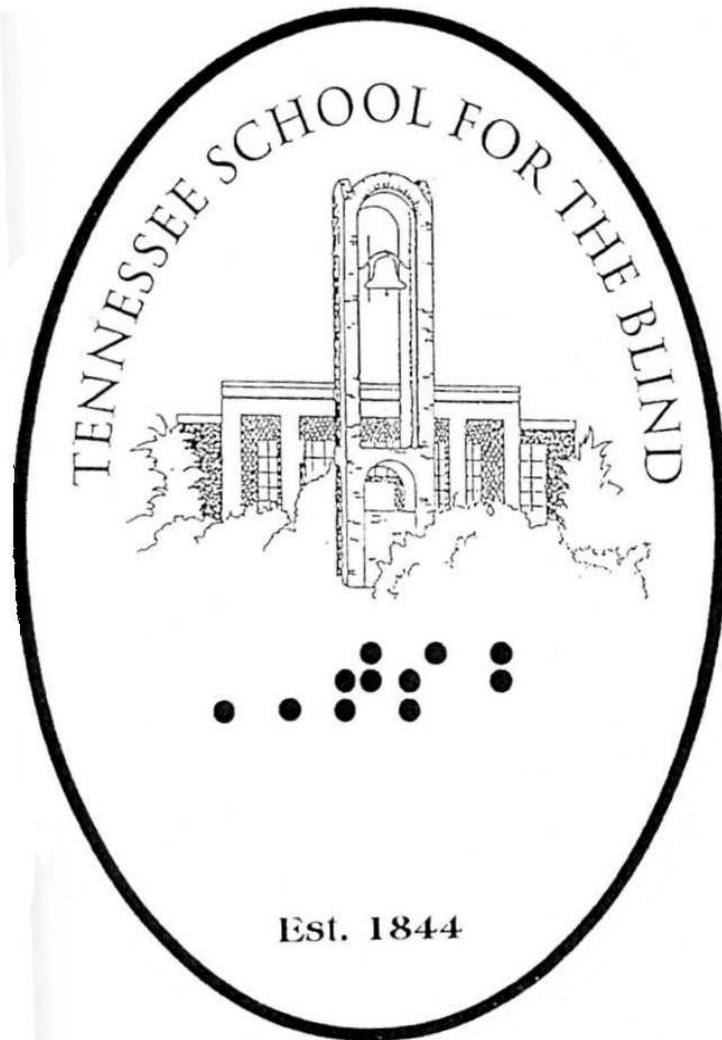


# TENNESSEE SCHOOL FOR THE BLIND

## STUDENT AND PARENT HANDBOOK



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# **Tennessee School for the Blind** **Parent and Student Handbook**

**Tennessee School for the Blind**  
**115 Stewarts Ferry Pike**  
**Nashville, Tennessee 37214-2921**

**615-231-7300 Main Number**

*All campus numbers can be accessed through an automated attendant  
when an operator is not on duty.*

**615-871-9312 Main FAX**

**School Mascot: Tiger**  
**School Colors: Royal Blue and Gold**

## **Statement of Posting of Handbook**

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

**Superintendent's Office**  
**Principal's Office**  
**Dean of Student's Office**  
**Special Education Director's Office**  
**Youth Service Worker Supervisors' Office**  
**Student & Family Support Services Office**  
**Elementary and Secondary School Counselors' Offices**  
**Director of Outreach and Admissions Office**  
**School Library**  
**Residence Cottages**  
**Parent Resource and Information Rack**

**The Handbook is posted on  
TSB's website: [www.tnschoolfortheblind.org](http://www.tnschoolfortheblind.org)**

**Copies of this Handbook are provided in  
alternate media upon request**

## Handbook Purpose

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, independent living.

## Student and Parent Handbook Committee

Mr. Jim Oldham .....	Superintendent
Ms. Jill Smith .....	Principal
(Vacant) .....	Dean of Students
Ms. Kim Walker.....	Director of Special Education/Curriculum Supervisor
Ms. Elaine Brown .....	Director of Outreach and Admissions
Ms. Pam Fitts, R.N. ....	Clinic Supervisor
Mr. David Frensley .....	Senior Psychological Examiner
Mr. Hyrm Sain .....	Secondary School Counselor
Ms. Regan Stein .....	Elementary School Counselor
Ms. Pauletta Frailey .....	Student & Family Support Specialist
Mr. Frank Alexander .....	Athletic Director
Ms. Pat Galvin .....	Community Representative
Mr. Steven Sanders .....	Director of Technology
Mr. Bill Schenk .....	Faculty Representative
Ms. Georgette Seay .....	Faculty Representative
Ms. Kim Gardner .....	Parent Representative
Ms. Amy Bowers .....	Parent Representative
Jacquelyn Anderson .....	Student Representative
Robert Pittsley .....	Student Representative

## **Contact Information**

**Mr. Jim Oldham, Superintendent**

615-231-7316

FAX 615-871-9312

[jim.oldham@tnschoolfortheblind.org](mailto:jim.oldham@tnschoolfortheblind.org)

## **Instructional**

**Ms. Jill Smith, Principal**

615-231-7397

FAX 615-231-7361

[jill.smith@tnschoolfortheblind.org](mailto:jill.smith@tnschoolfortheblind.org)

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**Ms. Regan Stein, Elementary School Counselor**

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*(Contacts Continued)*

**Mr. Frank Alexander, Athletic Director**  
615-231-7333  
FAX 615-231-7361  
[frank.alexander@tnschoolfortheblind.org](mailto:frank.alexander@tnschoolfortheblind.org)

### **Student Life**

**(Vacant), Dean of Students**  
615-231-7365 or 615-231-7465  
FAX 615-231-7361  
[Jim.Oldham@tnschoolfortheblind.org](mailto:Jim.Oldham@tnschoolfortheblind.org)

**Youth Service Worker Supervisors' Office**  
615-231-7400 or 615-231-7401

**Mr. Tim Jack, Weekend Busing Coordinator**  
615-231-7402  
[tim.jack@tnschoolfortheblind.org](mailto:tim.jack@tnschoolfortheblind.org)

**Security Office**  
615-231-7366  
Cell 615-630-0935

**Inclement Weather Line**  
(615) 231-7440

### **School Health Services**

**Ms. Pam Fitts, Clinic Supervisor**  
615-231-7399  
FAX 615-231-7417  
[pam.fitts@tnschoolfortheblind.org](mailto:pam.fitts@tnschoolfortheblind.org)

*(Contacts Continued)*

### **Administrative Services**

**Ms. Tammie Murphy, Fiscal & Safety Officer**  
615-231-7304  
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**Mr. Steven Sanders, Director of Technology**  
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FAX 615-871-9312  
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### **Dietary Services**

**Ms. Regina Harris, Food Service Manager**  
615-231-7312  
FAX 615-871-9312  
[regina.harris@tnschoolfortheblind.org](mailto:regina.harris@tnschoolfortheblind.org)

### **Outreach and Admissions Services**

**Ms. Elaine Brown, Director of Outreach Services and Admissions**  
615-231-7336  
FAX 615-871-9312  
[elaine.brown@tnschoolfortheblind.org](mailto:elaine.brown@tnschoolfortheblind.org)

**Resource Center  
for the Visually Impaired**

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FAX 615-231-7408  
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**Adapted Media Center**

**Ms Rebecca Kuhn, Director**  
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*(Contacts Continued)*

## **Tennessee Department of Education**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>

### **Legal Services Division**

Division of Special Education, Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, TN 37243-0380  
Phone 615 741-2851  
Fax: 615 253-5567 or 615 532-9412

### **Child Advocacy Group Contact Information**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at <http://www.thearctn.org>  
44 Vantage Way, Suite, 550  
Nashville, TN 37228  
Phone: 615 248-5878 Toll-free 1-800-835-7077  
Fax: 615 248-5879. Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

Support and Training for Exceptional Parents (STEP)  
<http://www.tnstep.org/>  
712 Professional Plaza  
Greeneville, TN 37745

National Association for Parents of Children with Visual Impairments (NAPVI)  
<http://www.napvi@perkins.org>  
P.O. Box 317  
Watertown, MA 02471  
Toll Free 1-800-562-6265 or  
1-617-972-7441  
Fax: 1-617-972-7444

## **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. So successful was his program 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 Rd. at Asylum St. 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.**

**Criteria for Students Served**  
**(TCA) 49-10-801**

*Tennessee children ages 3-21 whose visual impairments are of such quality and magnitude that they are unable to see well enough to receive an appropriate education by using materials, equipment and supplies provided for children with normal vision are eligible for admission to the Tennessee School for the Blind. Visual impairment includes at least one of the following:*

- a) Visual acuity not better than 20/200 in the better eye with best correction*
- b) A field defect in which the widest diameter of visual field subtends an angle no greater than 20 degrees*

**OR**

*Visual acuity not better than 20/100 in the better eye supported by an ophthalmologist statement that visual acuity is decreasing rapidly.*

**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 Superintendent who reports to the Commissioner of Education through the Assistant Commissioner for Special Education.

Tennessee School for the Blind is one of four State Special Schools. The other three are, Tennessee School for the Deaf in Knoxville, the West Tennessee School for the Deaf in Jackson and Alvin C. York Institute in Jamestown.

## **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.

## **Our School's Vision**

Because we believe that every child is a person of worth, with the right to receive assistance in reaching his or her potential, the programs at TSB use diversified curricula and are designed to address the educational and social needs of all our students whose abilities may range from academically gifted to multiply challenged. Our programs provide students who are blind or visually impaired with the special skills, techniques, and methods they need to function well in society. Our staff is dedicated to providing the most up-to-date technology and services possible. Our instructional staff, including classroom and special area teachers, residential staff, support staff, and outreach staff, are dedicated to implementing this philosophy by creating a totally individualized program for each child. Our vision is for each child to succeed.

Mission, Beliefs, Vision (updated February 09)

# **Campus-Wide Conduct and Discipline Policies and Procedures**

## **General Conduct Outline**

**(TCA) 49-64013; 49-2-120; 49-6-216; 49-6-3401(g); 49-6-4203**

Tennessee School for the Blind offers many educational programs to meet the needs of students who are visually challenged. To be successful in these programs, students must behave responsibly. Responsible behavior begins by understanding what is appropriate and what is not appropriate. The TSB 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. However, one student's rights 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; such as athletic, recreational, cottage, and other extra-curricular activities; and all off-campus activities under the direct supervision of the Tennessee School for the Blind. For concerns about manifestations of behaviors demonstrated by a student as a result of his or her handicapping condition, 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 the Tennessee School for the Blind to participate in and adhere to a Positive Behavior Support (PBS) system of conduct.

## **Positive Behavior Support Statement**

Positive Behavior Support (PBS) is a collaborative process for structuring the learning environment to support the academic and social success of all students. Clearly defined universal behavioral expectations and the resulting common language used by all school members across settings and buildings:

- Provides a unified teaching focus and maximizes efficiency of instructional time
- Increases use of appropriate behaviors
- Increases student time in academic instruction
- Supports a positive learning and working climate
- Creates a more predictable learning environment (PreK-12)
- Fosters improved communication among students, faculty, staff, parents and other school members
- Efficiently provides extra supports for at-risk students

***(General Conduct Outline - Positive Behavior Support Continued)***

Therefore, PBS assists in addressing all the rules and goals of the school: increasing student achievement, eliminating the achievement gap, and increasing efficient use of resources. To that end, the following school-wide rules have been adopted, and will be implemented. They are:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

These basic rules and other more specific rules governing every area of the school community will be discussed and explained to students at the beginning of each school year and throughout the year as necessary.

However, there may be multiple causes and levels of severity and intensity in behaviors, which may warrant, in extreme cases, a need for multiple levels of positive as well as corrective consequences to efficiently and effectively meet the intensity challenges of those behaviors. Detailed explanations of positive consequences are being developed and will be available in a separate document upon request at this time. The consequences stated in this handbook have been amended and are currently in place, but will only be implemented as necessary after all other positive consequences have failed.

**Code of Student Conduct**

**(TCA) 49-6-4012; 49-6-4013; 49-6-4014; 49-6-4015; 49-6-4016; 49-6-4017)**

At the beginning of each school year, all students will have the discipline policy and procedures explained to them to prevent any misunderstanding.

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

***(Code of Student Conduct Continued)***

The Tennessee School for the Blind Code of Student Conduct is designed to comply with those 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 Tennessee School for the Blind. The Code requires adherence to all law 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.

The most favorable opportunity for student learning occurs in an environment that is pleasant, orderly, and safe. Every member of the Tennessee School for the Blind community is expected to share in the responsibility for fostering this type of environment.

All students will be made aware of the contents of the Student Code of Conduct and the expectations for behavior. Fair and equitable consequences will be prescribed for violations of the Code. Administrators, faculty, and staff of the Tennessee School for the Blind will apply the Code uniformly and fairly to each student at the school without partiality or discrimination.

**Rights of Students**

**(TCA) 49-6-2904**

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.

*(Code of Student Conduct Continued)*

**Attendance**

**(TCA) 49-6-3001**

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

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 in the Principal's Office and receive an Admit to Class slip from the office.

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 **excused** absence. Work turned in beyond this timeline will be scored as zero (0). The following reasons for absence will be excused:

- 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 Dean of Students. Excessive absenteeism will be determined by and dealt with at the discretion of the Principal and/or the Dean of Students.

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.

*(Code of Student Conduct – Attendance Continued)*

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.

**Student Appearance**

School dress and grooming will be modest, moderate, and decent. Apparel and appearance that tends to draw attention to an individual and away from the learning environment should be avoided.

*Fashion extremes may be addressed on a case-by-case basis. In matters of opinion, the judgment of the Principal or the Dean of Students 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 Principal will notify the day student's parents or the Dean of Students in order to have proper attire.

**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 or markings that display vulgar or suggestive words or alcohol/drug/tobacco advertisements 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.
- No bike shorts or other form fitting attire such as spandex.
- Clothing will be worn in a manner that does not expose undergarments (baggy pants, tank tops, sagging pants, etc).

***(Code of Student Conduct – Student Appearance Continued)***

- Both suspenders must be fastened on overalls.
- Shorts, skirts and dresses must be worn at a prudent and tasteful length (no shorter than 2 inches above the knee).
- Gang related attire will not be tolerated
- No hip-hugger, low rider pants.
- No sweatpants unless specifically permitted for medical/physical reasons.

**Overview of Disciplinary Levels**

Listed below are violations of the student code of conduct that should be utilized while the student is under the jurisdiction of The School. 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
- Inappropriate or offensive language or behavior
- Failure to accept consequences for classroom rule infractions
- Out of class without permission
- Inappropriate physical contact (non-sexual behavior)

**Due Process Procedures:**

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

***(Overview of Disciplinary Levels Continued)***

**Consequences:**

- **Classroom/cottage consequences administered by teacher/ Youth Service Worker**
- **One to Three days ISS OR school community service**
- **Follow student behavior plan if applicable**

**Level Two**

**Violations:**

- **Continuation of Level One behaviors**
- **Rude, vulgar, or offensive language/behavior directed toward a student**
- **Cheating**
- **Lying to an adult**
- **Chronic tardiness**
- **Out of class without permission**
- **Flagrant or repeated violation of dress code**

**Due Process Procedures:**

- **Student-teacher/YSW/counselor conference prior to discipline referral**
- **Student-Principal or Dean of Student conference prior to disciplinary action**

**Consequences:**

- **One to five days In-School Suspension (ISS), OR cottage restriction, OR school/community service**
- **Suspension from school for up to five (5) days depending on the severity of offense**

***(Overview of Disciplinary Levels Continued)***

**Level Three**

**Violations:**

- Continuation of Level Two behaviors
- Fighting, threatening or intimidating another student
- Inciting or coercing others to misbehave
- Vandalism with value reasonably determined to be less than \$100.00
- Theft, attempted theft, possession or sale of stolen property with a value reasonably determined to be less than \$100.00
- Abusive/defiant language or behavior directed to an adult
- 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 which is directed against any other student that endangers the mental or physical health or safety of that student or which induces or coerces a student to endanger such student's mental or physical health or safety*
- Bullying of a student or staff member
- Sexual harassment or intimidation
- Possession and use of tobacco products on campus
- Forgery
- Plagiarism
- Any act that substantially disrupts a 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

***(Overview of Disciplinary Levels – Level 3 Continued)***

**Due Process Procedures:**

- **Student-teacher/YSW/counselor conference prior to disciplinary referral**
- **Student-Principal or Dean of Student conference prior to disciplinary action**
- **Notification of parents with a letter from the student explaining the incident (copy will be sent to the LEA)**
- **Student-teacher/Principal or YSW/Dean of Student conference prior to student returning to class or cottage**

**Consequences:**

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

**Level Four**

**Violations:**

- **Continuation of level three behaviors**
- **Physical assault of student**
- **Threatening, intimidation of, or verbal assault on staff member or student (see policy on threatening behavior)**
- **Sexual misconduct (pages 25-28)**

**Due Process Procedures:**

- **Student-Principal or Dean of Students conference prior to disciplinary action**
- **Notification to parents and LEA with a letter from student explaining the incident**

***(Overview of Disciplinary Levels – Level 4 – Due Process Continued)***

- **Student-Principal or Dean of Students conference prior to student returning to class or cottage**

**Consequences:**

- **One to five days In-School Suspension (ISS), OR total cottage room restriction, OR school/community service**
- **Up to five (5) 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**

**Level Five**

**Violations:**

- **Vandalism or destruction of public or private property with a value reasonably determined to be \$100.00 or more**
- **Theft or attempted theft of property with a value reasonably determined to be \$100.00 or more**
- **Forced sexual activity, indecent exposure or the handling or fondling of students or staff members**
- **Attempted suicide or repeated attempts to seriously injure self**
- **Conduct not conducive to good order or discipline**

**These are 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**

**(Overview of Disciplinary Levels – Level 5 – Violations Continued)**

- Assault or battery with intention to inflict serious injury on a school employee

**Due Process Procedures:**

- Immediate removal of student from school/cottage
- Parents notified
- LEA notified
- State Department of Education notified
- Zeros (0) in classroom work
- See Zero Tolerance policy (pages 29-31)

**Consequences:**

- Suspension for up to ten (10) days and an IEP meeting to discuss alternative placement
- Superintendent may modify consequences on a case-by-case basis, TCA 49-6-4216
- See Zero Tolerance policy (pages 29-31)

**Electronic Devices**

**(TCA) 49-6-4214**

***Students may possess cell phones with disabled or non-camera functions during the school day. Cell phones must remain off at all times during the school day. Students text messaging, photographing or making/receiving calls are subject to the levels of progressive discipline listed below.***

**Students are not allowed to possess or use radios, electronic games, beepers, or two-way pagers during school hours or during school activities or events that are under the direct supervision of the instructional program.**

**Laser Pointers (TCA 49-6-4013) Student possession of laser pointers is not permitted on campus. Any pointers will be confiscated and are a LEVEL 5 offense.**

***(Electronic Devices Continued)***

Students may possess and use cell phones *with disabled or non-camera functions* and other electronic devices after school hours while under the direct supervision of the Student Living Program and under the guidelines established by the Student Living Program. Students are required to register these devices with their cottage supervisor.

If students are found to be in possession of electronic devices in violation of the above policies, the device(s) will be confiscated and the consequences listed below will be followed.

**Level One**

**Offenses:**

- Bringing an electronic device other than a cell phone, to class during the school day
- Using a cell phone or having it on during school hours
- Using the device or having it on after bed time
- Using or wearing headsets while walking down hallways during the school day

**Consequences:**

- Staff may confiscate device(s) for a 24-hour period.
- Repeated offenses (more than one time) may result in the loss of device(s) for up to one week.

**Level Two**

**Offenses:**

- Using device to communicate with prohibited persons
- Loaning device to another student

**Consequences:**

- Loss of the device(s) for a week
- Second violation of Level Two – Device(s) will be sent home and device will not be allowed on campus for one week (7 calendar days).

***(Electronic Devices – Level 2 Consequences Continued)***

- **Third violation of Level Two – Device(s) will be sent home and not be allowed on campus for one month (4 calendar weeks).**

**Level Three**

**Offenses:**

- **Using offensive or vulgar language**
- **Recording or sending inappropriate, suggestive or threatening messages/pictures**

**Consequences:**

- **The device will be confiscated immediately by staff and locked away. The device will be sent home and parents notified of the reason. The student cannot bring the device(s) back to school for one week (7 calendar days).**
- **If a threat has been made using one of the devices, the TSB Threat Policy (TCA 49-6-4013) will immediately be put into effect.**
- **Second Violation of Level Three. Use of the device will be suspended for one month (4 calendar weeks). The device will not be allowed on campus for this period of time.**
- **Third Violation of Level Three. Possession and use of device on campus will be suspended for the remainder of the school year or one school semester as determined by the Superintendent.**

**Alcohol or Drug Possession/Use**

**(TCA) 49-6-4216**

**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:

### (TCA) 49-6-4204 & 49-6-2405

#### Lockers (TCA) 49-6-4204 (c)

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 (TCA) 49-6-4205 (a), (b, 1, 2, 3,)

A student may be subject to physical search as the result of a locker search, or because of information received from a teacher, staff member, student, or other person, if such action is reasonable to the Superintendent, Dean of Students, or Principal. All of the following standards of reasonableness shall be met:

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

## Student 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 money damages. This applies to all schools, elementary to colleges 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.

***(Student Sexual Harassment Continued)***

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:**

**a. Submission to the advances is made as a term or condition of an individual’s advancement.**

**b. Submission is used as a basis for advancement decisions affecting the individual.**

**c. 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:**

**a. 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.

**b. 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 counselors as well as staff and faculty in all departments must focus on appropriate behavior. Teachers have been given information on this subject to be passed on to the students appropriate to the student’s age and level of understanding.

***(Student Sexual Harassment Continued)***

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 supervisor must occur. The supervisor is then required to inform the superintendent. 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:

- a. Age, size, and mental ability of the students
- b. Age differences
- c. Nature of the offense (physical or verbal)

The information is also provided to the Pupil Service Team member responsible for Title IX who with the other Pupil Service Team members and the Superintendent 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 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 superintendent.

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

- Sexual advances or pressures for sexual activity
- Sexual touching
- Sexual graffiti
- Displaying or distributing sexual explicit drawings, pictures, and written materials
- Sexual gestures
- Sexual or "dirty" jokes

***(Student Sexual Harassment – Examples Continued)***

- **Touching oneself sexually or talking about one's sexual activity or performance**
- **Repeated sexual teasing**
- **Suggestive sounds, howling, whistling or catcalls**
- **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**
- **Sexual/racial comments**
- **Circulating "slam books" about a student**
- **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**

## **Zero Tolerance**

### **(TCA) 49-6-4216**

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:

*a. Who brings a drug, drug paraphernalia or dangerous weapon onto a school bus, onto school property, or to school event or activity; or*

*b. 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.

#### **Definitions:**

1. **Controlled substance** is 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);

2. **Illegal drug:**

- **Is 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.**

***(Zero Tolerance - Procedures Continued)***

**3. Weapon is a device, instrument, material, or substance (animate or inanimate) that is used for or readily capable of causing death or serious bodily injury.**

**In accordance with TCA 49-6-3401 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 Superintendent 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:**

**A TSB student who has been found in violation of the TSB Zero Tolerance Policy will be subject to the following:**

- **Student and Superintendent and/or his/her designee will discuss the offense prior to disciplinary referral.**
- **Parent will be notified.**
- **LEA will be notified.**
- **State Department of Education officials will be notified.**
- **Legal authorities will be notified when appropriate.**
- **The student will be immediately removed from the classroom/cottage.**

**Consequences:**

- **The student will receive zeros in all classroom work.**
- **The student will be suspended for up to ten (10) days.**
- **An IEP team will be convened to discuss alternative settings.**
- **A manifestation will be discussed at the IEP meeting.**
- **A Functional Behavior Assessment (FBA) will be completed/updated and Behavior Intervention Plan (BIP) will be developed/updated at the IEP team meeting.**

***(Zero Tolerance – Consequences Continued)***

**Note: The Superintendent may modify the one (1) year expulsion on a case-by-case basis.**

**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**

**Procedures:**

- **Immediate removal of student from school/cottage**
- **Parents notified**
- **LEA notified**
- **State Department of Education notified**
- **Zero's in classroom work**
- **See Zero tolerance policy (pages 29-31)**

**Consequences:**

- **Suspension for up to ten (10) days and an IEP meeting to discuss alternative placement**
- **Superintendent may modify consequences on a case-by-case basis, TCA 49-6-4216.**
- **See Zero Tolerance policy (pages 29-31)**

## **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.*

## **Suicide/Threat Policy & Procedure:**

**(TCA) 49-6-4013**

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 Behavioral Specialist. While such action is being considered, the student must remain visually accessible at all time.

### **Reporting**

- a. The parent/guardian of the student making any suicide attempt, threat or gesture will be contacted immediately.
- b. The Clinic will notify the Superintendent immediately and advise him/her of the student's condition, demeanor, etc.
- c. 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 enter school 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.

# **Tennessee School for the Blind**

## **Student Internet Safety and Policies**

Internet access is available to the students of The Tennessee School for the Blind. We are very pleased to be able to provide this tool for education, innovation, and communication through the Internet. Internet access and email is in no way 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, we are CIPA (Children's Internet Protection Act) certified using a site-blocking system to block out certain Internet sites. This service is provided by Websense to all schools across the state on the k-12 network.

Using content filtering technologies and network security measures designed for Tennessee K-12 schools, Websense provides safe Internet access. Educators and parents know that their students and children are protected from online pornography, hate, violence, and predatory individuals. 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.

Students will be taught Internet Safety at the beginning of the school year and throughout the year in computer classes and adaptive technology classes. Our students must also sign a Acceptable Use Policy which directs them on appropriate behavior while using the computer, Internet, and other technology devices. If the student breaks any of the rules or policies, their computer privileges will be revoked and school discipline procedures will be taken.

Teachers and staff at the School for the Blind participate in professional development for technology throughout the year. Teachers are instructed on methods to incorporate technology in their classroom and best use of available technologies. We also have assistive technology help available during and after school throughout the year. The professional development that we offer for teachers and staff helps them educate students on technologies and policies.

Parent/guardian technology education is also important. This document summarizes our student policy, definitions, and procedures on Internet use and safety. Parents are encouraged to ask any questions that they may have regarding the Internet, computers, devices, or technology policies.

The Tennessee School for the Blind Internet Safety and Policies will be reviewed and updated each year by the Superintendent, Director of Technology, Principal, and Dean of Students.

## **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.**

- 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. Network administrators 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. Any computer, media, or technology device brought on campus is subject to this review.**
  
- 3. The following list of acts, along with any other violation deemed inappropriate by the teacher/administration, are not permitted:**
  - Using the technology system for any illegal activities**
  - Downloading streaming video or audio**
  - Using any email account other than your gaggletn.net 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 any material without permission**
  - Using unauthorized disks, CDs, or other media**

***(Student Acceptable Use Policy (AUP) - Continued)***

- 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

**Violations of any part of this agreement will result in a loss of use/access as well as other disciplinary or legal action.**

**Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**PARENT OR GUARDIAN AGREEMENT AND SIGNATURE SECTION:**

**If my child demonstrates acceptable computer proficiency, I give my child permission to use the Internet at TSB and have a TSB email account.**

**Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

## **Parent Information**

**It is the responsibility of the parent to provide the school with updated contact information including address, phone numbers (work, home, and cell), and emergency contact names and phone numbers.**

### **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 is required to park in front of and enter through the double doors of the main building under the Blue Roof. 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 for either Security (7366) or Clinic (7399) from the yellow call box right of the main double doors outside the building.

Parents who wish to visit student classrooms should notify the Principal or Superintendent in advance so that arrangements can be made with teacher(s). Parents will be escorted to the classroom.

**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.**

*(Parent Information Continued)*

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

#### **1. General Guidelines**

- a. Anyone picking up a student from school must have proper written parental / guardian permission. The responsible adult must sign out the student on the appropriate Sign-Out Sheet.  
**Written documentation dealing with legal guardianship or conservatorship of a student must be filed with the Principal's office.**
  - b. Parents should try to arrange pick-up times so that the student will not miss classes unnecessarily.
  - c. 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.
  - d. Students are permitted to visit the homes of other students only when written permission has been received from all parties involved. The student who is visiting must have written permission to visit a family on a specific date and for a specific period of time. Visitation should be limited to weekends.
  - e. 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 anytime" will not be honored. This policy applies to students of all ages.
- 2. Written parental permission should be received two (2) days prior to:**
- a. Student leaving campus with anyone not employed by the school
  - b. Spending a night off campus--- (Students are not permitted to spend the night with any school staff member)
  - c. Riding home with another student's parent/guardian
  - d. Attending church service with staff members or other individuals
  - e. Other functions that occur off campus
  - f. Written permission must be on file in the Dean of Student's office and/or Principal's office before a student can go off campus.
- 3. Off-Campus Visitation Guidelines must be followed when students are leaving campus with anyone:**
- a. If staff members are not familiar with the person(s) taking a student off campus, they are **REQUIRED** to ask for proper identification.

***(Parent Information – Student Pick-up and Visitation Permission Continued)***

- b. If staff members are uncertain an individual has permission to take a student off campus, they MUST check the permission form.**
  - c. 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.**
  - d. The person taking the student off campus must sign the student out.**
  - e. List date and time the student leaves.**
  - f. List date and time of expected return.**
  - g. The clinic staff should be given a list of students' departure time and return time. Medication is to be picked up prior to the trip and administered according to clinic guidelines.**
  - h. TSB employees must have permission from the superintendent before transporting students in their personal vehicles and/or taking students off campus for any period of time.**
- 4. Day Students Who Stay In the Cottage Guidelines:**
- a. If a day student plans to spend the night in a cottage, permission from the Dean of Students 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**
  - b. 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.**
  - c. 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.**
  - d. All rules of behavior that govern residential students will apply to day students while visiting in the cottages.**

*(Parent Information Continued)*

### 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. 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 Director of Special Education and the School's Assessment Coordinator.

#### **Clinic Medical Files:**

Cumulative medical records including medical history, dental exam reports, physical exam reports, ophthalmology information, immunization records, and treatment logs are maintained in the Clinic by the Clinic Supervisor for the School.

#### **Outreach Student Files:**

Documentation on perspective students, students served by off-campus outreach teachers, and students participating in the Pre-School Diagnostic Program, 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 Director of Outreach and Admissions.

#### **Resource Center for the Visually Impaired Files:**

Documents certifying eligibility for services, addresses and correspondences to students' local educational agency regarding instructional materials for students served are maintained by the Director of the Instructional Resource Center for the Visually Impaired.

#### **Dean of Student's Logs and Files:**

Family contact information, cottage logs, memos, family correspondences and other cottage life information are maintained by the Dean of Students.

*(Parent Information – Access to Student Records Continued)*

**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 Director of Special Education.

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 Superintendent (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.

**Parent/Family Involvement Policy**

The Tennessee State Board of Education and the Tennessee School for the Blind recognize that a child's education is a responsibility shared by the school and the family during the entire period that a student spends in school. Vision Impairment brings with it a unique set of educational and vocational challenges, which can best be met by informed parents and a school setting that is on the cutting edge of educating students with special challenges. Collaboration between the school and parents is essential to support student learning. Programs must reflect the specific needs of the students and the families in our statewide learning community.

To this end, this policy supports the development, implementation, and regular evaluation of a parent involvement program in our school. The parents and families of our students live across the state of Tennessee; therefore, innovative methods must be used to maintain two-way communication. With that in mind, and consistent with the standards set forth in the No Child Left Behind Act and by the National Association for Parents of Children with Visual Impairment, a successful parent/family involvement program at TSB will include, but not be limited to, the following components:

**(Parent Information – Parent/Family Involvement Policy Continued)**

- Communication between home and school is regular, two-way, meaningful and positive. (All information given to parents in print media is provided in Braille, large print, or on audible format upon request).
- The school maintains a state of the art website, [www.tnschoolfortheblind.org](http://www.tnschoolfortheblind.org), which contains information links to resources, contact information, calendar of school events, announcements, a photo album of student activities and variety of other useful information.
- Parents receive information regarding school activities, challenges and successes via newsletters.
- 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*” presenting 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 the campus, conference calls can be made to link the parent/LEA and TSB. TSB provides a visitor’s cottage, which may be reserved by parents, on a space available basis for school related visits.
- Parents are welcomed and encouraged to visit the school; their support and assistance is sought.
- The school employs a Student and Family Support Specialist to work with students and their families to promote good attendance, and aid in successful school-to-work transitioning. Parents are made aware of community resources available to help them provide services to their child who has special needs.
- Responsible parenting is promoted and supported by School Counselors and Outreach staff.
- Parent input is encouraged to promote student learning and achievement.
- Parents are partners in the decisions that affect students and families.
- Through our Outreach Program, parents of children suspected of needing or identified as needing special education services are made aware of their rights guaranteed by federal and state statutes.
- The school sets expectations and creates a climate of mutual respect conducive to parent/family involvement.

Engaging parents and families is essential to improved student learning and achievement. Tennessee School for the Blind will foster and support active parent/family involvement.

**Tennessee School for the Blind  
Title I School  
Parent / Student / Teacher Compact  
COPY FOR YOUR RECORDS- EXAMPLE OF SIGNATURE PAGE**

**Parent/Guardian/ Agreement**

I want my child to achieve. Therefore, I will encourage and support my child's learning by doing the following:

- See that my child attends school regularly.
- Encourage my child's efforts and be available for questions.
- Regulate the amount of my child's TV and phone time.
- Communicate regularly with my child's teacher.
- Participate in making decisions that relate to my child's academic and behavioral progress.
- Attend my child's IEP meetings.
- Support the school in its effort to maintain proper discipline.
- Provide a space for my child to complete homework.
- Stay aware of what my child is learning.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Agreement**

It is important that I work to the best of my ability. Therefore, I will strive to do the following:

- Attend school regularly.
- Come to class prepared each day.
- Complete and return homework assignments.
- Conform to rules of student conduct.
- Work cooperatively with my classmates.
- Show respect for myself and others.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Teacher Agreement**

It is important that students achieve; therefore I will strive to do the following:

- Provide homework assignments for students that reinforce or extend learning.
- Provide frequent information about student progress.
- Provide necessary assistance to parents so they can help their child.
- Set high expectations.
- Provide a safe environment.
- Modify materials/ instruction to meet each child's needs.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Curricula and General School Information

### Curricula

TSB offers four curricula to meet the diverse needs of our students.

- **Life Skills:**  
*For students who have severe cognitive challenges.* The focus of this developmental curriculum is to assist each student to achieve his or her potential in life. The program stresses communication skills, including assistive communication devices or signing, if appropriate. It teaches self-help, leisure, and daily living skills. Students are also given introductory prevocational training, including appropriate work behaviors.
- **Prevocational:**  
*For students with moderate cognitive challenges or severe specific learning disabilities.* This curriculum teaches daily living, prevocational 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.
- **Modified Academic Program (MAP):**  
*For academically oriented students who have the potential for completing a Regular or Honors High School Diploma.* This curriculum meets the standard 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):**  
*For all students who have visual impairments.* The Tennessee School for the Blind is committed to, and fully supports, the concept of improved student success with 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. For more information about the Expanded Core Curriculum, go to [www.tsbvi.edu/agenda/wi-ecc.htm](http://www.tsbvi.edu/agenda/wi-ecc.htm). TSB counselors can provide more specific information upon request regarding individual student needs in these areas. ECC will also be discussed during each student’s annual IEP team meeting.

*(Curricula and General School Information Continued)*

**Grading and Progress Reports**

Progress reports and grade cards are mailed to the parents quarterly (approximately every nine weeks). The end of nine week dates are noted on the school calendar.

Students participating in Life Skills and Prevocational curricula and MAP students on the elementary level (K-6) will receive written progress reports for each instructional area.

Students in the MAP curricula (7-12 grades) will receive a grade in each instructional area to indicate their progress.

**Grading Scale**

(MAP 7 – 12<sup>th</sup> grade)

A	93-100	(Excellent)
B	85-92	(Above Average)
C	75-84	(Average)
D	70-74	(Below Average)
F	0-69	(Unsatisfactory)
I		(Incomplete)

Students participating in the MAP curriculum must complete all state required courses and mandated tests to be awarded an academic diploma. TSB requires that students complete coursework in Adapted Technology and Adult Independent Living. Students receive individual training in Orientation and Mobility (travel training).

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 the federal No Child Left Behind Act (NCLB), state statute 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.

*(Curricula and General School Information Continued)*

**Bell Schedule**

<b>Period</b>	<b>Begin</b>	<b>End</b>
1 <sup>st</sup>	7:35 a.m.	8:35 a.m.
2 <sup>nd</sup>	8:40 a.m.	9:25 a.m.
3 <sup>rd</sup>	9:30 a.m.	10:15 a.m.
4 <sup>th</sup>	10:20 a.m.	11:05 a.m.
Lunch	11:10 a.m.	11:40 a.m.
5 <sup>th</sup>	11:45 p.m.	12:30 p.m.
6 <sup>th</sup>	12:35 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.

**School Calendar**

The TSB school year calendar is created as a collaborative effort of the calendar committee, which consists of staff members from various departments, school administrators, and student and parent representatives. Tennessee requires that students attend classes at least 180 days each school year. The calendar committee considers many factors, but the most important one is to provide for the convenience of families of our students. A copy of the school year calendar can be found on our website, [www.tnschoolfortheblind.org](http://www.tnschoolfortheblind.org). Parents are also mailed a printed copy annually as part of the registration packet. Comments and suggestions are welcome.

**Extra Curricular Activities**

It is the end goal for our graduates to be 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 extra curricular activities. Participating in sports and extra curricular activities is a privilege and not a right. Students who choose to participate in these activities must maintain acceptable academic status and demonstrate good conduct. 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.

*(Curricula and General School Information Continued)*

**Performing Arts**

Band	Chorus
Choral Ensemble	Jazz Combo
Voice	Piano
Hand Bell Choir	Guitar

**Competitive Sports**

Cheerleading	Swimming
Track and Field	Forensics (Jr. & Sr.)
Wrestling	Goal Ball

**Clubs**

Horticulture	
Student Council	Girl Scouts
Boy Scouts	Cub Scouts
4-H	Golf
Future Business Leaders of America	
Walrus Club (for Graduating Seniors)	

**Rules for Prom Attendance**

It is the policy of the Tennessee School for the Blind that any student who has reached the age of 15 before or on the day of the Prom, or who is considered to be in the Ninth grade will be allowed to attend the Prom, if and only if, invited by a Junior or Senior.

**On-Campus After-School Program**

Because many students come from areas beyond easy commute from our school, TSB offers a weekday residential component. Approximately two-thirds of our students reside on campus during the school week and on the weekends during some extracurricular activities. Our cottages are homelike, age appropriate, and comfortable. An important component of the campus program is the focus on additional instruction for our students in the areas of independence and daily living skills. The school charters buses that follow interstate and main highway routes to designated stops. Unless the school calendar notes otherwise, buses leave campus Fridays after the noon meal and return on Sunday afternoon.

*(Curricula and General School Information Continued)*

**Guidelines for On-Campus Living**

Students are limited to the number and type of personal items they may bring to school due to available space.

Children too young to assume responsibility for personal items such as cameras, radios, tape recorders, jewelry, etc., should not bring these articles.

All personal items, including clothing, must be *clearly marked* with the student's name.

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.*

Students are not permitted to have televisions in their room.

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, nor to 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 Dean of Students must be notified if a student is in need of spending money or clothes.

Students twelve (12) years old and older are assigned a day and time for doing their wash. Youth Service Workers (YSW) will assist students as needed.

Students are permitted a free (5 minute) call each week to inform parents the time and date they will be coming home and returning to school. YSWs must talk to parents and confirm parents' knowledge of the fact that the bus will be bringing the students home.

Anyone picking up a student from school *must have proper written parental/guardian permission.* The responsible adult *must sign out* the student on the appropriate Sign-Out Sheet. Written documents dealing with *legal guardianship* or conservatorship of a student must be filed with the school office.

Students are expected to keep their room neat and clean. Students may not eat, drink or store edible items in their cottage room.

All student medications must be turned over to the clinic and are not permitted to be kept in the student's rooms.

Students are provided a *weekend busing bag* to carry clothes and personal items. Students should limit the volume of personal items transported back and forth on weekends to items fitting in this one (1) luggage bag.

Students are expected to participate in all cottage activities.

*(Curricula and General School Information)*

**Day Student Program**

Approximately one-third of our students attends classes and returns home each evening. Metro Nashville Public Schools and many of the surrounding counties provide transportation. (NOTE: Day students are given the opportunity for overnight campus stays to participate in extracurricular activities or attend special events. Permission to stay over must be secured in advance from the Dean of Students and beds are allotted on a priority and space available basis.) **All personal items, including coats, must be clearly marked with the student's name.**

**Students 18 Years of Age and Older**

Under the Individuals with Disabilities Education Act (IDEA), students may attend school until they reach the age of 22. However, 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 and reside on campus, will be required to sign an agreement or contract outlining their rights and responsibilities.

## Clinic Services

**The following forms need to be signed and on file for your child to attend school:**

1. Health Information Form with Medical Consent to Treat .
2. Three consents on one page:
  - A. Consent to give medicine to child who is unable to self administer medicine and to assist student to self administer if necessary,
  - B. Consent to give Flu Vaccine,  
and
  - C. Consent to be seen by our eye doctor as required by the State of Tennessee. (Our eye doctor does not prescribe medication or glasses. State law requires blindness to be confirmed in order to remain at TSB.)
3. Consent to give over-the-counter medications with a list of medications kept at TSB.
4. Current Copy of Insurance Card.
5. Immunization Card with immunizations up to date.
6. Current Physical with Doctor's or Nurse Practitioner's signature. TennCare pays for an Early Periodic Screening, Diagnosis and Treatment, EDSDT, once a year.
7. Current Doctor's Order for any medication your student takes, including over-the-counter medications not on our list and also health store products such as vitamins, minerals, etc.
8. Current Diet Order prescribed by Doctor. If your child is on a special diet, this must be written on the Physical Form.
9. Current Medical Restrictions. (Do you want your child to play sports? If so, the Doctor needs to address on the Physical Form. Parents need to fill out TSSAA form for coaches.)
10. Current Medical History. (Parent may fill out.)
11. Dental Consent – Sign if you wish your child to see our dentist.

**It is the responsibility of the parent to provide the school with updated contact information including address, phone numbers (work, home, and cell), and emergency contact names and phone numbers.**

## Nursing Services

TSB has 24-hour nursing services when students are present on campus. There are two RN's and four LPN's on staff. Nursing is available to assess students and to give medications and treatment ordered by a physician.

Nursing staff will notify parents:

- A. Anytime a child is ill or has an accident and requires medication or treatment.
- B. Anytime a child has to spend time in the clinic for illness, accident, or behavior.

*(Clinic Services – Nursing Services Continued)*

- C. Anytime a child needs to be sent home for medical reasons, accident, or behavior.
- D. Anytime a referral is made to another doctor, hospital, clinic, dentist, ophthalmologist, etc.

If your child has any of the following conditions please evaluate closely before sending to 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:

1. **FEVER:** If it is over 100.4.
2. **PAIN:** If it does not subside with Tylenol or Ibuprophen and pain that increase in intensity or pain with fever.
3. **HEAD INJURIES, EYE INJURIES, MUSCOSKELETAL INJURIES, LACERATION THAT REQUIRE SUTURES**
4. **NAUSEA AND VOMITING:** If a child vomits once, it may not present a problem; if vomiting continues, it can place your child at risk and your child may need to be examined by a physician.
5. **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.
6. **SORE THROAT:** If the child has strep throat this is contagious. He/She does not need to return to school until 24 hours after starting antibiotics.
7. **EARACHE**
8. **COUGH:** With fever or difficulty breathing

***(Clinic Services – Nursing Services Continued)***

9. **A CUT/LACERATION or an ABRASION that looks infected or may require stitches or antibiotics.**
10. **LICE: We have a nit free policy and students returning after treatment must be examined by the nursing staff before returning to school.**
11. **SCABIES: Must have proof of treatment by physician before returning to school.**
12. **RASH: There may be many reasons for a rash and if the rash does not subside a physician may need to examine.**
13. **RING WORM**
14. **PINK EYE: Pink eye is highly contagious and the student does not need to be at school until the condition has cleared.**
15. **EYE PAIN or SIGNS of INFECTION**
16. **SEIZURES**
17. **SUSPECTED COMMUNICABLE DISEASE**
18. **DRAINAGE from BODY CAVITIES**

**Procedure for Sending a Student Home**

1. **Evaluation by a Nurse or Doctor**
2. **Parent(s) and Superintendent are notified**
3. **Arrangements are made to pick up student by approved Guardian(s)**
4. **Sick children are not allowed to ride charter or school buses**
5. **A Medical Release may be required before returning to school**

**Participation in Sports**

**The medical 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 to danger of retinal detachment or for those students having a shunt.**

**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.**

*(Clinic Services Continued)*

### Medical Services

At TSB we have limited access to a physician. If your child has a fever, earache, runny nose, sore throat, bronchitis, rash, ringworm, lice, scabies, diarrhea or other signs of an infection, contagious disease, or injury, please **DO NOT** send your child to school until seen by your physician and your child is free of symptoms. The clinic will assist your child, but if your child becomes ill or has a contagious disease during school, we may have to call you to take your child home until he or she has a doctor's release to return to school, or conditions have improved.

In any emergency situation, such as a possible broken bone, or medical emergency, we will take your child to the emergency room or call an ambulance to take your child to the ER, and call you immediately.

If your physician orders a medication and you would like us to give this medicine at school:

1. We need a copy of the doctor's order, or a copy of the physician's prescription with the medication in the original pharmacy container with pharmacy label. If the prescription becomes low, parents will be contacted to send another.
2. Please do not send medication to school and expect the nurse to give the medication without a copy of the order. Be sure medication is sent in its original bottles and labeled clearly and correctly.
3. If you think the dosage of a medication needs to be changed, contact the physician who ordered the medication and have the doctor adjust the medication dose and send us the change in order.
4. If the doctor orders a new medicine, please make sure the doctor discontinues the old medicine.

When a student returns to school after being home due to illness, he or she is to report to the Clinic first to be checked out by a nurse.

### Ophthalmology

**All students at TSB must be examined by our ophthalmologist once a year for vision certification. The examination by our ophthalmologist will determine eligibility to attend TSB.**

*(Clinic Services Continued)*

### Dental Services

At the present time we have services provided by a general dentist at an off-campus location. If you sign the consent form, your child will be examined by the dentist. If your child is cooperative, our dentist will provide standard dental care: dental exams, x-rays, cleaning, and filling cavities. If a child is uncooperative, requires sedation, or needs to see a specialist, our dentist will request a referral. The parents are responsible for taking the child to a dentist for referrals. Your child's insurance will be charged for this service.

### Policy Regarding Off-Campus Referrals

TSB is not responsible for off-campus medical, dental or ophthalmology referrals. Parents will be notified if referrals are recommended.

### 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.

Parents will be called immediately.

Parents are responsible for the cost of the ambulance and medical bills.

Parents will be required to stay with student while at the hospital.

### Campus Illness or Injury

If a student becomes ill in the classroom, with a teacher, or in the cottages, a form called a snap-out must be filled out by the staff and sent to the clinic for the nurses to assess the situation and give appropriate treatment.

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

***(Clinic Services - Campus Illness or Injury Continued)***

If a 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 with school administration to keep them informed of the health needs of our students.

Snap-outs and emergency forms will be reviewed by the superintendent.

**Parent Responsibilities**

Parents are responsible for:

1. Sending medication to school with a copy of the doctor's order or a copy of the prescription,
2. Paying for medication,
3. Checking medications on the weekend to be sure the child is not getting low on medication,
4. Keeping the nursing staff informed of any changes or new orders that will help us serve your child better,
5. Having prescriptions filled before sending your child to school. The clinic is not responsible for having prescriptions filled.
6. Providing special supplies needed for your child (breathing machines, accu-check monitors, syringes, etc.).

**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 who is disabled, who is over the age of 18, and whose rights to autonomous action as an adult have been removed by Court order. It is therefore imperative that the Tennessee School for the Blind have and keep on file documentation of conservatorship for those students meeting the above criteria. Without this documentation, the caregiver currently responsible for the student over the age of 18 will be unable to make pertinent and appropriate decisions concerning that student's educational and post-educational programs or medical concerns.

## **Required Annual Notices**

### **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 for students and staff. Exact locations are specified in the Asbestos Management Plan, which is available in the TSB administrative office for public inspection. This notice serves to meet the requirements established by the Environmental Protection Agency.

### **School Funding**

The primary funding source for the Tennessee School for the Blind is through state revenues. The school does receive direct and indirect funding through several federal sources. These sources include The Individuals with Disabilities Education Act (IDEA) and Preschool grants. Additionally, funds are received from the No Child Left Behind Act (NCLB). These grants include: Title IA, Improving Basic Programs; Title IIA, Teacher and Principal Training and Recruitment, Title IID, Enhancing Education through Technology, Title IVA, Safe and Drug-Free Schools, and Title VA, Innovative Programs. The school fully complies with all provisions and regulations of these acts.

### **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 your child's education records. However, the Tennessee School for the Blind may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the Tennessee School for the Blind 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 weight and height of team members

***(Required Annual Notices – FERPA Continued)***

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. The Tennessee School for the Blind has designated the following information as directory information:

- Student's name
- Address
- 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 members of athletic teams
- Degrees, honors, and awards received

Questions regarding this Notice should be directed to the Superintendent.

***(Required Notices Continued)***

### **Access and Review of Confidential Records**

The school collects and maintains student records to provide for the growth and development of individual students, to provide information to parents and authorized staff, and to provide a basis for the evaluation and improvement of school programs. Section 438 of the General Education Provisions Act, as amended, sets out requirements designed to protect the privacy of parents and students. Specifically, the statute governs disclosure of records maintained by educational institutions, which receive federal funds. In brief, the statute provides that such institutions must provide parents of students access to official records directly related to the students and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate; that institutions must obtain the written consent of parents before releasing personally identifiable data about students from records to other than a specified list of exceptions; that parents and students must be notified that these rights transfer to students at certain points (when the student reaches age 18 unless they have been adjudicated “incompetent” by a court); and that an office and review board must be established. This office is the Family Policy Compliance Office of the U.S. Department of Education. They will investigate and adjudicate violations and complains of this section.

A copy of the policy and administrative regulations adopted by the Board of Education in compliance with Section 438 of the General Education Provisions Act may be obtained.

Information that is maintained:

Tennessee School for the Blind maintains a number of different records in various locations. Essentially, these records may contain twelve (12) categories of information:

1. Attendance
2. Scholastic record
3. School program
4. Group test results
5. Individual assessment data
6. Medical & dental health
7. Student attitudes and behaviors
8. Disciplines
9. Emergency contact information
10. Biographical data including, social and family background
11. Special testing results
12. Directory information

***(Required Notices – Access and Review of Confidential Records Continued)***

**Locations and authorized custodians:**

- **Students’ medical records, including medications, medical histories and releases are maintained in the school Clinic. The Supervising Nurse is the custodian of these files.**
- **Cumulative Records contain a file of general school records and correspondence is maintained in the records office. The School Principal and Director of Special Education are custodians of these records.**
- **Special Education (IEP) Records, certification for Special Education services, IEP goals and objectives, educational and testing modifications, and specific special education services are maintained in the records office of the school. The Principal and Director of Special Education are custodians of these records.**

**Assessment Team Access to Medical Records**

**Your child’s medical records may be reviewed by members of the TSB Assessment Team who have “legitimate educational interest.” A member of the Assessment Team is considered to have “legitimate educational interest” when (a) he/she needs to review your child’s medical record in order to fulfill his/her professional responsibility; (b) performing a task that is specified in the professional’s position description or contract agreement; (c) performing a task related to the student’s education; (d) providing a service or benefit related to the student or student’s family, such as health care, counseling, job placement, or financial assistance; or (e) maintaining the safety and security of the campus.**

**“Legitimate educational interest” does NOT include simply having curiosity about the medical record of your child. Thus, the Assessment Team professionals are not allowed access to the medical records unless the professional has a “legitimate educational interest” as specified above.**

**The Assessment Team is comprised of the following professionals: Speech/Language Therapist, Physical Therapist, Occupational Therapist, Vision Specialists, Psychologist or Psychological Examiner, School Counselors, Ophthalmologist, and other school officials or faculty members assigned a duty by the Assessment Team Chairman.**

*(Required Notices Continued)*

### Teacher Qualifications

According to the No Child Left Behind Act of 2001 (P.L. 107-110), parents may request information about the professional qualifications of their child's teacher. This information is public knowledge and can be found on the Tennessee Department of Education Website. TSB will notify you in writing if your child is receiving instruction from a non-highly qualified teacher. Professional qualifications of paraprofessionals will also be released.

### 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), lock-down drills (two annually), school bus evacuation drills (one each semester) and charter bus evacuation drills (one annually).

### Non-Smoking Policy

(TCA) 39-17-1505 and (TCA) 39-17-1604 and 46 A.L.R. 5<sup>th</sup> 813

**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 Tennessee School for the Blind that tobacco usage of any kind is prohibited in any building, on school grounds or at any school related activity.

*Employees, Students or visitors who do not adhere to this policy are subject to fine and/or disciplinary action as established by state statute.*

*(Required Notices Continued)*

**NCLB Unsafe School Notification Policy**

**Section 9532 of the No Child Left Behind Act and  
State Board of Education policy 4.202**

**Our school has NOT been designated as an “unsafe school”; however, the No Child Left Behind Act requires this notice.**

**PURPOSE:** To provide parent(s)/guardian(s) the right to insure that their child attends a “safe school.” It is our belief that the Tennessee School for the Blind provides a safe learning environment for all students.

**POLICY:** *It shall be the policy of the Tennessee School for the Blind that parent(s)/guardian(s) have the right to remove their child from the Tennessee School for the Blind if the child is a victim of a violent crime.*

**PROCEDURE:** *The procedure for accomplishing this action will be through an IEP Team meeting. The purpose of the meeting will be to consider the appropriateness of the student’s placement at the Tennessee School for the Blind. The process can be expedited if parent(s)/guardians agree to waive their right to a ten day prior notification of the meeting. At the request of the parent(s)/guardian(s) the team may return the student to their Local Education Agency.*

**Religious-Related Activities and Practices Policy**

The school recognizes that views and opinions regarding the relationship of the 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 constitutions, 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.

**A. 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.**

***(Required Notices - Religious-Related Activities and Practices Policy Continued)***

***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.***

**B. A student may decline to participate in a school activity that is contrary to his/her religious convictions.**

**C. 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.**

**D. 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.**

**E. Material and/or announcements promoting religion may not be distributed by non-students or on behalf of groups or individuals who are not students.**

**F. 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.**

*(Required Notices - Religious-Related Activities and Practices Policy Continued)*

G. 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 is 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.

H. 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.)

I. Upon written receipt of a parent(s), a student shall be excused from attending school in observance of a religious holiday.

J. Students may wear religious attire or symbols provided they are not materially and substantially disruptive to the educational process.

K. Commencement exercises shall be free from sectarian influence, including invocations and benedictions.

L. 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 Superintendent.***

*(Required Notices Continued)*

### Selective Service Registration

As required by Federal Law, all male students who reach the age of eighteen must register with Selective Service, *regardless of disability*. Students who do not register may be denied services for State and Federal programs. The Student & Family Support Specialist or the Secondary School Counselor will assist families and students with this simple process.

For more information concerning selective service requirements, please refer to the following websites:

Tennessee:

Higher Ed law: <http://tennessee.gov/sos/rules/0240/0240-02/0240-02-08.pdf>

Federal:

Info: <http://www.sss.gov/FSwho.htm>

Brochure: <http://www.sss.gov/SSSYOU/sss&you.pdf>

School to become a register: <http://www.sss.gov/registrar.htm>

*(Required Notices Continued)*

**Career and Technical Education Opportunities**

The Tennessee School for the Blind offers a wide range of Career and Technical Education programs, consisting of: Business Technology, Family and Consumer Sciences, Child Care, Tennessee Business Enterprise preparation, and Adaptive Technology. Instructional programs are offered to students who are disabled and disadvantaged.

The Tennessee School for the Blind and its Career and Technical Education Programs do not discriminate on the basis of race, color, national origin, sex, or disability in its activities and programs, including employment policies and practices as required by the Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

<p><b>Title IX Coordinator Hyrm Sain Tennessee School f/t Blind 115 Stewarts Ferry Pike Nashville, TN 37214 Telephone No.( 615) 231-7335</b></p>	<p><b>Section 504 Coordinator Hyrm Sain Tennessee School f/t Blind 115 Stewarts Ferry Pike Nashville, TN 37214 Telephone No. ( 615) 231-7335</b></p>
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**OR**

**Marty Willis, MOA Coordinator, Career & Technical Education  
Tennessee Department of Education  
Andrew Johnson Tower, 4<sup>th</sup> Floor  
710 James Robertson Parkway  
Nashville, TN 37243  
Email: [Marty.Willis@state.tn.us](mailto:Marty.Willis@state.tn.us)  
Office: (615) 532-2805**

## Inclement Weather Policy

Because of our residential component, TSB is generally open on days when the weather is less than ideal. However, because approximately one-third 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 begin one hour late.
- If inclement conditions occur on days when cottage students are being bused from home or to home, the Superintendent and the Dean of Students 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 called. (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.
- TSB has an inclement weather line, which will be activated if, for any reason, the school is scheduled to open late or be closed. The number is (615) 231-7440.

## Emergency Calling System - Connect-ED

In an effort to increase student security and parent communication, the Tennessee School for the Blind is providing 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 complete the Connect-Ed form during registration and notify the Principal or the Dean of Students of any changes.

## Message from the Superintendent

Dear Parents and Students,

As evidenced by this Student and Parent Handbook, the administration, teachers and staff of the Tennessee School for the Blind are committed to the highest quality education program possible. Additionally, we strive to prepare students for success in life. Our intention is to build self-confidence by successful achievement. Achievement in academics, sports, or music can be fairly obvious. Other successes, such as developing self-confidence, self-help skills, safe travel skills, self-advocacy, and physical fitness are ongoing and cumulative processes. Student success requires the joint commitment of students, parents, and the school. Thank you for being a part of the team.

A handwritten signature in black ink that reads "Jim A. Odham". The signature is written in a cursive style with a long, sweeping underline.

Superintendent  
Tennessee School for the Blind

Revised: July 2010