracurricular activities to the maximum extent appropriate to the needs of the handicapped student.

9. Provide resources and support such as supplemental aids and materials for students to progress in the general curriculum and be successful in the general education classroom (e.g. assistive technology devices and services paraprofessional support, adaptations in the classroom).

## STUDENT DISCIPLINE

### Disciplinary Exclusion of Student with a Disability

1. A disciplinary exclusion of a student with a disability from school is a significant change in placement if
  - a. the exclusion is for more than 10 consecutive school days; or
  - b. a series of exclusions that are each of 10 days or less in duration creates a pattern of exclusion.
- i. Factors that should be considered in determining whether a series of exclusions creates a pattern of exclusion include, but are not limited to:
  1. the length of each exclusion,
  2. the proximity in time of the exclusions to one another,
  3. the total amount of time the student is excluded from school,
  4. and similarities of one behavior to another which resulted in the disciplinary actions.
2. Before implementing a disciplinary action that constitutes a significant change in placement under Section 1, the District will convene and conduct a manifestation determination meeting with a multi-disciplinary team of individuals knowledgeable about the student, the student's evaluation data, and the placement options, in accordance with the requirements of 34 C.F.R. § 104.35. The multi-disciplinary team will conduct the manifestation meeting as follows:
  - a. Make a determination as to whether the student's misconduct is a manifestation of the student's disability;
  - b. Make a determination as to whether the student's misconduct is due to inappropriate placement;
  - c. Make a placement decision.
- i. If the student's misconduct is either a manifestation of the student's disability or is due to an inappropriate placement, the multi-disciplinary team must determine what, if any, modifications to the student's educational placement are necessary and the student may not be disciplined.
- ii. If the student's misconduct is not a manifestation of the student's disability or is not due to an inappropriate placement, the student may be disciplined in the same manner as similarly situated students without disabilities would be disciplined;
- d. Provide the student's parents or guardian notice of both the manifestation determination and the placement decision in a prompt manner. The student's parents or guardian also must be provided with a copy of their procedural safeguards and rights related to the disciplinary action in a prompt manner.

## **STANDARDIZED DRESS AND GROOMING CODE FOR GRADES Pre-K THROUGH 12**

The Sevier County School System recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. Attire considered disruptive to health or safety is not appropriate. The following rules concerning dress and grooming are **mandatory** for grades Pre-K – 12, beginning with the 2017 – 2018 school year.

**Bottom Wear (Waist & Below - pants, skirts, shorts, skorts)** – Bottom wear must be size appropriate for the wearer, with no sagging or bagging, and must be worn securely at and around the waist so as not to reveal undergarments and to prevent pant legs from touching the floor. Large bell-bottoms that expose less than one-fourth of the foot, large pockets (pockets that are excessively large or expand to be excessively large) are not permitted. Leggings and other similar bottom wear may be worn with a top which covers the student's buttocks and torso base. Bottom wear must exceed the length of the wearer's fingertips when arms/hands are fully extended. Tears/rips/frays are allowed in bottom wear when they are located on the garment beyond the wearer's fingertips when arms/hands are fully extended; otherwise, exposed skin areas must be covered. No undergarments can be exposed.

**Dresses** -- Girls may wear dresses appropriately sized for the wearer and the length must exceed the length of the wearer's fingertips when arms are fully extended; otherwise, exposed skin areas must be covered. No undergarments can be exposed. Dresses may either have sleeves or be a sleeveless dress as long as no undergarments are visible. Dresses will not have string or spaghetti straps, but will have straps that come to the edge of the shoulder. Straps of less than the child's hand width will not meet these requirements.

**Top Wear (Waist & Above)** – Shirts must be size-appropriate for the wearer. Sleeveless topwear is permitted as long as the shoulder area is covered with a non-see-through material; straps of less than the child's hand width and tank tops do not meet these requirements. Bare midriffs shall not be allowed. Size-appropriate fleece pullovers; light jackets; long sleeve crewneck, v-neck, or cardigan sweater vests; or sweatshirts may be worn over an approved shirt.

**Shoes** – Shoes must be worn at all times.

**Coats** – Coats, heavy jackets, or raincoats shall **not** be worn **inside** the building unless otherwise directed by the school principal or his/her designee in an unusual situation.

**All Apparel** –Articles of clothing shall not be worn which imply or promote alcohol, sex, drugs, tobacco, violence, gangs, racial slurs, or offensive language.

**Head** – No headgear or sunglasses will be worn in the building (except those worn for obvious medical reasons and the results thereof).

**Accessories** – Any accessory that presents a potential danger to self or others is prohibited.

**Other** – Tattoos, whether permanent or temporary, will be covered if possible. Visible body piercing jewelry (except of the ears) is prohibited. Hair is **not** to be sprayed or dyed in unnatural colors (such as **blue, pink, green, orange, yellow, etc.**), **spiked**, or **mohawked**.

**Special Days** – Schools may develop special dress days for special occasions at the direction of the school principal.

**Special Situations** – If a student cannot comply with the standardized dress code based on special conditions or religious beliefs, his/her parent or guardian may write a letter explaining the situation to the Superintendent of Schools or his/her designee, with a copy to the school principal or his/her designee. Each case will be dealt with on an individual basis. To insure the health and safety of students, the school principal or his/her designee is allowed to further restrict manner of dress or style of hair in specific curriculum areas (Shop, chemistry lab, etc.)

**Book bags** – Book bags must be constructed from materials which allow the contents of the book bag to be visible. Any band instrument or necessary sports bag must be dropped off at an area designated by the building level principal.

Any student not attired in accordance with the foregoing policy shall be subject to disciplinary consequences as per board policy. In addition to the foregoing, when a student is attired in a manner that is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action.

**Legal Reference: T.C.A. 49-6-4215**

## **STUDENT CODE OF CONDUCT/DISCIPLINE**

The school has jurisdiction over its students during regular school days and while going to and from school on county transportation. The school's jurisdiction includes any school activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

For our students, teachers and staff to learn, live, and work together in a productive, safe environment, appropriate behavior is necessary. The school system, the school, and each class have established realistic and reasonable guidelines for all students to follow so that learning can take place without disruption. Student behavior which disrupts the process or which infringes upon the rights of other individuals will not be tolerated.

### **GENERAL SCHOOL RULES:**

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
2. Keep school grounds neat by keeping pencils, papers, etc. picked up and discard trash in the containers provided.
3. Follow directions when first given.
4. Gang signing, clothing, or any related gang activity will not be tolerated.
5. Cheating is not permissible. Students giving or receiving help automatically receive a "0" for their work.
6. Do not intimidate or harass others.
7. Do not take, borrow, or use other people's property.
8. No gum is permitted.
9. No student will be allowed to drive any vehicle to school.
10. No skateboards will be allowed.
11. No obscene, threatening, loud or abusive language will be tolerated. (This includes verbal or sexual harassment.)
12. No pornographic or obscene literature or other material will be tolerated.
13. No rough-housing or running will be permitted anywhere in the building.
14. The student relationship policy is no touching.

15. Students are responsible for the proper care of books.
16. No electronic devices, games, toys, or other items that may interfere with the educational process will be allowed at school.
17. Concessions and drink machines are for students use after school only. Students may buy concessions during school only with teacher/administration permission for special occasions.
18. False statements pertaining to violence are grounds for dismissal.
19. Writing and/or passing notes is not permitted. Students should also refrain from writing on their bodies and clothing and the bodies and clothing of others.

**Consequences:** If a student violates classroom rules or school rules, that student may face disciplinary action. Consideration will be made for the situation and degree of infraction. Upon the event of a student's third discipline referral, he/she will be assigned to In-School Suspension for one day. Disciplinary options may include a talk with the student, an assigned report, telephone call to parents, In-School Suspension, Out-of-School Suspension, temporary placement at the Alternative Learning Center, or Corporal Punishment. Disciplinary records are kept on file, and parents are notified by writing or a phone call of disciplinary actions taken.

## **TELEPHONE**

Students are not permitted to use the school phones except in case of an emergency. Students will not be called from class for incoming calls. Only **emergency** messages will be delivered to students. **Please do not routinely call to arrange last-minute transportation home for your child.**

## **TELEPHONE / ADDRESS CHANGES**

Please notify the school immediately if there is a change in your home address, home, work or cellular telephone number, authorized pick-up list, or person to contact in case of emergency. This information is needed to better serve students in the event of an emergency or accident.

## **TENNESSEE REPORT CARD**

The Tennessee Report Card is available at the State Department of Education website (<http://www.state.tn.us/education/>) and on the school system's website at [www.sevier.org/home](http://www.sevier.org/home). The Tennessee Report Card provides information about demographics, statistics, and performance indicators for both the system and school.

## **TESTING INFORMATION**

As passed in the 2014 General Assembly, Public Chapter 892 requires the Tennessee Department of Education as well as school districts to post a calendar of all state and district mandated tests each school year beginning July 31, 2014. This information is available on the district's website at [www.sevier.org/home](http://www.sevier.org/home). Individual student test results from state testing processes will be released to students and parents by the Sevier County School System promptly upon receipt of the information from the Tennessee Department of Education. Questions about assessment processes should be referred to your child's teacher, principal, or Mr. Tony Stinnett, District Testing Coordinator. Mr. Stinnett can be reached at [tonystinnett@sevier.org](mailto:tonystinnett@sevier.org) or at 865-453-4671.

## **TOBACCO POLICY**

The tobacco policy at Seymour Jr. High School is taken from the School Board Policy BP609 which is as follows: the use of, or possession of, tobacco in **any** form is prohibited during school hours, on school premises, and on school buses during transportation to and from school and school activities. The use will mean any holding or smoking of a cigarette, cigar, or pipe; any inhaling of the smoke to tobacco; or any chewing or dipping of any tobacco product.

\*Violations of this regulation will subject the student to penalties as follows: 1<sup>st</sup> offense – In-school punishment or ALC (at the discretion of principal or vice principal); 2<sup>nd</sup> offense – placement at the ALC or out-of-school suspension – not to exceed ten days and conference with parents; 3<sup>rd</sup> offense – placement at the ALC or out-of-school suspension with a superintendent's hearing before returning to school; 4<sup>th</sup> offense – student will be given out-of-school suspension and a superintendent's hearing will be convened within ten days to consider the student for possible expulsion. The parent or guardian of a student has the right to appeal any suspension or expulsion to the Board of Education. **TCA 39-17-1505**

Students who are minors (under age eighteen – 18) will be subject to civil penalties and will receive a **VIOLATION OF YOUTH ACCESS TO TOBACCO ACT CITATION** that will be handled by appropriate legal authorities.

## VALUABLES

It is recommended that students do not bring valuables or large sums of money to school. If it is necessary to bring such item(s), please leave the item(s) in the school office with the administrative staff. Do not leave money or valuables in your locker or unattended in classrooms.

## VIDEO SURVEILLANCE POLICY

The Sevier County Board of Education (SCBE) authorizes the use of external video surveillance equipment on SCBE property as part of a multifaceted approach to protecting the safety and security of students, staff and property. Video surveillance shall be used only to promote the order, safety and security of students, staff and property. The SCBE shall comply with all applicable state and federal laws related to video recordings when such recordings are considered and relied upon as part of the student's behavioral record as determined by school administrators.

The Video Surveillance Policy (BP 121) can be viewed in its entirety at [www.sevier.org/home](http://www.sevier.org/home).

## VISITORS

The school system is committed to a safe campus without interruption of the instructional process. Except on occasions such as school programs, athletic events, open house and similar events, all visitors will be asked to display a driver's license or government issued photo identification before entering the building, report to the school office upon entering the school, and to sign a guest log. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal and his/her designee. Guest passes shall be issued for all persons other than students and employees of the school.

Parents, guardians, grandparents and community members are encouraged to visit the school. Conferences **must be planned with prior notice**. Teachers and students work on a class schedule and program. Unnecessary interruptions consume time and hinder the program. Students not enrolled in Seymour Jr. High School will not be allowed to visit at any time during school hours.

## WAIVER OF FEES

Schools may request, but no students may be required to pay a fee for activities and supplies required to participate in all courses covered for credit or grade. Only those fees authorized by the Sevier County Board of Education may be requested, and payment of school fees may not be a condition to attending the public school or using its equipment. School fees do not include costs for extracurricular activities occurring outside the regular school day including sports, optional trips, clubs, or social events.

## WEAPONS AND DANGEROUS INSTRUMENTS

The Sevier County Board of Education weapons and dangerous instruments policy is as follows: student will not possess, handle, or transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses, or off the school ground at a school-sponsored function or event. (Hunter safety courses with proper supervision are excluded.)

Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, razors, and or compasses with the intent to do harm or in a manner which renders the items dangerous. The possession or using of any type cigarette lighter is prohibited. Students who violate this policy are subject to suspension or expulsion. Upon information that a student is suspected of violating this policy, the principal of the school will be notified immediately. The principal will notify the student's parent or guardian and the appropriate law enforcement officials as required by law. After inquiry and obtaining the facts, the principal will take appropriate action.

## ZERO TOLERANCE

The zero tolerance violations listed below which occur on school property, on a school bus, or at school-sponsored activities, shall be reported to local law enforcement officials. The student violator will be dealt with according to Sevier County School Board policies. Zero Tolerance violations are as follows:

- Students will not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event. Dangerous weapons shall include, but are not limited to any firearm, explosive device, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switch-blade knife, blackjack, or brass (metal) knuckles. Violators will be subject to suspension and/or expulsion from school for periods up to one calendar year.

- In accordance with law (18 USC 921), any student who brings or possesses a firearm on school property shall be expelled for a period on not less than one (1) calendar year.
- In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug will be expelled for a period on not less than one (1) calendar year.
- In accordance with state law, any student who commits battery upon any teacher, principal, administrator any other employee of the school system or school resource office will be expelled for a period of not less than one (1) calendar year.
- When is it determined that a student has violate this policy, the principal of the school will notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.
- The director of schools has the authority to modify this expulsion requirement on a case-by-case basis (TCA 49-6-4018).