



Dodson Branch School 2026-2027 Student Handbook

DODSON BRANCH SCHOOL | 16221 DODSON BRANCH HWY, COOKEVILLE, TN 38501

Jackson County Schools

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Introduction

Welcome

Dodson Branch School welcomes you to the 2026-2027 school year. We are glad you and your child are members of the DBS community and look forward to a wonderful year. This handbook serves to provide our families and students with important information about our school. Please review the contents with your student before school begins, then keep it accessible for future reference. If you have questions, please feel free to call the school office for clarification at 931-268-0761. Our hope is for you to communicate with us anytime with questions, concerns, good news, or bad.

Signed- Administration, Faculty, and Staff

Vision

Excellence for Every Student, Every Day

Motto

Pride Promotes Performance, Performance Promotes Pride.

Mission

Give compassion

Respect all

Instill determination

Teach honesty

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District Strategic Plan and Goals

Jackson County District Goals for 2026-2027:

- Overall student growth increase 5%
- Overall student English/Language Arts Achievement increase 5%
- Increase College and Career Readiness by 5%
- Increase High School graduation rate by 5%

Dodson Branch School: Administrators and teachers study student performance data as well as district goals to set areas of improvement. The school goals for 2026-2027:

- English/Language Arts – Student Achievement will increase by 5.0%
- Math- Student Achievement will increase by 5.0%

*Based on the previous year's student performance data, District and School Goals are set at the beginning of each school year.

Non-Discrimination Statement

Jackson County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Charlene Finch

**711 School Dr., Gainesboro, TN 38562
931-268-0119**

Andrea Thaxton

**711 School Dr., Gainesboro, TN 38562
931-268-0119**

Jackson County School System Non-Discrimination Policy

It is the policy of the Jackson County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by

Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Title VI of the Civil Rights Act of 1964 states: No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Inquiries or complaints regarding compliance with Title VI, Title IX, and Section 504 may be directed to Jason Hardy or Charlene Finch at the Jackson County Board of Education, 711 School Drive,

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Gainesboro, TN 38562, or call 931-268-0119. If you have a complaint, there are forms at each school and at the Central Office to register the complaint.

In accordance with the policy of the Board, the following procedure governs the processing of student discrimination/harassment grievances:

Any student who wishes to file a discrimination/harassment grievance against another student or employee of the district may file a written or oral (recorded, if possible) complaint with the superintendent, principal, counselor, or Title IX coordinator. The administrator taking the complaint will document the time, place, complaint, and incident and immediately forward the complaint to the grievance committee. The grievance committee will appoint a senior administrator to investigate the grievance. The grievance shall set forth the circumstances of the incident and identity of the student(s) or employee(s) involved.

The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.

The investigation shall be completed within ten (10) days of the filing of the grievance. Results of the investigation, along with the recommendations and suggestions, shall be shared with the grievant, unless it violates another student's confidentiality.

If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent or investigating administrator, the grievant may request a hearing by the grievance committee.

Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty (20) days from the date of the request.

Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.

Within ten (10) days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations of the committee or furnish a report to the grievant explaining why the recommendations will not be implemented.

Upon receipt of the superintendent's report, grievant may file a written appeal with the Board. The Board shall within thirty (30) days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

Future Changes

Although every effort will be made to update the handbook on a regular basis, the Jackson County School District reserves the right to change this handbook and any content within, without notice, except as may be required by state and federal law. As a result, the online version of the handbook shall be the official version.

Rights & Responsibilities

Student Rights & Responsibilities

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;

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2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board and school officials;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

Parent Rights & Responsibilities

Parents/guardians have the right to:

1. Be actively involved in their student's education;

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2. Be treated courteously, fairly, and respectfully by school staff; and
3. Receive all relevant information and communication related to their student' education.

Parents/guardians have the responsibility to:

1. Make sure their student attends school regularly and on time, and when a student is absent, send in written excuse notes;
2. Support the District by being a role model for their student, talking with their student about school and expected behavior, and communicating the value of education through words and action;
3. Be respectful and courteous to staff, other parents/guardians, and students while on school premises and during school activities;
4. Encourage students to participate in extracurricular activities that promote social and emotional growth in the areas of creative arts, music, and athletics; and
5. Work with principals and school staff to address any academic or behavioral concerns or complaints students may experience.

Family-School Compact

Family-School Compact

A Family-School Compact for Achievement is an agreement for parents, students, and teachers. It explains how parents and teachers will work together to make sure all students get the individual support they need to reach and exceed grade-level standards.

- Link to goals of the District and School Improvement Plans
- Begin with standards
- Focus on student learning
- Respond to school data
- Share strategies parents can use at home
- Define everyone's responsibilities

This compact is distributed to all parents, students, and teachers. It is on file at the school and is used throughout the year.

JOINTLY DEVELOPED

The parents, students, and staff of Dodson Branch School work collaboratively to annually assess and revise this School-Parent Compact for Achievement. Parents are welcome to participate and/or contribute comments at any time. For information on our annual review, please contact:

Brian Lee, Principal

Jackson County Schools

brianlee@jacksoncoschools.com

(931) 268-0761

Building Partnerships

- Volunteer opportunities
- School Functions
- Title I Informational Meetings
- Parent/Teacher Conferences
- Surveys
- Leadership Committee
- Testing Information Meetings

The Teacher Will

- Provide high-quality curriculum and instruction using state-approved standards so students will meet the State's academic achievement standards as well as both District and School goals.
- Provide instruction in the subject/grade level for which I am responsible ● Provide a safe, pleasant, and drug-free atmosphere for learning
- Explain assignments and deadlines clearly to students
- Provide clear assessments of student progress and achievement to both the student and parent/guardian on a timely basis
- Be available for a conference with the parent/guardian as necessary ● Provide parent opportunities to volunteer, participate and observe classroom activities

The Parent Will

- Stay informed of my child's education; check school/teacher website; read all school communication
- Review homework assignments and offer assistance when needed
- Review assessments on a regular basis; sign reports cards and make every effort to attend Parent-Teacher Conferences
- Demonstrate an interest in the student's well-being by attending school functions, find opportunities to volunteer and support the student's school activities
- Commit to reading to/with my child 20 minutes each day
- Ensure that the student gets to school each day, on time, and ready to learn.

The Student Will

- Do my best in all that I do.
- Respect the rights of others so as learning is not distracted or disrupted ● Come to class prepared and on time with necessary materials
- Give to my parents and/or teachers all notices and information received by me ● Read 20

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minutes a day with someone outside of school.

Communication about Student Learning/Progress

Dodson Branch School is committed to frequent two-way communication with families about student learning. Some of the ways you can expect us to communicate are:

- Parent/Teacher Conferences—Fall & Spring
- District and School websites
- Family Engagement Activities
- Phone calls, e-mails, notes, etc.
- School/Class Newsletters
- Progress Reports/Report Cards
- Surveys
- Social Media
- Class Dojo
- Remind

Annual Notices

All schools are inspected annually in compliance with laws and regulations required for public schools. Access to inspection reports are available with each school principal or at the Jackson County Board of Education.

Child Nutrition Program

In the operation of the child nutrition program, no student will be discriminated against because of race, sex, color, national origin, age, or disability. A student enrolled in the District may be eligible for free or reduced-price meals and/or free milk if the following criteria is met:

All Jackson County Schools qualify and participate in the CEP (Community Eligibility Program). Breakfast and lunch is provided free to all students.

Students identified as in foster care, homeless, migrant, or runaway students are categorically eligible for free meals and free milk.

(Applications for free/reduced meals are not required at this time).

An application for free or reduced-price meals cannot be approved unless it contains complete information. All information provided on the application may be verified at any time during the school year.

For more information as to the free or reduced-price meals or for questions as to the appeal process due to an application denial, Kim Sells 931-268-0119.

**Note: The District shall include this annual notice only if it participates in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program. In the alternative, the notice may need to be modified if the District participates in the Community Eligibility Program.*

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Per the Family Educational Rights and Privacy Act (FERPA), the District may disclose appropriately designated directory information without written consent, unless the parent(s)/guardian(s) or eligible student (a student who is 18 years or older) has opted out of the disclosure of directory information.

In addition, federal law requires the District to provide military recruiters, upon request, with the names, addresses, and telephone listings of students unless parents/guardians have opted out in writing.

The District has designated the following information as 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 listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), 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. If the parent/guardian wishes to opt-out of the above, he/she shall indicate his/her preference on the "Opt-Out Notifications" form or providing such notice in writing to school administration.

Education Records

FERPA affords parent(s)/guardian(s) and eligible students certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the District receives a request for access.
 - a. Parent(s)/guardian(s) or eligible students who wish to inspect education records shall submit to the principal a written request that identifies the records they wish to inspect.
 - b. Arrangements for access will be made, and the parent(s)/guardian(s) or eligible student will be notified of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. Education records may be disclosed without prior written consent if a school official has a legitimate educational interest.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

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Washington, DC 20202

Surveys, Analyses, and Evaluations of Students

Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal.

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Mental or psychological problems of the student or the student's family;
2. Sexual behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of other individuals with whom respondents have close family relationships;
5. Legally privileged relationships;
6. Income; or
7. The collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking without the prior consent of the eligible student or parent/guardian.

The collection of the following student data is strictly prohibited:

1. Political affiliation or voting history;
2. Religious practices; and
3. Firearm ownership.

Per state and federal law, prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following such notification and prior to the administration of the survey, analysis, or evaluation, parent(s)/guardian(s) may opt their student out of participation. If the District plans to disseminate a survey, analysis, or evaluation about one or more of the protected areas or use a student's personal information for selling or marketing purposes, consent shall be required before student participation.

Unsafe School Choice

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Students who attend a school within the District identified by the State of Tennessee as persistently dangerous or students who are victims of a violent crime while in or on school grounds shall be given the opportunity to attend a safe school within the District.

Vaccinations

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

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting.

The bacteria that causes meningococcal meningitis is very common. Most people will carry this bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the blood stream where it can cause meningitis.

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

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

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

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

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

To receive additional information regarding these diseases, including locations to receive the vaccinations, Contact the Jackson County Health Department.

Administration of Schools

Extracurricular Activities, Clubs, and Organizations

Extracurricular activities, clubs, and organizations are an extension of the academic curriculum and should complement the basic instructional program. The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school. A copy of the aims, objectives, and constitution of each organization will be kept on file in the principal's office. One or more staff members will serve as sponsors and will attend all meetings. Each sponsor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program. Any club with restricted membership shall require approval from the director of schools. Sororities, fraternities, and all secret organizations are prohibited.

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Students may be permitted to form clubs or organizations provided that board policy criteria are met. Limited public forums for students may be established if board policy criteria are met.

DBS offers boys and girls basketball, girls volleyball, archery, and 4-H as available extracurricular activities.

Drug-Free Schools

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

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

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

Emergency Closings

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.

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 canceled. It is important to keep contact information up to date with the school(s) your child attends.

For more information, refer to Board Policy 1.8011.

Parent and Family Engagement

The Jackson County School System is committed to providing the best education for each student. We realize that parents play a vital role in the accomplishment of this mission, so we encourage their involvement and strive to keep them informed of their rights.

- Jackson County School System does not discriminate on the basis of race, sex, color, national origin, age, religion, or handicap in the provision of educational opportunities, activities, or other administered programs.
- A parental involvement policy and parent-teacher-student compact will be distributed to the parents by each Title I school. A copy of each document may be obtained by contacting the school office. In schools eligible for Title I funds, a written parental involvement policy will be developed jointly with and distributed to parents of children. Each Title I school will also hold at least one annual meeting for the parents to inform them of the school's participation in programs funded under ESSA Legislation.
- Parents have the right to request information regarding the professional qualifications of classroom teachers who instruct their children. If students are provided services by paraprofessionals, parents may also request information regarding the qualification of paraprofessionals. Teachers' certifications can be found by accessing

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the Tennessee Department of Education Teacher Licensing Website: <https://apps.tn.gov/eliapp/search.html> or by contacting the school principal or the school system's federal projects' director.

- Parents must receive notification if their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
- Parents will be notified of their child's eligibility for service in migrant, homeless, or Limited English Proficiency programs.
- Parents will have access to system and school report cards as developed by the TN Department of Education (usually available in late fall of each year) through the website: www.state.tn.us/education or at the school and/or system office. Results will also be publicized through local media.
- Parents must receive information on the achievement level of their child on each of the state academic assessments as soon as it is practicably possible after the test is taken. Assessment results will be distributed by the child's school.
- Parents may visit the TN Department of Education Website: <http://www.tn.gov/education/topic/academicstandards> or visit the school to access a description of the Tennessee Curriculum Standards, assessment information, and proficiency levels students are expected to meet.
- Parents must be notified if their child is enrolled in a school identified for improvement, corrective action, or restructuring. Currently, no school in Jackson County has been identified as in need of improvement.
- If a school fails to make adequate yearly progress, parents will be informed regarding the availability of school choice options and supplemental education services. • Under the TN Board of Education's Unsafe School Choice Policy, any public school student who is a victim of a violent crime as defined under the Tennessee Code Annotated 40-38-111(g) or the attempt to commit one of the offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.
- Parents of a student identified as having a limited English proficiency (ELL-English Language Learner) must be notified in a timely manner of the child's participation in the ELL program, details of the program, right to waive participation, and specific information on the child's level of English Proficiency.
- Parents must be informed and involved in violence and drug prevention efforts including program content and activities. Parents may request in writing their child's exemption from participation in such activities.
- Parents will be notified regarding their rights before any third-party surveys are distributed to students.
- Schools in which at least 40% of the children are from low-income families have school-wide program authority under which schools may consolidate funds from federal, state, and local sources to upgrade the entire educational program of the school.
- Parents of secondary school students have a right to request their child's name, address, and telephone number not be released to a military recruiter without their prior written consent. Requests should be addressed to the federal projects director at the central office.
- Federal law affords parents and students over 18 years of age certain rights with respect to educational records. School Board Policy relating to student privacy and parental access to information is available in the School Board Policy Manual located at each school and at the central office. Notification of Rights and Release of Directory Information under FERPA (Family Education Rights and Privacy Act) will also be conducted through local media announcements.

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• The Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act will require our district to take steps to find all children, including preschool age children, with disabilities who live in our district, screen them to determine their disabilities, and provide them with appropriate special education services. Also Part C of IDEA requires our district and state to notify the community of services available for children with 28 disabilities under age 3 and take steps to find and screen these children so that they can receive appropriate special education services.

School Hours

Supervision for students will not be at school before 7:00 A.M., doors will be locked until then, or after 3:00 P.M. Instruction begins at 7:45 A.M. and ends at 2:45 P.M. Upon arrival, students should go directly to breakfast or to the gym where there are supervising teachers. Permission to leave the cafeteria or gym must be given by the teachers in charge.

School Nutrition Program

One breakfast and one lunch per day are provided at no cost in the cafeteria.

STUDENT PARTICIPATION (EATING SCHOOL MEALS) IS HIGHLY ENCOURAGED IN ORDER FOR JACKSON COUNTY SCHOOLS TO CONTINUE THE FREE BREAKFAST, LUNCH, AND AFTER-SCHOOL PROGRAM. Individual pricing for extra will be posted at the schools.

Student Enrollment

Any student entering school for the first time must present:

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. This applies to kindergarten, first grade and other students for whom there is no health record; and
3. Evidence of state-required immunization.
4. Utility Bill in the Parent or Guardian's name. Home visit required in lieu of utility bill

Student Fees and Fines

Fees

Prior to the beginning of school each year, the Board, upon the recommendation of the principals and director of schools, shall approve all student fees for the upcoming school year. Additional fees may be approved during the year as needed.

Each principal shall be responsible for providing to all students and their parents or guardians written notice of the required student fees and the process for fee waiver for students who receive free or reduced-price lunches. The parent or guardian of an eligible student must sign the appropriate application for free or reduced-price lunches and the waiver of school fees, but may pay for all or a portion of the school fees.

Payment of fees will not be a condition of a student attending school, but students shall be responsible for normal school supplies, such as pencils and paper.

School fees are defined as follows:

1. Fees for activities that occur during regular school hours, including field trips;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades;

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3. Equipment and supplies required to participate in interscholastic athletics and marching band, if taken for credit;
4. Fees or tuition for courses taken for credit or grade during summer school;
5. Fees required for graduation ceremonies;
6. Fees for a copy of the student's records; and
7. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

School fees are not:

1. Fines for overdue library books;
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property;
4. Charges for debts owed the school;
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;
6. Costs to participate in not-for-credit extracurricular activities, including athletics; and
7. Tuition for non-resident students.

Fines

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.

The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. When the student and parent are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

For more information, refer to Policy 6.709

Student Withdrawal

When withdrawing from DBS, please inform the office. There are certain processes that must be completed in order to properly and completely withdraw any student from our school. Parent(s)/Guardian(s) must come to school and complete a request to withdraw form. Upon the request to withdraw, the student(s) must return all textbooks, library books, athletic uniforms, and/or any other school-provided equipment. Failure to return the above-mentioned items may delay the withdrawal process. Procedures that can ensure a smooth withdrawal:

- Please inform us of when your child is leaving as soon as possible.
- Please inform us of where your child is going and include the new school's name and address.
- Call us and discuss the withdrawal procedures.

Jackson County Schools

In County Transfers

Students enrolled at a Jackson County School may not transfer to another Jackson County School without either a change of residence or permission from the Director of Schools.

Tobacco-Free Schools

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of the District's buildings and in all vehicles that are owned, leased, or operated by the District.

Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

For more information, refer to Policy 1.803.

Tobacco Products and Vaping Policy

Vaping or associated products are not allowed at school or on school trips. Tobacco use or possession is an automatic petition to the court. This is in addition to the consequences of breaking school rules.

School-

- 1st offense- 3 day in-school suspension for nicotine products.
 - Any product that contains THC will result in 60 days at ALC
 - 2nd offense-5 days ALC
 - 3rd offense- ALC (Disciplinary Hearing will be held to determine number of days)
- *ANY PRODUCT THAT CONTAINS THC WILL BE CITED AS SIMPLE POSSESSION.****
- Juveniles will be cited to Juvenile Court for tobacco/vape use.

Bus-

- 1st offense-3-day-bus suspension
 - 2nd offense-5-day-bus suspension
 - 3rd offense-10-day-bus suspension
 - 4 or more offenses-Remainder of year bus suspension
- *Juveniles will be cited to Juvenile Court for tobacco use.

Visitors to Schools

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 and will sign-in. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal/designee. Guest passes shall be issued for all persons other than students and employees of the school. Visitors are always welcome at our school. Please be considerate of our school day!! If you are picking your child up at the end of the day, please wait in the car line in your vehicle. This is the safest dismissal policy for our students. Thank you for your consideration in this matter.

Jackson County Schools

Student Academic Achievement

Attendance

Every child and parent must know how important it is to attend school daily. Tennessee has a Compulsory School Attendance Law (TCA-49-6-3001) which requires all children ages 6-17 inclusive to attend school each day. When a student is absent from school, the parent must send a parent note, doctor/dentist note, funeral notice, etc. An excused absence includes a student's personal illness or family illness requiring temporary help from the student; death in the family; or a religious holiday. The excuse must be brought or faxed to school upon the student's return to school. The documentation to EXCUSE the absence MUST be turned in within three (3) school days. The note must include the date of absence, the reason for the absence, a phone number where the parents may be reached, and the signature of the parent. If the parent fails to do so, the absence will remain UNEXCUSED and result in TRUANCY issues for the student. If the student misses a partial day, a note must be turned in for any class that is missed in order to be able to complete any make-up work and test. If no note is brought to school, the absence will be counted as UNEXCUSED. Five parent notes (5 days excused absence) per year will be accepted. If doctors' excuses are excessive, a parent/school meeting will be requested by the school.

Tardy Policy

Instruction begins at 7:45 AM and dismisses at 2:45 PM. Any student entering after 7:45 AM or leaving before 2:45 PM must have an authorized person sign them in or out. Students will receive a tardy when signing in or out, 5 tardies are equivalent to one absence. To receive an excused absence students must provide notes from either parents, doctors, etc. No student is to leave early unless officially excused and signed-out at the office.

6th-8th grade Class Tardy policy

Upon 2nd tardy to class, parents will be contacted. Upon 4th tardy to class, student will receive a day of in-school suspension (ISS). Any student with 6 or more tardies during a nine weeks period will receive ISS, or Alternative School. Class Tardies can be late to class or unprepared/without books/paper/pencil/materials.

Truancy

The following Tier System will be used to deal with excessive Unexcused absences. Remember (TCA-49-6-3001) states that school attendance is REQUIRED until the age of 18.

A student who has three (3) absences without providing adequate excuse shall be reported to the Director of School/Designee who will, in turn, provide written notice to the parent(s), guardian(s) of the student's absences. If a parent does not provide documentation within adequate time (five (5) school days after the date on the notice) excusing those absences, or request a hearing, then the Director of Schools shall implement a progressive truancy plan described below before referral to juvenile court.

Chronically Out-of-School

Chronically out-of-school is defined by the State of Tennessee as students who missed ten percent or more of a given school year. These absences are both excused and unexcused. If a child is not in school, he/she is missing valuable instruction time.

Tennessee has a Compulsory School Attendance Law(TCA-49-6-3001) which requires all children ages 6-17 inclusive to attend school each day. According to (TCA 49-6-3009) parents can be charged with educational neglect.

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Jackson County Board of Education has approved a three (3) Tier policy under the guidelines of the State of Tennessee to address and do what we can to assist/reduce the Chronic-out-of-School problems that affect our students and their families.

The first of the Chronic-out-of-School intervention Tier I, will start with the students that fall under the category of 18 or more (excused and unexcused) absences from the previous school year. School administrators will compile a list of those students, contact parents by mail and/or telephone to set up a meeting, and meet to discuss the causes/reasons for the number of absences the previous school year.

Tier I

A conference with the student and the student's parent(s)/guardian(s).

An attendance contract, based on the conference, signed by the student, parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:

A specific description of the school's attendance expectations for the student

The period for which the contract is effective; and

Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and

Regularly scheduled follow-up meetings to discuss the student's progress.

If a student accumulates additional unexcused absences, which violates the Tier I contract, the student will be subject to Tier II.

Tier II

Under Tier II, 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. During this Tier, a home visit may be necessary to gather additional information to complete the assessment.

Tier III

This Tier shall be implemented if the truancy interventions under Tier II are unsuccessful. These interventions shall be determined by a team at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/Designee.

Make-up Work

All homework assignments may be picked up in the office by 11:00 A.M. unless previous arrangements have been made. Students are responsible for all work missed during an absence from school. The student has three (3) days after returning to school to make arrangements with his/her teachers to collect and complete missed assignments.

To avoid missing current class assignments upon his/her return to school to make up work, students should take advantage of the after-school program to get help with make-up assignments and/or makeup tests. Parents and students will be responsible for working with the teachers to make these arrangements.

If the absence is excused, they will receive 100% of the grade earned, but if the absence is unexcused, the student will not receive more than 80% for the assignments missed.

Other Absences

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Other absences of students should be pre-approved by the Administration. When a student is going to be away from school, the student should get all assignments that will be missed and have the assignments completed when they return to school.

Grading System

All students in grades 1-8 receive numerical grades that will be translated into letter grades as follows:

A 90-100	E Excellent
B 80-89	G Good
C 70-79	S Satisfactory
D 60-69	I Improving
F Below 60-failing	N Needs Improvement
	U Unsatisfactory

Honor Roll

Students who attain all “A’s” will be placed on the “All A Honor Roll.” Students who receive “A’s” and “B’s” will be placed on the “A/B Honor Roll”.

The homeroom teacher compiles all grades each grading period

Valedictorian/Salutatorian

The determination of Valedictorian/Salutatorian for 8th graders will be established at the end of the 3rd 9 weeks of the 8th grade year. This honor will be a culmination of final grades received in the 6th-8th grade.

Promotion and Retention

The Director of Schools/designee shall promote students to the next grade level based on the successful completion of required academic work or demonstration of satisfactory progress in each of the relevant academic areas.

Students who have difficulty in achieving the requirements for promotion may be considered for retention. Schools shall identify these students by February 1st.

The professional faculty will place a student at the grade level best suited for them academically, socially, and emotionally. Retention will be considered for any student who fails one or more academic subjects. Retention will be made when, in the judgment of the teacher, such retention is in the best interest of the student. Decisions to retain are subject to review and approval of the principal after consultation with the teacher. Jackson County Board Policy 4.603. The appropriate school officials **SHALL** make promotion and retention decisions.

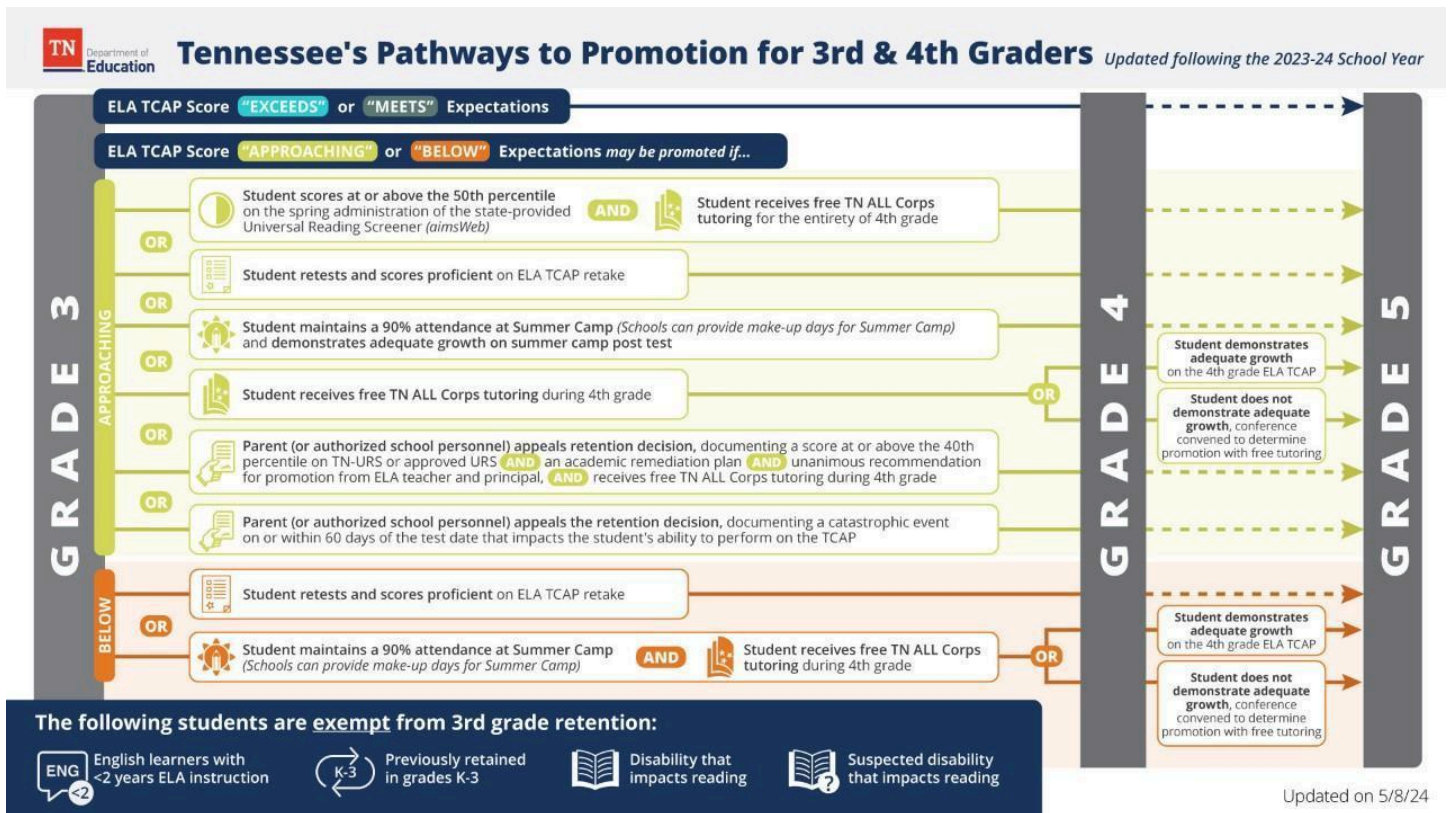
Any 8th-grade student who has not successfully completed all requirements for promotion by the end of the regular school year will not participate in any promotion activities.

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Starting in the 2022-2023 school year, 3rd-grade students must score an 'on track' or 'mastered' on TCAP's ELA portion. If students score 'approaching' or 'below,' and do not score proficient on the retest opportunity, they will need to do the following to **prevent retention**:

Visit

https://www.tn.gov/content/dam/tn/education/ccte/Promotion_Guidelines_and_Toolkit-Third_and_Fourth_Grade.pdf for the most up to date guidance



Student Progress

The issuance of grades serves to promote continuous evaluation of student performance, to inform the student and parents of the student's progress, to reflect how well students understand essential skills in each subject, and to provide a basis for bringing about change in student performance. Parents are notified of their child's performance every 4 ½ weeks by either progress report or report card. Report cards are to be signed by parents or guardians and returned to the homeroom teacher within two (2) days. If you have a concern dealing with your child's education, first contact the teacher. If the teacher does not resolve this concern, then contact the principal.

As per Jackson County School Board Policy 6.709, grades will be withheld for any indebtedness owed to the school.

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Athletic/Academic Policy

If a student is failing a class at the report card or progress report they will be given one week to make up any missed work that may lead to the F. The athlete may not participate in athletic contests until the teacher agrees they have attained passing status in the class. Individual coaches may choose to have a more restrictive set of rules for their team concerning academics.

DBS Field Trip Policy

- Any student who has five or more unexcused absences for the year, must have permission from the principal to attend any school trips.
- Any student that has been in the Alternative Learning Center any time during the school year will not be eligible to participate in school trips. (Exceptions can be made at the discretion of the principal)
- Any student that has been in ISS 3 occurrences during the school year or any **two times during a single semester** will not be eligible to participate in school trips. (Exceptions can be made at the discretion of the principal)
- Any continual misbehavior in classes throughout the year could also keep a student from being allowed to participate in school trips.
- Exceptions may be made in academic field trips with teacher discretion.
- Before attending a field trip, each student must have a field trip form signed by each teacher.

Student Welfare

Communicable Diseases

No student shall be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

For more information, refer to Policy 6.403.

Pediculosis (Head Lice)

Board Policy 6.4031

No student shall be denied an education solely by reason of head lice infestation. The student's educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). A letter shall be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment. Prior to readmission, satisfactory evidence of treatment for pediculosis (head lice) must be submitted to school personnel. This evidence may include but is not limited to:

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(1) proof of treatment with a pediculi-cide product (head lice shampoo), or

(2) satisfactory examination by a school health official.

Treatment and prevention procedures shall be developed by the director of schools in consultation with the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to the parent/guardian of any child that has pediculosis. Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official. A student shall be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.

Immunizations

No students entering school, including those entering kindergarten or first grade, those from out-of-state, and those from nonpublic schools, will be permitted to enroll without proof of immunization.

The list of required immunizations per the TN Department of Health

(<https://www.tn.gov/health/cedep/immunization-program/ip/immunization-requirements/childcare-12th-grade-immunization-requirements.html>)

Children enrolling in child care facilities, pre-school, pre-Kindergarten

Infants entering child care facilities must be up to date at the time of enrollment and are required to provide an updated certificate after completing all of the required vaccines due no later than 18 months of age.

- Hepatitis B (HBV)
- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV)
- Haemophilus influenzae type B (Hib) - age younger than 5 years only
- Pneumococcal conjugate vaccine (PCV) - age younger than 5 years only
- Measles, Mumps, Rubella - 1 dose of each, normally given together as MMR
- Varicella - 1 dose or credible history of disease
- Hepatitis A - 1 dose, required by 18 months of age or older

Children enrolling in Kindergarten

- Hepatitis B (HBV)
- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV) - final dose on or after the 4th birthday
- Measles, Mumps, Rubella - 2 doses of each, usually given together as MMR
- Varicella - 2 doses or credible history of disease

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- Hepatitis A - total of 2 doses, spaced at least 6 - 18 months apart

All children entering 7th grade (including currently enrolled students)

- Tetanus-diphtheria-pertussis booster (Tdap) - evidence of one Tdap dose given before 7th grade entry (administered at or after age 10) is required regardless of Td history

Children who are new enrollees in a TN school in grades *other* than Kindergarten

- Hepatitis B (HBV)
- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV - final dose on or after the 4th birthday)
- Measles, Mumps, Rubella - 2 doses of each, normally given together as MMR
- Varicella - 2 doses or credible history of disease
- New students entering grades other than 7th grade are not required to have Tdap

For more information, refer to Policy 6.402.

Medicines

****MEDICATIONS: Students shall not carry medications on their person during the school day. All medications must be submitted to the nurse with the appropriate documentation.****

Nurse Protocol

The school nurse is critical to meeting the needs of our students. The following guidelines are in place to ensure all students are able to be served in the capacity that will best support their academic and personal needs.

1. Students must have teacher permission before coming to the nurse's office. The teacher will call the nurse first to be certain the nurse is available.
 - a. Appointment slips will be provided for students who will see the nurse at a set time each day.
 - b. Appointment slips may be provided for some students who will have an ongoing need to see the nurse.
2. Every effort will be made to avoid seeing the nurse during the core academic classes.
3. Only one student will be allowed to see the nurse or counselor at one time.
4. Students will be allowed back into class only with a nurse admit slip with the time of their departure.

Medication

If medication has to be taken during school hours, the following rules and procedures must be followed:

- All prescription medications must be in the appropriate prescription bottle with a prescription label bearing: child's name, name of prescription, name of physician, time to be administered, dosage and directions for administration, and termination date for administering the medication.
- Non-prescription medicine must be in the original container labeled with: child's name, medication name, time to be administered, and directions for giving the medication.

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- All medications must be accompanied by a parents' note containing all the information in the first bullet. Also the parents must complete a medication form, which can be obtained in the office. This form will be kept on file in the office.
- All medications must be kept in the office at all times.
- When a student is required to take medication, a parent must bring the medication in personally. No medication is to be brought in by a student.

Physical Examinations

Screening tests as required by the Tennessee Department of Education and the Department of Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates a condition that might interfere with the student's progress. The school district will not conduct physical examinations of a student without parental consent or by court order, unless the health or safety of the student or others is in question.

**Note: If the District plans to perform any non-emergency, invasive physical examination, not including the screenings permitted or required per state law, additional information shall be included in this section, including information that the parent/guardian shall be given notification and an opportunity to opt out of the examination as the beginning of each school year as well as the specific or approximate dates of the examinations.*

Suicide Prevention

The District is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they or a friend are feeling suicidal or in need of help to the school counselor or social worker.

For more information, refer to Policy 6.415.

Student Discipline & Behavior

Alternative Schools & Programs

Students may be assigned to the Alternative Learning Center (ALC) for a minimum of 3 days and a maximum of one calendar year (180 days). Attendance at ALC is mandatory. Transportation will not be provided for the first 10 days a student is assigned. After 10 days, parents or guardians may request bus transportation. Students must be prompt as tardiness is not acceptable. School hours are 7:45 AM to 2:45 PM. Students who are absent from ALC for any reason will be required to make up those days prior to exiting the program. Activities are rigid and structured. Students are expected to exhibit proper respect for students, staff, and other school officials. Students assigned to ALC are not allowed on the regular school campus. Further, they will not be allowed to participate in any school functions or extracurricular activities including school sports, band, dances, etc. This includes practicing for these activities as well. Students will be provided with a detailed ALC handbook upon being assigned to the alternative school placement.

For more information, refer to Policy 6.319.

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Bus Conduct

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

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

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

These materials shall be maintained for 3 days. Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of School/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.

For more information, refer to the Transportation supervisor at the Board of Education.

PROCEDURE FOR JACKSON COUNTY BOARD OF EDUCATION **BUS CONDUCT RULES GOVERNING** **passed by Board May 27, 2014**

TRANSPORTED PUPILS

The following rules and regulations are developed to ensure a thorough understanding of proper conduct and the safety of all students while riding Jackson County school buses. **Bus transportation is a privilege, not mandatory. However, school attendance is mandatory.** Rules and regulation formulated by the State Board of Education for all public schools in Tennessee, in accordance with Tennessee Code Annotated 49-6-2102 state:

A pupil shall become ineligible for pupil transportation when his behavior is such as to cause dissension on a school bus, or when he disobeys State or Local Rules and Regulations pertaining to pupil transportation. A pupil shall be responsible for his/her own transportation for the first 10 days if he/she is assigned to alternative school.

The bus driver shall be competent, adhere to all state laws concerning pupil transportation and fair in dealing with students. The driver shall report to the principal for the conduct of students on the bus. The driver shall plan and arrange to provide all pupils the safest, most comfortable and least troublesome journey to and from school; therefore, drivers are requested to report infractions of rules to the **school principal for disciplinary action. Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions given by him/her shall be followed.** The following are some of the rules and regulations your child should follow and by doing so will help us transport all students to school in a safe and efficient manner.

1. Bus Stop: The STUDENT SHALL:

- A. Be on time
- B. Stay clear of traffic while waiting for the bus
- C. Wait until the bus comes to a complete stop before attempting to board
- D. When getting off the bus, cross the street only when the driver tells you it is safe and move away from the bus quickly. Never cross behind the bus.

2. Safety on the bus: The STUDENT SHALL:

- A. Remain seated at all times while bus is in motion

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- B. Keep arms, head, and hands inside the bus
- C. Keep books, coats, feet, etc. out of aisles
- D. In case of a road emergency, remain seated until instructions are given by the driver
- E. Be absolutely quiet when approaching or crossing railroad tracks

3. Conduct on the bus: The STUDENT SHALL:

- A. Avoid loud talking and yelling
- B. Avoid profane or immoral language
- C. Not throw any object on bus or out of bus window
- D. Accept special seating arrangement when given by the driver
- E. Not smoke, eat, or drink on the bus
- F. Not engage in any physical or verbal assault.
- G. Take responsibility for the condition and upkeep of the bus and report any damages to the driver at once
- H. Be courteous to fellow pupils and your driver while riding the bus. Help us keep a safe bus by your cooperation and good behavior.

All school rules must be followed on the bus.

DISCIPLINE PROCEDURES RECOMMENDED FOR MISCONDUCT ON BUSES			
VIOLATION	1 st OFFENSE	2 ND OFFENSE	3 rd OFFENSE
getting out of seat	conference with pupil	notice to parent	principal administer punishment
destruction of property	Pay/ 5 day suspension	Pay/suspension balance year	
Fighting/threatening bodily harm	5-day suspension	10 day suspension	Suspension balance of year
Pushing	notice to parent	3-5 day suspension	6-10 day suspension
Tripping	notice to parent	3-5 day suspension	6-10 day suspension
excessive mischief	notice to parent	3-5 day suspension	6-10 day suspension
smoking/use of tobacco	10 day suspension	20 day suspension	30 day suspension
eating/drinking	notice to parent	3-5 day suspension	6-10 day suspension
Littering	notice to parent	3-5 day suspension	6-10 day suspension
rude/discourteous	notice to parent	3-5 day suspension	6-10 day suspension
unacceptable language	notice to parent	3-5 day suspension	6-10 day suspension
disobey driver	notice to parent	3-5 day suspension	6-10 day suspension
throwing objects	notice to parent	3-5 day suspension	6-10 day suspension
hands/head out of window	notice to parent	3-5 day suspension	6-10 day suspension
yelling/hollering	notice to parent	3-5 day suspension	6-10 day suspension

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alcohol/drugs	board policy on alcohol and drugs		
Inappropriate contact/kissing/fondling, etc.	notice to parent	3-5 day suspension	6-10 day suspension
Any other conduct prejudicial to good order on bus-disciplinary action to be at principal's discretion. Multiple offenses of any nature will be treated as second and/or third step offenses.			
Bus riding is a privilege which may be revoked. Parents are urged to discuss this privilege with their child.			
By doing so, you will help us to provide the safest transportation possible for all children.			

Care of School Property

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities. The principal/designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the Director of Schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent/guardian.

Corporal Punishment

Per TCA code 49-6-4103 Any principal, assistant principal, or any teacher with the approval of the principal may use corporal punishment in a reasonable manner against a student for good cause in order to maintain discipline and order within the public schools. **DBS has elected not to use corporal punishment as a discipline option for our students.**

For more information, Refer to Jackson County Board Policy 6.314.

Dress Code

1. This policy was established and passed by the Jackson County Board of Education.
2. School clothing and individual grooming must not distract from the learning environment or jeopardize the health or safety of others.
3. All clothing must be at least mid-thigh when seated.
4. Jeans and pants should:
 - a. Fit or be belted at the waist.
 - b. Not expose underwear at any time, including PE and athletic events.
 - c. No skin above mid-thigh should be visible.
5. No midriffs, stomachs, backs, chests, etc. should be exposed when the student is standing, sitting, reaching, etc. Tops and T-shirts must come below the waistband of jeans, pants, skirts, etc.
6. No see-through or mesh shirts or tops.
7. No strapless, tube tops or spaghetti strap tops allowed. The armholes should be snug on sleeveless tops and no undergarments should show.
8. Clothing must not contain any of the following:
 - a. Suggestive or foul language including inappropriate slogans.
 - b. References to drugs or alcohol.
 - c. References to tobacco products.
 - d. References to blatant violence, or which promote, encourage or romanticize violence, hate crimes, hatred, or death.

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- e. No sexually suggestive brand names are allowed
 - f. References to the occult.
 - g. No references to the confederacy or "rebel flag".
9. Proper undergarments must be worn at all times.
10. Bandanas, toboggans, chains, animal collars or gang-related items/apparel are not to be worn on school grounds.
11. Visible body piercing jewelry (except of the ears) is prohibited. Hair is not to be sprayed or dyed in unnatural colors (such as blue, pink, green, orange, yellow, etc.).
12. Footwear must be safe and worn at all times. Teachers may determine the type of footwear appropriate for activities in their classroom, i.e. tennis shoes for the gym floor.
13. Caps, hoods, and other headdresses are not allowed at school during school hours. Medical or religious exceptions only with permission of the administration.
14. All instrument cases and sports travel bags will be stored upon arrival at school in the appropriate place.
15. Any item worn on your person that distracts from the learning environment is prohibited.

Principals, assistant principals, and/or principal designee will be charged with determining all dress code violations. Common sense and good judgment should be used in a fair and impartial manner. When extenuating circumstances exist, modifications should be made during such time. (Example - sunglasses while being treated for an eye infection). Violators of the dress code will be appropriately punished.

Disciplinary Hearing Authority

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

For more information, refer to Policies 6.309, 6.317, and 6.319.

Student Code of Conduct

School-Wide Conduct

Our students at Dodson Branch School are expected to conduct themselves in a manner that promotes excellence. Students' actions reflect Jackson County, DBS, their family, and most importantly themselves. Our goal is for the conduct to continually show the positive behavior of the wonderful students that represent our school and community. Please refer to Jackson County Board policy 6.300 for the district code of conduct.

Cafeteria

At times, there are close to 120 energetic students of varying ages in the cafeteria together. Because of this, the following rules have been established for everyone's safety and to provide an atmosphere that allows everyone to enjoy his/her meal. If a student is sent to the office for violating a cafeteria rule, the punishment will be decided at the principal's/assistant principal's discretion.

Jackson County Schools

NO GUM allowed in the cafeteria.

In the lunchroom students **WILL**:

- Use the entrance doors on the left (when facing the cafeteria) and exit doors on the right.
- Walk into and maintain a single-file line when entering and getting their lunch trays.
- Keep hands and feet to themselves.
- Talk softly to those at your table only.
- Use good table manners.
- Get permission to be on the floor (unless returning a tray).

Teacher Authority

Each teacher has full authority in his or her classroom to enforce school and classroom rules. Whenever the handbook is silent on a particular issue, individual teachers may establish rules in collaboration with the administration to be observed in their classrooms. Substitute teachers are to be regarded in the same manner as a teacher.

Chewing Gum

There will be **ABSOLUTELY** no gum allowed in the school building. Violation of these rules will be addressed by the administration.

Violations and Consequences for Behavior

The following tables are used as a **guideline** for addressing behavior issues **including age appropriate consequences**. Administration will be charged with determining appropriate punishment in cases not specifically addressed in the handbook.

Violation	Consequence
POSSESSING A WEAPON	Expulsion and/or Disciplinary Board Meeting
USE/POSSESSION OF DRUGS/CONTROLLED SUBSTANCE	Expulsion and/or Disciplinary Board Meeting
ASSAULT/BATTERY OF FACULTY/STAFF	Expulsion and/or Disciplinary Board Meeting

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Violations of the DBS Code of Conduct	
FIGHTING/ASSAULT	STEALING
INTIMIDATION/ THREATENING	REFUSING/DISRESPECT-ING AUTHORITY FIGURE
HARRASSMENT/ SEXUAL HARRASSMENT	SPITTING (ON)
HORSE PLAYING	DESTRUCTION OF/DAMAGING PROPERTY or GRAFFITI
DISRESPECT TO STAFF DIRECTIVES OR SUBSTITUTE TEACHER	TAUNTING
FORGERY	PROFANITY
DISRESPECT OF ANOTHER'S PERSONAL SPACE	PORNOGRAPHY
INAPPROPRIATE CONTACT/KISSING/FONDLING/ETC.	SERIOUS/PERSISTENT MISBEHAVIOR
SELF MUTILATION	DISRUPTIVE BEHAVIOR

Consequences from Office Referral		
1st Offense	2nd Offense	3rd Offense

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● Verbal Warning ● contact parent ● ISS ● other appropriate actions as determined by administration and or school board policies	● Conference with parents ● ISS ● ALC ● other appropriate actions as determined by administration and or school board policies	● ISS ● ALC ● other appropriate actions as determined by administration and or school board policies
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Extracurricular Activities

Students are expected to conduct themselves in the same manner during any and all extracurricular activities. The same rules and expectations apply to extracurricular activities unless exceptions are made from the administration or designated authority.

Physical Education Guidelines

The proper clothing must be worn when attending physical education class. All students are required to participate in physical education unless a physician's written statement is submitted to the office stating the reason that a student cannot attend physical education. If your child has any medical condition such as allergies, asthma, diabetes, epilepsy, heart condition, etc. please notify the office in writing.

Library

Our library provides an educational opportunity for students to learn how to research and gather information, provide access to on-line facilities and loan books to students. Students may check out books. If a student has an overdue book, they may not check out another book until the overdue materials are returned or the fine is paid. Lost or damaged books are the responsibility of parents/guardians and must be paid for by the end of the year, or the student's report card will be withheld. Please contact Ms. Shelly/office with any questions/concerns regarding check out policy.

Computer Lab

In order to maintain the computer equipment at DBS in the best possible condition, each student must cooperate and abide by the rules of the lab. Failure to follow computer lab rules will result in a temporary loss of computer privileges. Repeated problems may result in permanent removal from the school's network. Always be nice to the computers, treat the computer with respect, hands off the monitor, gentle use of keyboard and mouse. Do not personalize the computers, for example installing a screen saver, changing the desktop, or changing the video and audio settings. Do not print without asking permission first.

Jackson County Schools

Student Discrimination/Harassment/Bullying/Intimidation

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

Bullying Guidelines

DBS takes bullying seriously. Every student has a right to feel safe at school. Each reported case will be investigated by the administration or a designee.

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. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct 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. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

DEFINITIONS

Bullying/Intimidation/Harassment – An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

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

Cyber-bullying – A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing – An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.³

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

BULLYING BEHAVIOR CHART

	Verbal	Non-Verbal	Verbal	Non-Verbal	Verbal	Non-Verbal	
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Level 1	Taunting, Expressing a physical superiority	Making threatening gestures, Defacing property, Pushing/shoving, Taking small items from others	Insulting remarks, Calling names, Teasing about possessions clothes, appearance, or mocking etc.	Giving dirty looks, Holding nose or other insulting gestures	Gossiping Starting/Sprea eading rumors, Teasing publicly about clothes, looks, etc.	Passively not including in group Playing mean tricks	
Level 2	Threatening physical harm, Blaming targeted students	Damaging property, Stealing, Initiating fights, Scratching, Tripping, or Causing a fall	Insulting family, Harassing w/phone calls, text messaging, and/or computer messaging, Insulting appearance, intelligence athletic ability, etc.	Defacing schoolwork, Falsifying schoolwork, Defacing personal property, clothes, etc.	Insulting race, gender, Increasing gossip/ rumors Undermining other relationships	Making someone look foolish Excluding from the group	
Level 3	Making repeated and/or graphic threats Practicing extortion	Assaulting, Destroying property, Setting Fires, Biting, Physical cruelty, Making repeated violent threatening gestures	Frightening with phone calls, Challenging in public	Ostracizing Destroying personal property or clothing	Threatening total group exclusion	Arranging public humiliation Total group rejection/ ostracizing	

All bullying behavior will be disciplined per levels of Code of Conduct.

HAZING

Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program.

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The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school.

One or more staff members will serve as sponsors of each activity and will attend all meetings. Each sponsor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program.

An approved copy of the aims, objectives, and constitution for each organization will be kept on file in the principal's office.

The director of schools shall approve all requirements imposed by clubs which have restricted membership.

The nature of any initiation shall be outlined and presented in writing to the club sponsor and the principal of the school for approval prior to the actual initiation. Hazing by students acting alone or with others is strictly prohibited. Any organization which permits an initiation to go beyond the scope of activities planned and previously approved will be suspended until reinstated by the principal. A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

Sororities, fraternities, and all secret organizations are prohibited.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.² All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, 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 actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report.⁴ If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required time frame.⁴

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.^{1,4}

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

It places the student in reasonable fear or harm for the student's person or property;

It has a substantially detrimental effect on the student's physical or mental health;

It has the effect of substantially interfering with student's academic performance; or

It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁴ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁴ Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidents or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

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.

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

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending.

This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

RETALIATION AND FALSE ACCUSATIONS

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

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

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1. TCA 49-6-4503
2. 20 USCS §§ 1681 TO 1686
3. TCA 49-2-120
4. Public Acts of 2016, Chp. No. 783

- Appeals To and Appearances Before the Board 1.608
Staff-Student Relations 5.610
Student Complaints and Grievances 6.305
Discipline Procedures 6.313

Zero Tolerance

The following are zero-tolerance offenses that will result in a calendar year expulsion:

1. Bringing to school or being in unauthorized possession of a firearm on school property;
2. Possession of drugs, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event; and
3. Assault that results in bodily injury⁵ upon any teacher, principal, administrator, any other employee of the school, or school resource officer; or
4. Threats of mass violence on school property or at a school-related activity.⁶

The Director of Schools has the authority to modify the punishment for these offenses on a case-by-case basis.

For more information, refer to Policy 6.309.

Zero Tolerance Offenses

Jackson County Board Policy 6.309

WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings.

Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Violators of this section shall be subject to suspension and/or expulsion from school.

FIREARMS

In accordance with state law, any student who brings to school or is in unauthorized possession of a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

DRUGS

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

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ASSAULT

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

ELECTRONIC THREATS

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

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law. TCA 49-6-3401(g)

Individual Needs of Students

English Learners

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

The Director of Schools shall evaluate the effectiveness of the District's language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period of time.

Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year or within the first two (2) weeks of a student being placed in a language instruction educational program.

For more information, refer to Policy 4.207.

Homebound Instruction

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program. The homebound instruction program shall consist of three (3) hours of instruction per week while school is in session for a period of time determined, on a case-by-case basis, by the District.

To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional

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days for a student who has a chronic medical condition. The student shall be certified by his/her treating physician as having a medical condition that prevents him/her from attending regular classes. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school. If available, online and/or remote instruction may be deemed an appropriate homebound instruction program.

For more information, refer to Policy 4.206.

Homeless Students

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency) or missed the District's application or enrollment deadlines. Parent(s)/guardian(s) are required to submit contact information to the District's homeless coordinator. The Director of Schools shall ensure that each homeless student is provided services comparable to those offered to other students within the District, including transportation, special education services, programs in career and technical education, programs for gifted and talented students, and school nutrition.

For more information, refer to Policy 6.503.

Homeless Coordinator:

Charlene Finch
711 School Dr., Gainesboro, TN 38562
931-268-0119

Migrant Students

The District shall:

1. Identify migratory students and assess the educational and related health and social needs of each student;
2. Provide a full range of services to qualifying migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.;
3. Provide migratory students with the opportunity to meet the same statewide assessment standards that all students are expected to meet;
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff; and
5. Provide parent(s)/guardian(s) an opportunity to participate in the program.

For more information, refer to Policy 6.504.

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Contact Information:

Charlene Finch
711 School Dr., Gainesboro, TN 38562
931-268-0119

Section 504 and ADA Grievance Procedures

The District is committed to maintaining equitable employment and educational practices, services, programs, and activities that are accessible and usable by individuals with disabilities. To discuss concerns or seek resolutions related to Section 504 or the ADA, contact Todd Clinton. He shall 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.

For more information, refer to Policy 1.802.

Contact Information:

Todd Clinton
711 School Dr., Gainesboro, TN 38562
931-268-0119

Students in Foster Care

Students in foster care, including those awaiting foster care placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency) or missed the District's application or enrollment deadlines.

The District and the child welfare agency shall determine whether placement in a particular school is in a student's best interest. Other parties, including the student, foster parents, and biological parents (if appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school staff members shall participate in the best interest decision process. This determination shall be made as quickly as possible to prevent educational disruption.

The District shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school of origin shall be provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care. Schools will communicate with the District office to arrange services or transportation.

Students from Military Families

A student who does not currently reside within the District shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the District on relocation. Within ten (10) days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the District. Students with parent(s)/guardian(s) in the military may also be eligible for excused absences related to his/her deployment.

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For more information, refer to Policy 6.506.

Students with Disabilities

Special Education Child Find

Identification and Location of Children with Disabilities and/or Gifted

The Jackson County School System provides special education and related services, and special accommodations to children who are disabled and/or gifted. Under state and federal laws, public schools are required to provide a free, appropriate, public education to all children who are disabled and/or gifted between the ages of three (3) and twenty-two (22), and may not, on the basis of disability, discriminate against these children.

This notice is a part of an effort to locate and serve those children who may need special education, gifted services and related services, and/or special accommodations. If you know a child, age three (3) to age twenty-two (22), who may qualify for special education services and is not receiving available services, please call (931) 268-0119 or write to the following address:

Jackson County Board of Education
Attention: Special Education Supervisor
711 School Drive
Gainesboro, TN 38562

Instructional Materials and Services

Use of the Internet

The District supports the right of students to have reasonable access to various information formats and believes that it is incumbent upon students to use this privilege in an appropriate and responsible manner. Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. A written parental consent shall be required prior to the student being granted access to electronic media involving District technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, shall be signed by the parent/guardian of minor students and also by the student.

For more information, refer to Policy 4.406.

Internet Acceptable Use

The Board supports the right of staff and students to have reasonable access to various information formats and believes it is necessary to use this privilege in an appropriate and responsible manner. Refer to Board Policy 4.406 (updated 6/15/2015) as it outlines the **Internet Acceptable Use Policy** for employee and student use of the internet. **Internet Safety Measures** are also outlined to ensure that the district's technology is not used for purposes prohibited by law and to restrict students from accessing inappropriate or harmful material. Written permission by a parent/guardian is required prior to a student being granted access to electronic media involving district technological resources each year. In order to rescind permission, the parent/guardian must provide the director with a written request.

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Students

Students will use Jackson County School's technology, internet server, and equipment for school purposes. Parent notification, suspension of student privileges, and/or strict disciplinary action will occur if students violate the policy.

Prohibited or illegal activities include, but are not limited to:

Sending or displaying offensive messages or pictures

Using obscene language

Harassing, insulting, defaming or attacking others

Damaging computers, computer systems or computer networks

Hacking or attempting unauthorized access

Violation of copyright laws

Trespassing in another's folders, work or files

Intentional misuse of resources

Using another's password or other identifier (impersonation)

Use of the network for commercial purposes

Buying or selling on the Internet

E-MAIL

Employees/Students with network access shall not utilize district resources to establish electronic mail accounts or online data storage accounts through third-party providers or any other nonstandard electronic mail system/online file storage system. Jackson County Schools has partnered with Google to provide email accounts and online file storage for all students in grades 6 through 12 at DBS, JCMS, and Jackson County High School. This service is in full compliance with the provisions of The Children's Online Privacy Protection Act (COPPA). COPPA applies to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. No personally identifiable information is revealed to users outside Jackson County Schools.

E-mail that is provided to Employees/Students by Jackson County Schools is filtered, monitored, and archived. District personnel are able to see all messages or from any Employee/Student account, but will not examine messages unless directed to by a competent authority (Principal, Director of Schools, or Law Enforcement with proper documentation). E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

INTERNET SAFETY INSTRUCTION⁴, PROFESSIONAL DEVELOPMENT, OUTREACH PROGRAMS

The District will provide on-going staff development for teachers and staff on Internet use and internet safety. Students will be given appropriate instruction on internet safety as a part of any instruction utilizing computer resources. Parents and students will be provided with materials to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

AI Usage and Guidelines

Jackson County Schools

Approval and Oversight:

- The use of AI programs for any school-related activity must receive prior approval from the relevant authority (teacher, department head, or administrator). This ensures that the integration of AI tools into the curriculum or administrative tasks is pedagogically sound and meets our educational objectives.

Responsible and Ethical Use:

- AI programs should be used to supplement and enhance learning, not to replace student effort or traditional learning methods. Users must engage with these tools ethically, respecting copyright and privacy laws.

Originality and Attribution:

- Work produced with the aid of AI must be original and include proper attribution when AI-generated content is used. The school does not tolerate plagiarism or academic outsourcing, regardless of whether the content is generated by AI or obtained through other means.

Academic Integrity:

- Students must maintain the highest levels of academic integrity when using AI tools. This includes honesty in how AI-generated work is presented and used within the school's academic framework.

Privacy and Data Security:

- Users must respect privacy and data security guidelines when using AI programs, ensuring that sensitive information is protected and that AI tools are used in compliance with data protection regulations.

Educational Enhancement:

- AI should serve as an educational tool to assist learning and understanding, not as a substitute for critical thinking or personal academic effort. It's crucial that the use of AI remains aligned with the educational goals of Jackson County Schools.

Verification and Accountability:

- Assignments or projects created with the assistance of AI are subject to review. **Students may be required to verbally explain their work and the extent of AI's role in it to ensure understanding and original contribution.**

VIOLATIONS

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

Use of Personal Communication Devices

Cell Phones

Jackson County Board Policy 6.312

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant

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

****DBS strictly prohibits students recording images or video of any person without permission.****

Textbooks

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. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks received and used by their children.

For more information, refer to Policy 4.400.

Review of Instructional Materials

A list of instructional materials shall be revised annually by building administrators under the direction of the Director of Schools.

Upon request, parent(s)/guardian(s) shall have the ability to inspect the following items:

1. Instructional materials;
2. Teaching materials/ aids;
3. Handouts; and
4. Tests that are developed by and graded by their child's teacher.

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School Calendar

Wednesday, July 29, 2026	County-wide required for teachers 8:00 – 3:00 @ JCMS
Thursday, July 30, 2026	Administrative Day for All Teachers (NO STUDENTS)
Monday, August 3, 2026	Registration for all students 10:00 Dismissal
Tuesday, August 4, 2026	First Full Day—All Students Attend
Thursday, August 6, 2026	Election Day, NO SCHOOL
Monday, September 7, 2026	LABOR DAY, NO SCHOOL
October 12-16, 2026	FALL BREAK, NO SCHOOL
Monday, October 19, 2026	Administrative Day for All Teachers (NO STUDENTS)
Tuesday, October 20, 2026	Students return to school – full day
Tuesday, November 3, 2026	Election Day, VIRTUAL DAY No Students, ALL Staff In Person
November 23-27, 2026	THANKSGIVING HOLIDAY, NO SCHOOL
Monday, November 30, 2026	Students return to school – full day
Friday, December 18, 2026	Last Day before Christmas, 10:00 DISMISSAL
Dec. 21, 2026 – Jan. 1, 2027	CHRISTMAS VACATION, NO SCHOOL
Monday, Jan. 4, 2027	Administrative Day for All Teachers (NO STUDENTS)
Tuesday, January 5, 2027	Students return to school – full day
Monday, January 18, 2027	MARTIN LUTHER KING DAY, NO SCHOOL
Monday, February 15, 2027	PRESIDENTS' DAY, NO SCHOOL
March 8-12, 2027	SPRING BREAK, NO SCHOOL
Monday, March 15, 2027	Administrative Day for All Teachers (NO STUDENTS)
Tuesday, March 16, 2027	Students return to school – full day
Friday, March 26, 2027	GOOD FRIDAY, NO SCHOOL
Friday, May 21, 2027	High School Graduation @ 7 PM
Wednesday, May 26, 2027	Last Day of School, 10:00 DISMISSAL

Jackson County Schools

Board of Education

Director of Schools:

Jason Hardy
931-268-0119
jasonhardy@jacksoncoschools.com

Transportation Director:

Jason Hardy/Lane Jenkins/Rita Gentry
931-268-0119

Supervisor of Instruction (Grades PreK-8th):

Caroline Woodason
931-268-0119
cwoodason@jacksoncoschools.com

Federal Projects Supervisor:

Charlene Finch
931-268-0119
charlenefinch@jacksoncoschools.com

Special Education Supervisor:

Todd Clinton
931-268-0119
toddclinton@jacksoncoschools.com

Supervisor of Instruction (High School):

Andrea Thaxton
931-268-0119
andreathaxton@jacksoncoschools.com

Schools

Gainesboro Elementary School

611 South Main Street
Gainesboro, TN 38562
Phone: 931-268-9775
Fax: 931-268-3674
<https://ges.jacksoncoschools.com/>

Jackson County Middle School

170 Blue Devil Lane
Gainesboro, TN 38562
Phone: 931-268-9779
Fax: 931-268-9413
<https://jcms.jacksoncoschools.com/>

Alternative Learning Center

711 School Drive
Gainesboro, TN 38562
Phone: 931-268-6762
Fax: 931-268-6816

Dodson Branch Elementary School

16221 Dodson Branch Hwy
Cookeville, TN 38501
Phone: 931-268-0761
Fax: 931-268-1891
<https://dbs.jacksoncoschools.com/>

Jackson County High School

190 Blue Devil Lane
Gainesboro, TN 38562
Phone: 931-268-9771
Fax: 931-268-9433
<https://jchs.jacksoncoschools.com/>

Jackson County Schools

Resources Page

Dodson Branch School depends on parent involvement to give our students the best experience possible. Opportunities to serve will be shared through teachers and the Schools Remind app. We try to have an event per month. For example, we have events such as Back to School Night, our Christmas Program, and Wax Museum Night



[Remind](#) - Download the Remind app on your phone or go online. - Send a Text to 81010
- Text this message @dbspk3 for Pre-K through 3rd or @dbs48 for 4th-8th grade

** Regular volunteers will follow Jackson County Schools Board Policy for volunteers. This will include a background check.

Join us on our Facebook page - Dodson Branch School

- Enjoy the latest student activities as well as staying informed on the latest school news

DBS Website - <https://dbs.jacksoncoschools.com/>

The website has the latest information for students and parents.

[Skyward Family Access](#)

Current Grades

Attendance Totals

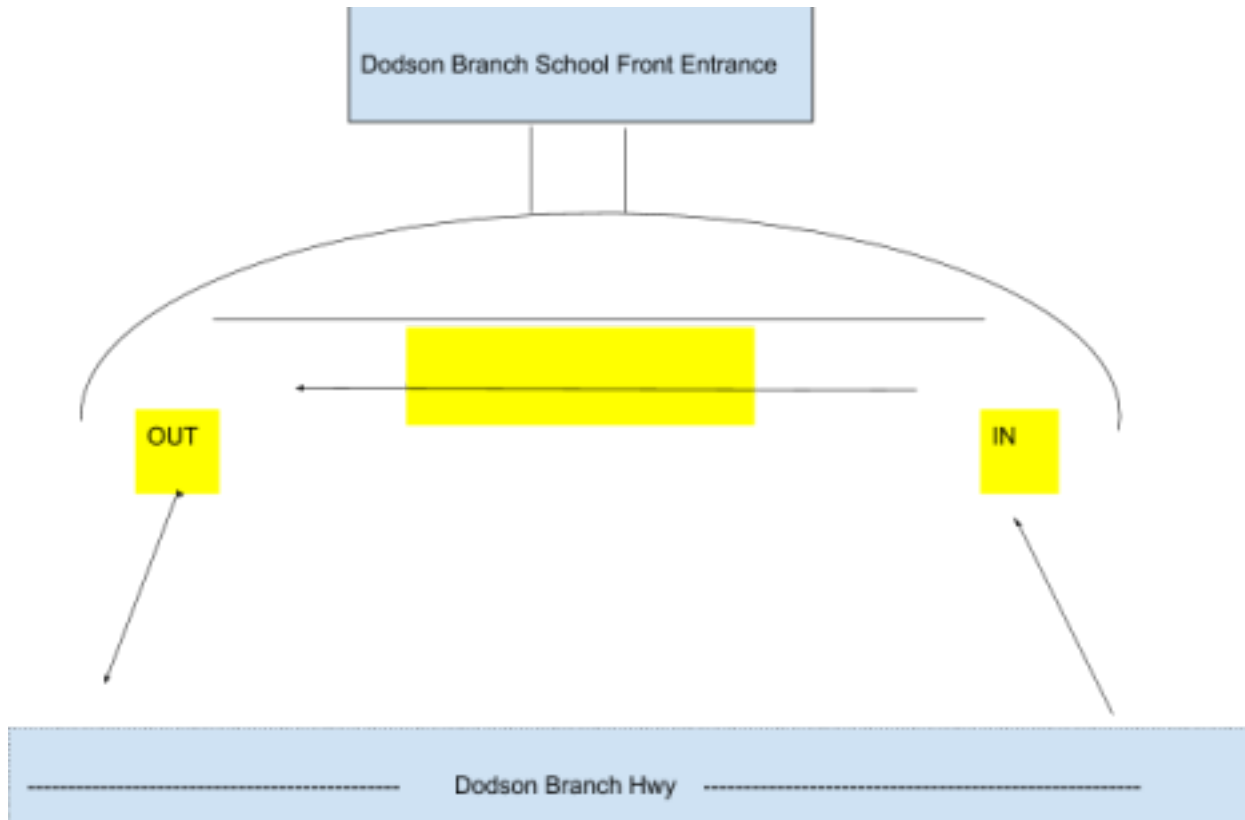
Update phone numbers

Board policies may be modified or added throughout the school year. The current text of all policies is available in the following locations:

- www.jacksoncoschools.com
- DBS school library

Jackson County Schools

TRAFFIC FLOW



- Do Not Block Driveways Along Dodson Branch Hwy
- Unless raining the left lane will be used for loading students in the afternoon

Jackson County Schools

Forms to be Signed

Student Handbook Acknowledgement Form

Please sign the form below and submit it to your child's classroom teacher. Failure to sign and return the form does not relieve the student from the responsibility of complying with the rules and policies referenced in the Student Handbook.

I hereby acknowledge that I have been provided with a copy of the Student Handbook and have read and understand the handbook and the related policies.

Name of Student: _____

Student's School: _____

Parent/Guardian Name: _____

Signature of Parent/Guardian

Date

Opt-Out Notifications

Please select the box below if you wish to opt-out of the corresponding notification.

The release of your child's name for honor roll, academic, or other school-related functions. By checking this box, your child's name will not appear in the yearbook or any school programs, including the graduation program.

The release of your child's photo for use by the media or for website publication.

The release of your child's directory information.

The participation of your child in student surveys, analyses, and evaluations, including school climate surveys.

The participation of your child in any of the health screenings.

The access to electronic media by your child while at school.

Signature of Parent/Guardian

Date

Jackson County Schools

Field Trip Student Permission Form

Dodson Branch School Field Trip Policy:
Students who are in good standing (passing) in all courses have no excessive unexcused absences, or outstanding discipline issues (unserved detentions, ISS, etc.) are eligible to participate in field trips. The trip must have prior approval from the Principal and the Board of Education.

Today's Date:
Date(s) of Field Trip:
Destination:
Departure Time:
Return Time:
Purpose of the trip:

Subject	Teacher	Approved Yes/No

I give my child, x_____, permission to participate in the field trip/event indicated on this form. I understand that he/she must abide by all rules and policies set forth by the school and the Board of Education. Students should not be approved to go on field trips if he/she has failing grades or excessive unexcused absences. Students are to collect assignments in advance/make arrangements with the teachers as assignments and exams are due when you come back. If you have any concerns or questions, please contact the school at 931-268-0761.

Outstanding Discipline: Yes ___ No ___
_____ Administrator Signature Date

x _____ Parent/Guardian Signature
Date

x _____ Emergency Contact Name
Phone

Special Instructions: (Include any allergies and medications your child may have.) ** Trip Sponsors should keep these completed forms in a file on your field trip to document student permission and to have access to emergency contact information, should you need it. Turn in a master list of students to the office of those who turn in permission forms.

Jackson County Schools

Family-School Compact

Parent/Student/Teacher Compact Signature Page

Thank you for your support and involvement in working together for success in student education.

Please review the entire School-Parent Compact and your responsibility as a partner.

Please sign and date below to acknowledge that you have received, read, and your commitment to this partnership. Tear on the line and return the signed portion to the school. It is on file at the school and is used throughout the year

STUDENT NAME (PRINT): _____

STUDENT NAME (SIGNATURE): _____

DATE: _____

PARENT/GUARDIAN NAME (PRINT):

PARENT/GUARDIAN NAME (SIGNATURE):

DATE: _____

TEACHER NAME (PRINT): _____

TEACHER NAME (SIGNATURE): _____

DATE: _____