



NORTHVIEW ACADEMY 2021-22 STUDENT HANDBOOK

**2719 Northview Academy Lane, Kodak, TN 37764
Phone (865) 933-5880 Fax (865) 933-4018**

Principal: Greg Clark
Assistant Principal: Travis Franklin **Assistant Principal:** Dr. Maggie Yoakum
Dean of Students: James Lethco

DISCLAIMER

This handbook is being provided to you to highlight certain policies and procedures for students and parents. For a complete copy of the Sevier County School System's District Student/Parent Handbook, please visit our website at www.sevier.org. Should you desire a printed copy of the complete handbook as shared online, please contact your child's principal.

GENERAL INFORMATION

This is not intended to be a complete list of every rule or guideline but rather a general outline of policies and procedures for smooth operation of our school. It would be impossible to have a policy for every situation since, in many instances, there are unique circumstances. These guidelines, tempered with good judgment and common sense, serve as the basis to make time at Northview Academy pleasant and rewarding for students, staff, and parents.

MISSION STATEMENT

The Sevier County School System will provide a safe, inclusive learning environment and diverse educational opportunities for all students as reflected through data-driven analysis to develop skills needed to graduate from high school and enter post-secondary education and/or the work force.

NORTHVIEW ACADEMY PURPOSE STATEMENT

Our purpose at Northview Academy is to provide a safe, respectful environment for students to learn and prepare for future success beyond the classroom.

NON DISCRIMINATION STATEMENT

Inquiries or completed grievance forms should be referred to Mr. Tony Ogle; Mr. Tony Stinnett, Title VI Coordinator; or Dr. 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, sex, color, creed, national origin, disability, age (40 and over), special education status, religion, pregnancy, sexual orientation, gender identity, military/veteran status, or genetic information in provision of educational opportunities, programs, activities, or employment opportunities/benefits. The Sevier County School System provides equal access to the Boy Scouts and other designated youth groups.

- 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: Mr. Tony Ogle, (865) 453-4671, 226 Cedar Street, Sevierville, Tennessee 37862.
- Inquiries, questions or complaints related to Title IX (sex/gender discrimination) matters should be referred to Dr. Whit Helton and issues related to Title VI (race, color, or national origin discrimination) matters should be referred to Mr. Tony Stinnett at 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: Dr. Whit Helton, (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, Mr. Tony Ogle, (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.

IMPORTANT INFORMATION FOR PARENTS AND STUDENTS

PARENTS' RIGHT TO KNOW

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 <http://www.sevier.org/home>. Every pre-kindergarten and kindergarten student will also receive a Portfolio Growth Model Notification that requests additional permission for student work samples to be collected as part of the teacher evaluation process.

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.

VIDEO SURVEILLANCE

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.

Video cameras will be utilized on property of the SCBE as approved by the Director. The SCBE shall notify students, staff, and the public that video surveillance may occur on school property. Such notifications will occur through incorporation in the school parent/student handbook and through the SCBE's website.

No concealed cameras will be installed. Equipment will not monitor areas where the public and employees have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms. Video recording equipment may be in operation 24 hours per day, but this is not guaranteed.

The use of video surveillance equipment on school grounds shall be supervised and controlled by the building principal or his/her designee. Audio shall not be a part of the video recordings made, reviewed, or stored by staff of the SCBE.

Further, in-school audio or video recordings (including surveillance or live feeds) initiated by an individual student, parent, staff or community member are strictly prohibited. The SCBE takes the protection of its students and their confidentiality seriously, thus it takes steps to ensure students are not recorded or in any way monitored by third-parties while under the supervision of Sevier County Schools.

Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action.

Disciplinary action shall be consistent with standards of the SCBE and may include, but is not limited to written reprimand, suspension, demotion or expulsion depending upon the nature and severity of the situation.

COVID-19

Due to the COVID-19 pandemic, the Sevier County School System has been exploring different ways to provide services to all students. The District has worked with state and local agencies, including our local health department, to draft and implement guidelines moving forward regarding cleaning, screening, social distancing, etc. Though the District and its agents will work hard to implement and abide by our guidelines, we cannot guarantee an environment that is entirely free of COVID-19 related risks.

When students return to schools for the fall semester, we must all understand that their attendance will require physical interaction with staff members, other students, and even our volunteers. Such interactions may pose some degree of risk to you, your child, and your family due to the COVID-19 pandemic.

DRUG-FREE SCHOOL

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds.

Disciplinary sanctions shall be imposed on students who violate this standard of conduct. Such sanctions shall be consistent with local, state, and federal laws up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

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.

SECTION 504 AND ADA GRIEVANCE PROCEDURES

The Sevier County Board of Education is committed to maintaining equitable employment/educational practices, services, programs, and services that are accessible and useable by qualified individuals with disabilities and will meet or exceed all requirements of Section 504 of the Rehabilitation Act of 1974 and the Americans with Disabilities Act of 1990. Complaints alleging non-compliance with the laws or alleging any actions that would be prohibited by the Acts should be referred to Mr. Tony Ogle.

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

- a. 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.
- b. 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;
- c. 504 teams will reevaluate students every three years, before any significant changes in placement, or at the request of the parents or school personnel;
- d. To ensure that procedural safeguards required by state and federal laws are adhered to; and
- e. To involve parents of disabled children in a meaningful, ongoing dialogue.

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.

CHILD ADVOCACY GROUP

Contact information is accessible on the Special Education page of the district's website at www.sevier.org. Organizations available to help with information, training, and advocacy are noted. Links are also 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.

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.

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 is available in the school office.

ENGLISH LEARNERS

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the Sevier County School System (SCSS), the SCSS shall take reasonable actions to provide the student equal access to its programs. Students who are English learners (EL) shall be identified, assessed, and provided appropriate services. No student shall be admitted to or excluded from any program or extracurricular activity based on the student's surname or EL status.

STUDENTS IN FOSTER CARE

Board Policy 653 (Procedures for Students in Foster Care) clarifies that the Every Student Succeeds Act (ESSA) contains key protections for students in foster care that are designed to promote school stability, student success, and collaboration between local education agencies (LEAs) and child welfare agencies. The Sevier County School System shall provide all students in foster care, to include those awaiting foster care placement, with a free and appropriate public education. Students in foster care, to include

those awaiting foster care placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency). Placement shall be determined based on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained.

STUDENTS FROM MILITARY FAMILIES

A student who does not currently reside within the District shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the District on relocation. Within 60 days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the District.

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. The school system shall distribute or make available this policy to each student at the beginning of each school year. During the first month of each new school year, time shall also be set aside to specifically discuss the policy and its ramifications as a criminal offense and the penalties that may be imposed by the school system. 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.

SUICIDE PREVENTION

Sevier County Schools is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students will be provided and information will be posted regarding The National Suicide Prevention Lifeline - 1-800-273-8255 (TALK) and other available resources.

SAFE SCHOOL CHOICE

Every public school shall annually notify parents that if their child is a victim of a violent crime at school, the child has the right to attend another grade-appropriate school in the district.

VACCINATIONS

Per state law, the Sevier County School System is required to provide information to parent(s)/guardian(s) as to the following diseases.

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting. The bacteria that causes meningococcal meningitis is very common. Most people will carry this bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the blood stream where it can cause meningitis.

Meningitis is spread through exchange of respiratory droplets or saliva with an infected person. Only a small percentage of people who are exposed to the bacteria will develop meningitis. The bacteria that causes meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There is a vaccine that will decrease the risk of some types of meningococcal meningitis, but it does not totally eliminate risk of the disease.

Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired, and sometimes vomiting and diarrhea.

Flu viruses are spread mainly by droplets made when someone with the flu coughs, sneezes, or talks. A person can also get the flu by touching something that has the flu virus on it and then touching his/her mouth, eyes, or nose.

There is a vaccine that can be received in the form of a flu shot or by nasal spray that can protect against the flu.

To receive additional information regarding these diseases, including locations to receive the vaccinations, contact Mr. Steve Branton, School Health Coordinator.

IMMUNIZATIONS

No students entering school, including those entering kindergarten or first grade, those from out-of-state, and those from nonpublic schools, will be permitted to enroll without proof of immunization. Immunization requirements can be found at www.sevier.org.

MEDICATIONS

Board Policy 627 clearly states that the Sevier County Board of Education acknowledges the fact that students occasionally must take prescription medicine during school time as prescribed by a licensed physician or dentist or non-prescription medicine as requested by a parent/guardian. When medicines must be taken during school hours, the student must be competent to self-administer the medication with assistance and must adhere to the procedures communicated by school officials.

ACCIDENTS

If there is an accident during school hours, report the accident to the instructor in charge or the secretary in the school office immediately.

CHILD NUTRITION PROGRAM

In the operation of the child nutrition program, no student will be discriminated against because of race, sex, color, national origin, age, or disability. A student enrolled in the Sevier County School System may be eligible for free or reduced-price meals and/or free milk if income eligibility criteria are met. These criteria are posted annually on www.sevier.org or can be found on the Free and Reduced Meal Application distributed by the school.

ENROLLMENT

Refer to Board Policy 649 and Board Policy 603 for information about student enrollment. With few exceptions, students residing outside of Sevier County are not eligible to attend Sevier County Schools. A “non-resident student” is a student whose legal residence is located outside of Sevier County. “Legal residence” is defined as the primary residence of the student’s custodial parent(s) or guardian(s). Board Policy 603 (Student Assignment and Transfers within the System) also addresses several enrollment issues. The Sevier County Board of Education has established no attendance zones for schools in our system; however, bus transportation will be provided to the local school only. Parents who reside in Sevier County may transport their children to any school they choose.

After the first five days of school, parents of elementary students may not transfer their children from one school to another unless the parents move into a new community. For secondary students there will be no more than three days of open enrollment per term. An exception may be made to this statement if both gaining and losing principals believe that the transfer is in the best interest of the student(s) and the schools. If either or both principals disagree, the parents may appeal to the Superintendent's hearing officer.

STUDENT FEES AND FINES

Based on Sevier County Board of Education Policy 638 (Waiver of Student Fees), students who receive free or reduced cost lunches are eligible for waivers of school-related fees. School fees are defined as fees for activities that occur during the regular hours, fees for activities and supplies required to participate in all courses required for credit or grade, fees for a copy of the student's record, refundable security deposits, and fees or tuition applicable to courses taken by resident students for credit or grade in the summer. School fees do not include fines imposed for lost textbooks, late returned library books, parking, abuse of school property, debts incurred, costs for extracurricular activities occurring outside the regular school day, etc. Documentation of parent consent for the waiving of confidentiality on applications for free and reduced meals will be required.

ASBESTOS MANAGEMENT PLANS

Parent(s)/guardian(s), upon request, shall be given the opportunity to review the Asbestos Management Plan. The Sevier County School System’s AHERA Management Plan is available for public inspection

upon request at the Sevier County School System Maintenance Department at 405 Catlett Road, Sevierville, TN 37862. Anyone interested in reviewing this plan should contact Kevin McClure or Roger Shorter at 865-453-4140.

SCBE POLICY MANUAL AVAILABILITY

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 our school's website.

CAFETERIA PRICES

Breakfast:

7th & 8th Grade - \$1.75, 9th - 12th - \$1.80, Employee - \$2.10, Visitor - \$2.45

Lunch:

7th & 8th Grade - \$2.65, 9th - 12th - \$2.80, Employee - \$3.80, Visitor - \$4.80

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. If you are interested in volunteering, please contact the School Office.

COMMUNICATION, ANNOUNCEMENTS, AND BULLETINS

SCHOOL COMMUNICATION

Communication is critical for success. Most of the information about our school will be available on our website <http://www.na.sevier.org>. You may contact your child's teachers by email (email addresses are found on the school web site) or by calling the school and leaving a message. Teachers are available to speak with parents during planning time or before and after school. Parents can attend parent-teacher conferences, Open House, and other programs sponsored by the school that communicate important school information

SEVIER COUNTY BOARD OF EDUCATION WEBSITE

A Sevier County Board of Education website is available at <http://www.sevier.org>. 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 our school's website. You may also follow SCBE on Twitter: @SevierCoSchools

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 <http://www.sevier.org/home>. The Tennessee Report Card provides information about demographics, statistics, and performance indicators for both the system and school.

SEVERE WEATHER CLOSINGS

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.

BULLETINS AND ANNOUNCEMENTS

All posted announcements or bulletins must be approved by the principal or assistant principal.

STUDENT MESSAGES

Only in cases of emergency will phone messages be delivered to students during class. The nature of emergency must be specified to a school official before normal classroom activities will be interrupted. Non-emergency messages will be given to students during class breaks and lunches.

OFFICE TELEPHONE

Office telephones are for business purposes only. Students will be permitted to make necessary, approved telephone calls during the school day from the office. If a student becomes ill or is injured during the school day, a nurse will call and notify the parent.

NETWORK & INTERNET POLICY

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:

- (A) 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.

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.

Remember that at the beginning of the school year and/or at the time of enrollment, all students and their parents or legal guardians shall be given clear and prominent written notice of the fee waiver process. 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. In addition, students cannot be charged fees for field trips or special activities and events that occur during part or all of a school day. School fees do not include costs for extracurricular activities occurring outside the regular school day including sports, optional trips, clubs, or social events.

COPPA-REQUIRED NOTIFICATION

The Sevier County School System is committed to the safety of our learners, especially when it comes to the use of online resources. Technology is a critical part of today's classroom. We believe there is great potential for the use of online apps/tools to improve teaching and learning. The ever-increasing availability of online teaching and learning resources comes with inherent risks and concerns regarding student data, privacy, and student work. We as a district have a responsibility to ensure that student's data and privacy is adequately protected while using online digital resources for school work.

SCSS safeguards a wide range of information about its students. SCSS manages each student's personally identifiable information in accordance with Tennessee and Federal privacy laws, including FERPA and COPPA. SCSS will not share personally identifiable information with third-party providers unless there is a "legitimate educational interest" for the student(s).

In efforts to continue protecting student information, SCSS has adopted a set of standards for the use of new online resources in the classroom. These standards include the use of a vetting process to evaluate new apps/online tools for potential adoption. Only online apps/tools that are appropriate to meet instructional goals, that are well designed, and that meet the legal requirements to protect student privacy/data will be approved for use by students.

VISITORS

VISITOR CHECK-IN

The school system is committed to a safe campus without interruption of the instructional process. Visitors will be asked to display a driver's license or government issued photo identification before entering the building, to 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 or his/her designee. Through the KeepnTrack Program, guest passes will be issued for all persons other than students and employees of the school.

SCHOOL SAFETY AND SECURITY ACT, SCHOOL DISCIPLINE ACT

TCA 49-6-2008 -Parents please be aware of the following laws that relate to persons 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.

TIPLINE FOR REPORTING THEFT, WEAPONS, BULLYING, DRUGS, AND OTHER SUSPICIOUS ACTIVITIES

A partnership between the Sevier County School System and the Sevier County Sheriff's Department provides a tip line where callers can remain anonymous. The phone number is 865-453-0312. Students are also encouraged to contact the principal, school counselor, or other trusted adult with issues around bullying, cyberbullying, threats of violence, or other social or emotional issues.

ATTENDANCE AND TARDIES

Attendance is a key factor in student achievement and therefore, students are expected to be present and on time each day that school is in session. The attendance supervisor will oversee the entire attendance program, which will include:

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and

5. Notifying the Department of Safety whenever a student with a driver's permit or license drops out of school.

Absences and tardies will be classified as either excused or unexcused as determined by the principal or his/her designee using the following criteria as set forth by the Board. Excused absences and tardies result from the following:

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. School bus failures;
7. Circumstances which in the judgment of the principal create emergencies over which the student had no control.

Students participating in school-sponsored activities whether on or off campus will not be counted absent. In order to be school-sponsored, the activity must be school planned, school oriented, and/or teacher supervised. All missed class work and tests must be made up when a student has an excused absence or is out of class on a school-sponsored activity. When a student's tardiness or absence is unexcused, the student will be allowed to make up tests missed. Regular class work will not be made up and the student will receive a zero for that work. If there is no graded assignment taken for the unexcused absence, the student will receive a negative three points from his daily grade; for the unexcused tardy, a negative one point. If a high school student misses more than twenty (20) minutes of a class, the student will be counted absent for the entire class. For grades K-12, parent/guardian notes will be accepted by the principal for each event of student illness in a semester or term 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. After four occasions in a semester or term, medical or other professional statements provided by a doctor, dentist, etc., may be required by the principal for each occasion. If requested by the principal, failure to provide the statements will cause the absence to become unexcused. High school students with perfect attendance in all classes in the term, will be allowed to exempt any two end of term exams excluding state-required exit and/or gateway tests. High school students with perfect attendance will have the option to take the designated exempt exam(s) with the exam grade counting only if it improves the student's final course grade. Each high school will have an incentive program approved by the Superintendent's designee to encourage perfect attendance on a six weeks basis. Each high school principal may require a doctor's excuse after five parental notes for illness in a term. Each high school will have an Attendance Appeals Committee, to evaluate any requests for appeals waivers, or hardship cases related to the attendance policy. This committee will be chaired by the principal or his/her designee. The decision of this committee is final.

If unexcused absences equal more than five (5) for the entire school year, the Drop Out Prevention Coordinator will be contacted and additional steps will be taken to remedy the attendance problems (T.C.A.-3001)

SCSS PROGRESSIVE TRUANCY INTERVENTION PLAN

All students must follow the new state law, which requires school personnel to intervene with

services for students who accrue five (5) or more unexcused absences during the school year. A student's first five (5) absences in each semester may be excused with a note from a parent.

Tier One (3+ Unexcused Absences)

- Schools will check attendance and connect students and families with a school Attendance Team to create an attendance contract and monitor progress.

Tier Two (Continued Accumulation of Unexcused Absences 4+)

- A school based Attendance Team member will check student needs through an individualized assessment, will schedule follow up meetings with the student and parent as needed, and will connect families with appropriate and available services agencies if necessary.

Tier Three (Continued Accumulation of Unexcused Absences 5+; Non Compliance with Tiers 1 & 2 Mandates)

- The school-based Attendance Team will check student progress, review effectiveness of current interventions, and determine appropriate next steps, which could include filing a petition with juvenile court if previous connections with the student and parent have failed.

TARDY POLICY

Students are expected to be prompt to classes each day. Students will receive a disciplinary consequence for unexcused tardies. Consequences for tardies will be class period in school suspension or alternative placements.

NOTES TO EXCUSE ABSENCES

ALL DAY ABSENCE NOTES- Excused or unexcused admits are determined by the principal or his/her designee following school board policy. When a student returns from an all-day absence, he/she must bring a NOTE to their first period teacher the following school day. The absences will be recorded as unexcused until the note is obtained. Parents are requested to call the school on the day of the absence and explain the absence. **There is a limit of five (5) all day absent parent notes per semester.** School activities are not counted as absences (activities must be approved in advance).

***Check-ins after 8:05 am-** Students must check-in through the office. Parents may check their students in personally or a note is needed. Notes may be faxed to the school (865-933-4018) or emailed to kristianmartin@sevier.org if necessary. All check-ins will be unexcused until a note is provided.

***Check-outs-** Students will only be dismissed with a person who is on the student's emergency card. No one under 18 can be on the emergency card unless it is a sibling. The person picking up student must report to the front office. The student will only be called out of class at that time. If a student drives and needs to leave school early, the parent must call the school before the student is dismissed. **NO STUDENT** is to leave the campus, even before school, without checking out through the office.

FAMILY VACATIONS

Parents should make written requests for family vacation directly to the school principal at least one (1) week prior to the vacation. Request forms can be picked up in the main office. The Sevier County Board

of Education allows the principal to approve one family vacation for up to five (5) days. *Vacation requests will be denied during testing weeks.*

MAKE-UP WORK-(BP-632)

Students who receive an excused absence are required to make up work missed in each class. It is the student's responsibility to obtain all make-up work from teachers immediately upon returning to school. Students have at least the same number of days to complete the make-up work. Students and parents are strongly encouraged to visit their teachers' webpage on the school website to keep current on assignment and make-up work.

FINAL EXAM EXEMPTIONS

High School students with no more than one (1) excused absence in a class will be allowed to exempt the final exam for that class, excluding state mandated tests. Students may only exempt two (2) exams per term. Students will have the option to take exempted exam(s) with the grade counting only if it improves the student's final grade.

SPECIAL EDUCATION

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:

- a. 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;

- To use the individualized education program (IEP) team for reviewing assessment, formulating programming, and determining placement for every disabled student;
- To ensure that placements are made which educate disabled children in the least restrictive environment;
- 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.);
- To ensure that procedural safeguards required by state and federal laws are adhered to; and
- To involve parents of disabled children in a meaningful, ongoing dialogue.

CLASS SIZE REQUIREMENTS-as pertaining to Special Education

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-as pertaining to Special 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-as pertaining to Special Education

Disciplinary Exclusion of Student with a Disability

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.

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.

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.

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.

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;

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.

GENERAL RULES OF SAFETY AND CONDUCT

Students at Northview Academy are under the supervision of the faculty and staff at all times. If a student attends any school activity, he or she is subject to school regulations.

STUDENT CODE OF CONDUCT

As stated in Board Policy 608 (Student Conduct), the staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee will have the authority to control the conduct of any student while under the supervision of the school system. This authority will extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction. For more information, refer to Board Policy 608 which can be found at www.sevier.org.

SECURITY

Any student or visitor may be subject to physical search because of information received from a teacher, staff member, student, or other person if such action is reasonable to the principal (state law 49-6-4205). The search law authorizes searches of vehicles and containers or packages brought onto school property. Students and visitors may be subject to search by metal detectors. Trained dogs may be used to search places and objects, but not people.

DRINKS

No outside drinks unless they are sealed.

PERSONAL PROPERTY

Students are responsible for their personal property. Large sums of money, electronic devices, expensive jewelry, etc. should not be brought to school. Northview Academy does not accept

responsibility for any valuables left in the open, either inside or outside the building or for valuables placed in the auditorium or school lockers.

CARE OF SCHOOL PROPERTY

The construction, purchase, and maintenance of school buildings, facilities, equipment, furniture, transportation vehicles, etc. cost the Sevier County taxpayers. Take pride in all that the Sevier County System provides. Students who destroy, deface, or vandalize school property will be required to pay for loss or damage. Accidental damage should be reported so that the item can be fixed or replaced.

FIRE DRILLS

The signal for a fire drill is a buzzing alarm sound. Students and teachers should move toward the designated exit (exit instructions are posted on all exits from the classroom). Do not run but walk swiftly and quietly to a distance of at least 100 feet from the building.

STUDENT DISCIPLINE PROCEDURE

Students are expected to conduct themselves in a mature and responsible fashion while at school. Minor discipline infractions, such as disruptions, tardies, horseplay, and the like, will be handled by the classroom teacher. Major discipline infractions, such as insubordination, fighting, skipping class, and the like, will result in an office referral. Also, persistent minor infractions may result in an office referral.

Definitions of Disciplinary Actions (BP632)

1. (ISD) In-School Detention: A requirement that a student report to a specified school location, at a specified time, to a designated school official.
2. (ALC) Alternative Learning Center: A placement at the ALC for up to 20 days will usually be made rather than an out-of-school suspension. Parents may refuse placement at the ALC, which will result in out-of-school suspension. The placement at the ALC results in the exclusion for the student from all school sponsored activities including, but not limited to, athletics and marching band during the time of the placement. These students may not attend any school function and will be on campus only for transportation to and from ALC. This does not refer to students placed at the ALC for reasons other than disciplinary actions.
3. (OSS) Out-of-School Suspension: A student may be suspended out of school which means the removal of the student from all school campuses in the system and exclusion from school sponsored activities during the time of suspension.
4. (LDP) Loss of driving privilege: When a student drives to school, the loss of that privilege may be utilized when appropriate.
5. Expulsion: Removal of a student from the school system for an extended period of time by the student disciplinary committee, superintendent's hearing, or by official Board

action.

ZERO TOLERANCE OFFENSES

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

- 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 of not less than one (1) calendar year. The Superintendent of Schools has the authority to modify this expulsion requirement on a case-by-case basis (TCA 49-6-4018).
- 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 of not less than one (1) calendar year. The Superintendent of Schools has the authority to modify this expulsion requirement on a case-by-case basis (TCA 49-6-4018).
- 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 officer will be expelled for a period of not less than one (1) calendar year. The Superintendent of Schools has the authority to modify this expulsion requirement on a case-by-case basis (TCA 49-6-4018).
- When it is determined that a student has violated 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 Superintendent of Schools, pursuant to Tennessee law, has the final authority to modify the punishment for these offenses on a case-by-case basis.

JUVENILE OFFENDER ACT

(TCA 49-6-451)- When a student between the ages of 13-18 engages in and is convicted of such prohibited conduct as possession, use, sale, consumption of any alcoholic beverage, wine or beer or any controlled substance or involved in the possession or carrying of a weapon on school property, the student/offender can be issued a denial or suspension of driving privileges until age 18 by the Tennessee Department of Safety, Driver Control Division.

LOCKERS

Lockers are the property of the school, and they may be inspected at any time by the principal, assistant principal or designated representative. We strongly encourage your students to have a lock on the locker when they are assigned. Northview Academy will not accept responsibility for items lost or stolen. Lockers are assigned by first period teachers.

CELL PHONES AND ELECTRONIC DEVICES

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 into 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. Students who violate the cell phone policy are subject to the disciplinary consequences.

HALL AND CLASS PROCEDURES

Students are expected to be prompt to class. Students must be in their classroom when the bell rings. Only the teacher dismisses the class. All nonessential materials should be placed under desks or left in lockers. Students are not to leave the classroom without a hall pass from the teacher. Hall passes will be required when a student is scheduled to be in class. Disciplinary action may be rendered if rule is broken. Classes in session are not to be disturbed; therefore, no running, fighting, or distractions in the halls or restrooms will be tolerated. Each teacher will post a set of class rules to be reviewed and followed.

FIELD TRIPS

All students are expected to follow school and bus guidelines on all field trips. Any disciplinary issues will be handled according to school policy; in addition to, the revocation of future field trip privileges.

BUS CONDUCT

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.

- 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.
- Any student wishing to ride a bus other than his/her designated bus or to get off at a non-standard location must present written parental permission AND the written approval from the student's principal. The same rule also applies to any student who wishes to get off at any point between

the pick-up point and the school. The student's bus driver shall be required to turn the signed note(s) over to the Transportation Director as soon as practical after completion of the route.

SUSPENSIONS

According to Board Policy 625, the principal may suspend a student from attendance to school for as long as ten days or from riding a school bus for ten days if the conduct of the student is such to warrant such action. The suspension will be reported to the Central Office on forms provided and the student's parent or guardian will be notified by presentation of the parent copy of the suspension form to the parent in person or by letter (registered if necessary). The suspension form will not be given to the student to deliver to the parent/guardian. If the suspension is for more than five (5) days, the principal shall develop and implement a plan of behavior which shall be made available for the Superintendent or his/her designee upon request.

An offense that warrants expulsion will be reported in writing as a recommendation for a Superintendent's hearing. After the Superintendent's hearing the student may be assigned an additional suspension of up to ten days, assigned alternative placement, or expelled. The parents or guardian may appeal any suspension or expulsion as outlined in Board Policy 606.

DISCIPLINARY HEARING AUTHORITY

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent(s)/guardian(s) of the student, the student, and any other appropriate person of the time, place, and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension. Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or assistant principal may request a review by the Board, and the Board shall review the record.

INTERROGATION AND SEARCHES

Board Policy 607 (Interrogation and Searches) outlines procedures for the questioning and searching of students. Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning should be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.

Any principal (or his/her designee) having reasonable cause for a search may search any student, place, or thing (including student lockers or cars) on school property or in the actual or constructive possession

of any student during any organized school activity off campus, including buses, if the principal receives information which would cause a reasonable suspicion that the search would lead to the discovery of:

- Evidence of any violation of the law;
- Evidence of any violation of school rules or regulations or proper standards of student conduct;
- Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

For more information, refer to Board Policy 607 at www.sevier.org.

HARASSMENT, INTIMIDATION, BULLYING or CYBER-BULLYING

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

Board Policy 648 clearly states that 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 cyberbullying. It will be a violation of this policy for any employee, volunteer, parent or student to discriminate, harass, bully or cyberbully a student for any reason (complaints of disability discrimination, harassment, bullying, cyberbullying 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.

Any parent or student may complain of harassment, intimidation, bullying or cyberbullying to a teacher, counselor, administrator, or directly to the Director of Student Services. A student's parent(s) or legal guardian will be informed immediately if their student is involved in an act of intimidation, harassment, bullying or cyberbullying. The student's parent or legal guardian will be informed of the availability of counseling and support services necessary for the student. Any complaint or report will be fully investigated by either a building level administrator or someone designated by the Director of Student Services within forty-eight (48) hours of receiving any complaint or report. Please refer to Board Policy 648 which can be found at www.sevier.org for more detailed information.

DEFINITION

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.

CONTACTS

If you suspect bullying, cyberbullying, sexual, racial, ethnic, religious harassment, or discrimination please contact the school level coordinators by phone or email.

Bullying:	Travis Franklin	travisfranklin@sevier.org	865-933-5880
Discrimination/Harassment:	Dr. Maggie Yoakum	maggieryoakum@sevier.org	865-933-5880
Special Education or 504:	Travis Franklin	travisfranklin@sevier.org	865-933-5880

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 cyber-bullying 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.

DRESS CODE

DRESS AND GROOMING-Northview 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.

- a.) Bottom Wear:** 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.
- b.) Top Wear:** 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. Sizeappropriate fleece pullovers; light jackets; long sleeve crewneck, v-neck, or cardigan sweater vests; or sweatshirts may be worn over an approved shirt
- c.) 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.
- d.) Shoes:** Shoes must be worn at all times.
- e.) 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.

- f.) **All Apparel:** Clothing shall be neat, clean, hemmed and shall not have holes, rips, cuts, or frayed edges. Articles of clothing shall not be worn which imply or promote alcohol, sex, drugs, tobacco, violence, gangs, racial slurs, or offensive language
- g.) **Head:** No headgear or sunglasses will be worn in the building (except those worn for obvious medical reasons and the results therefore).
- h.) **Accessories:** Any accessory that is studded, spiked, contains chains or can tubs, or in any way presents a potential danger or harm to self or others is prohibited. Belts must be fabric or leather only.
- i.) **Other:** Tattoos, whether permanent or temporary, must be covered. 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. No items may be worn which may be used as a weapon. These items include but are not limited to chains, ropes, cables, etc. Any clothing or use of clothing to depict gang affiliation will result in immediate disciplinary action.

A student shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect is to unreasonably distract the attention of other students, or otherwise to cause disruption/interference to the operation of the school. Dress and grooming policies will be strictly enforced, and the administration reserves the right to deem anything not discussed above as distracting and prohibit it. Parents/guardians are encouraged to enforce the Northview Academy dress code before allowing students to leave home for school or school-related activities.

**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.

***First period teachers will be required to perform a cursory dress check each morning and will send those students who are in violation of the dress code to an administrator.

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 or 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 BAG

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. This includes solid shoulder bags.

STUDENT DRIVING

DRIVING PERMIT PAPERS

State law requires students to maintain good attendance and passing grades in at least half of their classes to get the certificate required for their learner's permit and driver's license. (T.C.A 55-50-321). This form can be found in the main office. Students should fill out this form in order to have their grades and attendance checked to receive their certificates. Please allow 2-3 days turnaround time. If unexcused absences equal more than five (5), the Drop-Out Prevention Coordinator will be contacted and additional steps will be taken to remedy the attendance problems. (T.C.A. 49-6-3001).

STUDENT DRIVING

Driving a vehicle to school is a privilege. Personal vehicles must be registered with the main office where a parking pass may be purchased for \$20. Parking will be allowed only in designated areas. Vehicles parked or driven on the school grounds without being registered, or parked out of the designated area, are subject to being towed at the owner's expense. No loud music is allowed from vehicles either parked or moving while on school property. The speed limit in the parking lot is 5 mph, and the administration reserves the right to revoke driving/parking privileges at any time. Loss of driving privileges may be used as disciplinary punishment for any school violation and may range from one week to the end of the school year. The school is not responsible for any theft or damage to student vehicles. Accidents should be reported immediately to office personnel. Parents will be notified at work or home. In case of extreme emergency, the student will be taken to the nearest medical facility.

****No student shall be permitted in his/her vehicle during the school day without permission and a pass from an administrator.**

LIBRARY AND TEXTBOOKS

GENERAL LIBRARY INFORMATION

Students and faculty have access to library services from 7:15a.m. until 3:30p.m.

- Books may be checked out for a period of two weeks with the option to renew if the book has not been requested by another person.
- Computers are available for the card catalog, online databases, Internet and word processing.

- The library is governed by the same basic rules that govern behavior at Northview Academy.

TEXTBOOK

Each student is responsible for the textbooks they are issued. Accurate records will be kept of all books and their conditions. All lost or damaged books must be paid for before the semester ends.

WITHHOLDING OF STUDENT GRADES FOR DEBTS OWED

Local education agencies are authorized to withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has taken property which belongs to a local education agency, or has incurred a debt to a school, until such student makes restitution in full.

EXTRA CURRICULAR ACTIVITIES

CLUBS, SERVICES, HONOR SOCIETIES

Northview Academy offers clubs and service organizations for students to join: Band - Chorus – Drama – Sr. Beta Club – Interact – FFA - Yearbook Staff – Student Government - DECA - FBLA - Spanish Club

SPORTS There are a number of sports in which you may participate in at Northview Academy. They include the following: Girls Softball – Soccer – Wrestling – Basketball - Boys Baseball - Cross Country – Track - Girls Volleyball – Tennis - Football – Golf – Cheerleading - Dance

ELIGIBILITY TO PLAY SPORTS

According to TSSAA rules, a student is eligible to participate in an approved sport if he or she has successfully earned six credits the previous year. Students must have a physical examination prior to participation in practice or games. Student athletes must also adhere to the drug testing policy defined by Sevier County School Board Policy #B.P. 649. Athletes will be subject to random drug testing.

SPORT PHYSICALS

Students wishing to participate in high school athletics must have a sport physical completed prior to tryouts. Physical forms may be picked up in the main office or found online at <http://www.sevier.org>.

DEPARTMENT OF GUIDANCE AND COUNSELING

The Northview Academy School Counseling Department provides a variety of services:

- Academic, career, and college counseling is available through classroom presentations, small groups, and individual meetings.
- A 4 year plan for high school is developed in the 8th grade and kept on file in the Guidance Office. The plan is reviewed periodically with special emphasis during sophomore year.

- During the high school years, the focus is on course selection, program planning, educational and career plans, and successfully dealing with academic, social and personal problems. Juniors and seniors start rigorous preparations toward graduation and post-secondary options.
- Schedule Changes: Courses selected during registration should be considered as final. Class withdrawals or transfers will be considered only after the request has been initiated by the parent or guardian. The principal must approve or reject the request. Withdrawals will be decided by the principal and none will be approved after the fifth (5th) day of school.
- Materials and resources will be available to explore specific career fields, identify college admission requirements, and complete the college application process.
- Both students and parents are encouraged to use the information and expertise of the Guidance Department. Appointments are recommended.

HIGH SCHOOL GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS- Students graduating from high schools in the Sevier County School System must complete all units required by state law and State Board of Education Regulations. In addition, all students must choose a course of study defined by the Sevier County Board of Education. Students must earn a minimum of 28 credits while enrolled in a normal course load. Sevier County secondary schools use a four period block schedule each semester. Under normal circumstances, a student will take four (4) classes each term /eight (8) classes each school year.

A total of twenty eight (28) credits are required for graduation and must include the following:

- Enrollment in a math course each year
- A Program of Focus in a specified area of concentration (Fine Arts, Career and Technical Education, Humanities, math and Science) that includes three electives beyond the core requirements.

Units required for graduation are as follows:

English (1 per year)	4			Social Studies	4
Math (1 per year)	4	Fine Arts	1	Economics	1
Science	3	Lifetime Wellness	1	U.S. History	1
Foreign Language	2	Personal Finance	1	U.S. Government	1
Program of Focus	3	Physical Education	1*	World History	1

* An additional one-half credit in P.E. is required and may be met by completing a Physical Education course or by substituting documented equivalent time of physical activity in an approved school sponsored activity.

REQUIREMENTS FOR TOP TEN PERCENT- Classes of 2022 and 2023 and 2024 and 2025

4 credits English (3 credits must be honors on the sophomore level and above)

4 credits Math (Algebra I, Geometry, Algebra II, and Finite or above. Bridge and SAILS does not count)

4 credits Science (one must be Chemistry or Physics)- The following courses fulfill the additional fourth credit requirement for science beyond minimum graduation requirements: Biology II, Chemistry II, Physics, Anatomy & Physiology, any AP or Dual Enrollment Science course.

TRANSFER STUDENTS FROM NON-ACCREDITED HIGH SCHOOLS OR PRIVATE SCHOOLS

Students transferring from schools which are not approved by the Tennessee State Board of Education or by comparable agencies shall be allowed credit only when they have passed a comprehensive written examination approved, administered, and graded by the principal. The examinations administered to students in grades 9-12 shall cover individual subjects appearing on the official transcripts. (State law rule 0521-1-3-03, Chapter 0520-7-2; BP618)

HIGH SCHOOL GRADING POLICIES AND PROCEDURES

For the purposes of the HOPE (lottery) scholarship, Tennessee Code Annotated 49-4-902 will be updated to allow for internal percentage point weighing in the calculation of grade point averages, using a 4.0 scale. Tennessee's Uniform Grading System will consist of the following, effective July 1, 2006.

Each school year is divided into two terms, each with three six-weeks grading periods. At the end of each six-week period, students are given grade reports. They are expected to take these grade reports home to parents. Grading shall be uniform within the high schools as follows:

Grade	Percentage Range		Weighting for Honors Courses	Weighting for Local and Statewide Dual Credit, Capstone Industry Certification Aligned Courses and Dual Enrollment Courses	Weighting for Advanced Placement and International Baccalaureate courses
A	93	100	May include the addition of 3 points to the grades used to calculate the semester average.	Four (4) percentage points will be added to the grades used to calculate the semester average.	May include the addition of 5 points to the grades used to calculate the semester average.
B	85	92			
C	75	84			
D	70	74			
F	0	69			

To further unify and coordinate the grading systems, the following shall constitute the method of grading:

1. Term Grade Computation: Three six-weeks average=80% Final Exam Score=20%
2. Six weeks Grade Computation:

Daily averages (quizzes, homework, class work, notebooks, etc.) =66.67%

Test Averages (at least two major tests, one of which is cumulative) =33.33%

School Board Policy states 3 points will be taken off the daily grade for each unexcused absence, and 1 point for each unexcused tardy.

*EOC test are required by the State Department of Education and are given in the following subject areas: English I, and II, , Algebra I and II, Geometry, Biology I, and U.S. History. These exams are 15% of the final grade.

PARENT/ STUDENT ACCESS TO GRADES

9th-12th Grades use a gradebook system called Skyward. Students will be given a username and password at the beginning of the school year for parent and student use. To access Skyward go to the Northview Academy website (www.na.sevier.org) where you will find the link: Skyward Student Access. Please be aware if you try to Google “Skyward” or use the app it will not work. Once you log into Skyward there will be a drop down menu on the top left, select Grades. Under this tab you will be able to access student grades and missing assignments. If you have any questions contact Dr. Maggie Yoakum (maggieyoakum@sevier.org).

WITHDRAWAL OR TRANSFER

Any student who plans to withdraw/transfer from Northview Academy for any reason should report to the Guidance Office. A transfer to another school in the county must occur during the first three (3) days of the semester. Transcripts will not be forwarded until all obligations such as turning in books, paying fees, etc. are met.

TESTING CALENDAR

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. 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 or at 865-453-4671.

SIGNATURE PAGES

Parent/Student Policy Consent Form

We, the undersigned parent/guardian and student, have read and understood the rules and policies set forth in the Northview Academy student handbook. We agree to abide by and pursue the procedures detailed therein as well as those set forth by the Sevier County Board of Education in addition to all mandates of governmental agencies on the state level here in Tennessee. Furthermore, we understand that failure to comply with such policies will result in disciplinary and/or punitive measures as set forth by Board policy and determined by a designated member or appropriate body within the school system.

Parent/Guardian Signature

Date

Student Signature

Date

Internet Usage Consent Form

I understand and will abide by Sevier County Board of Education Policy 519 (Network and Internet Use). I further understand that any violation of the regulations noted in the policy is unethical and may constitute criminal offense. Should I commit any violation, I understand that my access privileges may be revoked or school disciplinary action may be taken, and/or appropriate legal action taken.

Student Signature

Date

As parents or guardians of this student, I have read Sevier County Board of Education Policy 519 (Network and Internet Use) and agree to its terms and conditions. I understand that this is designed for educational purposes. I will not hold the Sevier County School System responsible for controversial materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to allow Internet access for my child.

Parent/Guardian Signature

Date