

R. T. FISHER SCHOOL
SUMNER COUNTY BOARD OF EDUCATION

STUDENT HANDBOOK

2009-2010

R. T. Fisher School
Sumner County Board of Education
455 North Boyers Street
Gallatin, Tennessee 37066

Office: (615) 451-6558
Fax: (615) 451-5290

Dear Student and Parent/Guardian:

I would like to welcome you to R. T. Fisher School. Your enrollment at R. T. Fisher indicates that you, the student, have been unable to function appropriately at your home school. Our mission at R. T. Fisher is to equip you with the necessary tools and direction to make a successful return.

The faculty members of R. T. Fisher are very proud of the excellent programs that are available to students of Sumner County, and we are working hard to make our programs even better. In consideration of this, please understand that a continuation of the same behavior(s) that led to your assignment to R. T. Fisher will not be tolerated. It is important that you understand that we have high expectations for you and will work hard to help you successfully return to your home school.

Please familiarize yourself with this handbook and keep it available for reference. You are responsible for knowing the material contained herein. Remember that all Sumner County Board of Education policies and regulations apply and must be followed. If you have any questions regarding information contained in this handbook or items that may not be mentioned, please contact the office.

Sincerely,

Bob Cotter
Principal

SUMNER COUNTY SCHOOL DISTRICT MISSION STATEMENT
Preparing Graduates, Engaging Minds, Developing Character

We will prepare our students for life beyond the classroom by helping them become responsible, productive and respectful citizens.

R. T. FISHER SCHOOL MISSION STATEMENT

The mission of R. T. Fisher School
- in partnership with parents -
is to encourage and equip
each student with the emotional, social, and
academic skills necessary to successfully
return to their home school.

R. T. FISHER SCHOOL BELIEFS

All students are capable of becoming productive students of the community and return to their home school.

All students deserve the opportunity to have access to moral, academic, and social guidance in order to become a successful member of the community and return to their home school.

We believe our students have a right to a safe and structured environment.

We believe that students are responsible for their behavior and academic progress.

We believe that parent involvement is essential to the students' academic and social success.

We believe that the faculty and staff are here to facilitate the students' progress through R. T. Fisher's behavior modification program.

R. T. FISHER SCHOOL – S.C.B.E.

COURSE INFORMATION

CORE COURSEWORK

R. T. Fisher is unable to provide a diversity of courses to each student. We will concentrate on the basics and seek to provide students with concentrated and effective instruction in those courses. No foreign language or vocational courses will be offered. We will, however, make every effort to accommodate the needs of graduating seniors. Credit Recovery is available to students once they have reached Level 3.

GRADING AND REPORTING:

A grade will be issued at four and one-half (4½) weeks, at nine (9) week and at the end of the course. The basic grading system for subject areas will be expressed by the letter “A” – “B” – “C” – “D”- “F” with the corresponding numerical values as follows:

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

NON-DISCRIMINATION POLICY

It is the policy of the Sumner County School System not to discriminate on the basis of sex, race, national origin, or handicap in its educational programs or activities. The following are responsible for coordinating and monitoring activities necessary for compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Mr. Rick Eaton
Section 504 Coordinator
Sumner County Schools
695 east Main Street
Gallatin, TN 37066
615-451-5231

Ms. Louise Smith
ADA Coordinator
Sumner County Schools
695 East Main Street
Gallatin, TN 37066
615-451-5423

Mr. Ron Hosse
Title VI & IX Coordinator
Sumner County Schools
695 East Main Street
Gallatin, TN 37066
615-451-5222

Section 504 of the Rehabilitation Act prohibits discrimination on the basis of handicap. The Americans with Disabilities Act prohibits discrimination on the basis of disability. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.

R. T. FISHER SCHOOL – S.C.B.E.

DISCIPLINE INFORMATION

BEEPERS AND CELLULAR TELEPHONES:

Tennessee State Law prohibits students from having beepers in their possession while on school property. Because the student at R.T. Fisher has no need for cell phones they are not permitted on school grounds. If either item is brought into the building, it will be confiscated and kept until the student completes the program. (The principal may return the item to the parent/guardian if it is deemed appropriate.)

DAMAGE TO SCHOOL OR STUDENT PROPERTY:

Any damage or destruction to school property, which includes writing on binders and desks, will result in immediate disciplinary action. Please remember that this costs everyone money and often the loss in usage of the damaged item. In addition to the punishment, the student will be required to pay for repairing or replacing the damaged item.

DISRESPECTFUL CONDUCT:

In order to build an effective school, we must have confidence in and respect for our teachers. Please remember to be respectful and courteous to all teachers, substitutes, staff, and visitors. Disrespect will be considered a serious infraction of school policy.

DRESSING AND GROOMING:

Each student will abide by the following uniform policy:

- Pants:** Students must wear full-length khaki dress pants. **(NO BLUEJEANS)**
Must fit appropriately
Must not have frayed edges or holes
Must have loops to hold a belt
Must not have any pockets on leg area of pants (No extra pockets anywhere)
Must not have additional zipper(s) on legs
Must not have decorations or lacing on pants
Must not have elastic, cloth bands, or drawstrings above belt loops
Must be appropriately fastened
Must be worn above the waist
Appropriate colored pants are khaki.
Must wear a belt through each loop
Belt must not have metal in or on fabric or leather except for buckle. No metal tips.
Belt buckle must not be solid, a traditional loop and tongue style buckle or double ring buckle.
Belts must be brown or black.
Belt must fit appropriately. Must not have a long tag end hanging free.
Students must bring gray jogging pants for physical education.
Jogging pants must have student's name written clearly on the inside waist.
- Shirts:** Students must wear full-length shirts, which can be tucked into pants.
Must have sleeves
Must have an extended collar
Must not have any writing on shirts (Appropriate logos are acceptable)
Must be tucked under pants
Navy Blue shirts are to be worn by all students (Light blue is not acceptable)
T-shirts may be worn but they must be a solid white, no writing allowed.

Thermal shirts or turtlenecks may be worn, white or cream color is acceptable
Must not wear sweatshirts
Students must bring an additional gray t-shirt for physical education.
T-shirts must have student's name written clearly on the inside collar. (No other writing allowed on shirt)

Shoes: Students must wear shoes, which have covered heels and toes.
Must have appropriately colored shoelace (White, Black)
Shoelaces must have a bow visible on the front of the shoe.
Must wear solid white socks only. Socks must be a minimum Crew length.
Sneakers or athletic shoes, which are appropriate for physical conditioning
(Must be primarily white or black in color)

Miscellaneous: Students must not wear or bring accessories that hinder the searches or educational environment of the school.
All tattoos must be appropriately covered including any unusual markings.
No jewelry or watches of any kind may be worn.
No purses, wallets, backpacks, satchels, or carrying devices are allowed.
No money should be carried except to pay for prescribed activities.
Students may bring a house key but no key rings of any kind are allowed.
Students on the appropriate level may bring money for a drink/snack.
No make-up.
Fingernails must be of an appropriate length and cleanliness. **(no fake nails)**
May not color fingernails or apply designs or decorations.
Hair must be appropriately groomed, cut and of the student's natural hair color. **(above eyebrows, off face, and off the collar)**
No abnormal hair color or style is allowed. **(Braids must be in straight rows)**
Cannot have highlights, extensions or have any elements considered to be a distraction by teachers or administrators.
Male students may wear one elastic band in their hair.
Afro hairstyles may not be worn out past 3 inches in length.
Female students may wear only one elastic band in their hair and no additional accessories. **(Color must be Navy, Black or Clear)**
NO KNOTCHING OF EYEBROWS.

FIGHTING:

Harmonious relationships should be developed among all students at R. T. Fisher. Students who seek help with problems in personal relationships before a fight occurs will find a positive response from the school administration. Please inform your teacher or counselor of any potential problems. This will help avoid major problems and will protect both you and other students. Any matters reported will be handled discreetly and in your best interest.

Students who choose to incite or resort to violence to solve problems with other students will be dealt with in a swift and severe manner. R. T. Fisher will not tolerate fighting. The nature of the punishment will be determined by the degree of involvement on the part of the individual students.

FIRE ALARMS:

Fire alarms are placed in the school building for the safety of students and are not under any circumstances to be falsely pulled. Any student guilty of pulling any fire alarm will be automatically suspended from school and reported to the State Fire Marshall's Office.

SEARCH OF PERSONS AND CONTAINERS:

All students will be searched at the beginning of each school day. At any time during the school day students may be subject to a further physical search due to information received from a teacher, staff member, or other student; if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated school policy;

2. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students; and to be used in a criminal prosecution.

Lockers and other storage areas are property of the Sumner County Board of Education and are subject to search for drugs, dangerous weapons, or any property that is not properly in possession of the student (T.C.A. 49-6-4202).

SEXUAL HARASSMENT:

Sexual harassment of any individual will result in stern disciplinary action. Any incident should be reported to an administrator, guidance counselor, or teacher. The nature of the punishment will be determined by the severity of the harassment with possible referral to the local police department and the Sumner County Board of Education.

STEALING:

Any student who commits or attempts to commit a theft or breaking and entering at school will be punished severely and may be referred to the local police department. Stolen or lost property should be reported to an administrator promptly.

SUSPENSION:

The principal may suspend any student from attendance at school or any school-related activity on or off-campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such students from attendance at school (in-school suspension), for a period of one (1) to ten (10) days, for good and sufficient reasons.

WEAPONS OR DANGEROUS INSTRUMENTS:

POLICY

The Sumner County Board of Education has zero tolerance for weapons. Any student found to have brought a weapon to school or is found in possession of a weapon on school property shall be immediately removed from the general student population and shall be expelled from attending Sumner County schools for a minimum period of one (1) calendar year. When deemed necessary, a disciplinary committee may recommend expulsion longer than one (1) year. In such cases, the Director of Schools may modify the expulsion requirements on a case-by-case basis. The Director must report each case to the Board at its next regular meeting. When appropriate, criminal charges will be brought against the student and parents or legal guardian.

When a student is determined to be a special education student, an IEP-Team meeting, which shall include the Director or his designee, will be called to determine the appropriate disciplinary action.

Any student who brings to school or who is found in possession, on school property or at any school-sponsored activity on or off campus, of any weapon or dangerous instrument will be immediately removed from the general student population. Within five (5) school days, a disciplinary committee shall recommend the disposition, including expulsion, of the student. The Director of Schools may modify the recommendations on a case-by-case basis. The Director must report each case to the Board at its next regular meeting.

Toy weapons or facsimiles will not be permitted on school grounds. Students who possess toy weapons or facsimiles of weapons including water guns will be suspended as determined by the principal. The principal shall report his/her action to the Director. Depending on the circumstance, the principal may refer a student possessing a toy weapon or facsimile including a water gun to the disciplinary committee (see item #15 below) for disposition as determined by the committee.

DEFINITIONS

1. Knives;
2. Box cutters;
3. Razor blades;
4. Clubs or police batons;
5. Paint ball guns;
6. Pellet guns;
7. BB guns;
8. Brass knuckles;
9. Chains;
10. Ice picks;
11. Spiked wristbands;
12. Any object used in such a manner that could cause bodily harm or inflict damage to property;
13. Any explosive device including but not limited to all fireworks;
14. Any firearms; and
15. Any item which could be perceived to be a dangerous instrument such as a toy or non-working device.

This list is not all-inclusive; therefore the principal shall use discretion in ascertaining whether an object is a weapon as defined in this policy.

ZERO-TOLERANCE BEHAVIOR:

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to suspension 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. Zero-tolerance acts include:

1. Students who bring or are found in possession of a drug, drug paraphernalia, or a dangerous weapon onto a school bus, on school property, or at any school event or activity on or off campus;
2. Any student who, while on a school bus, on school property, or while attending any school event or activity on or off campus
 - a. Is under the influence of a drug; or
 - b. Possesses a drug, drug paraphernalia or dangerous weapon; or
 - c. Assaults or threatens to assault a teacher, student or any other person.
3. Any student who threatens to use a bomb, dynamite or other deadly explosive or destructive device on school property or at a school sponsored event.

GENERAL INFORMATION

ACCESS TO STUDENTS:

Under the law, school officials are required to remain neutral in their contacts with parents who are separated or divorced. The faculty and staff of R. T. Fisher are committed to preserving the emotional well being of each student and to protecting him or her from undue emotional stress when separated/divorced parents cannot agree on school related issues.

Under ordinary circumstances, both the custodial and non-custodial parent has equal access to the student's school records. Both parents are granted equal status relative to the education of their child.

In some cases, a court decree may be issued that limits or restricts a parent's rights in educational matters. Please be advised that the Sumner County Board of Education will grant equal parent access to school records (and to eligible children) unless a court order is provided specifying any special conditions, which may exist. It is the responsibility of the parent to provide to the school principal the court order if one exists.

ARRIVAL AND DISMISSAL:

Students are expected to ride Sumner County Board of Education buses to school. Under special circumstances, a parent may request permission from the principal to bring the student to school. This request must be made one school day in advance. This would include circumstances related to court appearances, doctor's visits etc. Students will not be admitted after 10:30 or without proof of appointment. If the student misses the bus, they may not be brought to school. However, each student who misses the bus may be brought in on three (3) different occasions. They must come to the front door with their parent to sign in and be here by 7:45. No one will be admitted after this time and no student may be brought in after three (3) times missing the bus. Early dismissal should be arranged 24 hours in advance and with principal approval. Any student picked up prior to 11:00 will not have the opportunity to earn that day toward completing the program.

SOLICITATION OF MONEY ON SCHOOL PROPERTY:

Any effort designed to solicit or collect money at R. T. Fisher must have prior approval of the principal. An announcement will be made over the public address system to inform teachers and students of the approval. In major emergencies, such as the destruction of home and personal belongings by fire, collecting money may be considered for approval by the principal.

Neither students nor parents are authorized to purchase or obligate school funds (including class or extra curricular money). Teacher sponsors must request expenditures as outlined in the policy manual issued by the Sumner County Board of Education. Payment for purchases without proper authorization will be the responsibility of the purchaser, not the school.

STUDENT RECORDS:

Parents, guardians, and eligible students are provided the opportunity to inspect student educational records. Students become an "eligible student" upon reaching the age of eighteen (18) or when they enroll in a post-secondary institution. Correction of items in the record which are thought to be inaccurate, misleading or in violation of the student's rights may be requested as well as a hearing. If necessary, a complaint may be filed with the appropriate federal or state officials when the school district violates laws and regulations relative to student records. Please notify the office if you wish to inspect your records, and we will make an appointment. A copy of the Sumner County Board of Education policy relative to this issue is available upon request.

TELEPHONE:

Students are not permitted to use the telephones at R. T. Fisher. If there is an emergency, the office staff will contact the parent/guardian.

TEXTBOOKS:

Students are issued textbooks for their use, and the student is responsible for the book issued. Students are not to mark or damage the books in any way, and the numbers are not to be changed. In order to obtain a second book, payment must be received for the first book.

VISITORS:

The Sumner County Board of Education encourages parents and other citizens to visit for the purpose of keeping informed of school programs and services, and also for the purpose of showing support for school activities. Students, however, may not bring visitors on campus during a school day.

Except on special occasions such as school programs, open house and the like, all visitors including parents, will report to the school office when entering the school and sign a log book prior to conducting any business. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes providing visible guest identification shall be issued for all persons other than students and employees of the school.

In order to maintain the condition and atmosphere suitable for learning, no other person shall enter onto the grounds or into the buildings of the school during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

The principal or designee has the authority to exclude from the school premises any persons disrupting the educational program in the classroom or in the school, disturbing the teacher or children on the premises, or on the premises for the purpose of committing an illegal act.

Law enforcement officials may be called if the situation warrants such measures.

R. T. FISHER SCHOOL – S.C.B.E.

HEALTH INFORMATION

ACCIDENTS:

Immediately report to a teacher, administrator, or the office any accidents occurring on school property. First aid supplies are kept in the office for minor injuries. We will provide immediate assistance.

ALCOHOL AND DRUG ABUSE:

PURPOSE

The purpose of our alcohol and drug abuse policy is to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug-Free” community.

DEFINITIONS

- (1) **Alcoholic beverage** includes alcohol, spirits, liquor, wine or beer, and anything, which is fit for beverage purpose, alone or when diluted, mixed or combined with other substances.
- (2) **Illegal drugs** include controlled substances, prescriptions not intended for the possessor or user, over-the-counter substances which are portrayed as one of the above.
- (3) **Use** shall mean the introduction of illegal drugs or alcoholic beverages into the body in any manner or the indication of action or behavior that such introduction has occurred.
- (4) **Possession** will mean either having illegal drugs or alcoholic beverages on the person, or in the immediate vicinity of the person or among the student’s personal possession including but not limited to lockers, car etc.

POLICY

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug-Free” community, the Sumner County Board of Education’s plan for dealing with alcohol and drugs shall include the following:

- (1) Appropriate ways for handling alcohol/drug-related medical emergencies;
- (2) Guidelines for reporting alcohol/drug incidents and illegal activities;
- (3) Guidelines for referral of students who may have an alcohol/drug problem and/or are considered “High-risk” to agencies and other sources of appropriate help; and
- (4) Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of Tennessee State guidelines, the Director of Schools shall be responsible for:

- (1) Developing and implementing an appropriate curriculum on alcohol and drug education for students;
- (2) Providing adequate information and training for all staff personnel as appropriate to their responsibilities.
- (3) Implementing the relevant portions of the Drug-Free Act by:
 - a. Informing all students in grades seven (7) through twelve (12) of its provisions;
 - b. Distributing to all students a pamphlet from the Department of Safety describing the laws;
 - c. Including the teaching of its components of the law in the annual pre-school year in-service training for teachers and principals; and
- (4) Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events.

Students will not possess, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Upon receiving information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that Sumner County Board of Education policy has been violated, the principal shall notify the student's parent/guardian and the appropriate law enforcement agencies, and the student shall be subject to suspension for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis.

COMMUNICABLE DISEASES:

The administration must be notified of any communicable diseases. This will help us meet the needs of all students and help prevent the spread of any diseases. Any disclosure will not be made public and will be kept as confidential as possible.

INSURANCE:

Insurance is available to individual students through a policy made available by the Sumner County Board of Education. There are different policies available ranging from coverage during school hours to a twenty-four hour plan.

MEDICATIONS:

All students must have the prescription medication form completed before the school can administer medication(s) to the student. The prescription medication form is to be completed and signed by the physician and the parent/guardian. No medication(s) will be given without the properly completed and signed form. All medications must be kept in the office.

Additional information:

- Forms will not carry over from one school year to the next. A new medication form must be completed each school year.
- Any change in medication must be accompanied by a new form with the changes noted. The physician must sign the new form.
- All prescription medications must be brought to the school in the pharmacy labeled bottle with the student's name and instructions. This bottle must match the physician's order.
- Inhalers will be kept in the office and the student must have completed and signed orders from the doctor.
- Any remaining medication at the end of the student's assignment to R. T. Fisher or at the end of the school year should be picked up within five (5) business days. Remaining medications will be disposed of appropriately.
- No nicotine patches

SMOKING:

Because our schools are committed to safeguarding the health of students, use and/or possession of tobacco products by students will not be permitted while they are under the care and direct supervision of the Sumner County School System. Possession and/or use of tobacco products on school property is forbidden. This includes the school grounds and parking lots. Sumner County Board of Education policies and state regulations will be strictly enforced.

STUDENT ILLNESS/INFORMATION:

Under the following circumstances the parent/guardian will be required to pick their child up from school.

- Acute pain, which distracts from the student's ability to perform in class.
- Vomiting
- Diarrhea
- Temperature greater than 100.5
- Nose bleed (Uncontrolled after ten (10) minutes)
- Possible communicable disease
- Conjunctivitis (Pinkeye) suspected
- Ringworm
- Head lice/nits
- Open draining sores/wounds
- Severe allergic reactions/asthma (May have epi-pens/inhalers at school with doctor's order)
- Abnormal blood pressure (Systolic ≥ 150 , diastolic ≥ 100)
- Other as deemed necessary by the school nurse

In addition if your child is diabetic the school should be provided with doctor's orders addressing the following:

- Interventions for hypo/hyper glycemia
- Special needs for exercise, diet, blood glucose monitoring
- High blood glucose readings, high ketones
- Insulin at school
- Glucagon injections for emergencies