

Macon County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation	Descriptor Code: 6.304	Issued Date: 09/10/20
		Rescinds: 6.304	Issued: 08/11/16

1 In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve
 2 high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation,
 3 hazing, or any other victimization of students, based on any actual or perceived traits or characteristics,
 4 are prohibited.¹

5 This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).² This
 6 policy shall cover employees, employees' behaviors, students, and students' behaviors while on school
 7 property, at any school-sponsored activity, on school-provided equipment or transportation, or at any
 8 official school bus stop. If the act takes place off of school property or outside of a school-sponsored
 9 activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of
 10 creating a hostile educational environment or otherwise creating a substantial disruption to the education
 11 environment or learning process.

12 The principal/designee is responsible for educating and training respective staff and students as to the
 13 definition and recognition of discrimination/harassment.³

14 The Director of Schools shall develop forms and procedures to ensure compliance with the
 15 requirements of this policy and state law.

16 **DEFINITIONS⁴**

17 "Bullying/Intimidation/Harassment" is an act that substantially interferes with a student's educational
 18 benefits, opportunities, or performance, and the act has the effect of:

- 19 1. Physically harming a student or damaging a student's property;
- 20
- 21 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to
- 22 the student's property;
- 23
- 24 3. Causing emotional distress to a student; or
- 25
- 26 4. Creating a hostile educational environment.

27 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class
 28 (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and
 29 creates a hostile environment.

1 “Cyber-bullying” is a form of bullying undertaken through the use of electronic devices. Electronic
2 devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication
3 devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake
4 profiles.

5 “Hazing” is an intentional or reckless act by a student or group of students that is directed against any
6 other student(s) that endangers the mental or physical health or safety of the student(s) or that induces
7 or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees
8 of the school district shall not encourage, permit, condone, or tolerate hazing activities.

9 Hazing does not include customary athletic events or similar contests or competitions and is limited to
10 those actions taken and situations created in connection with initiation into or affiliation with any
11 organization.⁵

12 COMPLAINTS AND INVESTIGATIONS

13 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
14 promptly report such information to the principal/designee.⁶

15 While reports may be made anonymously, an individual's need for confidentiality shall be balanced with
16 obligations to cooperate with police investigations or legal proceedings, to provide due process to the
17 accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The
18 identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a
19 need to know.

20 The principal/designee at each school shall be responsible for investigating and resolving complaints.
21 Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48)
22 hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the
23 principal/designee shall provide the Director of Schools with appropriate documentation detailing the
24 reasons why the investigation was not initiated within the required timeframe.⁷ The principal/designee
25 shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination,
26 harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information
27 on district counseling and support services. Students involved in an act of discrimination, harassment,
28 intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the
29 principal/designee when deemed necessary.⁸

30 The principal/designee is responsible for determining whether an alleged act constitutes a violation of
31 this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- 32 1. It places the student in reasonable fear or harm for the student's person or property;
- 33
- 34 2. It has a substantially detrimental effect on the student's physical or mental health;
- 35
- 36 3. It has the effect of substantially interfering with the student's academic performance; or
- 37
- 38 4. It has the effect of substantially interfering with the student's ability to participate in or benefit
- 39 from the services, activities, or privileges provided by a school.

1 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and
2 complete investigation of each alleged incident. All investigations shall be completed and appropriate
3 intervention taken within twenty (20) calendar days from the receipt of the initial report.⁷ If the
4 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the
5 principal/designee shall provide the Director of Schools with appropriate documentation detailing the
6 reasons why the investigation has not been completed or the appropriate intervention has not taken
7 place.⁷ Within the parameters of the federal Family Educational Rights and Privacy Act,⁹ a written report
8 on the investigation will be delivered to all involved parties and the Director of Schools.

9 **RESPONSE AND PREVENTION**¹⁰

10 The principal/designee shall consider the nature and circumstances of the incident, the age of the
11 individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as
12 appropriate, to properly respond to each situation.

13 A substantiated charge against an employee shall result in disciplinary action up to and including
14 termination. The employee may appeal this decision by contacting the Federal Rights Coordinator or the
15 _____.

16 A substantiated charge against a student may result in corrective or disciplinary action up to and
17 including suspension. The student may appeal this decision in accordance with disciplinary policies and
18 procedures.

19 **REPORTS**

20 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of
21 physical harm to a student or a student's property, the principal/designee of each middle school, junior
22 high school, or high school shall report the findings and any disciplinary actions taken to the Director of
23 Schools and the Chair of the Board.¹¹

24 By July 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying
25 cases brought to the attention of school officials during the prior academic year. The report shall also
26 indicate how the cases were resolved and/or the reasons they are still pending. This report shall be
27 presented to the Board at its regular July meeting, and it shall be submitted to the state department of
28 education by August 1st.¹²

29 **RETALIATION AND FALSE ACCUSATIONS**

30 Retaliation against any person who reports or assists in any investigation of an act alleged in this policy
31 is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation
32 shall be determined by the principal/designee after consideration of the nature, severity, and
33 circumstances of the act.¹³

34 False accusations accusing another person of having committed an act prohibited under this policy are
35 prohibited. The consequences and appropriate remedial action for a person found to have falsely
36 accused another may range from positive behavioral interventions up to and including expulsion.¹⁴

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)

Cross References

Appeals to and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
Staff-Student Relations 5.610
Student Goals 6.100
Title IX & Sexual Harassment 6.3041
Code of Conduct 6.300
Student Concerns 6.305
Reporting Child Abuse 6.409
Student Suicide Prevention 6.415

Macon County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <p style="text-align: center;">Code of Behavior and Discipline Pre-K, Fairlane, Central LES, RBS, Westside</p>	Descriptor Code: <p style="text-align: center;">6.3001</p>	Issued Date: <p style="text-align: center;">12/04/14</p>
		Rescinds: <p style="text-align: center;">6.3001</p>	Issued: <p style="text-align: center;">04/12/07</p>

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. ¹

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 |

1 Fourth Offense - Suspension for up to 5 days
2

3 **Level III — Misbehavior** (Examples, not an exclusive listing):
4

5 Continuation of Level I or unmodified Level II behaviors
6 Possession of use of tobacco products (also cited to Juvenile Court)
7 Fighting/violence
8 Vandalism and property damage
9 Disrespectful language or gestures toward faculty or staff
10 Pornographic materials - possession of and/or distribution of
11 Possession of water guns or balloons
12 Skates, skateboards or rollerblades
13 Possession of fireworks
14

15 *Disciplinary Procedures for Level III Offenses:*
16

17 First Offense - Up to 2 days suspension or corporal punishment
18 Second Offense - Up to 3-5 days suspension or corporal punishment
19 Third Offense - 5 days suspension or corporal punishment
20

21 **Level IV — Misbehavior** (Examples, not an exclusive listing):
22

23 Unmodified Level I, II and III behaviors
24 Extortion
25 Bomb threat
26 Arson
27 Theft, possession or sale of stolen property
28

29 *Disciplinary Procedures for Level IV Offenses:*
30

31 First Offense - Up to 5 day suspension
32 Second Offense - Up to 10 day suspension
33

34 **Weapons**
35

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

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

4 **Tobacco**

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

8 First Offense - Notify parents/guardian and cited to Juvenile Court.³

9 Second Offense - Up to 2 days suspension, notify parents/guardians and cited to Juvenile
10 Court.

11 Third & Repeat - 3 days suspension, notify parents/guardian and cited to Juvenile Court.

13 **Alcohol**

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

17 First Offense - Up to 2 days suspension

18 Second Offense - Up to 5 days suspension

19 Third & Repeat - 5 days suspension

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

23 First Offense - Up to 5 days suspension

24 Second Offense - 5 days suspension

25 Third & Repeat - Up to 10 days suspension

27 **Violence or Threat of Violence**

29 No student shall threaten, harass or intimidate another student

31 First Offense - Verbal warning and notification of parent/guardian

32 Second Offense - Up to 2 days suspension or detention or corporal punishment

33 Third & Repeat - Up to 5 days suspension or detention or corporal punishment

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

38 First Offense - Up to 3 days suspension or corporal punishment

39 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

Macon County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 08/09/18
		Rescinds: 6.309	Issued: 02/11/16

1 WEAPONS AND DANGEROUS INSTRUMENTS

2 The Macon County Board of Education has zero tolerance for weapons.¹ Any student found to have
3 brought a weapon on school property shall be immediately removed from the general population at the
4 discretion of the administration and could be subject to expulsion from Macon County Schools for a
5 period of one calendar year.⁴ The Director of Schools may modify the suspension requirement on a
6 case-by-case basis where appropriate. Where appropriate, criminal charges may be brought.

7 Dangerous weapons and instruments for the purpose of this policy shall include, but are not limited to
8 a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or
9 serious bodily injury or anything that in the manner of its use or intended use is capable of causing
10 death or serious bodily injury.²

11 Any student who brings to school or who is found in possession, on school property, on a school bus,
12 or at any school-sponsored activity on or off campus, of any weapon or dangerous instrument will be
13 immediately removed from the general student population at the discretion of the administration.

14 Toy weapons or facsimiles will not be permitted on school grounds. Students who possess toy
15 weapons or facsimiles of weapons including water guns may be suspended as determined by the
16 principal. Students in grades K-5 may be suspended for a time commensurate with age, maturity level,
17 and intent as determined by the principal. The principal shall report his/her action to the Director.

18 Each case, regardless of the circumstances, must be reported to the Director of Schools. The principal
19 shall notify the parents or legal guardian of any student found in violation of this policy.

20 The use of weapons and dangerous instruments in school plays, school bands, or any other school
21 activity is prohibited unless sanctioned in advance and in writing by the Director of Schools.

22 FIREARMS³

23 In accordance with state law, any student who brings or possess a firearm on school property shall be
24 expelled for a period of not less than one (1) calendar year. The director of schools shall have the
25 authority to modify this expulsion requirement on a case-by case basis.⁴

26 DRUGS

27 In accordance with state law, any student who unlawfully possesses any drug including any controlled
28 substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The
29 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case
30 basis.⁴

1 ASSAULT

2 In accordance with state law, any student who commits aggravated assault⁵ or commits assault that
3 results in bodily injury⁶ upon any teacher, principal administrator, any other employee of the school or
4 school resource officer shall be expelled for a period of not less than (1) calendar year. The Director of
5 Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

6 ELECTRONIC THREATS

7 In accordance with state law, any student who transmits by an electronic device any communication
8 containing a credible threat to cause bodily injury or death to another student or school employee and
9 the transmission of such threat creates actual disruptive activity at the school that requires
10 administrative intervention shall be expelled for a period of not less than one (1) calendar year. The
11 director of schools shall have the authority to modify this expulsion requirement on a case by case
12 basis.⁴

13 NOTIFICATION

14 When it is determined that a student has violated this policy, the principal of the school shall notify the
15 student's parent or guardian and the criminal justice or juvenile delinquency system as required by
16 law.⁷

Legal References

1. TCA 39-17-1309
2. TCA 39-11-106(a)(5)
3. 18 USCA § 921; 20 USCA § 7961(b)(3)
4. TCA 49-6-4216(b); TCA 49-6-3401(g)
5. TCA 39-13-102
6. TCA 39-13-101(a)(1); Public Acts 2018, Chapter No. 958
7. TCA 49-6-4209; TCA 39-17-1312

Cross References

Code of Conduct 6.300
Drug-Free Schools 6.307
Suspension/Expulsion/Remand 6.316

Macon County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Dress Code Pre-K - 5	Descriptor Code: 6.310	Issued Date: 06/28/12
		Rescinds: 6.310	Issued: 05/01/06

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

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

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

7 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 graphics |
| * Alcoholic products | * Drugs or drug paraphernalia |

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

13 All makeup must be natural color and moderately applied

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

16 Students cannot wear pajamas or caps in the school building.

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

19 Proper undergarments must be worn at all times.

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

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

- 1 ***Allowances will be made for special school events.**

Macon County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Bus Safety and Conduct	Descriptor Code: 6.308	Issued Date: 07/11/19
		Rescinds: 6.308	Issued: 12/13/18

1 In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a
2 school bus except students assigned to that bus or parents of students or other persons with lawful and
3 valid business on the bus.¹

4 The school bus is an extension of school activity; therefore, students shall conduct themselves on the
5 bus in a manner consistent with the established standards for safety and classroom behavior.

6 Students are under the supervision and control of the bus driver while on his/her bus, and all
7 reasonable directions given by him/her shall be followed. A driver may remove a student in the event
8 that the driver finds it necessary for the safety of the other student passengers or the driver, provided
9 that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to
10 school authorities as soon as possible, but no later than the end of the route, any student refusing to
11 obey the driver or exiting the bus without the driver's permission at a point other than the student's
12 destination for that trip.²

13 The principal of the student transported shall be informed by the bus driver of any serious discipline
14 problem and may be called upon to assist if necessary. A student may be denied the privilege of riding
15 the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if
16 he/she disobeys state or local rules and regulations pertaining to student transportation.

17 Any school bus misconduct is subject to punishment, which will be determined by the Director of
18 Schools, Transportation Supervisor, and Principal.

19 The suspension of a student from riding the school bus shall follow the same procedures as for any
20 other school suspension.

21 Any student who gets off the bus at any point between the pick-up point and school must present the
22 bus driver with a note of authorization from the parent or the principal of the school that the student
23 attends.

24 Any student wishing to ride a bus other than his/her designated bus must have written parental
25 permission and the approval of the principal or his/her designee.

1 Students who transfer from bus to bus while en route to and from school shall be expected to abide by
2 the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

3 **USE OF PHOTOGRAPHS AND VIDEO FOOTAGE**

4 Cameras or video cameras may be used to monitor student behavior on school buses transporting
5 students to and from school or extracurricular activities. Photographs and video footage shall be used
6 only to promote the order, safety, and security of students, staff, and property.

7 Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with
8 established board policy governing student conduct and discipline.

9 The district shall comply with all applicable state and federal laws related to photographs and video
10 footage.³ These materials shall be maintained for 30 days. Parent(s)/guardian(s) may submit requests to
11 view photographs and video footage to the Director of School/designee, and a time shall be arranged
12 for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided
13 the opportunity to review photographs and video footage.⁴

14 The Director of Schools shall develop procedures governing the use of cameras and video cameras in
15 accordance with the provisions of state and federal law and established board policies.

Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. Public Acts of 2019, Chapter No. 256

Cross References

Student Transportation Management 3.400
Scheduling and Routing 3.401
Code of Conduct 6.300
Suspension/Expulsion/Remand 6.316
Student Records 6.600
Annual Notification of Rights 6.601
Inspection and Correction Procedure 6.602

Macon County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 07/06/21
		Rescinds: 6.200	Issued: 08/08/19

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present
2 each day school is in session.

3 The attendance supervisor shall oversee the entire attendance program which shall include:¹

- 4 1. All accounting and reporting procedures and their dissemination;
- 5 2. Alternative program options for students who severely fail to meet minimum attendance
6 requirements;
- 7 3. Ensuring that all school age children attend school;
- 8 4. Providing documentation of enrollment status upon request for students applying for new or
9 reinstatement of driver's permit or license; and
- 10
11 5. Notifying the Department of Safety whenever a student with a driver's permit or license
12 withdraws from school.²

13 Student attendance records shall be given the same level of confidentiality as other student records. Only
14 authorized school officials with legitimate educational purposes may have access to student information
15 without the consent of the student or parent/guardian.³

16 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
17 Excused absences shall include:⁴

- 18 1. Personal illness/injury;
- 19 2. Illness of immediate family member;
- 20 3. Death in the family;
- 21 4. Extreme weather conditions;
- 22 5. Religious observances;⁵
- 23 6. Travel days for college visits at principals' discretion
- 24 7. Pregnancy;

- 1 8. School endorsed activities;
- 2 9. Summons, subpoena, or court order; or
- 3
- 4 10. Circumstances which in the judgment of the principal create emergencies over which the
- 5 student has no control.

6 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁶**

7 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
8 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
9 absences each school year. No later than seven (7) business days prior to the student's absence, the
10 student shall provide documentation to the school as proof of the student's participation along with a
11 written request for the excused absence from the student's parent/guardian. The request shall include
12 the following:

- 13 1. Student's name and personal identification number;
- 14
- 15 2. Student's grade;
- 16
- 17 3. The dates of the student's absence;
- 18
- 19 4. The reason for the student's absence; and
- 20
- 21 5. The signatures of the student and parent/guardian.

22 **RELEASED TIME COURSE⁷**

23 A principal/designee may excuse a student to attend a course in religious moral instruction for up to
24 one (1) class period per school day. Students shall not be excused during any class which requires an
25 examination for state or federal accountability purposes.

26 The student shall submit a written consent form signed by the student's parent/guardian prior to
27 participation in the released time course. The principal/designee shall document the approval in
28 writing. The student shall provide documentation to the principal/designee as proof of the student's
29 participation in the released time course.

30 The district shall not be responsible for transporting students to and from the place of instruction.

31 Upon submission of the student's transcript from the entity that provided the released time course, the
32 student may be awarded one-half (1/2) unit of elective credit.

33 The Director of Schools shall develop procedures with secular criteria for determining whether credit
34 shall be awarded.

1 **Tardies/Early Dismissals for Grades 9-12:**

2 On the fourth (4th) unexcused tardy and/or early dismissal from a class during each semester, the
3 student shall receive one (1) day in BI for each tardy/early dismissal and one (1) day for each
4 tardy/early dismissal thereafter until the end of semester.

5 **Exemptions for Grades 9-12:**

6 1. In a 4.0 class, the exemption policy for mid-term and final exams will be:

- 7 2 absences with an A average
8 1 absence with a B average
9 0 absences with a C or D average

10 2. In a 5.0 class, the teacher may choose to follow the 4.0 policy, or the teacher may require that
11 all students take the mid-term and final exams. The teacher must make all students aware of
12 his/her policy at the beginning of the term.

13 Attendance for exemption purposes will begin again after the mid-term (this does not apply to the
14 attendance policy).

15 The principal shall be responsible for ensuring that:⁸

- 16 1. Attendance is checked and reported daily for each class;
17
18 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
19 for the majority of the day;
20
21 3. All student absences are verified;
22
23 4. Written excuses are submitted for absences and tardiness; and
24
25 5. System-wide procedures for accounting and reporting are followed.

23 **TRUANCY**

24 *General*

25 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
26 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
27 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
28 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
29 considered present for school attendance purposes. If a student is required to participate in a remedial
30 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
31 and the school system provides transportation, unexcused absences from these programs shall be
32 reported in the same manner.⁹

33

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6 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
7 and the school district provides transportation, unexcused absences from these programs shall be
8 reported in the same manner.⁷

9
10 A student who is absent five (5) days without adequate excuse shall be reported to the Director of
11 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
12 absence. If a parent/guardian does not provide documentation within adequate time excusing those
13 absences or request an attendance hearing, then the Director of Schools shall implement tier two
14 the progressive truancy intervention plan described below prior to referral to juvenile court.

15 *Progressive Truancy Plan*¹⁰

16
17
18 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
19 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are
20 not limited to,

21
22 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
23 unexcused absences, but before referral to juvenile court, and includes the following:

- 24 1. A conference with the student and the student's parent(s)/guardian(s);
- 25
26 2. An attendance contract, based on the conference, signed by the student, the
27 parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
 - 28 a. A specific description of the school's attendance expectations for the student;
 - 29 b. The period for which the contract is effective; and
 - 30 c. Penalties for additional absences and alleged school offenses, including additional
31 disciplinary action and potential referral to juvenile court.
- 32
33 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
- 34
35 4. A school employee shall conduct an individualized assessment detailing the reasons a
36 student has been absent from school. The employee may refer the student to counseling,
37 community-based services, or other services to address the student's attendance problems.

38 **Tier III**

39
40 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

41
42 These interventions shall be determined by a team formed at each school. The interventions shall
43 address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director
44 of Schools/designee.

1 **MILITARY SERVICE OF PARENT/GUARDIAN**

2 School principals shall provide students with a one-day excused absence prior to the deployment of and
3 a one-day excused absence upon the return of a parent or custodian serving active military service.

4 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
5 parent or guardian during a deployment cycle. The student shall provide documentation to the school as
6 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
7 missed during these absences.¹¹

8 **STATE-MANDATED TESTS/END OF COURSE EXAMS**

9 Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or
10 must have been given an excused release by the principal prior to testing to receive an excused
11 absence. Students who have excused absences will be allowed to take a make-up exam. Excused
12 students will receive an incomplete in the course until they have taken the EOC exam.

13 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be
14 averaged into their final grade if EOC exam is being used by school system to calculate student grade
15 for EOC course.

16 **CREDIT/PROMOTION DENIAL**

17 Credit/promotion denial determinations may include student attendance, however, student attendance
18 may not be the sole criterion.¹² However, if attendance is a factor, prior to credit/promotion denial, the
19 following shall occur:

20
21 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
22 to excessive absenteeism.

23 2. Procedures in due process are available to the student when credit or promotion is denied.

24 **DRIVER'S LICENSE REVOCATION²**

25 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
26 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

27 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in
28 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

29 **ATTENDANCE HEARING¹³**

30 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial
31 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If
32 the student chooses to appeal, the student or their parent(s)/guardian(s) shall be provided written or actual
33 notice of the appeal hearing and shall be given the opportunity to address the committee. The committee
34 will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student
35 has met attendance requirements that will allow him/her to pass the course or be promoted. Upon

- 1 notification of the attendance committee decision, the principal shall send written notification to the
 2 director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding
 3 the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to
 4 appeal such action within two (2) school days to the director of schools/designee.
- 5 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 6 Within five (5) school days of the director of schools/designee rendering a decision, the student's
 7 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.
 8 Following the review, the board may affirm or overturn the decision of the director of schools/designee.
 9 The action of the board shall be final.
- 10 The director of schools/designee shall ensure that this policy is posted in each school building and
 11 disseminated to all students, parents, teachers, and administrative staff.

 Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3022
7. TCA 49-6-3021
8. TCA 49-6-3007 TCA 49-6-3009; Public Acts of 2021, Chapter No. 223
9. TCA 49-6-3021
10. TCA 49-6-3007; TCA 49-6-3009
11. TCA 49-6-3019
12. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
13. TRR/MS 0520-01-02-.17(7)

 Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips/Excursions/Competitions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Homeless Students 6.503
- Students in Foster Care 6.505
- Students from Military Families 6.506
- Student Records 6.600