



Department of
Education

Achievement School District

Student Policy Manual

Revised September 2019

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Achievement School District	
Attendance	
Policy Number: 1.100	Monitoring Review: Annually
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Approved by: Dr. Penny Schwinn, Commissioner	

Attendance at the Achievement School District (ASD) is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The attendance supervisor shall oversee the entire attendance program which shall include¹:

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

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

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

- (1) Personal illness/injury;
- (2) Illness of immediate family member;
- (3) Death in the family;
- (4) Extreme weather conditions;
- (5) Religious observances;⁵
- (6) College visits;
- (7) Pregnancy;
- (8) School sponsored or school endorsed activities⁷
- (9) Summons, subpoena, or court order; or
- (10) Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:⁶

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

¹ TRR/MS 0520-1-3-.08(1)(a); T.C.A. § 49-6-3006

² T.C.A. § 49-6-3017

³ T.C.A. § 10-7-504; 20 U.S.C.A. § 1232g

⁴ TRR/MS 0520-01-02-.17(1)(c)

⁵ TRR/MS 0520-1-3-.03(15); T.C.A. § 49-6-2904(b)(5)

⁶ T.C.A. § 49-6-3007, TDOE, *Student Membership and Attendance Procedures Manual (2017)*

Truancy

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes.⁷ If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.⁸

Students who are absent five (5) days without adequate excuse shall be reported to the superintendent or his/her designee who will, in turn, provide written notice to the parents/guardians of the student's absence. The superintendent shall also comply with state law regarding the reporting of truant students to the proper authorities.⁵ In addition, the superintendent/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student's attendance.¹¹ If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the superintendent shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

Progressive Truancy Intervention Plan⁹

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

Tier 1

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

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

Tier 2

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

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

⁷ TDOE, *Student Membership and Attendance Procedures Manual*

⁸ T.C.A. § 49-6-3021

⁹ T.C.A. § 49-6-3007; T.C.A. § 49-6-3009

Tier 3

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

These interventions shall be determined by a team formed 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.

The ASD shall determine annually and include in the school calendar a plan for using three (3) abbreviated school days and the procedures for making up missed instructional days. In addition, the ASD shall determine annually whether to use flexible scheduling for kindergarten students.

Military Service of Parent/Guardian

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

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

Make-Up Work

Students will be allowed one additional day for each excused absence to complete make up work for full credit. Schools shall establish a make-up work policy to be included in the Student/Parent Handbook. Tests and graded assignments that were assigned prior to the absences shall be completed or turned in the day the student returns to school. Request for exceptions to this policy based on extraordinary circumstances shall be made first to the classroom teacher then to the principal for any final decisions.

State-Mandated Tests/End of Course Exams¹¹

Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Excused students will receive an incomplete in the course until they have taken the End of Course Exam. Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade.

Credit/Promotion Denial

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

- (1) Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
- (2) Procedures in due process are available to the student when credit or promotion is denied.

Driver's License Revocation²

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

¹⁰ T.C.A. § 49-6-3019

¹¹ TRR/MS 0520-1-3-.06(1)(d)(2)

¹² T.C.A § 49-2-203(b)(7)


¹¹ TRR/MS 0520-01-02-.17

Appeal and Attendance Hearing

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or their parent/guardian shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the principal/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the superintendent or his/her designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the superintendent/designee rendering a decision, the student's parent(s)/guardian(s) may request by the Board, and the Board shall review the record. Following the review, the ASD may affirm or overturn the decision of the principal /designee. The action of the ASD shall be final. The principal/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers and administrative staff.

Achievement School District	
Homeless Students	
Policy Number: 1.200	Monitoring Review: Annually
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Approved by: Dr. Penny Schwinn, Commissioner	

A homeless student shall have equal access to the same free, appropriate public education as provided to other children and youths.¹

Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence and include the following²:

- (1) Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; students living in emergency or transitional shelters; or students abandoned in hospitals;
- (2) Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;
- (3) Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or trains stations, or similar settings; and
- (4) Migratory students who are living in circumstances described above.

Enrollment

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.³ Parents/guardians are required to submit contact information to the district’s homeless coordinator.³

Placement

For the purposes of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program.⁹ School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school or origin.⁹

Placement shall be determined based on the student’s best interest.⁴ At all times, a strong presumption that keeping the student in the school of origin is in the student’s best interest shall be maintained, unless doing so would be contrary to a request made by the student’s parent/guardian or the student in the case of an unaccompanied youth.⁵ When determining placement, student-centered factors, including but not limited to impact of mobility on achievement, education, health, and safety shall be considered. The choice regarding placement shall be made regardless of whether the student lives with their homeless parents/guardians or has been temporarily placed elsewhere.⁶

If it is not in the student’s best interest to attend the school of origin, or the school requested by the parent/guardian or

¹ 42 USCS §§ 11431 to 11435; McKinney-Vento Education Assistance Improvements Act of 2001, Part C, § 721
² McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 725
³ McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(C)(i), § 722(g)(3)(H)
⁴ McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(A)
⁵ McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(B)
⁶ McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(F)

unaccompanied youth, the principal or his/her designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the parent/guardian or unaccompanied youth.⁵ The written explanation shall include a statement regarding the right to appeal the placement decision.⁵ If the placement decision is appealed, the School shall refer the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law.⁷ Upon notice of an appeal, the principal shall immediately enroll the student in the school in which enrollment was sought pending a final resolution of the dispute, including all available appeals.⁷

Records

Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student's living situation shall be treated as a student education record, and shall not be considered directory information.⁸

Services¹⁰

The principal shall ensure that each homeless student is provided services comparable to those offered to other students within the School, including transportation, special education services, programs in career and technical education (CTE), and programs for gifted and talented students, and school nutrition. The principals shall designate a district homeless coordinator who shall ensure this policy is implemented throughout each ASD school. The homeless coordinator shall ensure:

- (1) Homeless students are quickly identified and have access to education and support services, to include Head Start and district pre-k programs;
- (2) Coordination with local social service agencies and other entities providing services to homeless students;
- (3) Coordinate transportation, transfer of records, and other inter-district activities with other school districts;
- (4) Coordinate transportation to the school or origin or choice for homeless students;
- (5) Refer homeless students and their families to health care services, dental services, mental health and substance abuse services, and housing services;
- (6) Assist homeless students in obtaining immunizations, medical or immunization records, and any additional assistance that may be needed;
- (7) Public notice of the educational rights of homeless students is disseminated in places frequented by parents/guardians of homeless students, including schools, shelters, public libraries, and soup kitchens; and
- (8) Unaccompanied youth are enrolled and informed of their status and independent students.


The principal shall develop procedures to ensure that homeless students are recognized administratively and that the appropriate and available services are provided for these students. The director shall ensure professional development is provided to school personnel providing services to homeless students.

⁷ McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(E))

⁸ McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(G))

⁹ McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(I))

¹⁰ McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(4) - (6))

Achievement School District	
Safe Relocation of Students	
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Employees who are directly responsible for a student's education or who otherwise interact within the scope of their assigned duties may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.¹ Such employees may also intervene in a physical altercation between two or more students or between a student and an Achievement School District (ASD). Reasonable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.²


If an employee is unable to resolve the matter with the use of reasonable or justifiable force as required, the student shall be allowed to remain in place until such a time as local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until such a time as a parent or guardian can retrieve the student.

Teachers shall file a brief report with the principal detailing the situation that required the relocation of the student. The report shall be kept in either the student's discipline file and shall not become a part of the student's permanent record, or it shall be filed in the student's permanent record, if the student's behavior violated the ASD's zero tolerance policy. The student shall then be subject to additional disciplinary action that may include suspension or expulsion from the school. The principal or the principal's designee shall notify the teacher involved of the actions taken to address the behavior of the relocated student.

The principal shall create procedures to implement this policy consistent with State law. Each building principal shall fully support the employees' authority under this policy and fully implement the policy and procedures of the system.

¹ T.C.A. § 49-6-4008

² T.C.A. § 39-11-603, 609-614, 621-622

Achievement School District	
School Admissions	
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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;¹
- (2) Evidence of a current medical examination.² There shall be a complete medical examination of every student entering school for the first time; and
- (3) Evidence of state-required immunization.³

Homeless students shall be exempt from these requirements.

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the principal as proof of date of birth.

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

A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence.

During the first twenty (20) days, students beyond compulsory attendance age [eighteen (18) years of age or older] who have been continuously enrolled with the district may register for school through the standard registration process. However, upon enrollment, all such students shall meet with their school principals other appropriate staff to evaluate academic options and make appropriate education placement referrals for the students, including over-age for grade students; and outline the academic and behavioral expectations of the student within the school.

If a student has at any time been adjudicated delinquent for any offense listed in T.C.A. § 49-6-3051(b), the parents/guardians and a school administrator of any school having previously received similar notice from the juvenile court or another source, shall provide to the school principal/designee, the abstract provided under T.C.A. § 37-1-153 or T.C.A. § 37-1-154 or other similar written information when any such student:

- (1) Initially enrolls in a Local Education Agency (LEA)
- (2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or
- (3) Changes schools within this state.

This information shall be shared only with school employees who have responsibility for classroom instruction of the student and the school counselor, social worker or psychologist who is developing a plan for the child while in the school, and the school resource officer. Such information is otherwise confidential and shall not be released to others, and the written notification shall not become a part of the student's record.⁵


¹ T.C.A. § 49-6-3008(b)

² SBE 0520-1-3-.08(2)(a)

³ T.C.A. § 49-6-5001(c)

⁴ T.C.A. § 49-6-3001(c)(6); T.C.A. § 37-1-131(a)(2)

⁵ T.C.A. § 49-6-3051

Achievement School District	
Student Fees and Fines	
Policy Number: 1.500	Monitoring Review: Annually
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Fees

School fees are defined as the following:¹

- (1) Fees for activities that occur during regular school hours;
- (2) Fees for activities and supplies required to participate in all courses offered for credit or grade;
- (3) Fees or tuition applicable to courses taken during the summer by a student, except that nonresident students regularly enrolled in another school system may be required to pay fees or tuition for such summer courses; and
- (4) Fees required for graduation ceremonies.

No fee described above will be charged any student as a condition of attending school, but students shall be responsible for normal school supplies, such as pencils and paper. Fees for voluntary programs occurring outside the regular instructional day during the school year may be charged as a condition of participation. These activities include but are not limited to graduation ceremonies and summer school.

School fees shall be waived for students who are eligible to receive free or reduced-price school lunches. TDOE will evaluate and determine a student's eligibility for free and reduced-price lunches and student eligibility for fee waivers.

At the beginning of each school year, the principal shall provide all students and their parents or guardians written notice of the required school fees and the process for fee waivers for eligible students. 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.

All parents or guardians shall receive written notice of approval or denial of request for fee waivers. Any denial of a fee waiver shall indicate specific grounds for denial and an opportunity for the parent or guardian to meet with appropriate school personnel.

The principal or his or her designee shall be responsible for maintaining copies of all documents and correspondence related to school fees and fee waivers.


No Achievement School District (ASD) employee may charge a student for any service rendered on school grounds. Tutoring one's own student outside of additional support sanctioned by the school for pay is prohibited.

Fines

The principal shall be responsible for notifying students and parents or legal guardians of any unpaid fees prior to the end of the semester or graduation.

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.

¹ T.C.A. § 49-2-114

Achievement School District	
Student Surveys	
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Surveys, analyses, and evaluations for research purposes shall be allowed at Achievement School District (ASD) schools 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 school, and the disruption of the regular school program is minimal. The director of schools shall develop administrative procedures for approving requests for conducting surveys, analyses, or evaluations by agencies, organizations or individuals. The requests shall outline what is to be done, who is to be involved and how the results will be used and distributed¹.

Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians 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, parents/guardians may opt their child out of participation.

The director of schools shall develop procedures for granting such parental requests and to implement the other provisions of this policy.

No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that reveals information concerning the following without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an emancipated minor, without the prior written consent of the parent^{2,3}:

- (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-tracking⁴.

The collection of the following student data is strictly prohibited⁵:

- (1) political affiliation or voting history;
- (2) religious practices; and
- (3) firearm ownership

Collecting, Disclosing, or Using Information for Marketing

In general, the ASD will not collect, disclose or use personal student information for the purpose of marketing or selling that


¹ T.C.A. § 49-2-211
² 20 U.S.C.A. § 1221h
³ T.C.A. § 49-2-211
⁴ T.C.A. § 49-1-706
⁵ T.C.A. § 49-7-705

information or otherwise providing that information to others for that purpose.

If any collected information is to be marketed or sold, parents will be directly notified at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parents, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to the student. All parents and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions to the extent allowed by law, such as the following:

- (1) College or other postsecondary education recruitment or military recruitment.
- (2) Book clubs, magazines and programs providing access to low-cost literary products.
- (3) Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- (4) The sale by students of products or services to raise funds for school-related or education related activities.
- (5) Student recognition programs.

Achievement School District	
Child Custody/Parental Access	
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The Achievement School District (ASD) requires students to be enrolled in and registered for school by their custodial parent or legal guardian or a person who provides the school with written permission from the custodial parent/legal guardian to register the student. Unless a Tennessee court specifies otherwise, the custodial parent or legal guardian shall be the one whom the ASD holds responsible for the education and welfare of that student.

Parents and/or legal guardians shall have the right to receive information contained in school records concerning their minor child. However, the personal information of a custodial parent and/or legal guardian shall not be released to a non-custodial parent with the child's education record. The ASD, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's rights to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent and/or legal guardian shall be requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be granted reasonable access to the student at the school and shall be given access to all the student's educational records including, but not limited to, the student's cumulative file and the student's special education file, if applicable.

No principal or teacher shall permit a change in the physical custody of a student at school unless:

- The person seeking custody of the student presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the student; and
- The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school.

Achievement School District	
Acquired Immune Deficiency Syndrome (AIDS) (Student)	
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Liability and Non-Discrimination

Students infected with HIV shall not be denied enrollment in school. No Achievement School District (ASD) school shall prevent an HIV infected student from participating in the continuation of his/her education on the sole basis of HIV infection. To the extent practical with medical and educational needs, the student shall be subject to the same rules for class assignment, privileges and participation in any school-sponsored activities as all other students. ASD Schools shall strive to maintain a respectful school climate for HIV infected students. Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV infection, shall not be a condition for school entry or attendance.¹

Administrative Responsibilities for Confidentiality

If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that student shall be directed by procedures initiated by the principal. The principal shall be responsible for requesting medical records from the parent/guardian and a statement from the student's physician regarding health status of the student reported to have HIV/AIDS. In addition, the principal shall gather information regarding the student's cumulative school record.

Confidentiality

No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other individual or group without the written consent of the parent/guardian. All medical information and written documentation of discussions, telephone conversations, proceedings and meetings shall be kept by the principal in a locked file. If the HIV infected student is under the age of eighteen (18), access to this file shall be granted only to those persons who have the written consent of the infected student's parents/guardians.

Under no circumstances shall information identifying a student with AIDS be released to the public.^{2,3}

Appropriate Alternative Education Programs

In determining the educational placement of a student known to be infected with HIV, school authorities shall follow established policies and procedures for students with disabilities. School authorities shall reassess placement if there is a change in the student's need for accommodations or services.

HIV Prevention Education/Curriculum

The principal shall be responsible for developing instructional objectives to address each terminal objective in the state AIDS curriculum framework and provide each teacher responsible for teaching AIDS education with these objectives. Students shall further be taught universal precautions through the K-8 Healthful Living and Lifetime Wellness curricula and through the school's HIV prevention education program.

The state AIDS curriculum and related instructional objectives shall be used in grades K-12. Parents and guardians shall have convenient opportunities to preview all HIV prevention curricula and materials in accordance with the provisions of the Family Life Curriculum.

¹ TRR/MS 0502-1-3-.08(2)(g)

² T.C.A. § 68-10-113

³ 20 U.S.C. 1232(g); 34 C.F.R. § 3622-623

Students shall have access to voluntary and confidential counseling about matters related to HIV. Administrators shall maintain a list of counseling and testing resources for student use.

Infection Control


The principal shall develop an Occupational Safety and Health Administration (OSHA)-based infection control plan in which each school will provide for:

- (1) well-maintained and easily accessible materials necessary to follow universal precautions, and
- (2) designate first responders responsible for implementing infection control guidelines, including investigating, correcting, and reporting on instances of exposure. All schools shall further follow the most current Centers for Disease Control and Prevention (CDC) Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood borne Pathogens in Health Care Settings and the OSHA blood borne pathogens standard.⁴

The principal shall develop procedures to implement this policy as well as the State Board of Education HIV/AIDS Policy for Employees and Students of Tennessee Public Schools.⁵

⁴ TRR/MS 0520-1-3-.05(1)(c)

⁵ State Board of Education Policy No. 5.300,
HIV/AIDS Policy for Employees and Students of Tennessee Public Schools Revised, August 18, 2005

Achievement School District	
Child Abuse and Neglect	
Policy Number: 2.200	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature:
Approved by: Dr. Penny Schwinn, Commissioner	

Reporting

All personnel shall be alert for any evidence of child abuse or neglect.¹

Child abuse is defined as any wound, injury, disability, or physical or mental condition which reasonably indicates that it has been caused by brutality, abuse, or neglect. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately.^{1,2} The report shall be made to the judge having juvenile jurisdiction or to the county office of the Department of Children's Services or to the office of the chief law-enforcement official where the child resides.³

The report shall include:⁴

- (1) The name, address, and age of the child;
- (2) The name and address of the parents or persons having custody of the child;
- (3) The nature and extent of the abuse or neglect; and
- (4) Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect

The identity of the person reporting shall remain confidential except when the juvenile court determines otherwise.⁵

The Principal/designee shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.⁶

Investigations

School administrators and employees have a duty to cooperate, provide assistance and information in child abuse investigations⁷ including permitting child abuse review teams to conduct interviews while the child is at school; the principal may control the time, place and circumstances of the interview, but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The principal is not in violation of any laws by failing to inform parents that the child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

¹ T.C.A. § 37-1-412

² T.C.A. § 37-1-403(a)(1)

³ T.C.A. § 37-1-403(a)(2)


⁴ T.C.A. § TCA 37-1-403(b)

⁵ T.C.A. § 37-1-409(a)(1)

⁶ TRR/MS 0520-1-3-.08(2)(e)

⁷ T.C.A. § 37-1-611(b)

⁸ Tenn. Attorney General Opinion No. 87-101 (June 9, 1987)

Achievement School District	
Communicable Diseases (Student)	
Policy Number: 2.300	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

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.

Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees, and the infected student shall be taken.

No student with a communicable disease which may endanger the health of either himself/herself or other individuals shall enter or remain in the regular school setting.^{1,2} If a school principal has reason to believe a student has a communicable disease which may endanger the health of either himself/herself or other individuals in the regular school setting, the principal shall:

- (1) Assign the student to a setting which will protect other students, employees and the student himself; or
- (2) Exclude the student from school until certification is obtained from a physician or the County Health Department by either the parent or principal stating that the disease is no longer communicable.


If the principal has reason to believe that the student has a long-term communicable disease, the principal must require confirmation from a physician or the County Health Department as to the student's condition. If the student is confirmed to have a long-term communicable disease the principal shall refer the student for special education services.¹

The principal may request that further examinations be conducted by a physician or County Health Department and may request periodic re-examinations after the student has been readmitted to the school.²

The names of all students excluded from school under this policy shall be forwarded to the office of the principal.

¹ TRR/MS 0520-1-3-.08(2)(c)

² T.C.A. § 49-2-203(b)(2)

Achievement School District	
Physical Examinations and Immunizations	
Policy Number: 2.400	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

Physical Examinations

The Achievement School District (ASD) principal shall ensure that there is a complete physical examination of each student prior to:

- (1) Entering school for the first time;¹ and
- (2) Participation as a member of any athletic team or in any other strenuous physical activity program.²

Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the principal's office.³

Screening tests for vision, hearing, scoliosis and lice will be conducted. Parents/Guardians will receive written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress.

In general, the school will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question.⁴

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 (or attend) without proof of immunization, as determined by the Commissioner of Public Health.¹ ⁵ It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school which the student is to attend.⁴

Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor excusing him from such immunization.⁶

Proof of exceptions will be in writing and filed in the same manner as other immunization records.

A list of transfer students shall be kept at each school in order that their records may be monitored by the Department of Health.

¹ TRR/MS 0520-1-3-.08(2)(a); T.C.A. § 49-6-5004(c)(1)


² TRR/MS 0520-1-3-.08(2)(b)

³ T.C.A. § 49-6-5001(b)(1)

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

⁵ T.C.A. § 49-6-5001(a)

⁶ T.C.A. § 49-6-5001(b)(2)

Achievement School District	
Student Wellness Services	
Policy Number: 2.500	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

In order to provide an environment conducive to overall student wellness, the principal shall develop procedures, programs and plans to promote and protect the health and welfare of students. These procedures, programs, and plans shall:

- (1) Highlight the guidelines for the Achievement School District's (ASD's) health services programs;
- (2) Detail the social services provided to students;
- (3) Highlight the standards for its guidance services program; and
- (4) Detail available psychological services

Suicide Prevention

Faculty and staff of all ASD schools are expected to be proactive in maintaining a safe and supportive learning environment and to immediately report to the principal any indications that a student may be in danger of harming self or others. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or are in need of help. Each ASD School shall provide students with information regarding The National Suicide Prevention Lifeline – 1-800-273-8255 (TALK).

- (1) **Prevention:** The school shall provide either an annual in-service training in suicide prevention or participate in other equivalent trainings approved by the principal. The training shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention strategies.

The principal shall identify a district suicide prevention coordinator responsible for planning and coordinating the implementation of this policy. The principal shall designate a suicide prevention coordinator to act as a point of contact in the school for issues relating to suicide prevention and policy implementation.

- (2) **Intervention:** Any employee who has reason to believe that a student is at imminent risk of suicide shall report such belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a student self-referral.

Upon notification, the principal or designee shall ensure the student is placed under adult supervision. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal or designee shall contact the principal or designee as soon as practicable.

Prior to contacting the student's parent/guardian, the principal or designee shall determine if there could be further risk of harm resulting from parent/guardian notification. If parent/guardian notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children's Services shall be contacted.

If appropriate, the principal or designee shall contact the student's parent/guardian and:

- (1) Inform the parent/guardian that there is reason to believe the student is at risk of suicide;
- (2) Inform the parent/guardian that emergency medical services were contacted;
- (3) Ask the parent/guardian whether he/she wishes to obtain or has obtained mental health counseling for the student; and
- (4) Provide the names of community mental health counseling resources.

The principal or designee will seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of and the parent/guardian refuses to seek appropriate

assistance, the principal or designee shall contact the Department of Children's Services.

The principal or designee shall document the incident, including contact with the parent/guardian, by recording:

- (1) The time, date, and circumstances which resulted in the student coming to the attention of school officials;
- (2) A timeline of the specific actions taken by school officials;
- (3) The parent/guardian contacted, including attempts;
- (4) The parent/guardian's response;
- (5) Time and date of release of student to authorized individual; and
- (6) Anticipated follow-up and safety plan.

Prior to a student returning to school, the principal or designee shall meet with the student's parent/guardian, and student if appropriate. The parent/guardian shall provide documentation from a mental health care provider stating that the student has received care and is no longer a danger to self or others. The principal will identify an employee to periodically check in with the student to ensure the student's safety and address any problems with re-entry.

- (3) **Postvention:** Immediately following a student suicide death, the school shall meet and implement a postvention plan. At a minimum, the postvention plan shall address the following:
 - (1) Verification of death;
 - (2) Preparation of postvention response to include support services;
 - (3) Informing faculty and staff of a student death;
 - (4) Informing students that a death has occurred; and
 - (5) Providing information on the resources available to students.

The school shall work with teachers to identify the students most likely to be impacted by the death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty will immediately review suicide warning signs and reporting requirements. The principal or designee shall be responsible for all media inquiries.

Student Psychological Services

Each ASD School shall develop a program for making psychological services available to students. This program is designed to:

- (1) Promote the maximum personal, social, and academic adjustment of each student.
- (2) Provide teachers, administrators, and parents with consultative support in establishing programs which meet the needs of the students.
- (3) Promote communication between the various components of the school system and between the school and other agencies in the community.
- (4) Emphasize the prevention and/or early detection of social, emotional, or educational problems.

Counseling Programs

The school counselor is responsible solely for providing counseling and guidance to students at the school at which the counselor is employed.¹

Within the three levels of counseling - elementary, middle and high school – special emphasis shall include, but not be limited to:

- (1) counseling on academic problems or decisions
- (2) counseling on social or peer-group pressure problems
- (3) career counseling and guidance
- (4) guidance on socialization and group interaction
- (5) motivational guidance

¹ T.C.A. § 49-5-302

- (6) behavioral guidance
- (7) counseling on personal problems

The counselor is not responsible for general school administration or reports, except such as may be connected with the school's guidance program.¹

Elementary school counselors shall provide a preventive, comprehensive developmental guidance program to elementary school students to prepare them for their middle and high school academic responsibilities, future career goals, and their social, emotional and physical development.

Middle school counselors shall provide a continuation of the sequential comprehensive developmental guidance program for all middle school students to prepare them for high school academics, post-secondary career options, including college, and their physical and social development.

High school counselors shall provide a continuation of the developmental guidance program for all high school students to prepare them for any and all post-secondary career options, including college, with emphasis on becoming lifelong learners in a global community.

Coordinated School Health^{2,3}

All ASD Schools shall implement the CDC's Coordinated School Health (CSH) approach to managing new and existing wellness related programs and services in schools and the surrounding community based on state law and Tennessee State Board of Education CSH standards and guidelines. TDOE's Coordinated School Health Coordinator shall be responsible for overseeing compliance with State Board of Education CSH standards and guidelines.

School Health Advisory Council

A school health advisory council shall be established to serve as a resource to school sites for implementing policies and programs and develop an active working relationship with the county health council. The council shall consist of individuals representing the school and community, including parents, students, teachers, school administrators, health professionals, school food service representatives, and members of the public. The primary responsibilities of the council include but are not limited to:

- (1) Developing, implementing, monitoring, reviewing and as necessary, making recommendations as to physical activity and nutrition policies;
- (2) Ensuring all schools within the district create and implement an action plan related to all School Health Index modules;
- (3) Ensuring that the results of the action plan are annually reported to the council; and
- (4) Ensuring that school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used as guidance by the Council to make recommendations. Additionally, each school will have a Healthy School Team consisting of teachers, students, parents and administrators.² The Team will hold Healthy School Team meetings during the school year to assess needs and oversee planning and implementation of school health efforts. The principal/designee will ensure compliance with the school Wellness Policy, to include an assessment of the implementation of the Wellness Policy and the progress made in attaining the policy goals. The assessment will be made available to the public.

Commitment to Nutrition

All schools shall participate in the USDA child nutrition programs, which may include but not be limited to, the National School

² SBE Policy 4.204

Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After School Snack Program.⁴⁵⁶ The school nutrition coordinator shall be responsible for overseeing the school's compliance with the State Board of Education Rules and Regulations for sale of food items in school.⁵⁶

Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged. All food including vending machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.⁴⁵⁶ The principal/designee shall be responsible for overseeing the school's compliance with the State Board of Education Rules and Regulations for sale of food items in the school.²⁵⁶

Commitment to Physical Activity and Physical Education

All ASD schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program.

Physical Education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education Standards. In addition to the district's physical education program, non-structured physical activity periods shall be offered as required by law.⁷ In grades K-6. Non-structured physical activity will consist of a temporary withdrawal or cessation from usual school work or sedentary activities.⁷

The following opportunities for physical activity shall be provided:⁷

- (1) Grades K-1: a minimum of three (3) fifteen-minute periods of non-structured physical activity per day;
- (2) Grades 2-6: a minimum of two (2) twenty-minute periods of non-structured physical activity at least four (4) days per week; and
- (3) Grades 7-12: a minimum of ninety (90) minutes of physical activity per week.

Schools shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline or punishment.

Commitment to Curriculum³

All applicable courses of study should be based on State-approved curriculum standards.

School Health Index³

All schools shall annually administer a baseline assessment on each of the three recommended School Health Index modules. Results shall be submitted to the School Health Advisory Council and reported to the State Department of Education.

Record Keeping Compliance

The school's Coordinated School Health Coordinator shall ensure that records demonstrating compliance with community involvement requirements are maintained. The Coordinated School Health Coordinator shall additionally document that the school wellness policy and triennial assessments are made available to the public.⁸

³ SBOE Policy 4.206


⁴ 42 USCA § 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111- 296))

⁵ TRR/MS 0520-01-06

⁶ 7 C.F.R. § 210 and 220

⁷ Public Acts of 2017, Chapter No. 99

⁸ 7 C.F.R. § 210.31(f)

Achievement School District	
Suicide Prevention	
Policy Number: 2.600	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

The Achievement School District (ASD) understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students will be provided information regarding The National Suicide Prevention Lifeline – 1-800-273-8255 (TALK).

Prevention¹

All ASD employees shall attend either the annual in-service training in suicide prevention or participate in other equivalent training approved by the principal. The training shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention. The principal shall identify a district suicide prevention coordinator responsible for planning and coordinating the implementation of this policy. School Counselor(s) or a District Social Worker will act as a point of contact in each school for issues relating to suicide prevention and policy implementation.

Intervention¹

Any employee who has reason to believe that a student is at imminent risk of suicide shall report such belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a student self-refers.

Upon notification, the principal or designee shall ensure the student is placed under adult supervision. A direct referral will be made to the School counselor(s) and/or the School social worker. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal or designee shall contact the director of schools as soon as practicable.

Prior to contacting the student’s parent/guardian, the principal or designee shall determine if there could be further risk of harm resulting from parent/guardian notification. If parent/guardian notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children’s Services shall be contacted.²

If appropriate, the principal or designee shall contact the student’s parent/guardian and provide the following information:

- (1) Inform the parent/guardian that there is reason to believe the student is at imminent risk of suicide;
- (2) Assure the parent/guardian that the student is currently safe or inform the parent/guardian that emergency medical services were contacted;
- (3) Ask the parent/guardian whether he/she is aware of the student’s mental state;
- (4) Ask the parent/guardian whether he/she wishes to obtain or has obtained mental health counseling for the student;
- (5) Provide the names of community mental health counseling resources if appropriate.

The principal or designee will seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of 18 and the parent/guardian refuses to seek appropriate assistance, the director of schools or designee shall contact the Department of Children’s Services.²

The principal or designee shall document the contact with the parent/guardian by recording:

- (1) The time and date of the contact;

¹ T.C.A. § 49-6-190, et seq.

² T.C.A. § 37-1-403

- (2) The individual contacted;
- (3) The parent/guardian's response; and
- (4) Anticipated follow-up.

The principal or designee shall ensure the student is under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety.


Prior to a student returning to school, the principal or School counselor(s) or School social worker shall meet with the student's parent/guardian, and student if appropriate. The parent/guardian shall provide documentation from a mental health care provider stating that the student was seen by a mental health professional. If the student was assessed by the School social worker, additional documentation is not required unless the student was deemed an imminent risk to him/herself. The principal will identify an employee to periodically check in with the student to ensure the student's safety and address any problems with re-entry.

Postvention¹

Immediately following a student suicide death, the principal and his or her designated Crisis Team shall meet and implement the Crisis Management plan. At a minimum, the Crisis Management plan shall address the following:

- (1) Verification of death;
- (2) Preparation of postvention response to include support services;
- (3) Informing faculty and staff of a student death;
- (4) Informing students that a death has occurred; and
- (5) Providing information on the resources available to students.

The Crisis Team shall work with teachers to identify the students most likely to be impacted by the death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty will immediately review suicide warning signs and reporting requirements. The director of schools or designee shall be responsible for all media inquiries.

Achievement School District	
Confidentiality of Student Records	
Policy Number: 3.100	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

A confidential cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his/her school career.¹

The name used on the record of the student entering the school system must be the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent does not have, or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable as proof of date of birth.

The name used on the records of a student entering the system from another school must be the same as that shown on records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers to another school within the system, copies of the student’s records, including the student’s disciplinary records, shall be sent to the transfer school.²

When a student transfers to a school outside the system, copies of the student’s records, including the student’s disciplinary records, shall be sent to the transfer school.²

All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).

Access to Student Records

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes.³ A “legitimate educational interest” is the official’s need to know information in order to:

- (1) Perform required administrative tasks
- (2) Perform a supervisory or instructional task directly related to the student’s education; and
- (3) Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student’s education record without the parent(s) or eligible student’s* prior written consent in the following instances:

- (1) To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student’s parent(s) or the eligible student before making a disclosure;⁴

¹ USCA 20-1232g; T.C.A. §10-7-503; T.C.A. § 10-7-504
² T.C.A. §10-7-504(a)(4); 20 U.S.C. 1232g
³ T.C.A. §10-7-504(a)(4); 20 U.S.C. 1232g
⁴ 20 U.S.C. 1232g(b)(2)(B)

- (2) If the disclosure is an item of directory information;⁵
- (3) To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the child; the name and address of the person responsible for the care of the child, and the facts requiring the report;⁶
- (4) When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school system;⁷
- (5) When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;⁸
- (6) To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code;⁹
- (7) To accrediting organizations to carry out the accrediting functions;¹⁰
- (8) When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students or eligible students have a right to obtain copies of records transferred under this provision;¹¹
- (9) To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements;¹²
- (10) To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;¹³
- (11) To the Attorney General or his designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order issued under this Act shall not be liable to any person for that production;¹⁴
- (12) To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student;¹⁵

Authorized school officials may release information from a student's education record if the student's parent(s) or the eligible student gives written consent for the disclosure. The written consent must include:¹⁶

- (1) A specification of the records to be released
- (2) The reasons for the disclosure;
- (3) The person, organization, or class of persons or organizations to whom the disclosure is to be made;
- (4) The signature of the parent(s) or eligible student;
- (5) The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent(s) or

⁵ 20 U.S.C. 1232g(b)(2); T.C.A. § 10-7-504(a)(4)(A)

⁶ T.C.A. § 37-1-403

⁷ 20 U.S.C 1232g(b)(3)

⁸ 20 U.S.C. 1232g(b)(1)(F)

⁹ 20 U.S.C 1232g(b)(1)(H)

¹⁰ 20 U.S.C. 1232g(b)(1)(G)

¹¹ TRR/MS 0520-01-03-.03(11)(e)

¹² 20 U.S.C. 1232g(b)(1)(D)

¹³ 20 U.S.C. 1232g(b)(1)(I)

¹⁴ 20 U.S.C. 1232g(j); USA Patriot Act of 2001 § 507

¹⁵ 20 U.S.C. 1232g

¹⁶ 34 C.F.R. 99.30

the eligible student* may obtain a copy of any records disclosed under this provision.


The school system will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The system will maintain an accurate record of information it discloses and access it permits. The system will maintain this record as long as it maintains the student's education record.¹⁷

The record will include at least:¹⁷

- (1) The name of the person or agency that makes the request;
- (2) The interest the person or agency has in the information;
- (3) The date the person or agency makes the request; and
- (4) Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

** The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary 23 school, at which time all of the above rights become the student's right.*

¹⁷ 34 C.F.R. 99.32(a)

Achievement School District	
Student Records Annual Notification of Rights	
Policy Number: 3.200	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

Within the first three weeks of each school year, the Achievement School District (ASD) shall notify the parent(s) and/or legal guardian(s) of students and eligible students¹ of their rights under the Family Educational Rights and Privacy Act (FERPA) and this policy. For any student enrolling after this time period, this information shall be provided to the student's parent(s) and/or legal guardian(s) or the eligible student at the time of enrollment.² This notice shall include the rights of the student's parent(s) and/or legal guardian(s) or the eligible student to:

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

Parents, legal guardians, and eligible students have the following rights under FERPA and this policy:

- (1) The right to inspect and review the student's education record. (The inspection and review must be completed in 45 days or less from the receipt of the written request for access.)
- (2) The right to exercise a limited control over other people's access to the student's educational record.
- (3) The right to seek to correct the student's education record, in a hearing if necessary.
- (4) The right to report violations of the FERPA to the Department of Health, Education and Welfare.
- (5) The right to be informed about FERPA rights.

A copy of the student records policy will be available for review in each ASD principal's office.

Directory Information

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

¹ A student becomes an "eligible student" when he or she reaches the age of 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights. (See 34 C.F.R. § 99.5).


² 34 C.F.R. § 99.7; T.C.A. § 10-7-504

agency or institution attended.³

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.⁴

³ 34 CFR § 99.3

⁴ T.C.A. § 49-6-406; 10 U.S.C. § 5503(c)

Achievement School District	
Student Records Inspection and Correction Procedure	
Policy Number: 3.300	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

Inspection Procedure

Parents(s), legal guardian(s) and eligible students⁵ may inspect and review the student’s education records upon written request.⁶

Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt of the request.

The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent does not have the authority under applicable state law governing guardianship, separation, and divorce.⁷

When a record contains information about students other than the parent’s child or the eligible student, the parent(s) or eligible student may not inspect and review that information.³

Fees for Copies

A reasonable fee for copies provided to parent(s) or eligible students shall be determined by the principal. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.⁸

Correction Procedures

Parent(s) of students or eligible students may seek to change any part of the student's record they believe to be incorrect.⁹ The principal of each Achievement School District (ASD) school shall develop an acceptable procedure to establish an orderly process to review and potentially correct an education record.


⁵The student becomes an “eligible student” when he or she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student’s rights.

⁶ 34 C.F.R. § 99.10

⁷ 34 C.F.R. § 99.4

⁸ T.C.A. § 10-7-506; 34 C.F.R. § 99.11


⁹ 34 C.F.R. § 99.20; 21; 22

Achievement School District	
Corporal Punishment	
Policy Number: 4.100	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

Corporal punishment may be defined as physical contact and is distinguished from a reprimand, a suspension or an expulsion. Corporal punishment shall not be used as a disciplinary measure in any ASD school.¹

The superintendent shall be responsible for developing and offering in-service training programs for teachers and staff in the use of alternative, positive measures of discipline.

¹ T.C.A. § 49-6-4103


Achievement School District	
Student Conduct and Discipline	
Policy Number: 4.200	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

Students shall comply with all Achievement School District (ASD) rules and regulations. The principal is responsible for establishing and maintaining effective discipline within the school. Each ASD school principal has the right to expect the cooperation of all teachers and it is the duty of all teachers to assist in the discipline of the total school. Each teacher is responsible for and shall have such authority as is necessary for the maintenance of good order within the classroom for the promotion of a conducive learning environment.

All ASD employees shall have authority to temporarily remove a student from their present location to another supervised location for the student's safety or the safety of others. The use of reasonable force is permitted, if and only if: a) the student refuses to cooperate, and b) the employee reasonably believes that the use of force is immediately necessary to prevent serious bodily harm to the student or another person, or is immediately necessary to prevent serious harm to ASD school property or ASD school employee property. If steps beyond the use of reasonable force are required, the student shall be allowed to remain in place until law enforcement authorities arrive. Any relocation of a student shall be reported in writing to the principal. Under no circumstance shall a student be placed in a room which cannot be opened by the student from the inside of the room. Either the principal or a designee shall notify the employee of the actions taken to address the behavior of the relocated student.

No part of this policy shall abrogate the rights of those students protected by the Individual with Disabilities in Education Act, Section 504 of the Rehabilitation Act or any other state or federal law in any way. Nothing in this policy shall allow the use of restraint or seclusion against any student in violation of TDOE policy, state law, or federal law. TDOE supports the use of restraint and seclusion when necessary and appropriate, but only in compliance with state and federal law and not as a means of discipline.

A student may be subject to disciplinary measures for actions occurring off school premises during school-sponsored activities. The authority to control student conduct shall extend to all activities of the school including all games and public performance of athletic teams, trips, excursions, and other school activities and groups.

Achievement School District	
Drug and Alcohol Use (Student)	
Policy Number: 4.300	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

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. This includes but is not limited to abuse of inhalants and prescription drugs.

Disciplinary sanctions shall be imposed on students who violate standards of conduct required by this policy. 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.

As used in this policy, "drugs" means any scheduled drug as specified in state law; and/or alcohol.

Random Drug Testing of Students Participating in Extracurricular Activities¹

A student participating in voluntary extracurricular activities may be subject to random drug testing in the absence of individualized reasonable suspicion provided the standards set forth above are met. Prior to a student participating in an extracurricular activity, the school shall notify the parents and guardians of any such student that the student may be subjected to random drug testing. A parent or guardian of a student participating in a volunteer extracurricular activity shall provide written consent for random drug testing prior to the student participating in the voluntary extracurricular activity. The school shall pay the cost of any testing required under this section.

Prior to performing a random drug test on a student participating in extracurricular activities, the following conditions must be met:

- (1) The test will yield evidence of the violation of school policy or will establish that a student either was impaired due to drug use or did not use drugs;
- (2) The test is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
- (3) The test is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and
- (4) Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall designated by the principal.

No student who tests positive under a random drug testing program shall be suspended or expelled from school solely as the result of the positive test.² The director of schools shall develop procedures establishing a random process for the selection of students to be tested.

Drug Testing Process

The appropriately qualified and trained witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will ensure the integrity, validity, and accuracy of the test results but are minimally intrusive and provide maximum privacy to the tested student.

¹ T.C.A. § 49-6-4213(a)(2)

² T.C.A. § 49-6-4213(k)(2)

The type of specimen taken shall depend on the substance in question and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the student.

The principal will forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by TDOE. Specimens shall be retained for ten (10) days.³

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:⁴

- (1) If the results of the analysis are negative, they shall be reported as negative and all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed and expunged.
- (2) If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the result. All records of the test, request for a test or indication a student has been tested shall be confidential student records in accordance with state law.

The ASD will provide students testing positive an assessment to determine the severity of the student's alcohol and drug problem and a recommendation for referral to intervention or treatment resources as appropriate.⁵

Penalties

Each confirmed incident will result in a referral to the school principal.

First offense students will be suspended from all extra-curricular activities for one calendar year.

Second offense students will be suspended from all extra-curricular activities for duration of time enrolled or reenrolled in at the ASD.


Malicious use of authority granted by this policy by any school personnel may be grounds for dismissal.⁶

³ T.C.A. § 49-6-4213(d)

⁴ T.C.A. § 49-6-4213(j)-(k)

⁵ T.C.A. § 49-6-4213(l)

⁶ T.C.A. § 49-6-4213(m)

Achievement School District	
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation	
Policy Number: 4.400	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

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 are prohibited.¹ The ASD does not tolerate sexual harassment or sexual violence. This policy also prohibits conduct aimed at defining a student in a sexual manner and conduct impugning the character of a student based on allegations of sexual promiscuity.

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover behavior by employees, third parties, and students towards any student or students 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 bullying/intimidation/harassment and discrimination.

Definitions

Bullying/Intimidation/Harassment - An act that sufficiently 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.

¹ T.C.A. § 49-6-4503

Harassment - Unwelcome conduct based on race, color, national origin, sex (including sexual harassment), and/or disability 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.

Discrimination - Unequal treatment on the basis of race, color, national origin, sex, and/or disability in admission to, access to, or operation of district programs, services, or activities.

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.² "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Sexual harassment - Unwelcome conduct of a sexual nature that is sufficiently serious to deny or limit, on the basis of sex, a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature including sexual violence.

Complaints and investigations

Parties of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator.³ Parties may also report sexual harassment to the school district's Title IX Coordinator by phone at 901- 416- 4831 or at 1350 Concourse #434 Memphis, TN 38104. All school employees are required to report alleged violations of this policy to the principal or his/her 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 or his/her designee at each school shall be responsible for investigating and resolving instances of bullying/intimidation/harassment by students. However, the ASD is responsible for ensuring Title IX complaints are

² T.C.A. § 49-2-120

³ 20 USCA §§ 1681 to 1686

investigated appropriately. Principals shall immediately report instances of bullying/intimidation/ harassment, or discrimination by employees and third parties to the Tennessee Department of Education Director of Human Resources.

Once a complaint is received or the principal becomes aware of a potential incident of bullying/intimidation/harassment by students, the principal or his/her designee is responsible for determining whether the alleged act constitutes a potential violation of this policy warranting investigation. If it does, the principal or his/her 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 or his/her designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁴ The investigation shall include a prompt, thorough, and complete investigation of each alleged incident. Parties shall have the opportunity to present witnesses and other evidence during the investigative process.

The principal or his/her designee shall notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal or his/her 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 or his/her designee when deemed necessary.^{1,4}

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 or his/her 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 20 USCA § 1232g, notice of the outcome of 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 incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation. The school and/or school district will take steps to end the bullying or harassment and prevent its reoccurrence. Such steps may include (but are not limited to) separating the victim and the perpetrator; providing counseling for the victim and the perpetrator; taking disciplinary action against the perpetrator; conducting anti-bullying and anti-harassment training for students and/or staff; issuing new policies new procedures by which students, parents, and employees may report allegations of bullying and harassment; ensuring that students and their families know how to report any subsequent problems; conducting follow-up inquiries to see if there have been any new incidents or any instances of retaliation; responding

⁴ T.C.A. § 49-6-4503(c)(2)(B)

promptly and appropriately to address continuing or new problems; and implementing other systemic measures at the site or department where the alleged harassment has occurred.

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.

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 or his/her 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.


By July 1 of each year, the director of schools or his/her designee shall prepare a report of all of the bullying, cyber-bullying, intimidation, and harassment, 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 submitted to the state department of education by August 1.

The director of schools shall work with the Tennessee Department of Education to develop forms and procedures to ensure compliance with the requirements of this policy and T.C.A. § 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.

Achievement School District	
Zero Tolerance	
Policy Number: 4.500	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

Achievement School District (ASD) students shall not possess, handle, transmit, use or attempt to use firearms or any dangerous weapon in school buildings or on school grounds, or on any grounds used for school purposes at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.¹

Dangerous weapons and instruments 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.²

Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms (as defined in 19 U.S.C. § 921)³

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

Drugs

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug 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.⁵

Assault

In accordance with state law, any student who commits aggravated assault as defined in T.C.A. § 39-13-102 upon any teacher, principal administrator, any other employee of the school shall be expelled for a period of not less than one (1) calendar year. The director of schools or head of a charter school shall have the authority to modify this expulsion requirement on a case-by-case basis.⁵

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 or head of a charter school

¹ T.C.A. § 39-17-1309

² T.C.A. § 39-11-106(a)(5)(A)(B)

³ 18 U.S.C. § 921

⁴ T.C.A. § 49-6-4216(b); T.C.A. § 49-6-3401(g); 20 U.S.C. § 8921


⁵ T.C.A. § 49-6-3401(g); T.C.A. § 49-6-4216(b)

shall have the authority to modify this expulsion requirement on a case-by-case basis.⁶

Notification

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

⁶ T.C.A. § 49-6-4216(a)(2)(C)

Achievement School District	
Course Credit	
Policy Number: 5.100	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

The following units of credit shall be required for graduation. Students shall complete the required core curriculum and the additional path requirement. All students shall enroll in six credit classes each year in high school unless exempted. Exemptions to the six credit class requirement not covered by an I.E.P. or Section 504 plan shall be submitted in writing to the principal for approval.

Core Curriculum

	Units of Credit
English Language Arts	4
Mathematics	4
Science	3
Social Studies	3
Wellness	1
Physical Education	1.5
Personal Finance	.5
 Sub-Total	 16.0

Additional Path Requirements

	Units of Credit
World Language	2
Fine Arts	1
Elective Focus	3
 Sub-Total	 3
 TOTAL	 22.0


High School Course Credit

Limits on the amount of high school course credit that may be earned for students following a traditional four-year graduation plan are as follows:

- (1) A maximum of ten (10) credits may be earned during a full calendar (12 months) year.
- (2) A maximum of eight (8) credits may be earned during a regular academic (180 day school calendar) year.
- (3) A maximum of two (2) credits may be earned during a full summer.
- (4) A maximum of six (6) credits, cumulative throughout high school career, may be earned in summer school to be counted for meeting graduation requirements.
- (5) A maximum of six (6) credits during the high school career may be earned through a credit recovery program. Students who have attempted and failed a semester in certain course(s) may be approved to earn credit through

the credit recovery program. Administrative guidelines will establish parameters for earning credit through this program. On the student's transcript, "CR" will be listed by the course name to indicate the course was completed through credit recovery.

- (6) Any exception to this policy must be requested in writing. The request must be approved in writing by the principal and the superintendent and reported to the commissioner.

Achievement School District	
Graduation Requirements	
Policy Number: 5.200	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature:
Approved by: Dr. Penny Schwinn, Commissioner	

Graduation from the Achievement School District (ASD) indicates that students have satisfactorily completed the prescribed courses of study in accordance with their respective abilities to achieve and that they have satisfactorily passed any examinations and other requirements set by the Tennessee Department of Education (TDOE) and supplemented by the faculty. (In addition, students shall have maintained a satisfactory record of citizenship during their progression through the instructional program of the schools.)

ACT/SAT¹

With the exception of students on an alternative assessment path detailed in an IEP, students are required to take the ACT as a requirement for graduation. Up to 2% of the students in the 11th grade group may be excused by an IEP team as allowed by federal or state law. The test will be administered to 11th grade students at the regular spring testing date established by ACT. Each school will inform and register students for the spring test using a voucher purchased by the school system from ACT. Students who fail to take the exam on the scheduled day and their parents will be reminded of the requirement and encouraged to register for the next test date. Students who do not take the test on the date established by the school may be required to pay from personal funds for the make-up exam. The school is responsible for notifying students and parents of this graduation requirement in handbooks and other student publications and school forms.

Graduation Ceremony

Qualification for and participation in graduation or commencement ceremonies shall be limited to seniors who have satisfactorily completed the requirements for a diploma. Beginning with school year 2014-2015, students completing requirements in the summer may participate in a district-wide summer graduation ceremony.

Upon completion of the Fifth (5th) and Eighth (8th) grades, recognition programs for students may be celebrated. Report cards for those students may be presented at that time, along with special recognition of student’s achievement. Formal graduation activities are reserved for graduation from high school.

High School Diplomas

TDOE authorizes the awarding of high school diplomas or attendance certificates to those students recommended by school staff, the principal and approved by the superintendent as having met the requirements for graduation established by the Tennessee State Board of Education. Individual schools may set requirements that exceed those established by the state as minimum requirements. These requirements shall be placed on the school’s website.

The types of diplomas or certificates that may be awarded to graduating seniors include the regular diploma, the diploma with honors, an individual school honors diploma (where available), the special education diploma (completed I.E.P. for graduation), the occupational diploma (completed I.E.P. and S.K.E.M.A. for graduation), and an attendance certificate, all according to state regulations² and other local requirements specified in the following section of this policy.

Graduation requirements for ASD students will be in compliance with (meet or exceed) currently approved regulations of the Tennessee State Board of Education regarding types of diplomas and course requirements as outlined in policy 4.605.

¹ T.C.A. § 49-6-6001

² SBE Rule 0520-1-3-.06

Before high school graduation, every student shall:³

1. Achieve the specified twenty-two (22) units of credit;
2. Take the required end of course exams;
3. Have satisfactory records of attendance and conduct;
4. Take the ACT or SAT prior to graduation¹; and
5. Complete a United States civics test⁴.

Special Education Students⁵

Special education students who earn the prescribed twenty-two (22) credit minimum shall be awarded a regular high school diploma.

Special Education Diploma

A special education diploma shall be awarded to students who have not met the requirements for a regular high school diploma⁶, but have:

1. Completed four (4) years of high school;
2. Made satisfactory progress on their IEP; and
3. Maintained satisfactory records of attendance and conduct.

Occupational Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an occupational diploma if the student has^{3,5}:

1. Completed at least four (4) years of high school;
2. Made satisfactory progress on their IEP;
3. Maintained satisfactory records of attendance and conduct;
4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA); and
5. Has two (2) years of paid or non-paid work experience.

The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade year or two (2) academic years prior to the expected graduation date.

Students who have received a special education diploma or an occupational diploma shall continue to make progress towards a regular high school diploma until the end of the school year in which they turn twenty-two (22) years old.

Alternate Academic Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an alternate academic diploma if the student has⁵:

1. Completed at least four (4) years of high school;
2. Participated in the high school alternate assessments;
3. Earned the prescribed twenty-two (22) credit minimum;
4. Made satisfactory progress on their IEP;
5. Maintained satisfactory records of attendance and conduct; and

³ T.C.A. § 49-6-6001; State Board of Education Policy 2.103

⁴ T.C.A. § 49-6-408; State Board of Education Policy 2.103

⁵ TRR/MS 0520-01-03-.06(1)(a); State Board of Education Policy 2.103

⁶ TCA 49-6-6005; State Board of Education Policy 2.103

6. Completed a transition assessment that measures postsecondary education and training, employment, independent living, and community involvement.

Student Load

All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal this requirement to the director of schools and then to the ASD⁷.

Early Graduation⁸

High school students shall be permitted to complete an early graduation program. Students intending to graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as soon thereafter as the intent is known.


In order to graduate early, students must meet the following requirements:

1. Earn the required eighteen (18) credits;
2. Achieve a benchmark score for each required end-of-course exam;
3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
4. Meet the minimum ACT or SAT benchmark score;
5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
6. Complete at least two (2) types of the following courses:
 - a. AP;
 - b. IB;
 - c. Dual enrollment; or
 - d. Dual credit.

The superintendent shall develop administrative procedures to ensure that the early graduation program is conducted in accordance with state law.

⁷ TRR/MS 0520-01-03-.03(6)

⁸ T.C.A. § 49-6-8303; State Board of Education Policy 2.103

Achievement School District	
Graduation with Honors of Distinction	
Policy Number: 5.300	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

To earn an Honors Diploma, students shall complete the core curriculum and four credits of science, plus the additional path requirements which include an elective focus. Except as described in this paragraph, course requirements for the Honors Diploma are the same as for the regular diploma. A minimum of 14 credits must be at Honors or Advanced Placement level or through dual enrollment as described below.

Tennessee Diploma with Honors

Students who score at or above all of the subject readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors.

Tennessee Diploma with Distinction

Students will be recognized as graduating with "distinction" by attaining a B average and completing at least one of the following:


- (1) Successful completion of a 3rd year of any World Language
- (2) Successful completion of a 4th year of science
- (3) Be selected as a National Merit Finalist or Semi-Finalist
- (4) Attain a score of 31 or higher composite score on the ACT
- (5) Attain a score of 3 or higher on at least two Advanced Placement exams
- (6) Successfully complete the International Baccalaureate Diploma Programme
- (7) Earn 12 or more semester hours of transcribed college credit
- (8) Earn a national and/or state recognized industry certification

Community Service

Students who voluntarily complete at least ten (10) hours of community service each semester the student is in attendance at a public high school, shall be recognized at their graduation ceremony.

Individual School Honors Diploma

Individual high schools may exceed these requirements for a local school honors diploma. Schools may specify additional requirements. These requirements shall be listed on each school's website.

Achievement School District	
Report Cards and Grading System	
Policy Number: 5.400	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

Grading Procedures for Grades K-12

Grades K-8:

The Achievement School District (ASD) report cards show progress toward the state standards. The grade level standard is set by the state and indicates what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by mastery or non-mastery for each skill. Report cards are sent home at the end of each nine-week term and will inform parents of a student’s academic progress and attendance.

- (1) In all schools, students’ conduct is graded as “E”, “G”, “S”, “N”, or “U” and is to be reported at each grading period on the report card. Self-contained classes receive one homeroom conduct grade. Individual subject classes each give a conduct grade.
- (2) The basic grading system for knowledge/subject area is expressed by the letters “A”, “B”, “C”, “D”, and “F” with the following numerical values except for 1st grade science and social studies, which will be expressed by the letter “S” or “N.”

A.....	93 - 100
B.....	85 - 92
C.....	75 - 84
D.....	70 - 74
F.....	69 - 0

Grades 9-12:

- (1) Students conduct is graded as “E”, “S”, “N”, or “U” and is used to be reported at each grading period on the report card.
- (2) Grades will be reported on report cards and transcript records using numerical values as indicated below:

A.....	93 - 100
B.....	85 - 92
C.....	75 - 84
D.....	70 - 74
F.....	69 - 0

Students who successfully complete a high school course will earn high school credit.

For students in grades 6-8, scores on state standardized assessments shall comprise a percentage of the students’ final grade for the second semester.¹

¹ T.C.A. § 49-1-617

Students who meet only the minimum requirements should be given minimum passing grades. No student should fail for the semester or year if the only failing grade is that of the semester examination. Semester exams are not given in grades 6-8 with the exception of high school level courses.

For courses which have no Tennessee State mandated exam required during a given semester, semester grades are determined by counting the two quarter grades as 50%. For courses with a semester exam, the semester grade is determined by counting the two quarter grades as 80% and the semester examination, or a comparable evaluation, as 20%.

For non-high school courses which have a Tennessee State mandated exam required during second semester, the semester grades are determined as follows:

- (1) First semester grades are determined by averaging the first two quarter grades.
- (2) Second semester grades are determined by counting the two quarter grades as 85% and the mandated state exam as 15%. Should ASD not receive its students' state exam scores at least five (5) instructional days before the end of the school year, second semester grades shall be determined by averaging the two quarter grades.

Honors courses shall have three (3) points added to each quarter numerical grade, and each semester exam grade. The two quarter grades and semester exam grade, with the added Honors course points included, will be used to calculate the semester average.

A student having a 90 or higher average for the two terms during second semester in a high school course and having three (3) or fewer excused absences in that same course will be exempted from the semester exam if the student desires. When a student is exempted from the examination, the semester average will be the average of the two quarter grades and any state-mandated exam as outlined above. Any unexcused absence in the course will disqualify the student from all exemptions. Exemptions only apply to teacher-made semester examinations.

Weighted Grades

For Advanced Placement (A.P.) and International Baccalaureate (I.B.) courses, teachers will add five (5) percentage points to the first semester period grade. For the second semester, the student must sit for the exam in order to earn five (5) percentage points for the second semester. For Honors courses, including middle school courses taught at high school honors level, teachers will add three (3) percentage points to each semester period grade.

For courses that include an opportunity for industry certification, teachers will add four (4) percentage points for the first semester. For the second semester, students must sit for the appropriate exam in order to earn the four (4) additional percentage points.

For local and statewide dual credit courses, students will receive four (4) additional percentage points for each semester.

I.B. Math Studies shall be treated as an Honors, not an A.P. / I.B. course for GPA and weighting purposes.

High School courses taken by middle school students will receive honors credit only if taught at the honors level. Such courses, courses taken for college credit, correspondence courses, e-courses, and other courses specifically designated as Pass/Fail in the high school course approved list will be recorded on the high school transcript as Credit or No Credit with no GPA value.

GPA Calculation for High School Courses


<u>Grade</u>	<u>Value</u>	<u>Regular</u>	<u>Honors</u> <u>Industry Certification</u>	<u>Statewide/Local</u> <u>Dual Credit</u>	<u>AP/IB</u>
A	93-100	4	4.5	4.75	5
B	85-92	3	3.5	3.75	4
C	75-84	2	2.5	2.75	3
D	70-74	1	1.5	1.75	2
F	0-69	0	0	0	0

This weighted grading scale shall be used for all official purposes including report cards, GPA, class rank, honor roll, etc., except the Lottery /Hope Scholarship described below.

Tennessee Uniform Grading Scale for Lottery/Hope Scholarship

State law requires that students applying for lottery scholarships and other state scholarship funds be evaluated utilizing the State's uniform grading scale, listed below:

A.....	93 - 100
B.....	85 - 92
C.....	75 - 84
D.....	70 - 74

Achievement School District	
Testing Programs	
Policy Number: 6.100	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

The Achievement School District (ASD) shall provide for a system-wide testing program which shall be periodically reviewed and evaluated.¹

The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in each instructional area;
6. Assist in the screening of students with learning difficulties;¹
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.¹

The principal of each school shall be responsible for planning and implementing the program, which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provisions for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

¹ T.C.A. 5 49-10-108; 20 U.S.C.A. 1232g

State-mandated testing programs shall be undertaken in accordance with procedures published by Tennessee Department of Education.²

The results of system-wide tests shall be recorded in the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.

TNReady & End of Course Assessments

Student scores on the TNReady assessment for (3-8) shall comprise fifteen percent (15%), the minimum percentage, of the students' final grades as permitted by law.³

All state standardized raw assessments data shall be calculated by using the target grade methodology as prescribed by the State Department of Education.

Student scores on end of course assessments will comprise twenty-five percent (25%) of the student's final grade for the spring semester in Algebra I, Algebra II, Geometry, English I, English II, English III, U.S. History, Biology, and Chemistry.

The Principal may exclude state assessment scores from students' final grades if scores are not received by the ASD at least five (5) instructional days before the end of the school year.⁴

Multi-State Alternative Assessment

The Multi-State Alternate Assessment (MSAA) shall be available for students with significant cognitive disabilities in grades 3-8 and grade 11. The MSAA measures student mastery of the Tennessee Academic Standards and covers grade-level content standards at a simplified level. To be eligible to take the MSAA, a student must:

- (1) Have a significant cognitive disability; and
- (2) Require extensive, direct individualized instruction and substantial supports to achieve measureable gains in the grade and age-appropriate curriculum.

The following criteria are not appropriate for determining a student's eligibility to take the MSAA:

- (1) Instructional setting
- (2) Disability category or label
- (3) Poor attendance or extended absences
- (4) Native language/social/cultural, or economic difference
- (5) Expectation of poor performance on general education assessments
- (6) Academic and other services a student may receive
- (7) Percentage of time in special education

Additional guidance on eligibility criterion for students taking the MSAA is available on the Tennessee Department of Education website [HERE](#).

Testing Information and Parental Consent

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the ASD without first obtaining written consent of the parent(s)/guardian(s).¹

Results of all group tests shall be recorded on students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.⁵

² SBE Rule 0520-01-01-.03(9)

³ T.C.A. § 49-1-617

⁴ Public Acts of 2015, Chapter No. 256

⁵ T.C.A. § 10-7-504

No later than July 31st of each year, the ASD shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include⁶:

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered;
5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results of the test;
6. How parent(s)/guardian(s) can access the questions and answers on their student's state-required tests; and
7. If an ASD mandated test, how the test complements and enhances student instruction and learning and how it serves a purpose distinct from state-required tests.

Testing information shall also be placed in student handbooks or other school publications that are provided to parent(s)/guardian(s) on an annual basis.

⁶ T.C.A. 49-6-6007; State Board of Education Policy 2.103

Achievement School District	
Prevention and Treatment of Sports Related Concussions	
Policy Number: 7.100	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Concussions can be a serious health issue and must be treated as such. To ensure the safety of students who participate in athletics, student athletes, coaches, and parents must be educated about the nature and treatment of sports related concussions.

The Tennessee Department of Education (TDOE) adopts guidelines and forms developed by the Tennessee Department of Health to inform and educate coaches, school administrators, student athletes, and parent(s)/guardian(s) of the nature, risk and symptoms of concussions and head injuries. These guidelines and materials may be viewed on the Department of Health's website and shall be made available to interested parties through the principal's office.

This policy shall govern all activities and those individuals involved in those activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition. It does not govern those activities or individuals involved in those activities which are entered into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

Required Training¹

The Principal shall ensure that each school's athletic director and coaches, employed or volunteer, annually complete the [Concussion in Sports - What You Need to Know](#) online course. This course may be accessed online at www.nfhslearn.com.

Prior to the annual initiation of practice or competition, the following persons must review and sign a concussion and head injury information sheet approved by the Tennessee Department of Health: the Principal, licensed healthcare professionals (if appointed), each school athletic director, and each coach, employed or volunteer.

In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s)/guardian(s) shall review the concussion and head injury information sheet approved by the Tennessee Department of Health. A form confirming this review shall be signed and returned by the student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s)/guardian(s), for athletes younger than eighteen (18) years of age.

All documentation of the completion of a concussion recognition and head injury safety education course program and signed concussion and head injury information sheets shall be maintained by the Principal or his/her designee for a period of three (3) years.

¹ T.C.A. § 68-55-502


Removal from Athletics¹

Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare professional, if available, and if not, by the coach or other designated individuals.

No student athlete who has been removed from an athletic activity or competition due to a concussion or suspected concussion shall be allowed to return to any supervised team activities involving physical exertion, including games, competitions, or practices, until the student athlete has been evaluated by and received written clearance on forms approved by the Department of Health from a licensed health care provider for a full or graduated return. "Health care provider" means a Tennessee licensed medical doctor (M.D.), osteopathic physician (D.O.), a clinical neuropsychologist with concussion training, or a physician's assistant (P.A.) with concussion training who is a member of a health care team supervised by a Tennessee licensed medical doctor or osteopathic physician.

This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply if there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors observed.

The Principal or his/her designee shall ensure that all protocols approved by the Tennessee Department of Health or required by law relative to the provisions of this policy are followed and implemented within each school.

Achievement School District	
Prevention and Treatment of Sudden Cardiac Arrest	
Policy Number: 7.200	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

The Achievement School District (ASD) adopts the guidelines and other pertinent information and forms developed by the Tennessee Department of Health (TDOH) to inform and educate coaches, school administrators, student athletes, and parents and guardians of the nature, risk and symptoms of sudden cardiac arrest. These guidelines and materials shall be made available to interested parties through the principal's office and include, but are not limited to, the sudden cardiac arrest information sheet and medical clearance forms approved by the TDOH and referenced in this policy.

This policy shall govern all activities and individuals involved in activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition. It does not govern activities or individuals involved in activities which are entered into for instructional purposes only or that are incidental to a nonathletic program or lesson.

Required Training¹

Each ASD school's athletic director and coaches, whether employed or volunteer, are required, annually, to complete the [National Federal of State High School Associations Elective Course – Sudden Cardiac Arrest](#) online course.

Prior to the annual initiation of practice or competition, the following persons must review and sign a sudden cardiac arrest information sheet: each school athletic director, appointed licensed healthcare professionals, and each coach, whether employed or volunteer.

Prior to the annual initiation of practice or competition, all student athletes and/or their parent(s) or guardian(s) shall review and sign a sudden cardiac arrest information sheet. The form shall be signed and returned by the student athlete if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s) or guardian(s), for athletes younger than eighteen (18) years of age.


All documentation of the completion of a sudden cardiac arrest education course program and signed sudden cardiac arrest information sheets shall be maintained for a period of three (3) years.

Removal from Athletics¹

Any student athlete who shows signs, symptoms and/or behaviors consistent with sudden cardiac arrest during or after an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare professional, if available, and if not, by a coach or other designated individuals. Signs, symptoms and/or behaviors include, but are not limited to: passing out; fainting; unexplained shortness of breath; chest pains; dizziness; racing heart rate; and extreme fatigue.

Student athletes who have been removed from an athletic activity or competition shall not return to any supervised team activities involving physical exertion, including games, competitions, or practices, until the student athlete has been evaluated by and received appropriate written clearance from a licensed health care provider for a full or graduated return.

¹ Public Acts of 2015, Chapter No. 325, T.C.A. § 68-6-101 through T.C.A. § 68-6-104

Achievement School District	
Student Transportation Management	
Policy Number: 8.100	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

School buses shall be maintained and operated in accordance with state law and State Board of Education Rules and Regulations.^{1,2}

Transportation Supervisor

The ASD superintendent shall appoint a transportation supervisor. The transportation supervisor shall be responsible for monitoring and overseeing transportation services for the ASD.

The transportation supervisor shall complete a student transportation management training program upon appointment. The transportation supervisor shall complete a minimum of four (4) hours of training each year.

The ASD superintendent shall ensure the training is completed and provide TDOE with the appropriate documentation confirming completion.

Student Transportation

The ASD transportation program shall be monitored by the transportation coordinator and subjected to periodic evaluations as necessary. The transportation coordinator shall be prepared to apprise the superintendent of the condition of the transportation service at any time.

The transportation supervisor shall be responsible for surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students.

Each ASD vehicle transporting students shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.

No ASD employee shall transport ASD students.

The transportation supervisor shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.

The transportation supervisor shall develop and maintain safety inspection records. In addition, the school bus shall be available for regular state inspections. Any defects noted by either the regular local or state inspection shall be remedied prior to returning the unit to regular service

Emergency evacuation instruction shall be conducted regularly throughout the school term to acquaint student riders with procedures in emergency situations.

All ASD schools shall comply with current regulators regarding the transportation of special education students.

¹ T.C.A. § 49-6-2109

² Tennessee State Board of Education Rule 0520-01-05

Complaint Process

The following procedure shall govern how students, teachers, staff, and community members shall submit bus safety complaints:


- (1) All complaints shall be submitted to the TDOE Director of Safety. Complaints may be submitted in person or by phone at (901)-440-9136.
 - a. Written complaints shall be submitted on phones located in the office of the Director of Safety.
 - b. For complaints received by phone, the person receiving the call shall be responsible for completing the form and submitting it to the Director of Safety
- (2) The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.
- (3) Within forty-eight (48) hours of receipt of the initial complaint, the Director of Safety shall submit a preliminary report to the superintendent. This report shall include:
 - a. The date and time the complaint was received
 - b. The name of the driver involved in the incident
 - c. A copy or summary of the complaint; and
 - d. Any prior complaints or disciplinary actions taken against the driver
- (4) Within sixty (60) days of receiving the initial complaint, the Director of Safety shall submit a final written report to the ASD superintendent that details the findings of the investigation as well as any action(s) taken in response to the complaint.
- (5) Parents and students shall receive annual notification of the process for reporting complaints³.

Recordkeeping

The transportation coordinator shall be responsible for the collection and maintenance of the following records:

- (1) Bus and ASD vehicle maintenance and inspection forms
- (2) Bus driver and ASD employment credentials (including required background checks, health records, and performance reviews)
- (3) Driver training records
- (4) Vehicle sign in/sign out forms
- (5) Trip request form which includes destination, purpose, passengers, and chaperones; and
- (6) Complaints received and any records relating to the investigation of the complaint

³ T.C.A. § 49-6-2116

Achievement School District	
Student Transportation (Scheduling and Routing)	
Policy Number: 8.200	Monitoring Review: Annually
Effective/Revised Date: September 24, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

Appeals of transportation decisions shall be made to the transportation supervisor.

No student shall be in transit to and from school more than one and one-half hours each way.¹

Upon being hired and at the beginning of each school year thereafter, every bus driver shall be given the policies and procedures relative to the transportation program.²

Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses are not to make any non-designated stops, except for emergencies, when transporting students.

Bus drivers are not permitted to allow a student to exit at a point other than the student's regular bus stop.³

In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student's designated stop in order to preserve the safety of other student passengers or the driver, the driver may remove the offending student from the bus provided that the driver secures the safety of the student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.⁴

¹ T.C.A. § 49-6-2105

² T.C.A. § 49-6-2118(b)

³ T.C.A. § 49-6-2118 (a)(1)

⁴ T.C.A. § 49-6-2118 (c)(d)