

Millington Municipal Schools Student - Parent Handbook 2018-2019



Our vision is to ensure a positive educational experience for all students by creating a sustainable world-class system that focuses on four key areas: Students, Staff, Facilities, and Learning. Upon exiting Millington Municipal Schools, every student will be prepared to face challenges with confidence and the ability to succeed.

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Millington Municipal School District (MMSD) STAFF WILL DISCUSS THE CONTENTS OF THIS HANDBOOK WITH THEIR STUDENTS.

MMSD Administration RESPECTFULLY REQUESTS THAT PARENTS ALSO REVIEW THE INFORMATION CONTAINED IN THIS HANDBOOK WITH THEIR CHILDREN.

To view the policy manual for MMSD, please visit our web page at www.millingtonschools.org

Also, visit the MMSD website to view a summary of our Local Consolidated Application for Federal Funding. To find this on our website go to FEDERAL PROGRAMS and then to the link for this document.

Millington Board of Education:

Roger Christopher - Position 1

C.J. Haley - Chairman, Position 2

Mark Coulter - Position 3

Cody Childress - Position 4

Barbara Halliburton - Position 5

Larry Jackson - Position 6

Chris Denson - Position 7

Non-Discrimination

Be advised that all classroom instructional and extracurricular activities and opportunities in MMSD are offered without regard to race, color, creed, national origin, religion, sex, age, or disability, or for any other reason not related to a student's individual capabilities. Students and/or their parents/guardians as well as employees may present complaints regarding discrimination as set forth in the following statutes to the designated Federal Rights Coordinator (FRC).

Title IV of the Civil Rights Act of 1964;

Title IX of the Education Amendments of 1972;

Section 504 of the Rehabilitation Act of 1973;

Age Discrimination Act of 1975;

Title II of the Americans with Disabilities Act of 1990.

FRC for students: Jill Church (901) 873-5684

FRC for employees: Stacy Ross (901) 873-5688

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School Board Meeting Dates

Regular meetings of the Board shall be held on the first Monday of each month. The regular September Board meeting shall be held on Tuesday following the first Monday. In instances when the January and/or July regular meeting falls on a legal holiday, such meeting will be held on Tuesday following the first Monday.

School District Goals (Policy 1.700)

Instruction

1. To promote a plan for the organized improvement of school curriculum, including the articulation between elementary and secondary schools
2. To provide offerings which explore a wide range of career and service opportunities
3. To promote an integration of academic, physical, social and emotional growth experiences for each student
4. To promote the recognition of achievement in all endeavors (example, academic, athletic)

Students

1. To structure the overall instructional program to provide sufficient alternatives to meet a variety of individual needs and aspirations
2. To ensure that each student's interests, capacities and objectives are considered in his/her learning program
3. To develop a comprehensive program for disabled students providing the least restrictive programs
4. To help students gain understanding of themselves, as well as skills and techniques in living and working with others and being responsible citizens

Personnel

1. To provide high quality performance by the staff, including both professional and support personnel
2. To establish acceptable performance standards for all personnel
3. To provide in-service training and professional growth experiences for teachers and administrators
4. To maintain an evaluation system for the improvement of the instructional system

Operations

1. To make every effort to secure adequate funding for the educational program in support of the stated goals
2. To maintain an adequate system of fiscal and business management
3. To develop plans for the efficient use of school facilities
4. To ensure appropriate communication between the director of schools and the Board

School Calendar: Millington Municipal Schools Instructional Calendar

First Semester

| | |
|-------------------------|---|
| August 6 | 1 st day for Students |
| September 3 | Labor Day |
| September 13 | Parent Teacher Conferences |
| October 5 | End of the 1 st Quarter |
| October 8-12 | Fall Break |
| November 12 | Veteran's Day |
| November 15 | After School Teacher PD |
| November 19-23 | Thanksgiving Break |
| December 21 | End of 2 nd Quarter & ½ Administrative Day |
| December 24 – January 2 | Christmas Break |

Second Semester

| | |
|-------------|---|
| January 3 | Professional Dev Day |
| January 4 | Administrative Day |
| January 7 | Students Return |
| January 21 | MLK Jr. Day |
| February 7 | Parent Teacher Conferences |
| February 18 | President's Day |
| March 8 | End of 3 rd Quarter |
| March 11-15 | Spring Break |
| April 18 | ½ PD (Students ½ day) |
| April 19 | Good Friday |
| May 24 | End of 4 th Quarter & ½ Administrative Day |

Assessment Calendar 2018-2019

| Assessment Name | Administration | 2018-2019 Administration Window |
|---|-------------------------------------|---|
| Required Assessments | | |
| TCAP End of Course | Fall Block | November 26 – December 14 |
| | Spring Block/ Spring Traditional | April 15 - May 3 |
| TCAP Grades 3-8 | Spring | April 15 - May 3 |
| TCAP-Alt Grades 3-11 (MSAA & Science / Social Studies) | Spring | March 18 – May 10 (<i>Tentative</i>) |
| ACT (Grade 11) | Spring | <i>(All dates tentative)</i> March 19 Online March 19 – 28 Accommodations March 19 – April 2 Make-ups April 2 or 23 |
| NAEP | Winter/Spring | January 28 – March 8 (<i>Tentative</i>) |
| ACCESS for ELs | Spring | March 4 – April 19 (<i>Tentative</i>) |
| Optional Assessments | | |
| Grade 2* | Spring | April 22 – May 3 |
| Grade 2 Alt* | Spring | March 18 – May 10 |
| ACT Senior Retake** | Fall | TBD |

*Participation in the Grade 2 operational assessment is a district option and includes the alternate assessment if chosen.

**Participation is limited to seniors who took the ACT as a junior.

Community Eligibility Program

Millington Municipal Schools participates in the Community Eligibility Program in all four schools. This program allows students to receive breakfast and lunch at no charge. Please take advantage of this program. Menus are available on the website. Ala carte items are also available at a reasonable charge.

Student Goals (Policy 6.100)

In order to establish an environment that is conducive to learning, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities.
2. To protect and observe the legal rights of students
3. To educate students with respect and encouragement

4. To provide an environment where students can learn personal and civic responsibility for their actions through meaningful experiences
 5. To discipline students in a fair and constructive manner
 6. To provide for the safety, health and welfare of students
 7. To promote faithful attendance and diligent effort
- 20 U.S.C. § 1703; TCA 49-6-3109

Visitors to Schools (Policy 1.501)

Except on occasions, such as school programs, athletic events, open house and similar public events; all visitors will report to the school office when entering the school to present a valid Government issued ID to ensure the visitor is allowed on the property as described in Board Policy 1.808. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes shall be issued for all persons other than students and employees of the school

Shared Residency Verification: 2018–2019 School Year

All Parents/Guardians who live with another person must complete a Shared Residency Verification for their child for the 2018-2019 school year. In the case in which a student resides with his/her parents/legal guardians/custodians having lawful control of the student, and the homeowner/lease holder also resides at the same address, the following proof of shared residency must be provided in order to enroll the student in Millington Municipal Schools.

- A. *The owner/lease holder of the home must accompany the parent/guardian and provide a Tennessee Driver's License/Tennessee I.D. bearing the current address and two (2) of the following items to prove the homeowner's residency.***
 1. Most recent MLGW or municipal water bill of the owner/lease holder of the home in which the student will reside during the current school year
 2. Mortgage statement or deed of the owner of the home in which the student will reside during the current school year
 3. Lease of the lessee of the home in which the student will reside during the current school year
 4. Real Estate tax receipt
 5. Public assistance/government benefits check, card, or papers
- B. *The parents/legal guardians/custodians having lawful control of the student claiming shared residency must provide a Tennessee Driver's License/Tennessee I.D. bearing the current address and two (2) of the following items listed below:***
 1. Car registration of the parent/legal guardian/custodians having lawful control of the student bearing the address at which the student will be residing during the current school year
 2. Voter registration of the parent/legal guardian/custodians having lawful control of the student bearing the address at which the student will be residing during the current school year
 3. Payroll stub of the parent/legal guardian/custodians having lawful control of the student bearing the address at which the student will be residing during the current school year
 4. Three (3) significant pieces of mail with a forwarding sticker bearing the address at which the student will be residing during the current school year
 5. Government Assistance Communication directed to the parent/legal guardian/custodians having lawful control of the student bearing the address at which the student will be residing during the current school year.
 6. In the event that two (2) of the items listed directly above cannot be provided, residency may be established by submitting other documentation deemed to be appropriate proof of residence by the department responsible for verifying residency. The parents/legal guardians/custodians of homeless students shall not be subject to the provisions outlined in the Shared Residency Requirements section above.

Child Custody (6.209)

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.

Custody Issues:

A child whose care, custody and support have been assigned to a resident of the district by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the district office.⁴

TCA 49-6-3001(c)(6); TCA 37-1-131(a)(2)

Compulsory Attendance Ages (Policy 6.201)

Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school. A parent/guardian or legal custodian who believes that their child is not ready to attend school at the designated age of mandatory attendance may make application to the principal of the public school which the child would attend for a one (1) semester or one year deferral in required attendance.

TCA 49-6-3001 (c) (1)

Entrance Age

A child entering kindergarten must be five years old on or before August 15.

T.C.A. 49-6-201(b) (3)

First Grade: No child shall be eligible to enter first grade without having attended an approved kindergarten program.

TCA 49-6-201 (8) (d)

Enrollment of Students beyond Compulsory Attendance Age (Policy 6.201)

A person eighteen (18) years of age or older who applies for admission must have the application approved by the principal and director of schools when:

1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
2. He/she has dropped out of school and wants to re-enter.

School Admissions (Policy 6.203)

Students enrolling in kindergarten who have not previously enrolled in any school will furnish the following:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration.
2. Evidence of a current medical examination. There shall be a complete medical examination of every student entering school for the first time.
3. Evidence of state-required immunization. The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.

Students entering school for the first time who have not met the requirements of the preceding requirements (numbers 1 and 2) shall not be permitted to enroll. Principals shall notify the Department of Student Services for assistance in meeting the requirements 1 and 3. For specific issues with immunization verification, notify the Office of Coordinated School Health at (901) 873-5680.

Immunization (Policy 6.402) New State Immunization Rules and Certificate

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 (or attend) without proof of immunization, as determined by the Commissioner of Public Health. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school which the student is to attend.

No Child Left Behind, Part F § 1061 (1) (D); (2) (B) & (4)(B)

TRR/MS 0520-1-3-.08(2) (a); TCA 49-6-5004(c)(1)

TCA 49-6-5001(a)

Meningococcal Vaccines Recommended for Preteens and Teens

All 11 to 12 year olds should be vaccinated with a single dose of a meningococcal vaccine. A booster dose is recommended at age 16 so teens continue to have protection during the ages when they are at highest risk of meningococcal disease. If your teenager missed getting a dose, ask their doctor about getting it now.

Waiver of Immunization Requirements

State law (*T.C.A. §49-6-5001*) provides waiver of immunization requirements under the following conditions.

1. Absent epidemic or threat of epidemic, parents may object in writing, when immunization conflicts with the teachings and practice of a well-recognized religious denomination to which the parents adhere. However, if an epidemic or threat of epidemic occurs, objections on the behalf of religious teaching are invalid.
2. Certificate in writing from a physician stating that such immunization would be harmful to the child involved is provided to the school for the student's permanent file.

A *Temporary Tennessee Certificate of Immunization* may be submitted, if the physical examination has been completed and immunizations have been started. The student may attend school as long as the immunizations are completed according to schedule. The temporary certificate expires after the next dosage due date. Compliance with completion will be monitored. Parents will receive notification of actions to be taken if vaccination schedule is not followed.

TCA 49-6-3008(b)

TRR/MS 0520-1-3-.08(2)(a)

TCA 49-6-5001(c)

In-District Transfers (Policy 6.204)

Upon review and approval of the director of schools, a student who resides in district may transfer to a school within the district other than the school to which the student is zoned provided that there is available capacity as determined by the director of schools and, during the course of the academic year immediately preceding the requested transfer year, the student has received passing grades in all core academic subjects (English/language arts, math, science, social studies and, has not had unexcused absences totaling more than eight (8) days in any one semester, has not had tardies and/or early check outs that are unexcused totaling more than fifteen (15) days for the academic year, and has not been subject to suspension from school for more than ten (10) total days.³ The director shall consider the physical space available, program offerings and the staffing level established according to the district's budget and staffing model. Students who are children of teachers employed by the district shall have priority to attend the schools where their parents/guardians are assigned. When approved for an in-district transfer, students and/or their parents/guardians must provide transportation to and from the school.

TCA 49-6-3113; TCA 49-6-3103

The student will be expected to remain in the school to which s/he transferred for the duration of the school year. The student may remain in the school to which s/he transferred through the exit grade for that school. If, during the course of a school year, such student no longer meets the above-listed criteria for transfer approval, the director of schools/designee may send notice to the parents/guardians that the in-district transfer will not be renewed for another school year.

The application form for such transfer will be available at the Millington Municipal Schools Central Administrative Office and each school office during normal business hours.

Out-of-District Transfers (Policy 6.204)

The district will not accept out of district transfer applications after the last instructional day of semester one.

The director of schools shall approve the transfer prior to the student's enrollment in the district. Such transfer may be approved provided that:

1. There is available capacity (as defined in *Policy 6.204*)
2. During the course of the academic year immediately preceding the requested transfer year, the student shall have received passing grades in all core academic subjects (English/language arts, math, science, social studies and, if in high school, is on track to graduate with the student's cohort)
3. Have not had unexcused absences totaling more than eight (8) days in any one semester
4. Have not had tardies and/or early check outs that are unexcused totaling more than fifteen (15) days for the academic year
5. Have not been subject to suspension from school for more than ten (10) total days.

When approved for an out-of-district transfer, students and/or their parents/guardians must provide transportation to and from the school. However, such students shall not be required to pay tuition.

Attendance, Absences, Truancy, And Withdrawal (Policy 6.200)

Attendance

The Tennessee State Compulsory Attendance Law (*T.C.A. §49-6-3001 and T.C.A. §49-6-2007*) requires that pupils of legal age attend school (ages of six and seventeen years, both inclusive) unless special circumstances arise which temporarily or permanently excuse the student from attendance. This also applies to five (5) year old students who have attended school for six (6) weeks. By state law, the student's school year shall consist of a minimum of 180 teaching days exclusive of all vacations, as approved by the Board of Education. (*T.C.A. §49-6-3004*) The annual calendar is divided into two semesters. A copy of this calendar is included at the front of this handbook.

Absences and Excuses (Policy 6.200)

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

Excused absences shall include:

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

All absences must be verified in writing by the parent within three (3) days of the student's return to school. **Absence notes will be accepted no more than three (3) days after absence.** Absences for which no written verification is submitted will be considered unexcused. Physician verification will be required after the accumulation of **ten (10) days** of absences.

Tardy Procedures

Students who do not report to school by the start of the school day, 7:00 a.m. at the middle and high school, and 8:00 a.m. at the elementary schools, will be counted as tardy. For the purpose of reporting to Juvenile Court for truancy, five unexcused tardies will equal to one unexcused absence.

Millington Municipal Schools will observe the following check-in/check-out procedures.

Students who report to school after 7:00 a.m. at the middle and high school, and after 8:00 a.m. at the elementary school must be checked in through the office by the individual bringing them to school. (Must be 18 years old). Please do not drop them off at the front door. An adult must enter with them and sign them in.

All students leaving school for any reason prior to dismissal must follow procedures:

1. A note should be brought from home stating the reason and time that the student is to leave school.
2. **ID WILL BE REQUIRED.** The student must be picked up by a member of the family or designated person listed on Skyward. The person picking up the student must report to the office and sign the student out. The office will then call the student to the office. **Students will not be called to the office before parent shows ID. For the safety of all students, please be prepared to show a government issued picture ID, as this will be required when checking out a student.**
3. Parents desiring persons other than themselves or persons listed in Skyward to pick up their student from school **must** send a note to the school or come to the school prior to and add the person to the emergency contact sheet.
4. If your student's mode of transportation needs to be changed; a written notification from the parent/guardian is required. No phone calls will be accepted. When writing a letter please indicate the change in transportation, bus number or if it will be a different person picking them up, car rider, and if possible a contact number to verify change or if there are any questions from administration.
5. If your student drives and has a medical/dental appointment or court date then the student must present a signed note the same day they need to leave campus. Without a written notification, a student who drives

- may leave campus only if a parent or someone from the emergency contact list comes into the school and signs them out.
6. Please remember, if your student becomes sick while at school, he/she must be seen in the school nurse's office prior to leaving campus due to illness. If your student is too ill to remain at school, please be prepared to come to school to sign your child out for the day.

Military Service of Parent/Guardian (Policy 6.200)

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

TCA 49-6-3019

Truancy (Policy 6.200)

Truancy is defined as an unexcused absence for an entire school day or 50% of the school day.

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

Progressive Truancy Intervention Plan

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

Tier I

Tier I of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

Tier II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

Under this tier the Supervisor of Attendance will implement restorative practices when meeting with parent(s)/guardian(s) and students prior to referral to juvenile court for truancy.

Student Code of Conduct (Offenses and Penalties by Category)

The infractions of school discipline in Millington Municipal Schools listed below are grouped into categories according to the seriousness of the offense. **This list is not intended to be exclusive or all-inclusive.** For infractions not specifically listed below, school principals shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category.

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

Misbehaviors: Category 1

Examples (not an exclusive listing):

- Classroom disturbances
- Class tardiness or cutting
- Habitual and/or excessive tardiness
- Abusive language
- Cell phone use during the instructional day
- Dress code violation

Penalty for Category 1 Offenses:

- Student-Administrator Conference
- Parent-Principal Conference
- Before/After School Detention/Saturday School
- In-School Suspension

Misbehaviors: Category 2

Examples (not an exclusive listing):

- Open or continue defiant attitude or willful disobedience toward a member of school staff
- Vulgar, profane, immoral/disreputable or non-verbal action to staff member or fellow student
- Physical or verbal intimidation or threats to other students including hazing
- Threatening bodily harm to another student, including transmitting by an electronic device
- Fighting in or on school property
- Possession of mace or other disabling spray
- Sexual, racial, ethnic, or religious harassment/discrimination
- Bullying, intimidation, and harassment
- Inciting, advising or counseling of others to engage in acts in Categories 1, 2, or 3
- Repeated Category 1 Offenses

Penalty for Category 2 Offenses:

- Student-Administrator Conference
- Parent-Principal Conference
- Before/After School Detention/Saturday School
- In-School Suspension
- Out of School Suspension

Misbehavior: Category 3

Examples (not an exclusive listing):

- Threatening bodily harm to school personnel, including transmitting by an electronic device
- Making a threat, including a false report, to use a bomb, dynamite, or any other deadly explosive or destructive device
- Smoking and or the possession of tobacco products on school property
- Gang activities- any gang related activity not specified in Category 4
- One or more students initiating a physical attack on an individual student on school property or at a school sponsored event
- Malicious destruction of or damage to school property, or the property of any person attending or assigned to the school
- Stealing or misappropriation of school or personal property
- Continuous and/or severe Category 2 Offenses

Penalty for Category 3 Offenses:

- In-School Suspension
- Out of School Suspension

- When appropriate, notification will be made to law enforcement authorities

Misbehaviors: Category 4

Examples (not an exclusive listing):

- Possession of a knife or any potentially lethal weapon on school property or at a school-sponsored activity
- Evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity
- Off-campus criminal behavior resulting in a felony charge, when the behavior could cause a disruption to the learning environment
- Gang activities including threatening and/or intimidating, harassing in nature or related to gang recruiting: gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti drawn on school property
- Evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug without proper medical authorization
- Possession, use or distribution of counterfeit money on school property or any school sponsored activity
- Assault upon any teacher, principal, administrator, school resource officer, or any other school employee
- Continuous and/or severe Category 3 Offenses

Penalty for Category 4 Offenses:

- Out of School Suspension for up to 180 days
- Alternative School
- When appropriate, notification will be made to law enforcement authorities.

Misbehaviors: Category 5- State Zero Tolerance Offenses

Examples:

- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function
- Knowingly possesses, or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function
- Carries a firearm to school or possesses an explosive device at school, on school premises, or at a school function under the jurisdiction of the school district

Penalty for Category 5 Zero State Tolerance Offenses

- Expulsion/Suspension for one calendar year
- Alternative School

Notification will be made to law enforcement authorities. Any modification of this penalty due to the presence of mitigating factors or circumstances can only be made by the Superintendent.

Reporting Procedures

Mandatory reportable criminal offenses shall be reported in accordance with state law and Board policy (see 7005 Mandatory Police Reporting). The principal shall consult with department responsible for security when determining whether local law enforcement should be contacted regarding any violation of the Code of Conduct that does not require mandatory reporting to law enforcement or other agency. For reporting discrimination and sexual harassment, any student or parent/legal guardian who believes s/he is experiencing student-to-student discrimination or sexual harassment shall report such circumstances to a teacher, counselor, or principal immediately. If the report is made to a teacher or counselor, s/he must notify the principal immediately.

Confiscation of Items and/or Loss of Privileges

Confiscation of Items "Confiscated items" include but are not limited to beepers, telephone pagers, laser pointers, and cellular phones, prohibited electronic devices, and any other item prohibited by the District. Unless the District extends the return time of confiscated items because the item or its contents may be evidence of violation of law or policy, the parent may pick up the item at the time and location designated by the principal.

The district does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged confiscated items while in the custody of the district.

Before/After School Detention/Saturday School (Policy 6.315)

The student will be given at least one (1) full day of notice before detention/Saturday school.

Parents/guardians will be informed before detention/Saturday school takes place.

Students will be under supervision of certified staff members.

Detention will not exceed 45 minutes after the official closing of the school day but may be administered several days in succession. Teachers must have the approval of the principal before issuing detention or requiring a student to attend Saturday school.

Students riding school buses will be provided an alternative to detention, or with agreement of the parents, go to detention at a later date. Students with religious exemptions to Saturday school shall be provided with an alternative disciplinary option.

In-School Suspension (Policy 6.316)

The in-school suspension program includes a behavior management component that teaches students skills to improve their behavior and make good choices while allowing students the opportunity to complete their regular classroom assignments in an isolated environment. The principal, including assistant principals, has sole discretion to issue in-school suspensions.

Out-of-School Suspension (Policy 6.316)

Out-of-school suspensions vary in length from zero (0) to ten (10) days. The principal, including assistant principals, has sole discretion to issue out-of-school suspensions from zero (0) to ten (10) days.

Reasonable effort shall be made to contact the parent/guardian immediately regarding any suspension. If contact with the parent/guardian cannot be made, the student will remain at school until dismissal time except in cases of police arrest or an emergency, such as when the student's continued presence poses a danger to persons or property in the school or an ongoing threat of disrupting the academic process. Students on suspension must not be permitted to set foot on school property, attend class, take exams, or participate in or attend school-sponsored activities while under suspension, unless otherwise allowed by law and/or Board policy (see TCA 49-6-3401(d) and the policy on Alternative Schools).

Expulsion (Policy 6.316)

Removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

Special Education Considerations

Students who also qualify for special education services determined to have violated this policy may be suspended, expelled, or remanded or otherwise disciplined only in accordance with special education laws and policies. Unless a disciplinary infraction is the direct result of a child's disability as determined by a manifestation determination team, the child will be disciplined in the same manner as a nondisabled child. The district, parent/guardian, and relevant members of the IEP team shall review all relevant information.

Student Disciplinary Hearing Authority (Policy 6.317)

When requested by student or parent the Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. Contact Millington Municipal Schools Central Office at (901) 873-5680 for appeal.

Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent or guardian 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.¹

The DHA may take the following disciplinary actions: ²

1. Affirm the decision of the school principal
2. Order removal of the suspension unconditionally
3. Order removal of the suspension upon such terms and conditions as it deems reasonable
4. Assign the student to alternative program

5. Suspend the student for a specified period of time

Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher or assistant principal may request an appeal to the Director of Schools. Within five days of the Director of Schools 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. Following the review, the Board may grant or deny the request for a hearing or affirm or overturn the decision of the DHA and the Director of Schools with or without a hearing. The Board shall not impose a more severe penalty than that imposed by the DHA without first providing an opportunity for a hearing before the Board.³

TCA 49-6-3401 (c)(4)(A)(D)

TCA 49-6-3401 (c) (5)

TCA 49-6-3401 (c)(6)

Nothing in this subdivision (C)(6) shall act to exclude the Tennessee Department of Children's Services from the disciplinary hearings when the department is exercising its obligations under *T.C.A. § 37-1-140*. The action of the Board of education shall be final.

Corporal Punishment (Policy 6.314)

Any school administrator employed by Millington Municipal Schools may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools.¹ The director of schools will be responsible for developing and communicating procedures to be used when implementing corporal punishment.

TCA 49-6-4103

Suspension from the School Bus (Policy 6.308)

Except where prohibited by law, students who engage in bus-related misconduct may be suspended from riding the school bus to and from school. Decisions involving temporary/ permanent removal from school bus ridership will be made by the principal. In such cases, the student would typically continue his/her school assignment, but he/she would have to find another means of transportation. Truancy laws would still be in effect. Additional disciplinary actions may also apply when bus-related misconduct involves a violation of the Student Code of Conduct.

A student receiving special education services shall not be suspended more than 10 days from school bus transportation if transportation services are required under the student's Individual Education Plan (IEP).

Motor Vehicle or Permit License Revocation

In accordance with state law, any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for motor vehicle permit or license revocation.

A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full unit subjects or their equivalency at the end of semester grading.

Driver's License Revocation (Policy 6.200)

A student shall be deemed deficient in attendance when he/she drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester, unless the absences are due to transfer or are beyond the student's control. The Superintendent (designee), with the assistance of the attendance teacher and any other staff or school personnel, shall be the sole judge of whether unexcused absences are due to circumstances beyond the student's control. Suspensions shall be considered unexcused absences. Suspension, expulsion or confinement in a correctional institution shall not constitute a circumstance beyond the control of a student. A copy of the notice sent to the Department of Safety by school personnel shall also be mailed to the student's parent or guardian.

Student Alcohol and Drug Testing (Policy 6.3071)

Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers produced evidence of the presence of drugs and/or alcohol;

3. A search of persons and containers produced evidence of a presence of drugs and/or alcohol;
4. A search of vehicles produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using drugs and/or alcohol on school property.

Random Drug Testing (Policy 6.3071)

Due to the severity of the drug use problem, both locally and throughout the State, students involved in any voluntary extracurricular activities may be subject to random drug tests.

Interrogations and Searches (Policy 6.303)

Searches by School Personnel

In order to ensure a safe and secure learning environment, the director of schools shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law and regulations. The director shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.¹

Search Procedures

When individual circumstances in a school dictate it, a principal may order that vehicles parked on school property by students or visitors, containers, packages, lockers or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the Principal's presence or in the presence of other members of the Principal's staff.

Individual circumstances requiring a search may include incidents on school property, including school buses, involving, but not limited to, the use of dangerous weapons, drugs or drug paraphernalia by students, which are known to the Principal or other staff members, information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or attempted assault on school property with dangerous weapons, or any other actions or incidents known by the Principal which give rise to reasonable suspicion that dangerous weapons, drugs or drug paraphernalia are held on school property by one (1) or more students.

A notice shall be posted in the school that lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons or any property which is not properly in the possession of the student.

A notice shall be posted where it is visible from the school parking lot that 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. All of the following standards of reasonableness shall be met prior to conducting a physical search on a student:

1. A particular student has violated school policy
2. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia or drug
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students
4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed

Interrogations By School Personnel (Policy 6.303)

Students may be questioned by school personnel about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly unless circumstances require otherwise and in a manner which will avoid unnecessary embarrassment to the student. Any student answering falsely, or evasively or refusing to answer a question may be subject to disciplinary action, including suspension. Such questioning may be conducted with or without the presence of parent(s)/guardian(s).

Academic and Examination Provisions for Students Suspended During the Last Ten Days of a Term or Semester (Policy 6.316)

If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

Admission of Suspended or Expelled Students (Policy 6.318)

The Board may deny admission of any student (except those in state custody) who has been expelled or suspended from another school system in Tennessee or another state even though the student has established residency in the system in which he/she seeks enrollment.

Tobacco Use or Possession (Policy 1.803)

Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer.⁴ The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations. *TCA 39-17-1505*

Alternative School (Policy 6.319)

The Board shall operate an alternative school program for students in grades K-12 who have been suspended or expelled from regular school programs.¹ Attendance in alternative school programs shall be mandatory. Students attending an alternative school shall provide their own transportation.

TCA 49-6-3402(a)

Victims of Violent Crimes

A student has the right to transfer to another school within the district if he/she is the victim of a violent crime at school.

Section 504 Grievance and Due Process Procedures (Policy 1.802)

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.¹

Coordinator Jill Church (901) 873-5680

Stacy Ross (901) 873-5680

Driver's License or Permit (T.C.A. §49-6-3017)

To obtain a driver's license or permit to drive in Tennessee, the Department of Safety requires each person between the ages of fifteen (15) and seventeen (17) inclusive to:

1. Obtain a Certificate of Compulsory Attendance, and
2. Pass a Driver's Education class OR have a learner's permit (for at least three months)

The Certificate of Compulsory Attendance is provided by the high school attendance office to students who meet the legal requirements of compulsory attendance, in addition to currently passing three (3) full unit subjects or the equivalency. To maintain the driver's permit or certificate, the student must continue to meet the legal requirement of compulsory attendance and the academic requirement of currently passing three (3) full unit subjects or the equivalency. (T.C.A. §49-6-3017(c))

Participation in Interscholastic Athletics (Policy 4.301)

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunities shall be provided for members of both sexes.

Prior to participation in interscholastic athletics, every student must complete an annual physical examination.³ The parents/guardians of each student shall be responsible for covering the cost of the examination, and these records shall

be on file in the principal's office. It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization insurance for all students participating in interscholastic athletics.

Students shall not be required to attend a school athletic event, or event related to participation on a school athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school days prior to the event.⁵

Title IX, Education Amendment of 1972, 20 U.S.C. § 1681, et seq.; 34 CFR § 106.41

3. *TRR/MS 0520-01-03-.08(2) (b)*

5. *Public Acts of 2017, Chapter No. 260*

Student Equal Access (Policy 4.802)

Student Meetings

Schools may allow students to form clubs or groups that meet before and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.^{1,2,3,5}

School Sponsored Events⁴

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers.

See policy in entirety for additional information.

1. *20 U.S.C.A § 4071*

2. *Westside Community Schools v. Mergens, 496 U.S. 226 (1990)*

3. *TCA 49-6-2904*

4. *TCA 49-6-1803*

5. *TCA 49-6-1805*

Student Records (Policy 6.600)

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes.

TCA 10-7-504(a)(4); 20 USC 1232g

Student Records Annual Notification of Rights (Policy 6.601)

Rights of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records
4. Obtain a copy of this policy and a copy of the student's educational records
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system have given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

Directory Information

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone number, e-mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.³

*The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student’s right.

Legal References

1. 34 CFR 99.4; 34 CFR § 99.7
2. 34 CFR § 99.7; TCA 10-7-504
3. 34 CFR § 99.3
6. TCA 49-1-701, et seq.

FERPA

In 1974 the Family Educational Rights and Privacy Act (Buckley Amendment) Public Law 93–380, §438, was passed to ensure confidentiality of student records. Parents/guardians and eligible students (students at least 18 years of age) have the right to inspect and review educational records. Parents/guardians must make their request in writing to the school. After the request is received an administrator will schedule a time to meet with the parent/guardian to review the records. Any request to amend the educational record must be made in writing.

Military Recruiters

Parents or students have the right to request in writing that their student’s name, address and telephone number not be released to a military recruiter without prior written consent. This request shall be presented to the school principal at the beginning of each school year.

Acceptable Use Policy (Policy 4.406)

Parent/Guardian Permissions

Parent/guardian permission is required for students under the age of eighteen to participate in some school related activities. Please review the explanations of each of the permissions listed. A *Student Acceptable Use of Network and Electronic Media Agreement/Parent/Guardian Permissions Form* is embedded within this handbook and will serve to grant or deny permissions in each of these areas. Unless the parent follows the specified procedure below, the choice will be recorded as a Yes.

If you wish to disallow the below mentioned areas in part or in whole, please log in to the Parent Portal here: <http://bit.ly/MMSDParentPortal> and update the “AUP/Email/Media/EduApps Form” within the first two weeks of the school year. If you need assistance with this, please reach out to the school your child attends.

A. Student Acceptable Use and Independent Internet Access

We are pleased to offer students of Millington Municipal Schools access to district electronic resources. Our goal in providing this service is to promote educational excellence in our system by facilitating resource sharing, innovation, and communication. Electronic resources provide students with access to vast amounts of information and numerous opportunities for communication to enhance their educational experience.

Our intent is to make Internet access available to further educational goals and objectives. However, parents/guardians should be warned that if students disregard the guidelines of the school and/or system, they may find ways to access materials via the Internet which may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Millington Municipal Schools support and respect each family’s right to decide whether or not to approve independent internet access and communication. **In accordance with MMSD Policy #4.406 and to gain independent access to the Internet, all students under the age of 18 must obtain parental/guardian permission and must sign and return the *Student Agreement Form - Acceptable Use of Network and Electronic Media (Parent/Guardian Permission Form)* to the Principal or designee. Students over 18 may sign their own forms.**

Student Responsibilities

Electronic resources are provided for students to enhance the learning experience. Access to services is given to students who agree to act in a responsible manner. Parent/guardian permission is required for independent access. Student use must be consistent with the educational objectives of Millington Municipal Schools.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply to all such communications.

If a student observes any illegal activities or misuse of the network, he/she shall report these activities to their supervising teacher.

Computer, network, and cloud storage areas will be treated like school lockers. Network and/or school administrators and teachers may review files, bookmarks, and communications under the same standards set for school lockers to insure integrity of electronic media. Privacy is not guaranteed for files stored on District computers, servers, or in the cloud, nor will they be maintained indefinitely.

Declaration of Student

As a student user of Millington Municipal Schools' electronic resources, I hereby agree to comply with the rules as outlined in the Student Acceptable Use of Network and Electronic Media Agreement and to communicate over the network in an appropriate fashion while honoring all relevant laws and restrictions. I also agree that if I observe any illegal activities or misuse of the network, I will report those activities to my supervising teacher.

School and Parent Responsibility

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school and with independent access, parents/guardians bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, social media, and other potentially offensive media.

Schools will insure that procedures for access and standards of conduct regarding Internet use are communicated to students through appropriate instruction on Internet Safety. It is presumed that students given access will comply with District standards and will honor the agreements they have signed. The District cannot be responsible for ideas and concepts that a student may gain by his or her inappropriate use of the Internet.

Declaration of Parent

As the parent or legal guardian of the minor student or as a student 18 years of age or older, I have read this handbook and I grant permissions for this student in the following areas:

- A. This student has permission to independently access the Internet (3rd grade and older).
- B. Millington Schools has permission to publish this student's image, likeness or work, on the Internet.
- C. Millington Schools has permission to allow unrestricted media coverage of this student.
- D. Millington Municipal Schools has permission to publish directory information as defined under Family Educational Rights and Privacy Act (FERPA)**

I understand that some objectionable materials may be accessed even with District content filtering in place. I understand that individuals and families may be held liable for violations. I will accept responsibility for guidance of Internet use by setting and conveying standards for my son/daughter to follow when exploring on-line information and media on an independent basis. Millington Municipal Schools cannot be responsible for ideas and concepts that my child may gain by his or her inappropriate use of the Internet.

I understand and accept the conditions stated and agree to release, indemnify, and hold harmless, the City of Millington, the Millington Schools Board of Education, and/or their employees or agents from any and all claims and liability associated with or arising from the above student's independent use and/or access to the Internet.

If you, the parent or guardian, wish to disallow the below mentioned areas in part or in whole, please log in to the Parent Portal here: <http://bit.ly/MMSDParentPortal> and update the "AUP/Email/Media/EduApps Form" within the first two weeks of the school year. If you need assistance with this, please reach out to the school your child attends.

Student Email

Students will be assigned an e-mail account unless expressly declined by the parent or guardian. It is STRONGLY encouraged to allow email access for your child. District email is for educational purposes only and will be monitored and is subject to audit at any time. If you, the parent or guardian, opts to not allow email access, students will still be held accountable for all assignments and projects that are assigned by their teacher in conjunction with their enrolled class even if email access is required to complete a project or assignment. If students are not granted permission to use e-mail, other Office 365 tools will still be available to them.

Google Apps and Office 365 Apps for Education

Students will be assigned a Google Apps for Education and Office 365 Apps for Education account unless expressly declined by the parent or guardian. It is STRONGLY encouraged to allow access to these accounts for your child. District accounts are for educational purposes only and will be monitored and are subject to audit at any time. If you, the parent or guardian, opts to not allow access, students will still be held accountable for all assignments and projects that are assigned by their teacher in conjunction with their enrolled class even if access is required to complete a project or assignment. Information about data privacy and collection can be accessed by navigating to the following links:

Google Apps for Education - http://bit.ly/MMSD_GAFE

Microsoft Office 365 Apps for Education and Email - http://bit.ly/MMSD_365AFE

Declaration of Student

I understand that Millington Municipal Schools' email accounts are for educational purposes only and are provided as a privilege by Millington Municipal Schools. Any misuse of the Millington Municipal School email system will result in immediate cancellation of my account. Malicious and/or illegal misuse of my email account, computer files or system network could result in legal prosecution.

As a student of Millington Municipal Schools, I hereby state that I have read and understand the Use of Internet and Internet Safety Policy # 4.406, and that I agree to comply with the provisions stated therein.

I further state that I understand the following:

- Teachers, network and/or site administrators may review any files and communications to maintain system integrity and ensure that students are using the system responsibly. All student email is archived in accordance with Federal regulation.
- Files and any other information or communication stored on any electronic equipment owned or operated by Millington Municipal Schools are not private and will not be maintained indefinitely.
- Failure to abide by the terms of this agreement may result in disciplinary action up to criminal prosecution by government authorities.

If you, the parent or guardian, wish to disallow the below mentioned areas in part or in whole, please log in to the Parent Portal here: <http://bit.ly/MMSDParentPortal> and update the "AUP/Email/Media/EduApps Form" within the first two weeks of the school year. If you need assistance with this, please reach out to the school your child attends.

District Electronic Access and Internet Rules

The following are not permitted and will result in disciplinary action:

- Violating existing Board policy including, but not limited to, policy #4.406 or municipal, state, or federal statute
- Violating copyright laws
- Selling or purchasing illegal items or substances
- Using electronic resources for non-instructional purposes
- Using obscene language
- Sending or displaying offensive messages or pictures
- Harassing, insulting, threatening, attacking others, or cyber-bullying

- Making damaging or false statements about others
- Intentionally spreading viruses or malicious software
- Sharing personal login information or using another person's log-in
- Publishing personal information (name, address, photograph) without teacher/parent consent or approval
- Using an email account at school other than one provided by the District
- Using District-provided email for non-instructional purposes, including but not limited to impersonating others or for sending anonymous email
- Using personal electronic devices at school without appropriate permission
- Attempting to bypass network security to gain unauthorized access to information, pursue "hacking," or attempting to access information protected by privacy laws
- Using the network for commercial purposes or promoting a personal business, non-government related fund raising, or solicitation for religious purposes or lobbying
- Intentionally wasting limited resources

Sanctions

The use of Millington Municipal Schools electronic resources is a privilege, not a right, and inappropriate use will result in cancellation of privileges and may lead to disciplinary action including suspension or expulsion. Access entails responsibility. System administrators will deem what is inappropriate use, and their decision is final.

Additional disciplinary action may be determined at the local school level in keeping with existing procedures and practices regarding inappropriate language or behavior. When applicable, law enforcement agencies or legal action may be involved.

B. Web Publishing

Websites owned and operated by Millington Municipal Schools have been established as a dynamic forum to educate and inform the public. They serve as a communication vehicle to publicize goals, accomplishments, activities, and services of the District and of each school. Intended audiences include: students, parents, prospective parents, employees, prospective employees, and the community at large. All content contained on the web site is consistent with the educational aims of the District. **In accordance with MMSD policy #4.407, student work will not be published on any Millington Municipal Schools web site without the express consent of the parent or guardian of a minor student (those under 18 years of age). This permission is indicated on the *Student Agreement Form Acceptable Use of Network and Electronic Media (Parent/Guardian Permission)*.**

In order to safeguard students, the following procedures have been established:

1. The name of a student will not be published in conjunction with a picture or video of that student on any Millington Municipal Schools' web site unless there is a special reason for doing so, such as recognition for receiving an award. Likewise, personal information about students will not be published. (Millington Municipal Schools Policy #4.407)
2. Student work may be published on a Millington Municipal Schools' web site under the following guidelines;
 - Grades K-8 – Authors of electronically published work may be identified only by first name. Schools may choose to let students adopt "net names."
 - Grades 9-12 – Authors of electronically published work may be identified by first and last name.
 - All student work published must pertain to a class project, course, or other school-related activity.

C. Public Media (Policy 6.604)

Millington Municipal Schools periodically issues information or permits media coverage to highlight student accomplishments. This may include, but not limited to, a student making the honor roll, taking part in a school activity, receiving an award, or participating in sports. In addition, Millington Municipal Schools may want to use your child's photograph, likeness, voice, or student work for promotional and educational reasons, such as in publications, posters, brochures, and newsletters, on the District or school website, radio station or Cable TV channel, or at community fairs or district special events. **In accordance with MMSD Social Media Policies # 4.407 and 6.604, Millington Municipal Schools student pictures, video, likeness, voice, names, or student work will not be released to the public media without the express consent of the parent of guardian of a minor student (those under 18 years of age). This**

permission is indicated on the *Student Acceptable Use of Network and Electronic Media User Agreement (Parent/Guardian Permissions) Form*.

Student Referral

If parents are concerned about their child's learning or behavior in school they may call or write their child's teacher or school administrator expressing these concerns. The school administrator may explain the student intervention and referral process if parents are requesting an evaluation for special education or 504 services. Parents may also contact the Supervisor of Special Education and Student Services regarding the referral process at (901) 873-5680.

The district does not discriminate in evaluation or programming on the basis of race, color, creed, national origin, religion, sex, age, or disability. Parents, teachers, or administrators may refer students for screening to its gifted services program. As with all students with disabilities, a continuum of services is offered for gifted students. They may range from consultation to subject or grade acceleration. Parents interested in a gifted screening should contact the school principal for a review of student data or other program information. Further requests regarding student referrals may also be forwarded to the school administration or Millington Municipal Schools Central Office.

Per Tennessee Public Chapter 585 (T.C.A. §49-2-203 (b)), the following information is provided for parent and student use. Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced>.
Tennessee Department of Education Center of Regional Excellence

Patrice Martin, Director

100 Berry Hill Drive
Jackson, TN 38301
(731) 265-0409
Patrice.Martin@tn.gov

Complaint Procedure

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

Due Process Hearing Procedures

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child's identification, evaluation, and placement under Section 504.6 If a parent/guardian requests a Section 504 hearing, the parent/guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

Request for Hearing

A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator. The request shall be submitted on or reduced to writing on a form provided through the Central Office.

34 CFR § 104.4(a)

Parents shall have a right to challenge the actions of the Section 504 Committee with regard to their child's identification, evaluation, or educational placement through any **one (1) or all** of the following in accordance with this policy:

1. Informal Grievance Procedures;
2. Formal Grievance Procedures; and/or

3. Impartial Due Process Hearing

Emergency Closing (Policy 1.8011)

The Board authorizes the director of schools to close schools in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members or school property¹.

As soon as the decision to close schools is made, the director of schools will notify the public media and request that an announcement be made. Parents and students will also be notified with automated phone calls.

If school is not in session or is dismissed early due to snow or inclement weather, the director of schools in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled activities in which students are involved shall be postponed or cancelled.

TCA 49-6-3004(e)(1)

TRR/MS 0520-1-3-.02(1)(b)

Student Insurance Program (Policy 3.601)

Student accident insurance may be made available for purchase on an optional basis. Applications and information brochures will be sent home with the students during the first week of school.

Student Dress Code (Policy 6.310)

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.

Specific dress guidelines may be established for individual schools. Principals and appropriate faculty shall be involved in the development of each set of guidelines.

When a student is dressed in a manner which is likely to cause disruption or interference with the operation of the school, or in a manner that violates the developed guidelines, the principal shall take appropriate action, which may include suspension.

Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation (Policy 6.304)

The Millington Board of Education 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 prohibited¹.

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. This policy also includes any student activity that takes place off school property or at a school-sponsored event that creates a hostile educational environment or otherwise creates a substantial disruption to the educational environment or learning process.

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Textbooks (Policy 4.401)

Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they shall be responsible for the textbooks received and used by their children.

The Board shall approve and periodically review a schedule of fines for damaged books. In cases where the book is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or parent damages, loses or defaces the textbook either through willful intent or neglect.⁴

TCA 49-3-310(1)(C)

Use of Personal Communication Devices and Electronic Devices (Policy 6.312)

Students may possess personal communication devices and personal electronic devices, including but not limited to cell phones, laptops, tablets, mp3 players, and cameras, on school property so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. The District is not responsible for any loss or theft of any personal communication or electronic device while on school property. Furthermore, the District is not responsible for any confiscated items, and will not repair or replace any lost, stolen, or damaged confiscated items while in the custody of the District.

A student in violation of this policy is subject to disciplinary action.

Parental and Family Involvement (Policy 4.502)

The board is committed to increasing and ensuring the involvement of parents and other family members in the education of students.

The board shall implement the following as required by federal or state laws or regulations:¹

- The school district shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
- The school district shall provide the coordination, technical assistance, and other necessary support to assist individual schools with planning and implementing parental involvement activities.
- The school district shall involve parents with the development of required educational or improvement plans.
- The school district shall coordinate and integrate parental involvement strategies with those associated with other federal or state programs.
- The school district shall put into operation activities and procedures for the involvement of parents in all of its schools.²
- Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall ensure that activities and strategies are implemented to support this policy and included in the district plan.
- The district improvement plan shall include strategies for parental participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline and higher education opportunities for students.
- The district plan shall include procedures to enable parents to learn about the course of study of their children and have access to all learning materials.
- The district plan shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to, organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes.

- If the school district's plan is not satisfactory to parents, the school district shall submit parental comments regarding the plan to the State Department of Education as required.
- The school district shall ensure Title I schools are in compliance with the *Every Student Succeeds Act*. The director shall develop and implement any procedures necessary to accomplish the goals of this policy.

School Level Policy

Each school shall submit to the director and board, for review and comment, its Title I school parent involvement policy, which must meet state and federal requirements, including a school-parent compact. This school level policy shall be developed jointly with and distributed to parents of participating students. A copy of these documents shall be retained in the district office and made available on the school's (if applicable) and school system's website.

Support For Program

If the Title I allocation is \$500,000 or more to the school system, then not less than one per cent (1%) nor more than five percent (5%) of that allocation shall be reserved for the purpose of promoting parent involvement. Parents of students participating in the Title I programs shall be consulted on the use of these funds.

Family-School Partnerships¹

Families and community members should be engaged in the education of students based on the following standards:

- Families are welcomed into the school community;
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic, and business resources are made available to strengthen school programs, family practices, and student learning.

Legal References

1. Every Student Succeeds Act, Pub.L. 114-95, Dec. 10, 2015, 129 Stat. 1802: TCA 49-6-7001; State Board of Education, Tennessee Parent/Family Involvement Policy 4.207; TCA 49-2-305
2. TCA 49-6-7001

Transportation

All students living outside of the Parent Responsibility Zone (PRZ) are eligible for transportation services. The Parent Responsibility Zone is 1.5 miles for Elementary Schools and 2.0 miles for Middle and High Schools. Parents/Guardians are responsible for providing transportation for students who reside in the PRZ.

For routing concerns or any issues that are persistent and not being addressed in an efficient and timely manner, please contact the Transportation Department at 901-873-5680.

The following student behavior and safety standards have been established as a guideline for all students eligible for transportation.

Behavior Expectations

1. Students in grades KG and 1st are required to be supervised by a parent/guardian when picked up and delivered to the bus stop. If no one is present, the student will be returned to his/her school for supervision until picked up by a parent/guardian.
2. Special education students must have a parent/guardian at their residence to receive them when dropped off. If there is not one present, the student will be returned to his/her school for supervision until picked up by a parent/guardian.
3. Cooperate with the driver. Students shall be respectful and not use obscene and/or abusive language. No yelling or screaming.
4. Use of aerosol sprays, perfumes, etc. is prohibited.
5. Students will not throw items in or out of the bus. This behavior can cause serious safety hazards.
6. No fighting, bullying, harassment or horseplay on the bus or at the bus stop.

7. Students will not deliberately stand on private property while waiting for the bus. (If the bus stop does not allow enough space, please contact Transportation Services).
8. Students will load and unload the bus in a safe and timely manner. Be at your stop at least 5 minutes prior to your assigned pick up time.
9. Students must stay seated and not turn around in their seat. Nothing should ever block the aisle.
10. Smoking and use of tobacco and/or drugs on the bus or at the bus stop is prohibited.
11. Students will not extend hands, arms, head or any body parts out of the windows.
12. Students will not tamper with equipment or vandalize the bus. Parents/students will be charged for repair to damage of the interior/exterior of the school bus.
13. Keep the bus clean. No eating or drinking on the bus.
14. Students may not be disruptive with electronic devices, including but not limited to cell phones, cameras, iPods/MP3 players, etc. If students are disruptive and/or create a safety hazard, appropriate disciplinary actions will follow.
15. Students may only ride the bus which serves their home address and may only board or get off at assigned stop unless approved by the school principal and/or Office of Transportation Services.
16. Large band instruments are not allowed on the school bus (**See Addendum**).

Safety

1. Students will stay out of the streets while awaiting the arrival of the bus.
2. Students must remain seated until the bus comes to a complete stop and the stop arm is extended.
3. Students shall cross the street in front of the bus and under the direction of the driver. Look both ways then proceed to cross when the driver signals to them and the bus stop arm has been extended.

Field Trips

Students may participate in district and school sponsored field trips during the school year. The expectation is that students will follow all school bus behavior and safety rules as established by Transportation Services.

Bus Rules #16 Addendum (Band Instruments)

To assure adequate space for safety of passengers, all large musical instruments and other bulky, awkward, or dangerous items shall be prohibited from school buses.

The following instruments **are** allowed on school bus daily runs:

- Woodwind Instruments allowed: Piccolo, Flute, Oboe, English Horn, Bassoon, Clarinet, Alto Clarinet, Alto Saxophone, Tenor Saxophone
- Brass Instruments allowed: Trumpet, Cornet, *French Horn, Trombone, **Small Baritones or Euphoniums
- Percussion Instruments allowed: ***Small Bells – light weight – 2 ½ octave range or less, any accessory instrument that can be placed in a case equivalent to the size of a trumpet case or smaller.
- String Instruments allowed: Violin, Viola
- Miscellaneous allowed: Small Piano Keyboards – approximately 49 keys or less

NOTE:

* *French Horn cases must be turned at the vertical position and placed directly in front of the student and should never be placed in the aisle of the bus.*

** *Small Baritone or Euphonium cases are approximately the same size as the Alto Saxophone case.*

*** *Bells must be in a cloth-type case and held in the vertical position.*

The following instruments **will not be** transported on school bus daily runs:

- Woodwind Instruments not allowed: Baritone Saxophone
- Brass Instruments not allowed: Tuba, Large Baritone or Euphonium – Baritone and Euphonium cases wider than the Tenor Saxophone case are not allowed.
- Percussion Instruments not allowed: Snare Drum, All Marching Band Drums
- String Instruments not allowed: Cello, String Bass, Guitars (Acoustic, Electric, and Bass)
- Miscellaneous not allowed: Full Range Piano Keyboards – 50 or more keys, any electronic instrument deemed larger than any approved instrument

Suggested Guidelines for Loading and Unloading from Bus:

1. Band students should load buses last and exit at stops after other students exit.
2. Band students should make seating arrangements with bus drivers to ensure their instruments do not create a safety problem.

All instruments carried by students should be under their control at all times and placed (1) on the lap or (2) between the knees. The aisle should not be blocked at any time. No instruments shall be placed in the driver's compartment or take another child's seat on the bus.

Written Complaint Procedures

MMSD Central Office will provide information regarding written complaint procedures for resolving issues of violations of a Federal statute or regulation that applies to Title 1, Part A programs. 34 CFR 200.11(d)
(901) 873-5680

Teacher Qualifications

Parents may request information regarding the professional qualifications of the children's classroom teachers.

Operations

AHERA

In accordance with the 1989 United States Environment Protection Agency Rule: Asbestos Containing Material in Schools, 40 CFR Part 763, better known as AHERA (Asbestos Hazard Emergency Response Act), an Asbestos Management Plan has been developed for your schools. This plan details the locations of asbestos containing materials (if applicable), periodic inspections, and any activities regarding asbestos repair or removal (if applicable).

Under AHERA paragraph 763.93 the Asbestos Management Plan is to be made available to all government employees, workers, building occupants, and their legal guardians. The plan is located in the school's library and arrangements to view this plan should be made through the school's principal. Please note that the majority of new construction, renovation, etc. that was completed after 1990 was done so with "asbestos-free" materials. These schools will have an "Asbestos Free Management Plan". Inspections and renovations are conducted throughout the year.

Further information may be obtained by contacting the LEA (Local Education Agency) designated person at the Millington Municipal Schools Central Office located at 5020 Second Ave., Millington, TN 38053

Signs Posted in Schools

IT'S THE LAW THAT IF YOU HAVE DRUGS IN YOUR POSSESSION OR YOU PHYSICALLY ASSAULT ANY SCHOOL EMPLOYEE, YOU WILL BE ARRESTED AND SUSPENDED FOR 180 DAYS

WARNING - ELECTRONIC SCREENING FOR WEAPONS: ALL STUDENTS OR VISITORS ON MMSD CAMPUSES ARE SUBJECT TO UNANNOUNCED ELECTRONIC SCREENING FOR WEAPONS

STATE LAW PRESCRIBES A MAXIMUM PENALTY OF SIX YEARS IMPRISONMENT AND A FINE NOT TO EXCEED THREE THOUSAND DOLLARS (\$3000) FOR CARRYING WEAPONS ON SCHOOL PROPERTY

LOCKERS AND OTHER STORAGE AREAS, CONTAINERS AND PACKAGES BROUGHT INTO THE SCHOOL BY STUDENTS OR VISITORS ARE SUBJECT TO SEARCH FOR DRUGS, DRUG PARAPHENALIA, DANGEROUS WEAPONS OR ANY PROPERTY WHICH IS NOT IN THE POSSESSION OF THE STUDENT

NOTICE: USE OF ALL TOBACCO PRODUCTS IS PROHIBITED ON MMSD PROPERTY

NOTICE: THIS GOVERNMENT IS A RECIPIENT OF AMERICAN RECOVERY AND REINVESTMENT ACT FUNDS. IF YOU HAVE KNOWLEDGE OF ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454

If you live in any of the following situations: In a shelter; in a motel or campground due to the lack of an alternative adequate accommodation; in a car, park, abandoned building, or bus or train station; doubled up with other people due to loss of housing or economic hardship, you may qualify for certain rights and protections under the federal McKinney-Vento Act. If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.

Report Suspected Child Abuse & Neglect 877-237-0004 or call 911 if there is a life-threatening emergency. In non-emergency situations use the online form <https://apps.tn.gov/carat/>.

