

TENNESSEE SCHOOL FOR THE BLIND

# STUDENT AND PARENT HANDBOOK



## **Statement on Posting of the Handbook**

Copies of the Tennessee School for the Blind Handbook are located in the following locations on campus:

Director of Schools's Office  
Principal's Office  
Assistant Principal's Office  
Director of Residential Services  
All Cottages  
and

The Student Parent Handbook is posted on TSB's website: [www.tsbtigers.org](http://www.tsbtigers.org)

Copies of this Handbook are provided in alternate media upon request and are given to all parents, students, and TSB employees.

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## TENNESSEE SCHOOL FOR THE BLIND

Tennessee School for the Blind  
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Nashville, Tennessee 37214-2921

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Campus Security Desk (615) 231-7366  
Campus Security Mobile: (615) 630-0935  
[www.tsbtigers.org](http://www.tsbtigers.org)

School Mascot: Tiger  
School Colors: Royal Blue and Gold

## **Handbook Information**

This handbook has been developed to give students, parents, and TSB staff a guide for students' behaviors and expectations while on school grounds and/or under the jurisdiction of the school, cottage, and school sponsored activities. The type of behaviors expected from each student, the consequences of or failure to obey such standards and the importance of the standards to the maintenance of a safe learning environment are found in this handbook. Hopefully, as students continue to grow and mature, these guidelines will help form the basis for a successful transition into adult and independent living.

## **History of TSB**

Tennessee School for the Blind (TSB) was first conceived in the mind of James Champlin. Mr. Champlin, blind from birth, was inspired by visiting Samuel Gridley Howe and the Boston Asylum for the Blind. In 1843 Champlin launched a small private school for the blind in Nashville with the help of a group of ladies from the First Presbyterian Church. His program was so successful that on January 29, 1844, the Tennessee Legislature voted to underwrite the establishment of a "state" school for the blind.

In 1853, a permanent facility was built on Lebanon Road at Asylum Street in Nashville. In 1861, the property was appropriated for a military hospital during the Civil War. Victorious Federal troops later destroyed it by fire. Following the devastating war, the school struggled to survive until philanthropist Judge John M. Lea purchased the Claiborne Mansion on Fillmore St. (88 Hermitage Ave.), and donated it to the state for the school. The institution flourished at this location for some 80 years.

In 1949, the state bought the Clover Bottom Farm and set apart one hundred acres for the campus. In 1952, TSB entered new facilities built on this famous plantation in Donelson, a suburb of Nashville, Tennessee. A major renovation of the school was completed in 1993, prior to TSB's sesquicentennial celebration. The school continues at this location to the present, serving students through on-campus and outreach programs.

## **Mission Statement**

The mission of the staff at the Tennessee School for the Blind is to provide free, appropriate, and individualized educational services to eligible students in a safe environment that will promote independence and a positive self-image, as well as provide information and technical assistance to families, schools, and agencies serving all Tennessee children who are visually challenged.

## **Beliefs**

We believe that every child, regardless of the nature of his or her disability, can learn. We believe that every child in the State of Tennessee is entitled to the highest quality education possible, including children with a visual impairment.

## **Tennessee School for the Blind's Vision**

That every student upon leaving will be "Contributing, Participating Members of Society."

### **Administration of the School**

The State Board of Education has delegated the governing authority of the Tennessee School for the Blind to the Commissioner of Education, who is appointed by the Governor.

The School is managed by a Director of Schools who reports to the Commissioner of Education through the Assistant Commissioner for Special Populations. Tennessee School for the Blind is one of four State Special Schools. The other three are: Tennessee School for the Deaf in Knoxville, West Tennessee School for the Deaf in Jackson and Alvin C. York Institute in Jamestown.

#### **Director of Schools**

**Dr. David Martin:** (615) 231-7310

#### **School**

**Dr. Tonja Dandy,** Principal: (615) 231-7331

**Dr. Alan Chase,** Assistant Principal: (615) 231-7319

#### **Residential Services**

**Michelle Cormier,** Director of Residential Services: (615) 231-7365

**Lamont Bassham,** Busing Coordinator: (615) 231-7402

#### **District Office**

**June Batty,** Director of Business Services: (615) 231-7308

**Kelly Benton,** Director of Federal Programs: (615) 231-7323

**Drew Caplin,** Director of Operations and Facilities Management: (615) 231-7352

**Lavette Sales,** Admissions Coordinator: (615) 231-7345

**Kim Stein,** Director of Human Resources: (615) 231-7309

#### **Medical Services**

**Kathy Craft,** Director of Medical Services: (615) 231-7398

#### **Food Services**

**Don Bullock,** Director of Food Services: (615) 231-7312

### **Communications**

**Tim Jack**, Director of Communications: (615) 231-7359

### **Outreach**

**Dr. Kathy Segers**, Director of Accessible Instruc. Materials & Outreach Services: (615) 231-7317

### **Pupil Services**

**Monique Bird**, Speech Language Pathologist: (615) 231-7411

**Mitch Delk**, Physical Therapist: (615) 231-7409

**Kristi Dunning**, Secondary School Counselor: (615) 231-7423

**Andrew Kurek**, Occupational Therapist: (615) 231-7409

**Caleb McLean**, Social Worker: (615) 231-7462

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**Hym Sain**, Elementary School Counselor: (615) 231-7335

**Emily Sullivan**, Speech Language Pathologist: (615) 231-7411

### **Library/Media Center**

**Sabrina McClure**, Media Specialist: (615) 231-7324

### **Athletics**

**Andy Joiner**, Athletic Director: (615) 231-1156

## **Parent and Student Information**

### **Parent-School Involvement Policy**

On July 30, 2010, the Tennessee State Board of Education adopted new standards on parental involvement based on the Parent Teacher Association's National Standards for Family-School Partnerships. Compliance with these standards will be evaluated, reported, and recorded on the Tennessee State Report Card. To comply with this initiative, the Tennessee School for the Blind has amended and jointly developed the current parental involvement policy through information gathered during annual meetings with parents to align with these standards. The Parental Involvement Policy will be distributed at various times throughout the year during registration, the Fall Unity Conference, and the Spring Transition Fair. The parental involvement policy is also posted on our website and in the Student and Parent Handbook. We recognize that a child's education is a responsibility shared by both the parents and school during the duration of a student formal education. Visual impairment brings with it unique educational and vocational challenges, which can be best met by informed parents working with school staff who are informed of educating students with special challenges. Collaboration with the school and parents is essential to support student learning. Programs must reflect the specific needs of students and families in our statewide learning community.

Through the annual Unity Conference in the fall, the Transition Fair in the spring, and through statewide Outreach teachers, the Tennessee School for the Blind will provide:

- training for parents to support the school in the academic achievement of their child, and
- training for parents to support the school in the use of assistive technology devices.

Parents will be invited to a meeting each year during the Unity Conference to discuss pertinent topics concerning parental involvement and partnership with the Tennessee School for the Blind. In conjunction with this meeting, the Tennessee School for the Blind will:

- conduct a parent survey at the end of each school year to determine topics to be discussed at this annual meeting,
- discuss with parents how the school can provide support to the communities in which they reside, and
- review and revise with them the current parental involvement policy.

Engaging families is essential to improved student learning and achievement. Tennessee School for the Blind fosters and supports active parent/family involvement by implementing innovative methods to enhance and maintain parent contact and involvement, some of which include:

- Regular two-way, meaningful and positive communication between home and school. (All information given to parents in print media is provided in Braille, large print, or on audible format upon request).
- Tennessee School for the Blind maintains a website, [www.tsbtigers.org](http://www.tsbtigers.org), which contains links to resources, contact information, calendar of school events, announcements, and a photo album of student activities.
- Parents receive information regarding school activities, challenges, and successes through newsletters in appropriate format.
- Students who possess and demonstrate appropriate skills are given an email account at no charge. Accessible computers are available to students during appropriate school times and in the cottages.
- A call from the student's cottage is made to parents/guardians weekly to relay and gain information and to promote student/family contacts.
- TSB conducts an annual statewide "*Unity Conference*" providing current information, best practices, and adaptive technology updates. Parents are strongly encouraged to attend.
- Every effort is made to promote parent participation in the IEP team process. If parents are unable to travel to campus, conference calls can be made to link the parent, LEA, and TSB. Visitor housing is available upon request for parents to reserve (space permitting) for school related visits.
- The student, school social worker, and school counselor works with students and their families to promote good attendance, aid in successful school-to-work transition, and provide parents with community resource information.
- Responsible parenting is promoted and supported by TSB.
- Parent input is encouraged to promote student learning and achievement.
- Parents are partners in the decisions that affect students and families.
- The school sets expectations and creates a climate of mutual respect conducive to parent/family involvement.

### **Parent-School Compact**

The Tennessee School for the Blind and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the

parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is reviewed each school year.

### School Responsibilities

Tennessee School for the Blind will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards and use current techniques in the education of blind students.
2. Hold parent-teacher meetings during which this compact will be discussed as it relates to the individual child's achievement. Specifically, all children at the Tennessee School for the Blind are under an Individualized Education Program (IEP). IEP Meetings are held annually and are held at a mutually agreed upon time for staff and parents.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows: parents receive copies of the draft IEP 48 hours prior to any IEP meeting, interim reports are sent home every four weeks and a report card is sent every nine weeks.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: parents are always welcomed and encouraged on TSB's campus and parents of residential students are contacted weekly.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows: parents have the opportunity to volunteer in all the school departments.
6. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and to the extent practicable, in a language that parents can understand.
7. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
8. At the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the

education of their children. The school will respond to any such suggestions as soon as practicably possible.

9. Provide to each parent an individual student report about the performance of their child on the state assessment in at least math, language arts, and reading.
10. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
11. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

### Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. Sign report cards.
2. Complete, sign and return IEP meeting notices, IEP signature pages, and IEP Reevaluation forms.
3. Ensure that the student gets to school each day, on time, and ready to learn.
4. Review homework assignments and offer assistance, when needed.
5. Demonstrate interest in the student's well-being by attending school functions and supporting the student's school activities.
6. Make every effort to attend parent teacher conferences.
7. Monitor attendance.
8. Make sure that homework is completed.
9. Participate, as appropriate, in decisions relating to my children's education.
10. Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
11. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
12. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.

In signing a contract, the parent shall agree to maintain within the parent's best efforts involvement with the parent's child's education to the extent required by the contract. If any obstacles or extenuating circumstances hinder and/or prevent me from a full commitment, I will communicate with the school social worker and guidance counselors.

## Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Do homework every day and ask for help when needed
- Read at least 30 minutes every day outside of school time
- Give our parent or guardian all notices and information received from the school every day.

## General School Information

### Access to Student Records

Parents have full access to information that is collected and maintained regarding their student. Due to the diversity of services offered at TSB, it is necessary to maintain personally identifiable student information in several locations.

Parents wishing to review their student's file may do so by contacting the Principal's Office and making an appointment. If after inspecting the records, the parent believes that information in the records is inaccurate, misleading, or in violation of the student's rights, the parent may request that the information be amended. The Tennessee School for the Blind will then consider the request and decide whether to amend the information. A review team composed of the Director of Schools (or designee), appropriate member(s) of the Pupil Service Team, and the person who wrote the report or compiled the information will review the report(s) in question and determine appropriate action. Should the parent be dissatisfied with the decision, the parent has a right to attach an addendum to the report that states their concerns or the parent may request a due process hearing. Students who reach adulthood (18 years of age) assume these parental rights, unless adjudicated "incompetent" by a court of law.

The following list describes the types and locations of records kept on students.

#### School Department Files:

IEP folders, testing and achievement, work samples, and other performance data are maintained under the supervision of the IEP Coordinator, School Psychologist, and appropriate grade level counselor.

#### Clinic Medical Files:

Cumulative medical records including medical history, physical exam reports, ophthalmology information, immunization records, and treatment logs are maintained in the Clinic by the Director of Medical Services.

#### Admissions Files:

Documentation on perspective students, such as progress reports, student work samples, medical and therapeutic diagnostic evaluations, and correspondence to parents and the local school district are maintained by the Admissions Coordinator.

### Cumulative Record Files:

Designed to provide cumulative student information, these files contain admissions information, family and LEA correspondences, and progress reports. Upon graduation or withdrawal from TSB, a copy of the student's transcript, the last IEP and Certification for Special Education Services information is added to this file. These files are maintained by the Principal and the IEP Coordinator.

### **Attendance - Ages 6 to 17**

In accordance with state and federal laws, the Tennessee School for the Blind will afford all students a free and appropriate public education (FAPE).

To ensure that every child and parent knows how important it is to attend school daily, Tennessee has a Compulsory School Attendance Law (TCA-49-6-3001) which requires all children ages 6-17 inclusive to attend school each day.

All Tennessee School for the Blind students are expected to attend regularly scheduled classes. All absences must be accounted for with a note from parent and/or health care professional. Students must be in school and in class before 10:30 a.m. to be credited with a full day's attendance. If tardy, the student will receive a participation grade of zero (0) in those classes missed. Students arriving late must sign-in at the Principal's Office and obtain an Admit to Class slip.

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

The following are examples of acceptable parent/guardian notes indicating reasons for excused absences:

- The child has a personal illness or injury;
- The child has other ongoing health related ailments which temporarily prevent attendance;
- The child contracts a communicable disease (virus or flu);
- Religious observances;
- Death in the family;
- Limited medical/dental/therapy appointments (these should be made outside school hours, unless necessary)

Students with excused absences will be allowed to make up missed work. Students will be allowed two (2) make-up days for every one (1) day of an excused absence. The following are considered excused absences:

- Religious Holiday
- Sickness (requires note from doctor/parent)
- Doctor's appointment (requires note from doctor)
- Dentist appointment (requires note from dentist)
- Death in family
- Emergency situation (requires note of explanation)
- School-sanctioned activity
- Discretion of the Principal

All other types of absences are unexcused and result in a student's receiving a grade of zero (0) for participation and for any graded work due for each class/day missed. Parents and the Local Educational Agency (LEA) may receive a telephone call regarding student absenteeism.

All absences will be recorded as unexcused unless or until written documentation from the parent/guardian or a health care professional stating the reason for the absence is obtained or received by the Principal or their designee. Excessive absenteeism will be determined by and addressed at the discretion of the Principal and/or their designee.

Five (5) absences (excused or unexcused) during a semester may generate a letter to parent(s) indicating that there is a concern with the student's attendance in school. A copy of this letter will be forwarded to the student's school system. Ten (10) absences (excused or unexcused) during a semester may result in an IEP Team meeting to discuss attendance and the possibility of a change of placement.

Students who leave school prior to normal dismissal time must sign out or be signed out by a parent/guardian and provide reason for leaving to the Principal's Office.

TSB is committed to the health of each student and minimizing loss of instructional time because of doctor appointments. TSB urges parents to schedule non-emergency doctor and dental appointments during the weekdays that students are home. (Please refer to the school calendar for the days school will be closed).

### **Attendance - Voluntary Preschool Attendance**

Young children’s growth and development is maximized through consistent participation in a high-quality environment. Establishing consistent attendance routines in pre-K will increase students’ chances of success in all future school experiences, K–12.

With this in mind, the Tennessee Department of Education has adopted this pre-K attendance guidance to help inform local pre-K attendance policies.

Attendance is a key factor in student achievement, but certain situations can require a student to miss school.

The following are examples of acceptable reasons for excused absences:

- The child has a personal illness or injury;
- The child has other ongoing health related ailments, which temporarily prevent attendance;
- The child contracts a communicable disease (virus or flu);
- Religious observances;
- Death in the family;
- Limited medical/dental/therapy appointments (these should be made outside school hours when possible).

Attendance is a key factor in student achievement. If a child has four (4) or more unexcused absences within one (1) month, the Principal’s Office will contact the family and determine the child’s participation status.

If a child has five (5) or more unexcused absences in a three (3) month period, the IEP team will contact the family to schedule a meeting to develop an attendance plan.

Students who have more than five (5) unexcused absences per month or ten (10) unexcused absences in a year, may be terminated from the program for failure to follow the district pre-k attendance policy.

The Principal’s Office will document attempts to contact the family and the outcome of those attempts and/or communications.

## **Bell Schedule**

Period

Begin

End

1 <sup>st</sup>	7:35 a.m.	8:25 a.m.
2 <sup>nd</sup>	8:30 a.m.	9:20 a.m.
3 <sup>rd</sup>	9:25 a.m.	10:10 a.m.
4 <sup>th</sup>	10:15 a.m.	11:00 a.m.
Lunch	11:05 a.m.	11:35 a.m.
5 <sup>th</sup>	11:40 p.m.	12:35 p.m.
6 <sup>th</sup>	12:40 p.m.	1:25 p.m.
7 <sup>th</sup>	1:30 p.m.	2:20 p.m.
8 <sup>th</sup>	2:25 p.m.	3:15 p.m.

## **Grading, Progress and Graduation**

Progress reports and grade cards are provided to the parents and students approximately every nine weeks.

Students in Alternate Academic Program, Transition and TN Ready Academic Program on the elementary level (K-3) will receive written progress reports and grade cards for each instructional area.

Students in the TN Ready Academic Program will receive a grade in each instructional area to indicate their progress. Students at risk of failing (below 75) will receive a mid-nine week report.

### Grading Scale

Below is the grading scale for academic students.

A	93-100	(Excellent)
B	85-92	(Above Average)
C	75-84	(Average)
D	70-74	(Below Average)
F	51-69	(Unsatisfactory)
I		(Incomplete)

Students participating in the TN Ready Academic Program must complete all state required courses and mandated tests to be awarded an academic diploma. TSB also requires that students complete coursework in Adapted Technology and ECC. Students receive individual training in Orientation and Mobility.

Because of these rigorous requirements, which are necessary to enable our graduates to become successful adults, most students generally require a five (5) year course of study to complete all high school requirements.

### Graduation Requirements

In accordance with federal and State Board of Education policy, requirements for graduates will be reviewed and modified, if necessary, during the student's IEP team meeting. If you have specific questions, contact the student's counselor.

### **School Calendar**

The TSB school calendar is a collaborative effort lead by the Director of Schools. Your comments and suggestions are welcome. The Director of Schools seeks input from stakeholders and seeks to provide convenience in the scheduling of events for all involved. Tennessee requires that students attend classes at least 180 days each school year. A copy of the school calendar can be found on our website, [www.tsb-tigers.org](http://www.tsb-tigers.org). Additionally, parents are mailed a printed copy of the calendar as part of the annual registration packet.

### **Student Pick-up and Visitation Permission**

#### General Guidelines

1. ANYONE PICKING UP A STUDENT FROM SCHOOL MUST HAVE PROPER WRITTEN PARENTAL / GUARDIAN PERMISSION OR BE LISTED ON THE PICK-UP LIST. The responsible adult must sign the student out on the appropriate Sign-Out Sheet at the Principal's Office during school hours or the Clinic after school hours. Written documentation showing legal guardianship or conservatorship of a student must be filed with the Principal's Office.
2. Parents should try to arrange pick-up times in order that the student will not miss classes unnecessarily.
3. Tennessee School for the Blind cannot grant permission for your child to ride on any of the county buses. This permission must be granted by each individual county. The school can grant permission for your child to ride on the charter buses when proper written permission is received from all parties involved.
4. Any adult picking a student up from a charter bus stop must be listed on the pick-up list that is provided by the parents / guardians. This includes any family members.

Any requests for additions or removals should be made in writing to the Director of Residential Services.

5. Students are permitted to visit the homes of other students only when written permission has been provided to the school by all families involved. Faxes and emails will be accepted with an accompanying phone call. For students wishing to ride a charter bus home with a student, the student must check with the Director of Residential Services to verify that there will be space on the bus to accommodate their request.
6. Parental permission must be specific regarding leaving campus with or visiting others. Names of approved individuals and exact dates of visitations are required with permission notifications. Statements such as “allow my child to go if school staff thinks it is okay” or “allow my child to visit with anyone at any time” will not be honored. This policy applies to students of all ages.
7. Students being signed on or off campus between the hours of 7:00am-3:30pm should do so in the Principal’s Office. After 3:30pm, sign in and sign out will take place in the Clinic.

### Permission in Writing

Written permission must be on file in the Director of Residential Services and/or the Principal’s Office before a student can go off campus. For specific events, written parental permission should be received no later than one week in advance:

- Student leaving campus with anyone not employed by the school
- Spending a night off campus (Students are not permitted to spend the night with any school staff member)
- Riding home with another student’s parent/guardian
- Attending religious services.

### Off-Campus Guidelines

With other functions that occur off campus, The Off-Campus Visitation Guidelines must be followed when students are leaving campus with anyone:

- Staff members are REQUIRED to ask for proper identification in all instances when a student leaves campus.
- Staff members MUST check the permission form.
- A student MUST have written parental permission to spend the night with anyone: student, relative, friend, etc. The person taking the student must leave telephone number(s) where the student can be reached. The person taking the student off

campus must sign the student out, list the date and time the student leaves and the date and time of anticipated return to campus.

- The Clinic staff should be given a list of students' departure time and expected return time. Medication is to be picked up prior to the trip and administered according to Clinic guidelines.
- TSB employees must have permission from the Director of Schools before transporting students in their personal vehicles and/or taking students off campus for any period of time.
- Parents are responsible for transporting their child when making arrangements for them to visit other students.

### Day Students Staying in the Cottage

- If a day student plans to spend the night in a cottage, permission from the Director of Residential Services must be obtained at least two days in advance of the visit and written permission given from parents or guardians. In emergency situations, arrangements for staying overnight can be made through the YSW shift supervisor.
- When staying overnight in a cottage, a day student must bring all personal items necessary for the stay (such as toothbrush, toothpaste, pajamas, and a complete change of clothing). Personal items may be left in an area designated by the student's teacher when the day student arrives at school, and may be picked up as the student leaves school to go to the cottage on the day of the overnight visit.
- YSWs will assign the day student a bed within their cottage based on available bed space at that time. Students may be assigned one cottage that they stay in until bedtime and placed in a different cottage to sleep in, according to available bed space. Circumstances may make it impossible for students to stay overnight, when bed space is not available.
- All rules of behavior that govern residential students will apply to day students while visiting in the cottages.

### **Policy for Off-Campus Travel Clearance**

Residential students at Tennessee School for the Blind (TSB) who are age 16 or over shall have the opportunity to be cleared for off-campus travel by a Certified Orientation and Mobility Instructor. This document outlines the procedures and expectations for residential students to be cleared for off-campus travel during non-school hours, as well as subsequent consequences should the student not follow policy.

### Students Age 18 and Over

Students age 18 and over are not required to stay on campus and can leave without permission or clearance from staff. However, the students must adhere to the rules and policies at TSB regarding drugs/alcohol/tobacco and must also follow rules for curfew and accountability.

It is the policy of TSB that each student will receive a comprehensive Orientation and Mobility program that meets their individual travel needs, including regular assessments to ensure safety when traveling off campus. Students age 18 and over will be informed of their level of clearance including night travel abilities, by their Orientation and Mobility Instructor and will be strongly advised to follow this advice while at TSB.

With student's permission, a letter outlining the student's level of clearance will be sent home informing parents/families of the student's progress and the recommendations of the TSB Orientation and Mobility Specialists.

### Students Under Age 18

Students age 16, until they reach age 18, are required to stay on campus, unless given permission by both the school and their parent/guardian. Students must adhere to the rules and policy at TSB regarding drugs/alcohol/tobacco and must also follow rules for curfew and accountability.

It is the policy of TSB that each student will receive a comprehensive Orientation and Mobility program that meets their individual travel needs. Any student 16 or older will be assessed by the Orientation and Mobility staff for clearance to travel off campus. If appropriate, the students will be cleared for travel based on their skill level by the Orientation and Mobility Specialists, including night travel.

A permission slip will be sent home each time a student is cleared for a new route or for a new off-campus O&M skill. This slip MUST be signed by a parent or legal guardian and returned to the Orientation and Mobility Specialist at TSB before the student may travel off-campus unassisted.

### Earning Off-Campus Clearance

When a student demonstrates sound Orientation and Mobility skills, he/she may be cleared for off-campus travel. The student will be cleared for travel to specific areas in the community based on their skill level with respect to safety. Each student who is cleared will be issued an ID card stating their name, the TSB address, and TSB security phone number. This card is to be carried at all times as proof they have earned clearance, as well as to have information in case of emergency off campus.

### Skill Based Clearance

The Orientation and Mobility Staff at TSB will clear students to travel specific routes to specific destinations based on their performance and assessment results during lessons. O&M staff will keep accurate record of student performance and will maintain on-going assessments to add or modify routes that the student is cleared to travel. A record of student's clearance levels will be kept on file at the security desk.

### Guidelines for Clearance

- Students will carry their ID card on their person at all times (includes name, TSB phone number, TSB security number)
- After earning clearance, students must continue to demonstrate proficient cane/travel skills on campus
- Students must meet classroom requirements (homework, grades, etc...)
- Students must adhere to the campus curfew

### Revocation of Clearance

A student can have their privileges revoked at any time if it is determined they are not following the above guidelines. The ONLY staff that can revoke clearance are the Orientation and Mobility Specialists and the Director of Residential Services.

### **Parent Permission Form**

At the start of each year, parents/guardians are required to fill out a Parent Permission Form. This form provides TSB with up-to-date information that the school will keep on file. Included on this form is a place where families can list any additional adults who have permission to visit and sign their student off campus. Anyone who is not listed on this form will not be permitted to remove a child from campus. Additionally, there are places to initial allowing certain student privileges and permissions, as well as information for

both residential and day students. The second page lists general school information and guidelines that also must be signed. Parent Permission Forms will be sent out with the registration packet and must be returned on student registration day. Additional forms are available from the school office.

## Safety and Security Information

### **Access to Campus**

In an effort to secure the safety of our students and staff, TSB has implemented the following protocol:

Normal school hours in which the general public may have access to the TSB campus are from 7:00 a.m. to 3:30 p.m. Central Standard Time (CST).

Anyone who comes to campus (including parents) during regular school hours are required to park in front of and enter through the double doors of the main school entrance at the Blue Roof building. All other access to campus will be restricted by security gates. Visitors are required to sign in at the security desk and get a visitor's badge to wear or carry while on campus.

Anyone who comes to campus outside of normal school hours is required to come to the main building under the Blue Roof and to call Security (231-7366 or 630-0935).

Parents who wish to visit should notify the Principal or Director of Residential Services in advance so that arrangements can be made with teacher(s). Parents will be escorted to the appropriate location.

Students spending the night on campus should be returned to campus by 9:00 p.m. unless permission has been granted through the Director of Residential Services office.

*Note: These requirements are not in any way intended to limit parental involvement, but are measures necessary to protect the safety and privacy of all students.*

### **Raptor - Raptor Visitor Management System**

TSB uses the Raptor visitor management system which uses government issued photo identification to facilitate admittance to campus based on a check against the National Sex Offender Registry and our locally maintained banned from campus lists.

### **General Procedures**

1. All visitors entering through the Blue Roof Lobby who do not have a State of Tennessee or county issued photo ID badge will be asked for a government-issued photo identification such as a driver's license. Security will scan the ID using the Raptor system.
  - a. Visitors without photo identification will not be permitted on campus without in-person approval and escort by a campus administrator.
2. Individuals with State of Tennessee or county issued photo ID badges, such as county Director of Schools or State of Tennessee employees from other agencies, and contractors with a TAPS clearance have already had extensive background checks as a condition of employment. As such, those individuals will not be asked for a driver's license or similar identification. Security will confirm the identity of the individual and give them a generic VISITOR pass to wear in addition to their photo ID. Security will check these visitors into the Raptor system by name.

### **Parents/Legal Guardians Registered as Sex Offenders**

A parent or legal guardian who is a registered sex offender can still access campus pursuant to T.C.A. 4039-211(d)(2) which states that subdivision (d)(l) which limits access to schools shall not apply when the offender "Is attending a conference with school, day care, child care, park, playground or recreation center officials as a parent or legal guardian of a child who is enrolled in the school, day care center, other child care center or of a child who is a participant at the park, playground or recreation center and has received written permission or a request from the school's principal or the facility's administrator;" or "Is dropping off or picking up a child or children and the person is the child or children's parent or Parents are given a parent pass as part of their child's enrollment. The parent pass will allow a parent on campus within 30 minutes to either side of the start or end of the school day.

### **Emergency Calling System – Robo Call (Blackboard Connect-Ed)**

In an effort to increase student security and parent communication, the Tennessee School for the Blind provides an instant emergency notification and communication service to parents. TSB's Connect-Ed system will call and play a pre-recorded message when you answer your phone or it leaves the message on your voicemail. After you provide your Connect-Ed phone number, it will be entered into TSB's emergency system and you will be notified in an emergency. This communication system will also be used a few times throughout the year for event notification, such as graduation or problems such as a late charter bus. As an option, you may provide an email address or text message number in

addition to your Connect-Ed phone number. Parents need to notify the Principal or the Director of Residential Services of any changes.

### **Inclement Weather Policy**

Because of our residential component, TSB is generally open on days when the weather is less than ideal. However, because approximately half of our students are day students, we make accommodations for their specific circumstances.

- On days when Metropolitan Nashville Public Schools are closed or are operating on a delayed schedule due to inclement weather, classes at TSB will begin one hour late.
- If inclement conditions occur on days when cottage students are being bused from home or to home, the Director of Schools and the Director of Residential Services confer with the contracted bus company to make a decision as to whether it is safe to operate buses transporting students. If it is necessary to house cottage students over the weekend, arrangements are in place to provide for their comfort, nutrition and medical needs. If buses will not be running, the person listed as the primary contact for the student will be notified (It is vital that these numbers be correct, and the school be notified of any changes).
- TSB will honor the decision of all local school systems to provide for the safety of their students. If a local school system decides that it is unsafe to transport students to our campus, these students will be given an excused absence and ample opportunity to make up assignments or tests.

### **Safety Drills**

In accordance with State Fire Marshall and State Board of Education Policies, TSB conducts safety drills to assist students and staff in practicing the proper responses in crisis situations. These drills include fire drills (monthly), tornado drills (three seasonally), earthquake drill, (two annually) lock-down drills (two annually), school bus evacuation drills (one each semester) and charter bus evacuation drills for residential students (one annually).



## School Curriculum

TSB offers the following curricula to meet the diverse needs of our students:

### Alternate Academic Program:

*For students who have significant cognitive challenges.* The focus of this developmental curriculum is to assist each student to achieve his or her potential in life. The program stresses modified academic standards, communication skills, including assistive communication devices, self-help, leisure, and daily living skills. Students are also given introductory prevocational training, including appropriate work behaviors.

### Transition:

*For students with moderate cognitive disabilities.* This curriculum teaches daily living, functional and basic academic skills. Students acquire mobility, adaptive technology, and independent living skills in preparation for post school vocational training and entering the world of work.

### TN Ready Academic Program:

*For academically oriented students who have the potential for completing a Regular High School Diploma.* This curriculum meets state standards, academic requirements for High School graduation and preparation for college entry. In addition, these students receive intense training in independent travel, advanced computer and adaptive technology, and independent living skills.

### Expanded Core Curriculum (ECC):

All of the students at The Tennessee School for the Blind have visual impairments. All of the school's curriculum, therefore, is designed to fully support improving student success through training permeated with Expanded Core Curriculum (ECC). ECC involves specialized training in areas beyond the traditional "core" educational curriculum. Students receive assessment and training in nine content areas: compensatory skills including communication modes, orientation and mobility, social interaction skills, independent living skills and personal management, recreation and leisure skills, career and vocational education, assistive technology, visual efficiency skills, and self-advocacy. ECC will also be discussed during each student's annual IEP team meeting.

## **Code of Student Conduct**

At the beginning of each school year and as new students enroll, students will have the discipline policy and procedures explained to them by their first period teacher within the first two weeks of school.

The first time a student is referred for any level of inappropriate behavior, the consequences may fall between the minimum and maximum set for that level as determined by the Principal or the Director of Residential Services. Any further referrals for that same level move the consequences toward the maximum. Once the maximum has been reached in a level, further referrals on the level move the consequences on to the next level. A student receiving five (5) referrals to In-School Suspension (ISS) in one semester will be referred to the school counselor. An Individual Education Plan (IEP) meeting may be held to develop a behavior plan depending on the individual child's behavior.

The Tennessee School for the Blind (TSB) Code of Student Conduct is designed to comply with state statutes and State Board of Education rules that regulate the conduct of students in public schools.

The Code of Student Conduct is designed to cover the rights, responsibilities, and conduct of students at the TSB. The Code requires adherence to all laws and specifically addresses student language, respect for school employees, fighting, threats, weapons on campus or at school functions, damage to property, misuse or destruction of school property, drug or alcohol abuse, the sale or distribution of drugs or alcohol, student conduct on school property, student conduct during off-campus school-related activities, conduct in classes, and other subjects as the governing body shall choose to include.

Student learning occurs in an environment that is pleasant, orderly, and safe. Every member of the TSB community is expected to share in the responsibility for fostering this kind of environment.

Fair and equitable consequences will be prescribed for violations of the Code. Administrators, faculty, and staff of TSB will apply the Code uniformly and fairly to each student at the school without partiality or discrimination.

## **Rights of Students**

Each student has the right to carry out a wide range of lawful activities as long as these activities do not: infringe on the right of the School to maintain order and discipline, disrupt the educational process, or determine educational curriculum and assignments. Students may not harass other persons, coerce other persons, or otherwise infringe on the rights of other persons.

## **General Conduct Outline**

Tennessee School for the Blind (TSB) offers many educational programs to meet the needs of students who are visually impaired or blind. To be successful in these programs, students must behave responsibly. Responsible behavior begins by understanding what is and is not appropriate. The TSB Code of Conduct and Discipline Policy outlines the consequences for behaviors that are not appropriate.

The rules at TSB protect the rights of students and provide fair treatment for all. One student's rights, however, end when that student's actions interfere with another student's rights. If they do not behave responsibly, students will lose privileges. Each student is responsible for his or her own behavior and must accept consequences if his or her behavior is not appropriate, according to the discipline policy. This policy includes all school and school-related activities on-campus, including athletic, recreational, cottage, and other extra-curricular activities, and all off-campus activities under the direct supervision of TSB. For concerns about manifestations of behaviors demonstrated by a student as a result of his or her disability, please refer to the booklets entitled "Rights of Children with Disabilities and Parent Responsibilities" and "Individuals with Disabilities Education Act (IDEA) Notice of Procedural Safeguards," which are given to parents prior to each Individual Education Plan (IEP) meeting.

It is the policy of TSB to participate in and adhere to a Positive Behavior Intervention Support (PBIS) system of conduct. This system assumes that, in most cases, students must be taught about behavior before they are given consequences for behavior that is not appropriate.

## **Mandated Reporting**

Under state law, every adult in Tennessee is a mandated reporter. Any person with reasonable cause to believe a child is being abused or neglected, must immediately report to the Tennessee Department of Children's Services.

*Pursuant to TCA 37-1-403, any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse, or neglect.*

*Pursuant to TCA 37-1-605, if a school teacher, school official or any other school personnel has knowledge or reasonable cause to suspect that a child who attends such school may be a victim of child abuse or child sexual abuse sufficient to require reporting pursuant to this section and that the abuse occurred on school grounds or while the child was under the supervision or care of the school, then the principal or other person designated by the school shall verbally notify the parent or legal guardian of the child that a report pursuant to this section has been made and shall provide other information relevant to the future well-being of the child while under the supervision or care of the school.*

Tennessee Department of Children's Services: 1-877-237-0004

## **Lions Quest**

The Tennessee School for the Blind uses the Lions Quest program to promote Social and Emotional Learning as part of our Positive Behavior Intervention and Support System (PBIS). Lions Quest programs are built on the foundation of an educational approach known as Social and Emotional Learning (SEL). SEL is a process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve goals, feel and show empathy for others, establish positive relationships, and make responsible decisions.

## **Overview of Disciplinary Levels**

Listed below are violations of the student Code of Conduct that will be utilized while the student is under the jurisdiction of TSB.

*Note: Some violations are grounds for criminal penalty under Tennessee statutes.*

## Level One

### Violations:

- Late for class
- Failure to follow classroom rules or school-wide rules
- Inappropriate dress (see school dress code policy)
- Inappropriate language or behavior
- Failure to accept consequences for classroom rule infractions
- Out of class without permission
- Inappropriate physical contact (non-sexual behavior)

### Consequences:

- Classroom consequences administered by teacher
- Cottage consequences administered by Youth Service Worker Supervisor
- One (1) to three (3) days In-School Suspension or school/community service
- Follow student behavior plan if applicable

### Due Process Procedures:

- Classroom or cottage behavior system
- Student-teacher/YSW/counselor conference
- Student-teacher/counselor conference prior to discipline referral
- Student-Principal or Director of Residential Services conference

## Level Two

### Violations:

- Continuation of Level One behavior
- Rude, vulgar, or offensive language/behavior
- Cheating
- Lying to an adult
- Chronic tardiness
- Out of class without permission
- Repeated violation of dress code

### Consequences:

- One (1) to five (5) days In-School Suspension (ISS), or cottage/room restriction, or school/community service
- Out-of-School Suspension for up to five (5) days depending on the severity of offense

### Due Process Procedures:

- Student-teacher/YSW/counselor conference prior to discipline referral
- Student-Principal or Director of Residential Services conference
- A phone call will be made to the parent or guardian concerning the incident

### Level Three

#### Violations:

- Continuation of level two behaviors
- Fighting
- Inciting or coercing others to misbehave
- Vandalism with value reasonably determined to be less than \$100
- Theft, attempted theft, possession or sale of stolen property with a value reasonably determined to be *less than* \$100
- Abusive/defiant language or behavior
- Physical refusal to accept consequences of behavior
- Leaving assigned area or campus without permission, e.g. running away
- Hazing. Note: *Hazing includes any intentional or reckless act, on or off school property, by one (1) student acting alone or with others that is directed against any other student endangering that students mental health or physical safety, or which induces or coerces that student to endanger her/his mental health or physical safety*
- Bullying of a student
- Bullying of a staff member
- Sexual harassment and/or intimidation
- Possession/use of tobacco products and/or "e-cigs"/ "vapes" on campus
- Forgery
- Plagiarism
- Any act that substantially disrupts the orderly operation of school or cottage activity
- The violation of any criminal law of the State of Tennessee, the punishment of which constitutes a misdemeanor if committed by an adult

#### Consequences:

- One (1) to five (5) days In-School Suspension (ISS), or cottage/room restriction, or school/community service.
- Out-of-School Suspension for up to ten (10) days depending on the severity of the offense.
- Restitution in case of vandalism, theft, or damage.

#### Due Process Procedures:

- Student-teacher/YSW/counselor conference prior to disciplinary referral
- Student-Principal or Director of Residential Services conference prior to disciplinary action
- A phone call will be made to the parent or guardian concerning the incident

- Written notification will be sent to the parents with a letter from the student explaining the incident (copy will be sent to the LEA)
- Student-Principal or Director of Residential Services conference prior to student returning to class or cottage

#### Level Four

##### Violations:

- Continuation of level three behaviors
- Threatening, intimidation of, or verbal assault of students (see policy on threatening behavior)
- Threatening, intimidation of, or verbal assault of staff members (see policy on threatening behavior)
- Sexual misconduct
- Theft, attempted theft, possession or sale of stolen property with a value reasonably determined to be between \$101-\$499

##### Consequences:

- Three (3) to five (5) days In-School Suspension (ISS), or total cottage/room restriction, or school/community service
- Up to ten (10) days Out-of-School Suspension depending on the severity of the offense
- Restoration in case of vandalism, theft, or damage
- Convening of IEP team meeting to discuss the appropriate placement of student at TSB

##### Due Process Procedures:

- Student-Principal or Director of Residential Services, when appropriate, conference prior to disciplinary action
- Notification to parents and LEA with a letter from student explaining the incident
- Student-Principal or Director of Residential Services conference prior to student returning to class or cottage

#### Level Five

##### Violations:

- Physical assault of student
- Physical assault of staff
- Vandalism or destruction of public or private property with a value reasonably determined to be \$500.00 or more

- Theft or attempted theft of property with a value reasonably determined to be \$500.00 or more
- Forced sexual activity, indecent exposure, or the handling or fondling of students or staff members
- Conduct not conducive to good order or discipline
- Zero Tolerance Offenses:
  - Possession or use of drugs or alcohol
  - Furnishing or selling drugs or alcohol
  - Under the influence of drugs or alcohol
  - Use, possession, or sale of weapons or firearms
  - Assault or battery with intention to inflict serious injury on a school Employee
  - Explosive or incendiary bomb

Consequences:

- Out-of-School Suspension for up to ten (10) days and an IEP meeting to discuss alternative placement
- Director of Schools may modify consequences on a case-by-case basis, (*See Zero Tolerance policy*)

Due Process Procedures:

- Immediate removal of student from school/cottage
- Parents notified
- LEA notified
- TN State Department of Education notified
- Zeros (0) in classroom work
- See Zero Tolerance Policy below

**Zero Tolerance**

Pursuant to TCA 49-6-4216, school policies and procedures for Zero Tolerance, the Tennessee School for the Blind is committed to ensuring a safe and secure learning environment, free of drugs, drug paraphernalia, violence and dangerous weapons. As such, the Tennessee School for the Blind will impose swift, certain and severe disciplinary sanctions on any student:

1. Who brings a drug, drug paraphernalia or dangerous weapon onto a school bus, onto school property, or to school event or activity; or
2. Who, while on a school bus, on school property, or while attending any school event or activity:
  - Is under the influence of a drug

- Possesses, sells, or provides to another person a drug or drug paraphernalia
- Assaults a school employee or other person(s) who work within the program
- Provides or sells substances legally or illegally possessed that are provided or sold as a look-alike drug
- Possesses a dangerous weapon

For the purpose of this policy, Zero Tolerance will apply to instructional time, cottage time, and any sanctioned after school activity on or off campus.

#### Zero Tolerance Offenses:

- Possession or use of drugs or alcohol
- Furnishing or selling drugs or alcohol
- Under the influence of drugs or alcohol
- Use, possession, or sale of weapons or firearms
- Assault or battery with intention to inflict serious injury on a school employee

#### Definitions:

- Controlled Substance: a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substance Act (21, USC 812(c);
- Illegal drug: a controlled substance; but does not include a substance of drug paraphernalia that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under authority of IDEA or under any other provision of federal law.
- Weapon: a device, instrument, material, or substance (animate or inanimate) that is used for or readily capable of causing death or serious bodily injury.
- Expulsion: A student found to be in violation of the TSB Zero Tolerance Policy shall be expelled for a period of not less than one (1) calendar year, except that the Director of Schools may modify this expulsion on a case-by-case basis. For the purposes of this policy, expulsion is defined as a placement in an interim alternative educational setting. All TSB students will be accorded a free appropriate public education (FAPE).

#### Zero Tolerance Procedures:

1. A TSB student who has been found in violation of the TSB Zero Tolerance Policy will be subject to the following:
  - Student and Director of Schools and/or his/her designee will discuss the offense prior to disciplinary referral.
  - Parent will be notified.
  - LEA will be notified.

- TN State Department of Education officials will be notified.
- Legal authorities will be notified when appropriate.
- The student will be immediately removed from the classroom/school/cottage.
- Zero's in classroom assignments.
- If necessary, a report to DCS will be made.

Consequences:

1. The student will receive zeros in all classroom work
2. The student will be suspended for up to ten (10) days or expelled for a period not less than one (1) calendar year.
3. An IEP team will be convened to discuss alternative settings.
4. A manifestation will be discussed at the IEP meeting.
5. A Functional Behavior Assessment (FBA) will be completed/updated and Behavior Intervention Plan (BIP) will be developed/updated at the IEP team meeting.
6. Director of Schools may modify consequences on a case-by-case basis

Note: The Director of Schools may modify the one (1) year expulsion on a case-by-case basis.

**Alcohol or Drug Possession/Use**

It is the policy of the Tennessee School for the Blind that students will have a safe and secure environment. In order to achieve this goal, a student may be subject to a physical search if there is reasonable suspicion of illegal drug activity. A student's pockets, purse, backpack, lockers, or cottage room may be searched as needed. Students who have committed, or who are suspected of committing a violation of law, will be reported to local law enforcement officers.

Search of Persons, Containers, and Lockers:

- Lockers  
Notices are posted in the school that lockers and other storage areas, containers, and packages brought into the school or onto the grounds by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property, which is not properly in the possession of the student. Any vehicle on campus may be searched for the same cause or reason.
- Persons and Containers  
A student may be subject to a physical search as the result of a locker search or because of information received from a teacher, staff member, student, or other

person, if a physical search is deemed reasonable by the Principal or Director of Schools. All of the following standards of reasonableness shall be met:

- A particular student has violated school policy
- The search may yield violation of school policy or will lead to the disclosure of a dangerous weapon, drug paraphernalia, or drug
- The search is in pursuit of the legitimate interest of the school to maintain order, discipline, safety, supervision, and education of students

## **Student Dress Code**

Apparel and appearance that tends to draw attention to an individual and away from the learning environment should be avoided.

Fashion extremes and weather inappropriateness may be addressed on a case-by-case basis. In matters of opinion, the judgment of the Principal or the Director of Residential Services will prevail.

Any student who fails to comply with the dress code will be counseled on an individual basis. Students who do not present themselves appropriately for class will be referred to the Principal's office for further attention. The student will be required to change into school appropriate attire. The Principal or Director of Residential Services will notify the student's parent(s)/guardian(s) so proper attire will be worn in the future. In the event the parent(s)/guardian(s) is not able to supply school appropriate attire that day, the student will be required to select an item of clothing from the school's clothing closet, in order to be worn during the school day. The school social work will be notified to assist the family in locating local resources.

### Guidelines:

- All students will wear shoes to school. Safety issues for work, class or travel may require or prohibit specific shoe types.
- T-shirts, patches, belt buckles, necklaces, tattoos, brands and other apparel that display vulgar, suggestive words, alcohol/drug/tobacco advertisements or markings are prohibited. Any other sexually suggestive or offensive shirts are not allowed.
- Undergarments are not to be worn as outer garments.
- The top garment must overlap the bottom garment (no bare midriffs, halters, etc.).
- Holes are not permitted above kneecaps, even if another garment is worn underneath.

- Hats or other headgear are not to be worn inside the building, unless specifically permitted for medical reasons.
- Clothing will be worn in a manner that does not expose undergarments (baggy pants, tank tops, spaghetti straps, sagging pants, etc.).
- Shorts, skirts and dresses must be worn at an appropriate length (no shorter than 2 inches above the knee).
- No gang related attire.
- No hip-hugger, low rider pants.
- No sweatpants unless specifically permitted for medical/physical reasons.
- No gym shorts.

## **Sexual Harassment**

Sexual Harassment is defined as unwelcome behavior of a sexual nature. It is a violation of Federal Law Part 1604.11-Section 703 of Title VII of the Civil Rights Act of 1964, as amended in 1972. The Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces Title VII. Title VII applies to the work environment.

Student-to-Student Sexual Harassment is covered under Title IX of Federal Law, and has been addressed by the U.S. Department of Education's Office for Civil Rights (OCR), the National Education Association (NEA), and others. Schools, colleges, and universities that do not act *immediately* to stop this form of harassment can be sued for substantial monetary damages. This applies to all schools, elementary to college-level that receive federal funding. It includes athletics, field trips, extracurricular programs, bus transportation, all regular classroom activities, and any program or activity that takes place during or after regular school hours.

It protects both male and female students and school employees from sex discrimination. It prohibits sexual harassment even when the harasser and the person harassed are the same sex.

### Definitions:

Sexual Harassment is *"unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:*

- *Submission to the advances is made as a term or condition of an individual's advancement.*
- *Submission is used as a basis for advancement decisions affecting the individual.*

- *Such conduct interferes with the individual's work performance or creates an intimidating, hostile, or offensive work environment."*

Title IX prohibits basically the same areas of sexual harassment as Title VII. Two major areas are as follows:

- **Quid pro quo:**  
When a school employee conditions a student's participation in an educational program or school activity or bases an educational decision (grades) on the student's submission to unwelcome sexual conduct, Quid pro quo is illegal regardless of the student's decision.
- **Hostile Environment:**  
Hostile Environment includes conduct of a sexual nature that is sufficiently severe, persistent, or pervasive and unwelcome. It can be created by a school employee, another student, or school visitor (student or adult), and may include exposure to words, deeds or materials of a sexual nature that causes ANYONE embarrassment or discomfort.

The environment is considered hostile when the student views it as hostile and it is reasonable for the student to view it as hostile. It is usually created by a series of incidents, but can be created by a single incident, such as rape or sexual assault.

#### School Responsibility:

In an effort to prevent the occurrence of sexual harassment, students are counseled about appropriate behavior. School staff and faculty in all departments must focus on appropriate behavior. Teachers have been given information on this subject by the school social worker to be passed on to the students that is appropriate to the student's age and level of understanding.

When an incident occurs, the school must take prompt and appropriate steps to stop and remedy the sexual harassment. Once observed, or told, immediate reporting to the Assistant Principal from 7:00am to 3:30pm or Director of Residential Services after 3:30pm must occur. The Principal or Director of Residential Services is then required to inform the Director of Schools. All information is to be dealt with confidentially. To have information and withhold it is to place the staff and school in a liable situation.

When appropriate, a report will be made to the Department of Children Services or local authorities. These decisions are based upon:

- Age, size, and mental ability of the students

- Age differences
- Nature of the offense (physical or verbal)

The information is also provided to the Pupil Services Team member responsible for Title IX (Assistant Principal), who with the other Pupil Services Team members and the Director of Schools evaluates the incident and action to be taken by the school.

School Policy:

The Student and Parent Handbook is followed in determining the level and duration of punishment for the offense. Classroom teachers have been provided with information to use in advising students on proper prevention of sexual harassment. Students sent to ISS (In-School Suspension) classroom for this offense are further instructed by the Pupil Service Team member responsible for Title IX. Parents are always informed. If a student brings a complaint of sexual harassment to a staff member, the appropriate response would be:

- Report the facts to the Title IX Representative (Assistant Principal) immediately
- Document what the student reported and make observation of the student's demeanor
- If needed, have the student observed/examined by the Clinic staff
- Submit a summary in writing, immediately to the Director of Schools

Examples of some activities that would be considered conduct of a sexual nature include:

- Sexual advances or pressures for sexual activity
- Sexual touching
- Sexual graffiti
- Displaying or distributing sexually explicit drawings, pictures, and written materials
- Sexual gestures
- Sexual or "dirty" jokes
- Touching oneself sexually or talking about one's sexual activity or performance
- Repeated sexual teasing
- Suggestive sounds, howling, whistling, or catcalls
- Sexual comments
- Offensive messages on shirts, hats, or pins
- Students "making out" in a public display of affection
- Grabbing or pinching
- Cornering or blocking an individual's movement
- Following or stalking
- Indecent Exposure: lifting, pulling, or removing undergarments on self or others
- Attempting and/or actual kissing or fondling

- Students “hanging out” around the lockers commenting on the physical appearance of students passing to class
- Explicit pictures, posters, calendars, in class or on notebooks
- Pulling clothes, bra snapping
- “Hazing” of male/female students
- Name calling, verbal or written of a sexual nature
- Sexual threats
- Sexual bumping, grabbing, brushing
- Passing of sexual notes, cartoons, jokes, pictures, pornographic material
- Homophobic harassment
- Derogatory names
- Reference to body parts
- Harassing of pregnant students or those who have a child
- Poking, pinching, patting
- Racial comments
- Circulating negative or offensive social media posts
- Teasing about body development, either over/under or early/late
- Making jokes about rape
- Males or females bragging about the size of their body parts

### **Students Charged With a Felony**

(TCA) 49-6-3401 (12) Any student who engages in off-campus or on-campus criminal behavior, which results in the student being legally charged with a felony and the student's continued presence in the school poses a danger to persons or property or disrupts the educational process, shall be suspended from attendance at school.

### **Electronic Devices**

#### Violation of Technology Policy

Possession of personal technology by a student is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy. A device used outside of these parameters will result in confiscation of the technology until such time as it may be at the discretion of the school Principal or Director of Residential Services. A teacher or youth service worker may confiscate personal technology devices used in violation of this policy. Those devices that are confiscated are to be given to the Principal or Director of Residential Services. Personal technology devices may only be retrieved during the time designated by

the Principal or Director of Residential Services. A student in possession of technology in violation of this policy is subject to the following:

- First Offense  
The device will be confiscated and returned to the student at the discretion of the Principal or Director of Residential Services.
- Second Offence
  - Device will be confiscated
  - Parents conference required to retrieve device
- Third Offence
  - Device will be confiscated
  - Parent conference
  - Disciplinary consequence at the discretion of the Principal or Director of Residential Services
- Four or More Offences  
Students in violation of this policy on four or more occasions are subject to additional consequences, which may include, but are not limited to:
  - In school suspension
  - Out of school suspension
  - Disciplinary consequence at the discretion of the Director of Schools
- Severe Clause  
Highly inappropriate activities, include but are not limited to:
  - Communication that contains inappropriate content, profanity, intimidation or threats to others: Cheating and other forms of academic dishonesty
  - Talking or showing inappropriate photographs/video;
  - Communicating with groups or individuals in a manner that causes a disruption of the school environment and/or
  - Refusal to relinquish device to person of authority upon request.
  - Violation of the severe clause may result in suspension from school for up to 10 days regardless of the number of previous offenses.

#### Safekeeping of Confiscated Personal Technology

Person Technology which is confiscated must be taken to the school administration and will be secured in a safe location. The device may not be searched while in the possession of the school, unless the Principal or Director of Schools has individualized suspicion, consent or waiver by the owner of the device, or extenuating circumstances that pose a grave threat.



# Technology Information

## Student Technology Policy

### Tier-Level Usage of Personal Technology

- High School Students  
A student may possess a cellular phone or other personal technology on school property and may use such technology during lunch and transition times. Use of personal technology during instructional periods is generally prohibited.
- Middle and Elementary Students  
A student may possess a cellular phone or other personal technology on school property. Use of such technology will be at the discretion of the Principal.
- Classes with Special Circumstances  
The Principal may add additional restrictions for use of personal technology with the approval of the Director of Schools.
- Assumption of Risk  
A student who brings her/his personal technology devices to school shall do so at his/her own risk. No searches or investigations will be conducted for lost or stolen devices.

### Personal (Student Owned) Technology

Personal Technology includes, but is not limited to, cellular phones, wireless earpieces, iPods, iPads, other mp3 players, calculators, and portable gaming devices. Headphones must be used for personal technology used to play music or video.

Students at the Tennessee School for the Blind are permitted to bring student-owned technology devices to campus, including those described above. In order to maintain the privilege of keeping and using a student-owned device on campus the student must adhere to all the rules and expectations outlined here.

1. Parents are requested to follow the procedure of calling the Principal's office to relay information to the student during the academic day.
2. While sharing is acceptable, lending and borrowing communication devices is not permitted. Students who lend their device to another student will also be held responsible for the actions of the borrower if the borrower violates school policy.
3. Use of personal technology during instructional periods is prohibited, except when used as an aid to instruct. This determination is at the discretion of the classroom teacher and the Principal. If personal technology is used as an aid to classroom instruction, students without access to those devices will not be penalized.

Personal technology may not be used for purposes which are found to be disruptive to the school environment. Disruption of the school environment shall be determined by the Principal or Principal's Designee and the Director of Schools.

4. Students may use their communication devices during residential time following the guidelines established by the cottages. Students may not possess devices during study time or after bedtime. All communication devices will be collected and turned off prior to bedtime and will be returned before breakfast.
5. All technology policy expectations apply to student-owned devices on campus, during school-sanctioned activities, and off campus when it interferes with the educational environment and learning.
6. The student understands that their device is not private on the TSB campus or during school-sanctioned activities. TSB faculty, staff, and administrators have the right to monitor their device(s). What the student texts or communicates on their device can be read and viewed by others.
7. The student will communicate with the appropriate TSB faculty, staff, or administrator immediately if they receive any type of threatening message from any place, on or off campus.
8. The student will not send or receive pornographic, suggestive, or violent images on their technology device.
9. The student will not give out their phone number or electronic address to strangers.
10. Faculty and staff have the right to limit or prohibit use of communication devices during special activities.
11. In an emergency situation, the Principal, Director of Residential Services, or YSW supervisor may modify this policy on a case-by-case basis.
12. The Tennessee School for the Blind is not responsible for the lost/theft/damage of any wireless device that students bring to campus.
13. If TSB suspects that state or federal laws have been broken while using a student owned device on campus or during a school-sanctioned event, the police will be notified as well as other agencies, as required.

## **Student Internet Safety and Policies**

### Children's Internet Protection Act (CIPA)

"The Children's Internet Protection Act ("CIPA"), enacted December 21, 2000, requires recipients of federal technology funds to comply with certain Internet filtering and policy requirements. Schools and libraries receiving funds for Internet access and/or internal connection services must also meet the Internet safety policies of the Neighborhood

Children's Internet Protection Act ("NCIPA") which addresses the broader issues of electronic messaging, disclosure of personal information of minors, and unlawful online activities. The Protecting Children in the 21st Century Act, enacted October 10, 2008, adds an additional Internet Safety

Policy requirement covering the education of minors about appropriate online behavior."  
-<http://www.e-ratecentral.com/resources/educational-information/CIPA>

1. Internet filtering, using a "technology protection measure" is required to block material deemed inappropriate or harmful for minors.
2. An Internet Safety Policy, including the filtering measure and monitoring of student online activities is required. In addition, it must address the safety of students while using electronic communication, prevention of unauthorized access and hacking, and disclosure and distribution of personal identification information.
3. Student instruction of appropriate online behavior, such as digital citizenship, Internet safety, and cyberbullying.
4. Failure to adhere to these requirements puts the school network and Internet access in jeopardy.

### Student Internet Policy

Internet access is available to the students of The Tennessee School for the Blind. Internet access and email is not a right, but a privilege to each student at TSB. The Internet is a system of networks that connect millions of computers across the world. It could potentially be dangerous and should be used with caution. To eliminate part of this danger, TSB is CIPA (Children's Internet Protection Act) certified using a site-blocking system to block out certain Internet sites. This service is provided by web filtering system across the school network.

Using content filtering technologies and network security measures designed for Tennessee K12 schools, TSB provides safe Internet access. This solution provides TSB compliance with CIPA's definition of a "technology protection measure" required to protect students. Faculty and staff must also report any improper student use of the Internet, email, or network to school administration.

The Tennessee School for the Blind Internet Safety Policies will be reviewed and updated each year and approved by the Director of Schools, Principal, and Director of Residential Services. The school social worker shall assist teachers in educating students about safe internet practices.

### Sexting Policy

Sexting is defined as the act of sending, receiving, viewing, or reading any sexually explicit text messages, photo messages, video messages, or voice messages often done via cell phones or any other communication devices including but not limited to computers, tablets, and videophones. Sexting is considered inappropriate for the school setting at The Tennessee School for the Blind and therefore prohibited on school grounds or at school events. Sexting is sexual harassment or bullying and as such is unacceptable behavior for both the school and the student. Guidelines for violations of this policy are stated under the Violation of Technology Policy.

### Cyberbullying Policy

“Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment, such as cell phones, computers, and tablets. It also includes communication tools, such as social media sites, text messages, chat, and websites. Examples may include hurtful text messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles.”

From: [http://www.tn.gov/education/safe\\_schls/safety\\_cntr/bullying.shtml](http://www.tn.gov/education/safe_schls/safety_cntr/bullying.shtml)

1. Cyberbullying will not be tolerated at Tennessee School for the Blind. School policies for bullying and harassment will apply to bullying occurring through electronic technology, including investigations, interviews, reporting, and consequences.
2. Students and staff will be instructed in identifying, reducing, and reporting cyberbullying.
3. Cyberbullying that occurs off-campus, but impacts the school environment will be subject to disciplinary action.
4. All adults are required to report instances of bullying when they are identified, including cyberbullying

### **Student Acceptable Use Policy (AUP)**

An Acceptable Use Policy or (AUP) is a statement of rules and consequences for the use of computers, e-mail and the Internet. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students read, accept, and sign the following rules for acceptable use of technology devices, adaptive devices, computers, Internet, network, and servers at registration.

1. Students are responsible for good behavior when using the computer/server/network and Internet just as they are in a school building. General school rules for behavior and communications apply.
2. Designated personnel may review files and communications to maintain integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private. Additionally, any computer, media, or technology device brought on campus is subject to this review.
3. The following list of acts, along with any other violations deemed inappropriate by the teacher/administrator, are not permitted:
  - Using the technology system for any illegal activities
  - Downloading streaming video or audio
  - Using any email account other than your student.tsbttigers.org account
  - Damaging devices, computer systems, or computer networks or servers
  - Attempting to vandalize the computer/network/server by creating computer viruses and/or maliciously attempting to harm or destroy materials or data
  - Violating copyright laws by using or copying copyrighted material
  - Using another's password or sharing your password with others
  - Trespassing in another's folders, work, or files
  - Sharing your work with another student without the teacher's permission
  - Visiting chat rooms
  - Downloading files without permission
  - Using unauthorized disks, CDs, or other media
  - Harassing, defaming, or bullying other students or staff
  - Revealing address, phone number, or personal information of yourself or any other person without permission from your teacher
  - Connecting any non-school owned computers or devices to the school network
  - Creating, modifying, or deleting directories, files, etc. on the computer/network/server without teacher permission
  - Sending or displaying offensive messages or pictures
  - Installing any program or software on any computer or device

## Residential Living and Campus Activities

### Residential Program

Students who live too far from TSB to travel by county bus travel to TSB via charter bus. Those students live on campus Sunday through Friday and stay in one of TSB's cottages. Cottages are homelike, age-appropriate, and staffed at all times students are present. Emphasis is placed on increasing student independence in their daily living skills by providing instruction and opportunities for continued practice.

Students who live within Davidson County and the bordering counties typically have access to daily bus service. If the commute is unreasonably long, these students can request to live on campus for all or part of the week. Students can also request a living space in order to participate in extra-curricular activities (sports teams, forensics, etc.). Families who wish to have their student stay in the cottage must contact the Director of Residential Services two days in advance. Students will be placed in an age-appropriate cottage, however if space is not available, they may be assigned to a bed in another cottage. All students will attend recreational activities with their peers.

### Residential Program Student Guidelines

The following are guidelines for students in the residential program:

- Students are provided a bed, desk, chest of drawers, and closet that will be their own while residing in the cottage. Students are encouraged to bring personal items that will make their stay at TSB comfortable. Due to limited available space, however, the amount and type of personal items is limited. Please contact the Director of Residential Services for more specific information.
- Children too young to assume responsibility for personal items such as cameras, radios, tape recorders, mp3 players, jewelry, etc., should not bring these articles. While school staff will exercise effort in helping students keep up with and take care of personal items, *school staff assumes no responsibility when student items become broken or lost.*
- All personal items, including clothing, must be *clearly marked* with the student's name.
- Students are not permitted to have televisions in their rooms.
- Students should only bring stereos, entertainment items or other equipment that will easily fit on the student's desk, chest of drawers, or closet area. *The floor must be clear of items for janitorial services.* The use of extension cords is strictly prohibited.

- Personal items for the purpose of decorating individual rooms should be placed on the bulletin boards in each room.
- Borrowing, Trading, Selling and Loaning: Students are not permitted to loan money, or borrow items of clothing or personal equipment (e.g., radios, CD, or DVD players, play stations, etc.) from other students or staff. Purchasing, trading or selling between students, and/or staff is not permitted. The Director of Residential Services must be notified if a student is in need of spending money or clothes.
- To ensure a full night's sleep for all, we require students to leave any and all cell phones in the YSW office in assigned storage bins, when students retire to their respective rooms at the end of the evening.
- All students are assigned a day and time for doing their individual laundry. Students participate in the process as much as is reasonable for their age and independence level. Youth Service Workers assist as needed.
- A scheduled call will be made each week so that the student can inform parents of any residential or school activities and any bussing changes. YSW staff will also talk with parents to confirm this information and answer any questions
- Students are expected to keep their rooms neat and clean. Students may not eat, drink or store edible items in their cottage rooms.
- ALL student medications must be turned over to the Clinic and are not permitted to be kept in the student's rooms. This includes any dietary or nutritional supplements (i.e. Ensure, Boost), vitamins, etc.
- Students are provided a busing bag to carry clothes and personal items to and from home each weekend. Students should limit the volume of personal items transported to fit in this one (1) luggage bag.
- A homework area is open to students every evening. Students are expected to participate in all cottage activities, unless they have schoolwork, which always takes priority.

### **Students Age 18 and Older**

Under the Individuals with Disabilities Education Act (IDEA), students may attend school until they reach the age of 22. Moreover, students who are 18 years or older are considered by law to be adults, unless adjudicated as incompetent and under a conservatorship. Therefore, those students 18 years and older who wish to continue their education at TSB, will be required to sign an agreement or contract acknowledging their rights and responsibilities as adults.

## **Required Documentation of Conservatorship**

A conservator is a person appointed by the Court to provide partial or full supervision, protection, and assistance to a person, age 18 or older, whose rights to autonomous action as an adult have been removed by Court order. Therefore, it is imperative that The Tennessee School for the Blind keep on file documentation of conservatorship for those students meeting the above criteria. Without this documentation, the caregiver currently responsible for the student will be unable to make pertinent and appropriate decisions concerning that student's educational and post-educational programs or medical concerns.

Files concerning conservatorship will be kept in the office of the Principal, the Clinic, the Director of Residential Services and the student's cumulative file.

## **Extra-Curricular Activities**

TSB's purpose is to graduate students who are well-rounded, healthy, and productive members of their communities. To develop each student's appreciation of the arts and awareness of the importance of physical and emotional fitness, TSB offers a variety of extracurricular activities. Participating in sports (practice and competition) and extracurricular activities is a privilege, not a right. Students who are unable to maintain their academic work or acceptable conduct may be restricted or removed from a sport or activity. Students and parents will be asked to sign a participation agreement/contract for competitive sports.

It is the student's responsibility to complete all assignments given by a teacher on a daily basis and to check with their teachers for any missed assignments. All assignments should be finished before going on out-of-town trips, unless receiving preapproval by the teacher in writing. Class work and behavior will determine weekly student participation in off-campus activities and after-school events. Out-of-school suspension (OSS) will result in loss of participation in the first event that falls within a period of 20 school days. The 20-school day total begins with the first day of out-of-school suspension. A pattern of inappropriate behavior can result in loss of participation in events. Extra-curricular activities may include:

Band & Instrumental Music  
Choral Ensemble  
Voice

Chorus  
Jazz Combo  
Robotics

Cheerleading  
Track and Field  
Wrestling

Swimming  
Forensics  
Goal Ball

## **Rules for Prom Attendance**

The TSB Junior/Senior Prom is an exciting special event held in the spring of each year for members of the junior and senior classes. Each member is able to invite one additional person as their guest. The following eligibility requirements are to be met for attendance at the TSB Junior/Senior Prom:

- TSB student classified as a Junior or a Senior, or
- TSB students that are 15 years of age by prom day, enrolled in the TN Ready Academic Program in 10<sup>th</sup> grade or higher, may attend prom, when invited by a junior or senior, or
- An age appropriate, non-TSB student may attend prom at the invitation of a TSB Junior or Senior. School or age verifying ID may be requested.
- In order to respect the privacy of all students, TSB prom is a closed event and guests are limited to students and chaperones. There will be an area set aside for parents/families to take photographs and meet with their students before/after the prom. Exceptions may be made for students who require the assistance of a caregiver/family member for personal/hygienic care during the event.

## Clinic/Nursing Services

TSB has 24-hour nursing services while regular school is in session from Sunday afternoon until Friday when buses return students home. There are four RN's and two LPN's on staff. The Clinic phone number is: 615-231-7399

### Requirements to Receive Services in the TSB Clinic

Yearly Physical: A blank copy for you to take to your physician or nurse practitioner will be found in TSB Clinic registration packet or you may request that a copy be mailed or faxed to you. Physical must be returned to Clinic to be placed in student file.

Immunizations: All immunizations must be up to date as required by the state of Tennessee, and a current copy must be given to the Clinic to keep in student file.

STUDENT INFORMATION SHEET: Parents/guardian's addresses and phone numbers as well as emergency contact. A consent for your student to be seen by a physician and a brief student history.

Consent Sheet: Consent must be signed to receive medication and treatment from a nurse. Consent must be signed to receive flu vaccine. Consent must be signed to be seen by a state ophthalmologist. Consent from both the parent/guardian and physician must be received in writing to receive listed over the counter medication.

### Requirements to Receive Medication or Treatments

Signed Copy of Doctor's Order/Prescription: Must be presented to TSB Clinic before TSB Clinic nurses will give medication or treatment. We will accept a copy of the prescription before it is given to the pharmacy or a signed order from the doctor's order. We will not accept the paperwork that the pharmacy places with the medication as a substitution for a doctor's order.

Medication: Must be in the correct pharmacy bottle with the correct prescription on the bottle.

Refills: Parents are responsible for contacting the physician and refilling medication. If there is a **DOSAGE CHANGE**, parents are responsible for obtaining a new order.

**Medication Discontinued:** If a medication is discontinued, TSB Clinic must be notified and receive an order from the prescribing physician.

**New Medication Ordered:** Requires a signed copy of doctor's order or copy of prescription before it is given to the pharmacy.

**RISK TO STUDENT:** If a nurse decides medication may place your child at risk, medication will be held and TSB Clinic will contact you, as well as the physician.

### **Nursing staff Notification of Parents**

A parent will receive notification from the Clinic under the following conditions:

- Anytime a child is ill or has an accident and requires medication or treatment.
- Anytime a child has to spend time in the Clinic for illness or accident.
- Anytime a child needs to be sent home for medical reasons or accident.
- Anytime a referral is made to another doctor, hospital, Clinic, dentist, ophthalmologist, etc.

### **Parent Evaluation Before Student Arrives at School**

If your child has any of the following conditions please evaluate closely before dropping off your student at school or placing your student on the bus to return to school. A parent may be called to take a child home after evaluation by a nurse for any of the following conditions:

- **FEVER:** Over 100.4. or any fever accompanied by other symptoms at the discretion of the Clinic staff.
- **PAIN:** Pain that does not subside with Tylenol or Ibuprofen. Pain that increases in intensity. Pain that is accompanied by fever.
- **INJURIES:** Any injury that disrupts the normal functioning of the body, such as muscular-skeletal injuries, burns, scrapes sprains, breaks, and accidental exposure to toxic substances.
- **NAUSEA AND VOMITING:** If a child vomits once, it may not be a problem. If vomiting continues, it can place your child at risk as well as being contagious to others. Your child may need to be examined by a physician before returning to school.
- **DIARRHEA:** The student does not need to return to school until stools are firm and diarrhea has stopped. If diarrhea continues, he/she may need to be seen by physician.

- SORE THROAT: If the child has strep throat, this is contagious. She/he does not need to return to school until 24 hours after starting antibiotics.
- EARACHE: Ears need to be examined by physician especially if fever is present.
- COUGH: Fever or difficulty breathing
- WOUNDS THAT LOOK INFECTED: Cuts/laceration, insect bites, animal bites or human bites may become infected and child needs to see physician.
- IMPETIGO: Usually starts from a minor scrape or bite that becomes infected. Impetigo is very contagious and child must be treated by a physician.
- LICE: We have a nit free policy and students returning after treatment must be examined by the nursing staff before returning to school.
- SCABIES: Must have proof of treatment by physician before returning to school.
- RASH: There may be many reasons for a rash and if the rash does not subside a physician may need to examine.
- RING WORM: Contagious and must have a doctor's note before returning to school.
- PINK EYE: Pink eye is highly contagious and the student does not need to be at school until the condition has cleared or has a doctor's excuse to return to school
- EYE PAIN: Many of our students have lost sight due to retinal detachment, student must see a doctor.
- SEIZURES that occur close to bus time may not ride local buses.
- SUSPECTED COMMUNICABLE DISEASE
- UNUSUAL DRAINAGE FROM BODY CAVITIES

The judgement and evaluation by the nursing staff will always be used to determine appropriate course of action.

## **Ophthalmology**

All students at TSB must be examined by a State of Tennessee approved ophthalmologist once a year for vision certification. This examination may determine eligibility to attend TSB.

## **Procedure for Sending a Student Home**

**The following is protocol for sending a student home:**

- **Evaluation by a nurse or doctor**
- **Parent(s) and Director of Schools are notified**
- **Arrangements are made to pick up student by approved guardian(s)**
- **Sick children are not allowed to ride charter or local school buses**
- **A medical release may be required before returning to school**

## Participation in Sports

The nursing staff at TSB has the FINAL authority to determine whether a student is able to participate in sports or strenuous activities. Some of the medical problems that may limit participation in sports are related a student possessing a brain shunt or a student in danger of retinal detachment.

### Required for Participation in Sports:

A medical evaluation form must be signed by a physician and parents stating that the student's physical condition allows him or her to participate in sports. If a physician says that a student may participate in sports with restrictions, the doctor must specify what those restrictions are and sign the form.

## Medical Emergencies

In a medical emergency such as severe or life-threatening illness or injury, the nursing staff will assess the situation and an ambulance will be called to transport the student to the nearest emergency room. The Parents of the child will be called immediately. TSB staff will remain with the student until the parent/guardian arrives. The Parents will be required to stay with their student while they are at the hospital. The Parents are responsible for the cost of the ambulance and medical bills. **Before returning to school, all students must have discharge paperwork or a release from their attending physician indicating that the student may return to school and the date they may return.**

Note for emergency purposes:

- All staff at TSB are required to have CPR training, and if a child is unconscious and not breathing, CPR will begin with a trained staff member.
- If an AED is needed, there are several throughout campus. They can be found in the Gym, Clinic, Bell Tower Lobby, 2<sup>nd</sup> Floor A-Wing, Boy's Cottage Quad and Girl's Cottage Quad.

## Suicide/Threat Policy & Procedure:

Any student who threatens, attempts, or feigns an attempt to harm him/herself, regardless of actual intent, shall be placed in the school Clinic on suicide watch. The person supervising the student at the time of the threat is responsible for ensuring that the student is escorted to the school Clinic. At all times during the watch, the student will be under visual contact

of a staff member. If circumstances warrant, such action may be waived by the school psychologist or certified mental health specialist. While such action is being considered, the student must remain visually accessible at all time. The Principal or YSW Supervisor shall be notified if additional staffing is needed to ensure monitoring of the student.

#### Reporting:

1. The parent/guardian of the student making any suicide attempt, threat or gesture will be contacted immediately.
2. The Clinic will notify the Principal and Director of Schools immediately and advise him/her of the student's condition, demeanor, etc.
3. The students' personal area(s) will be subject to search in order to ensure the student is not in possession of item(s) that could cause self-harm (clothing/pockets, backpacks, lockers, cottage room, etc.). The search will be conducted by one staff member and observed by one witness.
4. The student will only be released from the Clinic under the following conditions:
  - A competent physician or mental health professional verifies that the student is in no danger of harming him/herself or others.
  - The parent/guardian removes the student from school custody.

The student will not be permitted to return to the cottage or class, unless a competent physician or mental health professional verifies that the student is in no danger of harming him/herself or others.

A threat includes, but is not limited to, verbal or gestural expression to kill self, whether made in earnest or as a haphazard or flippant comment. (It may be intended to evoke attention or manipulate others). A suicide gesture is a feigned attempt to suicide. The student may have in fact injured him/herself but did not intend to die.

#### **Medical Services**

At TSB we have limited access to a physician on campus. However, once a week a physician comes to TSB to see residential students who have medical problems.

If a student becomes ill on the TSB school campus, a form called a snap-out must be filled out by the staff and sent to the Clinic with the student for the nurse to assess the situation and give appropriate treatment. A snap-out will be completed by the nursing staff and a copy given to the classroom teacher.

If a student is involved in an accident, an accident report must be filled out when the child is brought to the Clinic.

Parents will be notified and informed of the presenting problem and treatment.

If a TSB nurse observes that the student's condition will improve with rest, a nurse may decide to allow the student to remain in the Clinic, and the nurse will observe the child.

If a TSB nurse decides the child may return to class, a nurse will inform the teacher that the student is returning to class.

If a TSB nurse deems that the student's illness is interfering with his or her ability to function in the classroom, suspected of being contagious, or the student needs to be seen by his or her primary care physician, a nurse may call the parents and advise them that they need to pick up their child for further treatment at home.

Nursing staff will work closely to inform school administrators of the health needs of the students.

Snap-outs and emergency forms will be reviewed and stored in the Principal's Office.

## **Parent Responsibilities**

Parents are responsible for:

- Parents are responsible for providing TSB Clinic with a yearly physical, updated immunization record, contact information, consent forms, insurance information, student history and correct medical orders.
- Sending medication to school with a copy of the doctor's order or a copy of the prescription and in the correct bottle.
- Paying for medication
- Checking medications on the weekend to be sure the child is not getting low on medication.
- Keeping the nursing staff informed of any changes or new orders that will help us serve your child better.
- Having prescriptions filled before sending your child to school.
- The Clinic is not responsible for having prescriptions filled.
- Providing special supplies needed for your child (breathing machines diabetic supplies, syringes, special dietary supplements).

- Providing an order for all over the counter medications that are not on the list of over counter meds given by TSB Clinic.
- A care plan is provided for the student to take to their primary care physician. This should be completed and returned to the TSB Clinic.
- Emergency medications must be provided by the parent/guardian.
- Transportation to and from medical appointments is the sole responsibility of the parent/guardian. TSB does not transport students to and from medical appointments.

## Required Annual Notices

### Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act (1974)*, a federal law, requires that the Tennessee School for the Blind, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from students' education records. However, TSB may disclose appropriately designated "directory information" without written consent, unless parents have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow TSB to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing team members' weight and height

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listing - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

These laws are: Section 9528 of the ESEA (20 U.S.C. 7098), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

If you do not want the Tennessee School for the Blind to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by the first Friday, following the student's enrollment, of each school year. TSB has designated the following information as directory information:

- Student's name
- Grade Level
- Date and place of birth
- Photograph
- Dates of attendance
- The most recent school or educational agency attended
- Participation in officially recognized activities and sports
- Weight and height of athletic teams members
- Degrees, honors, and awards received

### **Religious-Related Activities and Practices Policy**

The school recognizes that views and opinions regarding the relationship of schools and religion are diverse. While community opinions are important in shaping policy, the school must give primary credence to the United States and our state constitution, state law, and the decisions made by the respective courts when establishing guidelines for making decisions regarding religious-related activities and practices. The school further recognizes that all students possess the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence. To this end, the school hereby establishes the following guidelines to preserve the rights of all students.

Instruction about religious matters and/or using religious materials shall be conducted in an objective, neutral, non-devotional manner and shall serve a secular educational purpose. History, sociology, literature, the arts and other disciplines taught in school may have a religious dimension. Study of these disciplines, including the religious dimension, shall give neither preferential nor disparaging treatment to any single religion or to religion in general and must not be introduced or utilized for devotional purposes.

Criteria used to guide academic inquiry in the study of religion shall seek the same neutrality, objectivity and educational effectiveness expected in other areas of the curriculum. In addition, materials should be sensitive to America's pluralistic society and should educate rather than indoctrinate. Instructional activities should meet the three-part test established and used by the U.S. Supreme Court to determine constitutionality: (1) the activity must have a secular purpose; (2) the activity's principle or primary effect must be one that neither advances nor inhibits religion; and (3) the activity must not impose excessive involvement on the part of the school in order to maintain a neutral position towards the advancement of religion. This constitutional restriction shall not preclude a student from expressing his/her views relative to belief or non-belief about a religious-

related issue in compositions, reports, music, art, debate, and classroom discussion, when consistent with the assignment. All religious-related instructional materials and/or activities must relate to a secular student learning goals or standards. Staff shall avoid assigning work that emphasizes the religious aspects of a holiday. Individual students should be allowed, at their own direction, to use religious personages, events, or symbols as a vehicle for artistic expression, if consistent with the assignment. Staff will not require students to reveal, analyze, or critique their religious beliefs; grade academic work on its religious expression, if any; impose consequences on students who engage in religious expression; or impose the religious beliefs of the staff member on students.

- A student may decline to participate in a school activity that is contrary to his/her religious convictions.
- If non-curriculum-related student groups are permitted to meet on school premises after school hours, students shall be permitted to meet to discuss religious, political, philosophical or other issues provided such group meetings are student initiated and student-managed.
- A student may distribute religious literature under the same conditions that other literature may be distributed on the campus provided that such distribution does not intrude on the orderly operation of the school.
- Material and/or announcements promoting religion may not be distributed by non-students or on behalf of groups or individuals who are not students.
- Religious services, programs or assemblies shall not be conducted in school facilities during school hours or in connection with any school sponsored or school related activity. Speakers and/or programs that convey a religious or devotional message are prohibited. This restriction does not preclude the presentation of choral or musical assemblies, which may use religious music or literature as a part of the program, or assembly.
- Musical, artistic and dramatic presentations which have a religious theme may be included in course work and programs on the basis of their particular artistic and educational value or traditional secular usage. They shall be presented in a neutral, non-devotional manner; be related to the objective of the instructional program; and be accompanied by comparable artistic works of a nonreligious nature. Since a variety of activities are included as part of a holiday theme, care must be exercised to focus on the historical and secular aspects of the holiday rather than its devotional meanings. Music programs shall not use the religious aspect of a holiday as the underlying message or theme. Pageants, plays, and other dramatic activities shall not be used to convey religious messages. Religious symbols such as nativity scenes, if used, shall be displayed in conjunction with a variety of secular holiday symbols so

that the total presentation emphasizes the cultural rather than religious significance of the holiday.

- A student, upon the request of a parent, may be excused to participate in religious instruction for a portion of a school day provided the activity is not conducted on school property. (Credit shall not be granted for such instruction.)
- Upon written notice of a parent(s)/ guardian(s), a student shall be excused from attending school in observance of a religious holiday.
- Students may wear religious attire or symbols provided they are not materially and substantially disruptive to the educational process.
- Commencement exercises shall be free from sectarian influence, including invocations and benedictions.
- As a matter of individual liberty, a student may, of his/her own volition, engage in private, non-disruptive prayer at any time not in conflict with learning activities. School staff shall neither encourage, nor discourage a student from engaging in non-disruptive oral or silent prayer, reading of religious material, or any other form of devotional activity.

*NOTE: Students, parents and staff who are aggrieved by practices or activities conducted during the school day or after school hours or who feel this policy has been violated should register their concern with the Director of Schools.*

## **Teacher Qualifications**

At the beginning of each school year, a district that receives Title I funds must notify parents that they may request information regarding the professional qualifications of their children's classroom teachers. If a parent requests the information, it must include at least:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught;
- whether the teacher is teaching under emergency or other provisional status;
- the baccalaureate degree major of the teacher; and
- any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.

The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications. [20 U.S.C. §6311(h)(6)]

Title III requires that each eligible entity receiving a subgrant under §3114 shall include in its plan a certification that all teachers in any language instruction educational program for limited English proficient children that is, or will be, funded under this part are fluent

in English and any other language used for instruction, including having written and oral communication skills. *[ESEA Title III, Part A, §3116(c)]*

**Non-highly qualified teachers:** A Title I school shall provide each individual parent timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified. *[20 U.S.C. §6311(h)(6)(B)] [ESEA Title I, Part A, §1111(h)(6)(A) and (h)(6)(B)(ii)]*

## **School Funding**

State revenue is the primary funding source for the Tennessee School for the Blind. The school also receives direct and indirect funding through several federal sources. These sources include:

- The Individuals with Disabilities Education Act (IDEA) Parts B and C
- Title IA, Improving Basic Programs
- Title IIA, Teacher and Principal Training and Recruitment

The school fully complies with all provisions and regulations of these acts.

## **Discrimination by Funded Programs Prohibited (Tennessee Code 4-21-904)**

It is a discriminatory practice for any state agency receiving federal funds making it subject to Title VI of the Civil Rights Act of 1964, or for any person receiving such federal funds from a state agency, to exclude a person from participation in, deny benefits to a person, or to subject a person to discrimination under any program or activity receiving such funds, on the basis of race, color, or national origin.

Terms Used In Tennessee Code 4-21-904:

- National origin: includes the national origin of an ancestor. See
- Person: includes one (1) or more individuals, governments, governmental agencies, public authorities, labor organizations, corporations, legal representatives, partnerships, associations, trustees, trustees in bankruptcy, receivers, mutual companies, joint stock companies, trusts, unincorporated organizations or other organized groups of persons. See

- State: when applied to the different parts of the United States, includes the District of Columbia and the several territories of the United States. See Tennessee Code 1-3-105.

### **Non-Tobacco Policy**

PURPOSE: To protect all inhabitants, especially, students with severe multiple challenges. The ingestion of tobacco products in whatever form and “second hand smoke” has been determined by the Surgeon General of the United States and medical research to adversely affect the health of children and adults. In the particular circumstances of the Tennessee School for the Blind; (1) residential environment and (2) students with multiple physical challenges, it is critically vital to protect these students from the harms of tobacco in their environment. It shall be the policy of the TSB that tobacco usage of any kind is prohibited in any building, on school grounds or at any school related activity. Note: The use of E-Cigarettes is also prohibited.

### **ESSA Unsafe School Notification Policy**

SEC. 8532 of the Every Student Succeeds Act

#### UNSAFE SCHOOL CHOICE OPTION

(a) UNSAFE SCHOOL CHOICE POLICY.—Each State receiving funds under this Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.

(b) CERTIFICATION.—As a condition of receiving funds under this Act, a State shall certify in writing to the Secretary that the State is in compliance with this section.

### **Asbestos Notice**

Asbestos-containing materials are located on the TSB campus in some areas accessible to students. These areas are being properly maintained in accordance with federal guidelines to prevent a hazardous situation. Exact locations are specified in the Asbestos Management Plan, which is available in the TSB district office for public inspection. This notice serves to meet the requirements established by the Environmental Protection Agency.

**THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL FREE HOTLINE: 1-800-232-5454.**