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Central Elementary School Handbook

Message from the Principal

On behalf of the entire faculty and staff, it is my pleasure to welcome you and your child to Central Elementary School. We are looking forward to a successful and rewarding year. I encourage you to stay in close contact with the school because we believe that education is a joint effort in school and family. Communication is the key to building a positive relationship with everyone involved in your child's education. Your continuing involvement cannot be emphasized enough.

To help acquaint you with our procedures and policies, we have put together this handbook of information. Please read carefully, sign, and return all necessary documents to school as soon as possible.

If you have any concerns about your child, please feel free to contact us. I expect you to find a great and welcoming faculty and staff that will assist you with any of your needs or concerns. Our office staff includes Ms. Jackie, the secretary at the front desk, Ms. Cindy, the bookkeeper, in the back office, and Ms. Alicia, the nurse. Our office phone number is 615-666-3265 and we will be glad to assist you in any way.

Sincerely,

Erica Woodard
Principal

Beliefs

- Education, which is an on-going process that begins at birth and continues through the adult years, is the responsibility of the educators, parents, businesses, and the community populations.
- All students have the right to educational opportunities that will provide them with the skills, knowledge, and resources which enable them to become healthy, successful, productive citizens.
- Student achievement is directly related, but not limited to, a high degree of parental and community involvement through meaningful communication in planning and implementing educational programs and opportunities.
- Our system maintains a high focus on improving the achievement of all students.

Vision

It is the vision of the Macon County School System to provide all children with a safe and inviting environment to ensure their success. We want to instill in each student high expectations, morals, and respect enabling them to graduate with the knowledge and skills to become productive and responsible citizens.

*** Inspiring and Empowering Students ***





Things to Know About Our School

- School begins at 8:00am. Students arriving after 8:00 must report to the office for a tardy excuse.
- Attendance is very important to us. After 3 unexcused absences or 7 excused absences, you may receive a letter asking you to meet for an attendance meeting. Please refer to the Attendance policy on the following pages.
- Student drop-offs are at the stairs on the gym end. Do not drop your child off at the front entrance. This is for buses only.
- Pickups begin at 2:45 at the ramp leading into the cafeteria. You must have a tag in your car windshield with the child's name on it and the school logo. Please leave your tag in your windshield until you leave the parking lot. **The parking lot will not open until 2:30 each day due to safety reasons.**
- If you need to pick up your child up early, you must sign them out in the office and this will result in a tardy. 4 tardies equal 1 absence.
- Students will not be allowed to ride a new or different bus without assigned note listing the drop-off address.
- Breakfast is served between 7:15-7:45. Our school is eligible for CEP which means all students at Central will receive free breakfast and lunch this year!
- Snacks can be purchased for morning and afternoon snack in the gym before 7:45. Afternoon snacks can also be purchased at recess time. All our snacks meet the our healthy guidelines.
- You are welcome to eat lunch with your child. You will be charged for lunch. Only students are free.
- Due to several peanut/tree nut allergies throughout our school this year, your teacher may send home a request to not send any nut related items with your child.
- As the year progresses some policies in this handbook are subject to change. All MCBOE policies are updated on the district's website.

Central Elementary Drop off and Pick-up Route

Morning drop-off will be from 7:00 until 7:45 on the side of the building, taking the short loop between the trees to the side door

NO drop-off in front of the school from 7:00-7:45.

Afternoon pick-up will take the long loop on the side of the school, parting cars 2 wide. This is one way traffic only. Have your hang tag placed on your rearview mirror and it should remain there until you leave the parking lot. This helps us identify who you are and what student you need. Anyone picking up a child must be 16 years of age or older due to safety reasons.

For safety reasons, the side parking lot will not be open until 2:30 for you to wait for your child.

NO parking in upper parking lot due to bus traffic from 2:45-3:30 pm.



Macon County Schools

Shawn Carter, Director of Schools

2023-24 School Calendar

Registration Day 8:00-10:00am	August 1 st 2023
First Day of Fall Semester	August 3 rd 2023
Labor Day (No School)	September 4 th 2023
1 st Parent/Teacher Conference	September 13 th 2023*
Professional Development (1)	September 25 th 2023*
Fall Break	October 9 th -13 th 2023
Thanksgiving Break	November 20 th -24 th 2023
Last Day Fall Semester (86 days)	December 15 th 2023
Professional Development (2)	January 3 rd 2024*
1 st Day Spring Semester	January 4 th 2024
MLK Day (No School)	January 15 th 2024
President's Day (No School)	February 19 th 2024
2 nd Parent/Teacher Conference	February 21 st 2024*
Election Day (No School)	March 5 th 2024
Spring Break	March 25-28 th 2024
Good Friday (No School)	March 29 th 2024
Last Day Spring Semester (94 Days)	May 24 th 2024
RBS Graduation	May 23 rd 2024
MCHS Graduation	May 24 th 2024

***No School for Students**

Physical Education at Central Elementary

Dear Central Parents,

Welcome to our Physical Education Program! My name is Tucker Smith. Students will participate in physical fitness, rhythms, and healthy lifestyle choices. Physical Education is about more than just playing games and having fun. This is an essential area in learning about and gaining confidence in one's self. A quality program is structured and helps children develop into adults who value, maintain, and enjoy a physically active and healthy lifestyle.

These fields are far more important than most people realize, and I will instill this importance into the students that I teach. They will also be aware that leading this type of lifestyle can help us live happier and more productive lives. I will encourage my students to never give up on their goals and dreams because the thing that is most important in education is that we try our very best at every task we take on.

For your child to actively participate in physical education, please note the following:

- Tennis shoes must be worn on physical education days. Sandals, slick soled shoes ("Toms", Sperry's), rubber spikes, clogs, crocs, boots, or flip-flops are not appropriate. These shoes are not safe for physical activity.
- Shorts or pants are appropriate for physical education. Dresses restrain movement and can be dangerous.
- Illness or injuries that would prevent your child from participating in PE should be explained in a note from a legal parent/guardian. After one parent note, your child will be asked to participate in PE unless a doctor's excuse is provided.

I look forward to working with you and your child this school year. Thank you for your cooperation in making our physical education program successful.

Mr. Tucker

Central Elementary Physical Education Teacher



Macon County School Health Services

Director - Casey Brawner, RN

Dear Parents/Guardians,

School Health Services would like to remind parents of Macon County School children and also inform our new families of the county-wide school guidelines used for assessing sick children. It is our goal to keep the school environment as healthy as possible for all children.

A child **will be sent home** if he or she has:

1. A temperature of 100 degrees or higher
2. A rash/skin eruption, with or without drainage, of unknown origin
3. Active vomiting or diarrhea
4. Suspected contagious illness
5. A serious injury or appears obviously ill
6. Head lice or nits
7. Flea(s) or bedbug(s)

Please be aware that we encourage students to stay in class when possible. The nurses do not routinely notify parents of minor illness or injury.

Guidelines for parents to follow to avoid exposing other children to possibly contagious illness and to help prevent excessive clinic visits in school are as follows:

1. Children with temperature above 100 degrees must be fever-free for 24 hours before returning to school. Please do not give your child a dose of fever medication and then send them to school.
2. Injuries that happen at home or over the weekend should be taken care of prior to returning to school.
3. A. If a child vomits or has diarrhea during the night or in the morning before school, the child should be kept at home for 24 hours for the last episode.
B. If a child vomits or has diarrhea while at school, they must be picked up from school and cannot return until 24 hours after the last episode.

4. If a parent or guardian is called by the school nurse, please pick up your child in a timely manner. The nurse will only call home if she feels the child really needs to leave school.
5. Encourage your child to eat a nutritious breakfast and lunch as this presents many stomachaches, headaches, poor concentration, and fatigue.
6. Encourage your child to get adequate rest.
7. Teach your child to wash their hands frequently-before and after meals, after using the bathroom, etc.
8. Children sent home due to head lice/nits must be checked by the nurse before returning to class. They must be brought back to school by a parent/guardian and are not to ride the bus until rechecked.

Parents will be notified if a child is seen frequently in the clinic with minor complaints of illness or injury that tend to be chronic and contributes to a lot of missed class time.

Please update your emergency card throughout the school year!

Often parents will have changes in work numbers, cell phone numbers, emergency contact, etc. Valuable time is frequently spent by school nurses or office staff trying to locate a parent for a sick child.

Macon County Student Health Screening Notification

As required by the Tennessee Department of Education, student health screenings will take place at your child's school at the beginning of the school year. The data collected will be sent to the TN Department of Education for evaluation. This mass data does not include any identifying information. The information collected during the screenings will only be shared with the necessary school officials. This data analysis is reported to the Tennessee Department of Education and the Tennessee Department of Health.

The purposes of these screenings are to determine if your child has a health risk that may need medical attention and/or might affect their class work. These screenings include vision, hearing, BMI and blood pressure.

After all data has been collected and entered into the computer, your child's Student Health Report Card will be sent home for your review. This screening is NOT meant to take the place of an annual check-up. Please feel free to share our findings with your healthcare provider.

If for some reason you do NOT wish for your child to participate in the student health screenings, you must send a letter in writing to your child's teacher by August 11, 2023.

SCHOOL ~BUS SAFETY

Student Responsibilities

1. Always cross the street in front of the bus. Never go behind the bus.
2. If crossing a road or street is necessary when boarding or departing the bus, wait for the bus driver's signal before crossing.
3. Stay 10 feet in front of the bus when crossing.
4. Never crawl under the bus to pick up papers or other items.
5. Arrive at the bus stop about 5 minutes early.
6. Stay out of the road at bus stops.
7. Help protect the property where stops are located.
8. Never get in a car with a stranger.
9. Report any inappropriate behavior on the bus or near a stop to the driver and Principal.
10. If student wishes to ride a bus other than the one normally ridden, you must provide a signed parent note or have parent call principal and obtain a **BUS PASS** from principal.
11. Be courteous to the driver.

Parent/ Guardian Responsibilities

1. Review bus rules and conduct expectations with your child.
2. Instruct child to be 5 minutes early to the bus stop.
3. Monitor conduct and safety of your child before the bus arrives each morning.
4. Monitor conduct and safety of your child after the bus departs each afternoon.
5. If necessary, go over the route your child is to take between home and bus stop.
6. Encourage appropriate dress for inclement weather.
7. Provide a note to the Principals office to obtain an official Bus Pass if you wish your child to ride a different bus or get off at a different

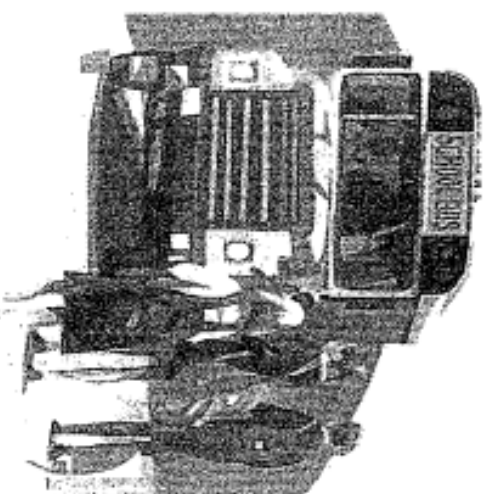
BUS DRIVER RESPONSIBILITIES

1. Perform pre-trip inspections daily
2. Operate bus safely
3. Arrive at bus stop within 5 minutes before or after designated time.
4. Remind students of safety and conduct expectations.
5. Be considerate of other vehicles.
6. Do not allow unauthorized people on the bus.
7. Report any suspicious activity or individuals near bus stops.
8. Report any misconduct or safety violations to the Principal or designee.
9. Maintain operation of bus video equipment.
10. Be courteous to students, parents,

SCHOOL CLOSINGS

In the event of inclement weather or other emergencies, local news and radio stations will be notified and postings will be made to district and school websites as well as notifications will be sent on the School Way App regarding modified school schedules or closings. Every effort will be made to make announcements in a timely manner.

Please report any concerns involving your child and the school bus to the Macon County Transportation Supervisor.



MACON COUNTY SCHOOLS

IMPORTANT TRANSPORTATION INFORMATION

MISSION STATEMENT

The Macon County School System inspires and empowers students to meet high academic standards, lead ethical lives, and demonstrate responsible citizenship

MESSAGE TO PARENTS

We are dedicated to providing safe and dependable bus transportation for your child. Safety is our highest priority. School bus drivers are required to maintain training standards and procedures for operating the bus safely. Students who ride the buses daily or on occasional field trips are also required to abide by rules of conduct that emphasize safety. These rules and the disciplinary code that supports them are contained in this brochure.

Bus transportation provided by the Macon County Board of Education is a privilege, not a right.

Time on the bus is considered to be an extension of the school day. Therefore, just as we expect appropriate behavior in the classroom, we expect appropriate behavior on the bus.

Please discuss this information with your child. Your cooperation will help all of us work together to provide the safest environment possible for the students of Macon County Schools.

Sincerely,

Tony Boles

Director of Schools

FOLLOW THESE RULES

1. Obey the bus driver, follow driver's first request.
2. The bus driver may assign seats.
3. Do not eat or drink on bus; keep bus clean.
4. Loud, rude, abusive or profane language is not permitted.
5. Possession and/or use of tobacco or vape products, alcohol, or drugs in any form is prohibited.
6. Keep hands and head inside bus at all times.
7. Remain seated, forward facing, at all times.
8. Never throw items inside the bus or out the windows.
9. Keep bus clear of feet and property.
10. For everyone's safety, do not distract driver through misbehavior.
11. Do not destroy property. Parents will be financially responsible for any act of vandalism. Student will be suspended from bus until damages are paid.
12. Do not use emergency exits unless instructed to do so.

SCHOOL BUS DISCIPLINARY CODE

Level I Violations:

1. Failure to obey the driver
2. Failure to remain seated forward facing on the bus
3. Eating or drinking on the bus
4. Loud, rude, or abusive behavior
5. Profane language/obscene gestures toward another student
6. Improper boarding/departing procedures
7. Any behavior jeopardizing safety of

Level II Violations

1. Third violation of Level I rules
2. Tampering with bus equipment
3. Fighting/pushing/tripping
4. Destruction of property
5. Possession and/or use of tobacco/vape products in any form
6. Throwing objects in or out of the bus
7. Profane language, obscene gestures toward driver
8. Putting head or hands out the window
9. Bringing articles aboard the bus of injurious or objectionable nature

Level III Violations:

1. Third violation of Level II rules
2. Physical assault/verbal threat directed to driver
3. Possession and/or use of illegal substances
4. Second violation of possession of tobacco in any form
5. Possession of a weapon
6. Attempting to set fire to hair, clothes, or property.
7. Lewd Behavior (See MBOE discipline policy)

Consequences of Level I Violations may be:

K-5

1. Written reprimand/notification of parents
2. Bus riding suspension (3-5 school days) or corporal punishment (1 Time)

6-12

1. Bus Riding Suspension (3-5 Days)
2. Bus Riding suspension 2nd Offense (10 DAYS)

Consequences of Level II Violations may be:

1. Bus riding suspension (Minimum of 10 school days)
2. Bus riding suspension (Minimum of 20 school days for repeat occurrence of Level II Violation)

Consequences of Level III Violations may be:

1. Bus riding suspension (Minimum 30-Maximum 180 school days)

Notice:

Video recording devices are used on Macon County buses and are pulled randomly to check for bus safety and discipline violations.

* Bus drivers will make a written report of violations to the Principal or his/her designee. The Principal (or designee) will investigate and determine appropriate consequences.

Macon County K-8 Truancy Plan

Tier 1: According to T.C.A., 49-6-3007, a student who has been absent three (3) days without adequate excuses throughout the school year may be deemed habitually truant. A truancy plan notification letter will be sent home with all students at the start of the school year to serve as a notice of attendance procedures. **Macon County School System will no longer accept parent notes to excuse absences.**

Tier 2: After **3 unexcused absences** or **7 excused absences**, the student and parents will be required to meet with the school Truancy Board to discuss reasons for student absences. The board will vary between schools, but will include, as many of the following as possible, student, parents, administrator, counselors, teachers, attendance coordinator for school, graduation coach and attendance supervisor. Student and parents will be required to sign an attendance contract that includes attendance expectations and interventions for continued absences. Interventions may include:

- Documented conversation with school designee
- Referral to an at-risk designee
- Referral to after or before school tutoring/detention
- Notification of truancy court referral if absences continue.

Tier 3: At **5 unexcused absences** or **10 excused absences** and failure to respond to interventions and recommendations of the Truancy Board, the parent/guardian and student will be petitioned to court for "truancy."

Dress Code Pre-K – 5

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.

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

School clothing and individual grooming must not distract from the learning environment or jeopardize health or safety of others.

All apparel or accessories worn to school may not display or advertise the following:

- | | |
|--------------------------------|---|
| *Gang affiliation or gang sign | *Sexual themes |
| *Tobacco products | *Racist Overtures |
| *Profanity | *Other suggestive or offensive sayings or |
| *Alcoholic products | *graphics |
| *Drugs or drug paraphernalia | |

No unnatural shades of hair coloring such as neon green, yellow, purple, orange, red, pink, etc.

All makeup must be natural color and moderately applied

Pierced ears with appropriate jewelry are acceptable. Other pierce body parts with the attached jewelry, studs, ornaments, etc are not acceptable.

Students cannot wear pajamas or caps in the school building.

Shoes are required to be worn at school. Shoes with roller skates, house shoes and house slippers are not acceptable.

Proper undergarments must be worn at all times.

Principals and teachers will be responsible for enforcing the dress code.

Principal discretion will be used to enforce the dress code at each school.

*Allowances will be made for special school events.

Macon County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Discrimination/Harassment and Bullying/Intimidation	Descriptor Code: 6.304 Revises: 6.304	Issued Date: 01/19/12 Issued: 12/11/08
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Discrimination/Harassment (Sexual, Racial, Ethnic, Religious)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated.¹ Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Harassment, bullying and intimidation occurs, if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, an act of harassment, bullying or intimidation occurs if the act is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means.²

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.⁴ Any allegations shall be fully investigated by a complaint manager (as set forth in *Student Concerns, Complaints and Grievances 6.305*).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

This policy shall be published in the parent/student handbook distributed annually to every student.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.⁵

Legal References:

1. TCA 49-6-3109
2. Title VII- 29 CFR §1604.11;
Davis v. Monroe County Board of Education, No. 97-843
(U.S. Sup. Ct. May 24, 1999)
3. TCA 49-6-1014-1019
4. Title IX (20 U.S.C. §§ 1681-1686)
5. TCA 49-2-120

Cross References:

Appeals To & Appearances Before the Board 1.404
Staff-Student Relations 5.610
Student Complaints and Grievances 6.305

Macon County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Code of Behavior and Discipline Pre-K, Fairlane, Central LES, RBS, Westside	Descriptor Code: 6.3001	Issued Date: 12/04/14
		Revises: 6.3001	Revised: 04/12/07

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.

School administrators may use discretion in the application of discipline procedures in each level, depending on the severity of the misbehavior and/or if there is a continual behavior problem with the student.

Level I — Misbehavior (Examples, not an exclusive listing):

- Classroom disturbances
- Tardiness
- Cheating and lying
- Non-defiant failure to do assignments or carry out directions

Level II — Misbehavior (Examples, not an exclusive listing):

- Continuation of unmodified Level I behaviors
- Abusive language
- Forged notes or excuses
- Disruptive school behavior
- Pulling fire alarms
- Disrespectful language or gestures toward other students
- Threatening, harassing, intimidating, or hazing another student without physical violence

Disciplinary Procedures for Levels I and II:

- | | | |
|----------------|---|---|
| First Offense | - | Verbal reprimand and/or behavior contract
Notify parents/guardian |
| Second Offense | - | Up to 2 days suspension, detention, or corporal punishment
Notify parents/guardian |
| Third Offense | - | Up to 3-5 days suspension, detention or corporal punishment |

Fourth Offense - Suspension for up to 5 days

Level III — Misbehavior (Examples, not an exclusive listing):

Continuation of Level I or unmodified Level II behaviors
Possession of use of tobacco products (also cited to Juvenile Court)
Fighting/violence
Vandalism and property damage
Disrespectful language or gestures toward faculty or staff
Pornographic materials - possession of and/or distribution of
Possession of water guns or balloons
Skates, skateboards or rollerblades
Possession of fireworks

Disciplinary Procedures for Level III Offenses:

First Offense - Up to 2 days suspension or corporal punishment
Second Offense - Up to 3-5 days suspension or corporal punishment
Third Offense - 5 days suspension or corporal punishment

Level IV — Misbehavior (Examples, not an exclusive listing):

Unmodified Level I, II and III behaviors
Extortion
Bomb threat
Arson
Theft, possession or sale of stolen property

Disciplinary Procedures for Level IV Offenses:

First Offense - Up to 5 day suspension
Second Offense - Up to 10 day suspension

Weapons

Any student who brings a gun, knife, brass knuckles, various spray substances, or any weapon that could inflict bodily harm on someone on a school property or a school bus or at a school function on or off campus, may be expelled from school for a period of one calendar year.² This also includes toy guns and/or any other objects used in a threatening manner. If any weapon is found on a student's

person or in said student's motor vehicle on the campus, the above punishment will be enforced and the weapon will be confiscated.

Tobacco

No student is to possess or use tobacco in any form on any school property, including school bus.

- First Offense - Notify parents/guardian and cited to Juvenile Court.³
- Second Offense - Up to 2 days suspension, notify parents/guardians and cited to Juvenile Court.
- Third & Repeat - 3 days suspension, notify parents/guardian and cited to Juvenile Court.

Alcohol

No student is to possess or distribute alcoholic products on school property, including school bus.⁴

- First Offense - Up to 2 days suspension
- Second Offense - Up to 5 days suspension
- Third & Repeat - 5 days suspension

No student is to use or be under the influence of alcohol on school property, including school bus.⁴

- First Offense - Up to 5 days suspension
- Second Offense - 5 days suspension
- Third & Repeat - Up to 10 days suspension

Violence or Threat of Violence

No student shall threaten, harass or intimidate another student

- First Offense - Verbal warning and notification of parent/guardian
- Second Offense - Up to 2 days suspension or detention or corporal punishment
- Third & Repeat - Up to 5 days suspension or detention or corporal punishment

No student shall fight or commit an act of violence against another student or person on school campus or school bus

- First Offense - Up to 3 days suspension or corporal punishment
- Second Offense - Up to 5 days suspension or corporal punishment

1 Third Offense - 5 days suspension or corporal punishment

2
3 **Vandalism or Damage to School Property**

4
5 Any student guilty of vandalizing, defacing or destroying school property will be required to make
6 restitution (either repair or replace the property). Any parent/guardian shall be liable for damages and
7 acts of their child up to \$10,000. Student may be suspended from school for up to ten days. Parents
8 will be notified and law enforcement may be called.

9
10 First Offense - up to 2 days suspension or corporal punishment
11 Second Offense - up to 5 days suspension or corporal punishment
12 Third Offense - 5 days suspension or corporal punishment

13
14 **Theft**

15
16 Students proven to have been stealing from another student, faculty or staff, or taking school property,
17 will be punished at the discretion of the school administrator dependent upon the severity of the
18 misconduct. Discipline may be in the form of Behavior Intervention, Alternative Learning Center, or
19 suspension. Parent/guardian will be notified and may be required to make restitution.

20
21 **School Bus Misconduct**

22
23 Misconduct on a school bus shall be reported by the bus driver to the school administrator or
24 transportation supervisor.

25
26 First Offense - discretion of the principal and/or transportation supervisor.
27 Second Offense - lose bus privileges for up to ten days.
28 Third & Repeat - may lose bus privileges remainder of school year

29
30 **Fireworks**

31
32 No student shall possess or shoot fireworks of any kind on any school property.

33
34 First Offense - up to 2 days or suspension or corporal punishment
35 Second Offense - up to 5 days or suspension or corporal punishment
36 Third Offense - 5 days suspension or corporal punishment

37
38 **Gambling**

1 No student shall participate in gambling of any form (card playing, pitching coins, etc.) on any school
2 property.

- 3
4 First Offense - Up to 2 days suspension or detention or corporal punishment
5 Second Offense - Up to 5 days suspension or detention or corporal punishment
6 Third Offense - 5 days suspension
7

8 **Water guns and balloons, Skates, Rollerblades and Skateboards**
9

10 No student shall possess, shoot, throw, spray or otherwise create a general nuisance with water related
11 items; nor, bring or possess skates or related items on school property.
12

- 13 First Offense - Up to 2 days suspension or detention or corporal punishment,
14 confiscated 1 day
15 Second Offense - Up to 5 days suspension or detention or corporal punishment,
16 confiscated term
17 Third Offense - 5 days suspension or detention or corporal punishment,
18 confiscated until end of school year
19

20 **Electronic Devices**
21

22 Reference policy 6.312.
23

24 **Oral or Written Offensive/Abusive Language, Gestures**

25 Disrespectful, offensive or abusive language or gestures toward another student shall result in:
26

- 27 First Offense - Verbal warning and notify parents/guardian
28 Second Offense - Up to 2 days suspension or corporal punishment and parent/guardian notification
29 Third Offense - Up to 5 days suspension or corporal punishment

30 Disrespectful, offensive or abusive language or gestures toward faculty or staff shall result in:
31

- 32 First Offense - Up to 2 days suspension or corporal punishment, notify parents
33 Second Offense - Up to 5 days suspension or corporal punishment, notify parents
34 Third Offense - 5 days suspension or corporal punishment

35 **Level V — Misbehavior (Examples, not an exclusive listing):**

- 36 Death threats/Death lists
37 Threatening injuries with involving weapons
38

1 *Disciplinary Procedures for Level V Offenses:*

2

- 3 First Offense - Up to 5 days suspension
4 Second Offense - 5 days suspension
5 Third Offense - Up to 10 days suspension

6 **Level VI — Drugs or Drug Paraphernalia**

- 7 A student that possesses an over-the-counter drug or prescription drug and does not go through the
8 proper channels to turn the medicine in to the school nurse or office shall receive:

9

- 10 First Offense - Up to 5 days suspension
11 Second Offense - 5 days suspension
12 Third Offense - Up to 10 days suspension

- 13 If said student takes more than the recommended dose or buys, sells, trades or gives said drug to
14 another student, it would constitute a zero tolerance offense.

- 15 A student that is in possession of only seeds and stems of a marijuana plant (not the leafy parts) or any
16 type of drug paraphernalia will be subject to the following punishment:

17

- 18 First Offense - Up to 5 days suspension
19 Second Offense - 5 days suspension
20 Third Offense - Up to 10 days suspension

21

Legal References

1. TCA 49-6-4001 through 49-6-4105; TCA 49-6-4018



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ABOUT US

View our [VISION-MISSION-BELIEFS](#) by clicking the link.

Macon County School System's [5-Year Plan 2011-2016](#)

[View State-Wide Report Card by System or School](#)

Macon County Schools are 100% accredited by [AdvancED](#).

[Standards Assessment Report \(SAR\)](#) for Macon County Schools

The Macon County School System has eight schools with a total population of approximately 3,700 students. All schools have a website that is maintained locally by a teacher or principal of the school. To see a list of all of the schools and a link to each school's website, click [HERE](#). Five of our eight schools have a school-wide [Title I](#) program. Those schools are Westside Elementary School, Red Boiling Springs Elementary School, Fairlane Elementary School, Lafayette Elementary School, and Central Elementary School. Three schools participate in a voluntary Pre-K program. Those schools are Fairlane Elementary School, Red Boiling Springs Elementary School, and Westside Elementary School.

To view the Macon County Schools Teachers [Contract for 2011-2014](#), click the Contract link.

Macon County Schools has a Teacher Center that is open from 8:00 a.m. - 4:00 p.m. Monday-Thursday and 8:00 a.m. - 3:30 p.m. Friday. Please call before using the Teacher Center in order to make sure it is available. Anyone wanting to use the Teacher Center *AFTER* 4:00 p.m. Monday-Thursday must contact Emma McKinney at 615-666-2125 at least one day in advance.

Macon County Schools has a [Technology Learning Center](#) used to train teachers in the use of technology. The [Technology Learning Center](#) was originally funded by a Goals 2000 Grant written by Patricia Ferguson. The Technology Learning Center is open from 7:00 a.m. - 4:00 p.m. Monday-Thursday and 7:00 a.m. - 3:30 p.m. Friday. Please call before using the Technology Center in order to make sure it is available. Anyone wanting to use the Technology Learning Center *AFTER* 4:00 p.m. Monday-Thursday must contact David Flynn at 615-666-2125 at least one day in advance.

[Adult Education](#) offers GED day classes for people age 18 and older. Click the Adult Education link for information about Macon County's Adult Education Program.

[Work-Based Learning Program](#) offers several work related programs for high school students including Service Learning, Academy Banking, and Transition Programs.

Macon County School System offers career and technical education to all Macon County 9-12th grade students. For more info, please contact Kathy Cothron at 666-2125 or to email click [here](#).

Macon County Schools
501 College Street, Lafayette, TN
Phone: 615-666-2125 Fax: 615-666-7878 or 615-666-3280

The Macon County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program or activities; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinator/504 Coordinator: Cindy Gammons, Federal Projects Director
501 College Street Lafayette TN 37083
615-666-2125 ext. 125
gammons@k12tn.net