

**HORACE MAYNARD**

**MIDDLE SCHOOL**



**RED DEVILS**  
**2009-2010**

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## Welcome

Welcome to Horace Maynard Middle School. Our success as a group and your personal success depend on your efforts. The staff of our school hopes that you are willing to accept the responsibility which goes along with being a middle school student. The information presented here is designed to help you achieve success this year.

## READ THE INFORMATION IN THIS BOOKLET AND SHARE IT WITH YOU PARENTS OR GUARDIANS.

- Be familiar with your schedule and the school's program of studies.
- Make new friends; take part in and enjoy the many activities available.
- In time of need, seek counsel with your parents, your church, and the school. Your teacher, counselor, principals, and the superintendent of schools are personally interested in you.

## School Mission

"Success For All Through Shared Responsibility"

## HMMS Vision Statement

The vision of Horace Maynard Middle School is to collaborate with all stakeholders and cultivate the talents of learners and to be recognized as an academically successful middle school among rural counties in East Tennessee.

## Campus Mission

Horace Maynard Middle School's mission is to encourage all students to achieve individual, maximum performance in their educational undertakings in order to become productive and well-rounded citizens in society.

## School Facts

Opened: August 1997

SACS Accreditation 1999

SACS Re-accreditation 2009

Named/or Horace Maynard

Colors: Red & Black

Mascot: Red Devils

## Student Code of Conduct

Your good behavior and your respect for the feelings of others will ensure that you have the best possible school and learning environment for a successful year.

### WHO'S WHO

Josh Williams	Principal
Melanie Satterfield	Assistant Principal
Roxanne Patterson	Attendance Officer/ Truancy
Heather Rynes	School Counselor
Sherlyn Robertson	School Counselor
Connie Harrell	School Nurse
Sonya George	School Nurse
Wanda Keck	Bookkeeper
Delinda Hoskins	Attendance Clerk
Mary Adams	Receptionist
Joy Carter	Cafeteria Manager

### General Rules

1. Show respect for self and others.
2. Report to class on time and be prepared to work.
3. Refrain from using profanity.
4. Respect school property.
5. Follow the classroom procedures in each class.

## Discipline Policy

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the entire educational structure. It is the key to good conduct and proper consideration of other people. No one has the right to interfere with the safety, security, or learning opportunity of another student. Some consequences for misbehavior in school and during school related events include, but are not limited to the following.

### Level 1 Infractions

- Chewing gum
- Hats worn in the building
- Running in the halls
- Disrespect to teachers and others
- Disruption in the classroom or cafeteria
- Cheating
- Dress code violation
- Inappropriate student contact
- Unauthorized cell phone use
- Lunchroom behavior
- Out of area
- Disruptive bus behavior

### Consequences

- Parent contact
- Writing assignments
- Verbal warning

### Level II Infractions

- 5 tardies to class in a grading period
- Flagrant violations of school rules
- Unprepared for anyone class more than three times in a grading period
- Harassment
- Cutting class
- Hall pass violation
- Forgery
- Profanity
- Failure to do assignments

### Consequences

- Saturday school
- Corporal punishment
- Suspension

- After-school detention

### Level III Infractions

- Fighting
- Theft
- Vandalism
- Assault
- Instigating or inciting others to fight
- Bullying
- Threatening (student)
- Possession of profane or obscene material
- Possession or use of tobacco products
- Truancy
- Contraband items (radio, pagers, toys, CD players, I Pod's, Video games, etc.)

### Consequences

- After-school detention
- Out-of-school suspension
- Saturday school

### Level IV Infraction

Zero Tolerance violations for possession of drugs, drug paraphernalia, look-alike drugs, alcohol, prescription or nonprescription medication without proper paper work, weapons, using item(s) as a weapon, threatening (staff), bomb threat, tampering with safety equipment.

### Consequences

- Suspension
- Review by Disciplinary Board of expulsion, Alternative School, etc. Juvenile petition filed
- Arrest

Please note that repeated violations of the above policies may result in stiffer penalties than prescribed.

### Detention

Detention will be assigned to students who not comply with the school rules listed above. Detentions are to be served before a student may participate in any extracurricular activities. Detentions are to be served on the scheduled day and time. Failure to serve detention will result in additional disciplinary action. Student will be required to do all class assignments in detention. Detention will be assigned for, but not limited to, the following offenses:

Three tardies within a nine-week grading period.

Unprepared for class more than three times in a grading period.

Repeated violations of the school rules.

## **Alternative School**

Alternative school is an alternative placement for students who cannot function in a middle school setting. It is a self-contained class with a lower student teacher ratio. With Alternative school, there is an alternative placement emphasis on counseling and behavior modifications.

## **CARE OF THE BUILDING**

Everyone is encouraged to take pride in our school building and school grounds outside and do everything that we can to keep it clean and attractive. Please be a thoughtful citizen and pick up paper and rubbish when you see it. Students marking on or damaging school equipment or property in any way will be required to restore the articles(s) and pay for the damages done. The law specifically provides that parents and students are responsible for damage to school property and/or materials loaned to the student(s). Vandalism is punishable by law and will be dealt with severely.

## **ALL PERMITS**

Students are not permitted outside the classroom during class periods unless a teacher accompanies them to they have a hall permit in their possession. Hall permits must be signed and timed by the teacher, administrator, or office staff. If you need to see a teacher before school, you must get a permit from that teacher the day before.

## **CHANGING CLASSES**

During class change, there will be large numbers of student going from one room to another. In order to keep the noise and confusion to a minimum, you are asked to be quiet and courteous. Show respect for your fellow students; make the change as quickly and quietly as possible to ensure that you arrive at your next class on time.

## **CAFETERIA**

Walk to the cafeteria and be respectful to others in line. The cafeteria will be as clean as you keep it. Be sure to take care of your trays and trash appropriately. Snack foods will be available after the last lunch period. Applications for free/reduced lunch and breakfast are available in the office.

## **BUSES**

Riding the bus to school is a privilege which may be revoked if safety rules are not observed. Students must go directly to the buses or to the bus waiting area as they are dismissed from school. If you misbehave on the bus, you may be suspended from riding the bus for a period of time. **STUDENTS MUST HAVE WRITTEN PERMISSION TO RIDE WITH ANOTHER STUDENT OR TO RIDE A DIFFERENT BUS.**

## FIELD TRIPS

Clubs and classes throughout the year will take field trips. Any student who is suspended from school or assigned to ASD may be denied the privilege of attending a field trip. School attendance is required for all students whether or not they participate in field trip events. While on a school trip, students are expected to maintain high standards of personal conduct and respect the rights of others. They are expected to abide by all regulations of the school district and school policy.

## DRESS CODE

**Bottom Wear** must be size appropriate for the wearer with no stuffing or bagging and must be worn securely around the waist so as not to reveal undergarments and to prevent pant legs from touching the floor. Large bell bottoms which expose less than one-fourth of the foot, spandex, or leggings shall not be allowed. Skirts, shorts, or skorts must be no shorter in length than three inches above the knee. Slits must be no higher than three inches above the knee. Anything that is considered distracting will be to the discretion of the principal or his/her designee.

**Top Wear.** Shirts must be size appropriate for the wearer, having sleeves which cover the deltoid muscle. Shirt length must be size appropriate and not to be longer than past the hip joint. Bare midriffs or necklines low enough to expose cleavage shall not be allowed. Size appropriate fleece pullovers, jackets, long sleeve crewneck, V-neck or cardigan sweater vests, or sweatshirts may be worn over an approved shirt. Dresses. Girls may wear dresses appropriately sized for the wearer with the length no shorter than three inches above the knee. Slits must be no higher than three inches above the knee.

**Necklines** must not expose any cleavage.

**Coats, heavy jackets, or raincoats** may be worn openly in school building, but may be subject to search by the principal or faculty.

**Head.** No headgear or sunglasses will be worn in the building (except those worn for obvious medical reasons and results therefore). No caps, toboggans, hats, scarves, bandanas, or sweatbands will be worn in any school building. Shoes must be worn at all times.

**All apparel.** Clothing shall be neat, clean, and hemmed and shall not have holes, rips, cuts, or frayed edges. Articles of clothing shall not be worn which imply or promote alcohol, sex, drugs, tobacco, violence, gangs, racial slurs, or offensive language.

**Accessories.** Any accessory that is studded, spiced, contains chains or tabs, or in any way presents a potential danger or harm to self or others is prohibited. This will be determined by the principal or his/her designee.

**Other.** Tattoos, whether permanent or temporary, will be covered. Any exception will be at the discretion of the principal. Visible body piercing/ jewelry (except for ears) are prohibited. Hair is not to be sprayed or dyed unnatural colors (such as blue, pink, green, etc.).

**Special Days.** Schools may develop special dress days for special occasions at the direction of the school principal. Any student not attired in accordance with the foregoing policy shall be subject to disciplinary consequences as per board policy. Any article of clothing (accessories) that is considered distracting or inappropriate will be left to the discretion of the school principal, and the principal shall take appropriate action. Regardless of grade level, students must abide by the dress code of the building (example: when traveling to other schools).

## HARASSMENT

One type of misconduct that happens more in the middle school years than at any other level is harassment. Harassment may include but is limited to excessive teasing, physical contact, or bullying others. We are dedicated to doing all that we can to prevent this type of behaviors. Since this usually happens when adults are not present, it is important for student to inform their teachers or school personnel at once.

The administrations will handle harassment complaints very sternly, quickly, and with the utmost confidentiality in order to protect students. It is especially important that student help us stop this and other types of misbehavior. We need your cooperation and help in maintaining a safe, orderly, and friendly school environment for all student and staff. If you see something wrong, let your teachers or the school administrators know about the incident.

## **ARTICLES NOT ALLOWED IN SCHOOL**

Articles which interfere in any way with school procedures, disrupt instruction, or become hazards to the safety of others are not allowed. Such items include, but are not limited to: radios, cassette recorders, weapons or toy weapons, water pistols, squeeze bottles, knives, electronic devices, balls, etc. If brought to school, they will be confiscated and only returned to a parent. Possession of a beeper on school grounds is prohibited by law.

## **ATTENDANCE**

The Union County Board policy on attendance is as follows: Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session. Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences:

The following shall be considered excused absences when accompanied by notice from a student's parent or guardian.

- Personal illness or medical appointment;
- Illness of immediate family member ( requires physician's verification);
- Death in the immediate family;
- Extreme weather conditions;
- Court appearances; Recognized religious observances;
- Legal quarantine of the home; or
- Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

Students participating in school-sponsored activities, whether on or off campus, shall not be counted absent. These include field trips, competitions, and other activities held in conjunction with school clubs, classes, or athletic teams. In order to qualify as "school-sponsored", the activity must be school planned, school-directed, and teacher supervised. Only five parent letters will be accepted as excused absences. After five (5) excused absences due to illness, a student must present a note from a physician for any subsequent absences due to illness in order to be excused during the school year.

## **UNEXCUSED ABSENCES**

Unexcused absence is defined as "unauthorized absences for a day, a portion of the day, or the major portion of any class or scheduled activity during the day". After five (5) unexcused absences, the county attendance clerk will notify parents. When returning to school after an absence, students must:

1. Bring a signed and dated note from parent stating the reason for the absence. A doctor's note should be provided whenever possible.
2. Take the note to the office.
3. Student will be admitted to class only with an admit form from the office.

Students needing to leave school during the day must:

1. Report to the office to sign out.
2. Take the Early Dismissal Slip to all teachers.
3. Parent/ guardian or designee MUST sign the student out and give a reason for early dismissal. Failure to provide a reason will result in unexcused time out of school. Every minute out of school is cumulative resulting in unexcused days. This includes tardies and early dismissals.

If a student is riding another bus, leaving with someone other than a parent or guardian, or arriving at an alternative bus designation (going home with a friend), the student must:

1. Bring a signed, written note from home that provides a contact number for verification.
2. Submit the note to the office in the morning.

## **TRUANCY**

Truancy refers to a student with an aggregate of five (5) days or more of unexcused absences during the school year and not necessarily consecutive days. Each additional unexcused absence after five (5) days is a separate truancy. The following are considered truanies:

1. Five (5) or more day of unexcused absences.
2. Being absent from school without the knowledge and consent of the parent.
3. Leaving school grounds during the day without permission.
4. Staying out of class without permission.

## **MAKE-UP WORK**

It is the student's responsibility to make arrangements with teacher for make-up work. A zero will be recorded for any work not completed within five school days following the absence. Extended illness will be dealt with on an individual basis. If the student has been absent for three or more days, parents may request homework by contacting the school. Assignments may be picked up at the end of the school day.

## **PERSONAL PROPERTY AT SCHOOL**

Coats, book bags, band instruments, and other articles of value should be labeled. It is best not to bring anything of value, especially large amounts of money. If you lose something, check first with your teachers. Then, get a permit to look in the LOST AND FOUND area in the office. Claim lost items promptly. Unclaimed clothing is donated to charity at the end of the semester and year.

## **LOCKERS**

Students will be assigned lockers for the storage of textbooks, notebooks, book bags, and other items needed for school. Locks must be purchased through the school only. All other locks are subject to removal.

For your friends' protection as well as your own, do not give your key or combination to your locker to any other students. Take care of your locker, as you will be responsible for any locker damages. The school is not responsible for any items left in lockers. Report locker problems to the office. Lockers are school property and may be inspected at any time by school administrators on a general or specific basis to remove prohibited items and to ensure the well-being of the student body. School officials may use evidence from locker inspection in assigning disciplinary measures.

## **GUIDANCE**

Guidance services are available for every student in the school. These services include help with school planning, interpretation of test scores, career and occupational information, group guidance, study organization, help with home, school, and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. If you need to talk to your counselor, ask your teacher for a permit.

## **TEXTBOOKS**

All basic texts are loaned to student for their use during the school year. Textbooks are to be kept covered and clean. Writing, tagging, or drawing in the textbook is unacceptable and will result in fines and/or replacement fees. Lost textbooks must be paid for immediately. All books must have the student's and issuing teacher's name inside the book.

## **TELEPHONES**

The office telephones are for school business and may be used by students in cases of emergencies only. Students are not permitted to use the phones in classrooms under any circumstances.

## **CELL PHONE POLICY**

Students are allowed to possess cell phones during school hours and on school property. However, cell phones may NOT be visible at any time during school hours. It is also against school rules for the cell phone to be turned on unless there is a verifiable emergency in which a student must use the cell phone for his/her own safety or the safety of others. Fire drills, lockdown drills, tornado drills, etc., are not considered appropriate times for cell phone usage. If a student needs to make a call during school hours, the call must be made and logged in the front office. Using cell phones to take pictures send messages, or play games is expressly prohibited. This policy does not apply to extracurricular activities that take place after school hours such as dances, ballgames, etc.

## **STUDENT CONTACT POLICY**

It is considered inappropriate for student, to kiss, hug, hold hands, or show physical affection in any way on campus during school hours. Students may be written up for violating this policy and receive punishment ranging from warnings and writing assignments to after-school detention and Saturday school.

## **LIBRARY**

Books may be checked out for two weeks. Student may check out one item at a time, and may not check out another until previous items are returned or accounted for. You are responsible for returning the books promptly and in the condition in which you receive them. If you lose or damage a book, you must pay a fine before you can check out additional materials.

## **MEDICATION**

If, under exceptional circumstances, a child is required to take nonprescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication. The student must be competent to self administer medicine in compliance with the following regulations: Written instructions signed by the parent will be required and will include the following:

1. Child's name
2. Name of medication
3. Name of physician
4. Time to be self-administered
5. Dosage and directions for self-administration
6. Possible side effects, if known
7. Termination for self administration of the medication.

## **VISITING THE SCHOOL**

Adult visitors are welcome and encouraged to visit Horace Maynard Middle School. Please check in with the front office prior to visiting. The campus is CLOSED to all student visitors from other schools.

## **GRADING SYSTEM**

Grades are assigned based on the work you do during each nine-week grading period. Report cards are sent home to parents at the end of each nine-week grading period and the end of the school year.

### **Grade Scale**

93-100	A	4.0
85-92	B	3.0
75-84	C	2.0
70-74	D	1.0
0-69	F	0.0

## **HONOR ROLL**

The grades you earn determine your eligibility for the honor roll. The honor rolls will be determined on the basis of the grade point average (GPA) for the respective nine weeks.

## **POLICY FOR 8<sup>TH</sup> GRADE PROMOTION CEREMONY**

Promotion to the 9<sup>th</sup> grade is based on the following:

1. Attendance
2. Year Grade Point Average

Students who have not met the requirement for passing the 8<sup>th</sup> grade will not be allowed to participate in the promotion ceremony. All requirements must be met at the time of the promotion ceremony to participate.

## **CHANGE OF ADDRESS**

Students are requested to submit to the office any change of address or telephone numbers. All parents should give a telephone number where they may be reached during the school day.

## **PARENT/FAMILY INVOLVEMENT GENERAL EXPECTATIONS FOR ALL SCHOOLS**

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition. The Board shall implement the following as required by federal and state legislation: The school district will put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents.

The school district shall incorporate activities and strategies that support this district wide family and community engagement policy into its Tennessee Comprehensive System-wide Planning Process (TCSPP).

The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.

- The TCSPP shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline.
- If the school district's TCSPP is not satisfactory to the parents, the school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education. To the extent practicable, the school district and its schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- The school district shall appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of student in elementary, middle, and high schools, community business leaders, a member of the school board, and representatives from the school district.
- Every school district shall ensure Title I schools are in compliance with the *No Child Left Behind Act*.

## **FAMILY INVOLVEMENT PLAN HORACE MAYNARD MIDDLE SCHOOL 2009-2010 SCHOOL PLAN**

The faculty and staff of Horace Maynard Middle School believe that family involvement in the educational activities of the school is essential to the overall success of the student, school, family, and community.

Your child's curriculum can be found on the Union County Public School website at <http://ucps.org>. Scroll down and click on Students. On the Student's Page, scroll down and click on Curriculum Guide K-8. Scroll down to Language Arts or Math and then to your child's grade level. If you do not have access to a computer, please ask your child's teacher or principal for the Curriculum Guide and any other information that pertains to your child's course of study and the learning materials that are available. Parents are encouraged to be part of the everyday activities and learning events of Horace Maynard Middle School. Meetings can be scheduled at times convenient for parents. In keeping with the core belief held by all teachers, student, parents, staff, and community, the following parent involvement plan has been set forth:

- Parents may act as advisors, resource people, coordinators, and volunteers in the school.
- Parents may attend parent/teacher conferences.
- Parents may attend school functions, and programs orchestrated by the students.
- Parents are encouraged to read and respond to parent letters and weekly folders that are brought home by their children.

An annual review of this plan will be conducted by the Horace Maynard Middle School Family/ Parent Advisory Committee. Input from family/parents will be addressed and the plan will be updated.

### **TITLE IV. A SAFE AND DRUG FREE SCHOOL**

- Possession of firearms on school property will result in a one (1) year mandatory suspension equaling 180 days. This ruling is subject to appeal with notification to parents and law enforcement.
- ***State law forbids smoking or the use of any kind of tobacco on campus.*** Do not bring cigarettes, chewing tobacco, or snuff to school. Teachers have been instructed to report smokers and to confiscate all tobacco products and/or lighters found at school.
- Any student under the influence or in possession of alcohol and/or drugs, knives, or firearms, or any other weapon can be expelled from school.

### **UNION COUNTY SCHOOLS NONDISCRIMINATION POLICY**

Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, and the Age Discrimination Act of 1975 requires school districts to officially adopt a policy statement of nondiscrimination on the basis of race, color, national origin, sex, disability, or age.

Union County Public Schools prohibit discrimination in all its programs and activities on the basis of race, color, national origin, sex, disability, or age.

## **TITLE VI-TITLE IX**

The Union County School System does not discriminate on the basis of race, color, national origin, religion, sex, handicap, veteran status, or age in provision of educational opportunities, programs, activities, or employment opportunities and benefits. Inquiries or completed grievance forms should be referred to:

*James E. Carter*

*Title II, Title VI, Title IX, Section 504, Age Discrimination Act of 1975*

*P.O. Box 10*

*Maynardville, TN. 37807*

*Phone: 865-992-5466*

*Fax: 865-992-0126*

*Email: [carterj@ucps.org](mailto:carterj@ucps.org)*

Anyone who believes she/he has a valid basis for grievance can discuss it informally and on a verbal basis at the point of grievance (e.g. school level) or with the Title VI or TITLE IX Coordinator. A formal grievance may be filed with the Title VI or Title IX Coordinator, who in turn shall investigate the complaint or refer it to a designee to investigate and reply to the grievance within 10 working days. Formal grievances may be made, whether the informal process is used or not, according to the following steps:

### **I. Filing a Grievance**

Anyone who believes that the school system or its agents has discriminated against him/her or another individual should file a complaint within 180 days. The completed grievance form should be sent to the Title VI or Title IX Coordinator listed above.

### **II. Additional Information for the Grievant**

If the grievance remains unsatisfied, he/she may appeal through a written statement to the Superintendent or Director of Schools, along with an attached copy of the original grievance, and the system's response to that grievance, within 10 business days. If not satisfied with the Superintendent's response, the grievant may appeal to the School Board. (Note: Upon appeal to the School Board, the grievant waives the right to confidentiality.) In an attempt to resolve the grievance, the Board of Education or its designees shall meet with the concerned parties and their representative within 90 days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within 10 business days of the meeting.

**The grievant should be aware of the right to take the complaint to the State Department of Education, Civil Rights Coordinator, 6<sup>th</sup> Floor, Andrew Jackson Towers, 710 James Robertson Parkway, Nashville, TN 37243; to the Office of Civil Rights, U.S. Department of Education, P.O. Box 2048, 04-3010, Atlanta GA 30301; or take court action without fear of prohibition or retaliation.**

